AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
AUGUST 19, 2026
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE / INVOCATION
Invocation by Pastor Linda Green, Retired Unitarian Minister.

4. PRESENTATIONS

4.1 **COMPREHENSIVE PLAN EVALUATION AND APPRAISAL —** *Deputy City Manager Glenn Akramoff and Northeast Florida Regional Council partners will present Comprehensive Plan Evaluation and Appraisal Review ("EAR") recommendations and the associated 2050 Vision Plan findings.*

4.2 **PROJECT/OPERATION UPDATES** — *Deputy City Manager Jeremiah Glisson will provide an update on pending projects and operations.*

4.3 **BUDGET SUMMARY** - *Comptroller Susan Carless will review the July 2026 budget summary and be available to answer any questions.*

4.4 **INVESTMENT SUMMARY —** *Comptroller Susan Carless will review the Fiscal Year 2025/2026 third quarter Investment Summary and be available to answer any questions.*

4.5 **LEGISLATIVE UPDATE —** *City Attorney Teresa Prince will discuss select issues which impact municipal operations that passed during Florida's 2026/2027 Legislative Session.*

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR THE CONSENT AGENDA

6. CONSENT AGENDA

6.1 **APPROVAL OF MINUTES —** *City Commission Regular Meeting - July 21, 2026, and the City Commission Special Meeting - July 28, 2026.*

6.2 **BUDGET TRANSFER — AMELIA RIVER WATERFRONT PARK -** RESOLUTION 2026-95 APPROVING AMELIA RIVER WATERFRONT PARK FINAL PROJECT COST RECONCILIATION, RATIFYING CHANGE ORDERS; AUTHORIZING THE ASSOCIATED BUDGET TRANSFER; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approving Amelia River Waterfront Park, Project #24050, final reconciliation costs, Change Orders, and associated budget transfer, in the amount of $60,000.*

6.3 **AGREEMENT ADDENDUM — BORO BUILDING AND PROPERTY MAINTENANCE —** RESOLUTION 2026-96 APPROVING GREENSCAPE ENTERPRISES, INC. D/B/A BORO BUILDING AND PROPERTY MAINTENANCE AGREEMENT ADDENDUM NO. 1 TO PROVIDE TWO (2) ONE-YEAR RENEWAL OPTIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves Boro Building and Property Maintenance Agreement Addendum No. 1 providing for two (2) one-year renewal options, the first renewal option being effective October 1, 2026, through September 30, 2027, for beach, parks, and downtown restroom facilities cleaning.*

6.4 **AWARD OF REQUEST FOR PROPOSALS 26-06 - PARKS JANITORIAL SERVICES -** RESOLUTION 2026-97 AWARDING REQUEST FOR PROPOSAL 26-06: PARKS JANITORIAL SERVICES TO GREENSCAPE ENTERPRISES, INC. D/B/A BORO BUILDING AND PROPERTY MAINTENANCE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards RFP 26-06: Parks Janitorial Services to Greenspace Enterprises, Inc. Boro Building and Property Maintenance Inc., in Fiscal Year 2026/2027, in the amount of $81,600.00.*

6.5 **AWARD OF INVITATION TO BID 26-13 - INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES -** RESOLUTION 2026-98 AWARDING INVITATION TO BID 26-13: INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES TO LIFETIME COATINGS, LLC IN FISCAL YEAR 2026/2027; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards Invitation to Bid ("ITB") 26-13: Installation of Polyurea or Equivalent Floor Coating System in City Facilities to Lifetime Coatings, LLC in Fiscal Year 2026/2027.*

6.6 **AWARD OF INVITATION TO BID 26-16 - GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING -** RESOLUTION 2026-99 AWARDING INVITATION TO BID 26-16 FOR GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING TO TAW POWER SYSTEMS INC. D/B/A INTEGRATED POWER SERVICE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards Invitation to Bid ("ITB") 26-16: Generator Annual Services, Inspections, Repairs, Load Bank Testing to TAW Power Systems Inc. d/b/a Integrated Power Service, in Fiscal Year 2026/2027.*

6.7 **AWARD OF INVITATION TO BID 26-17 — INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS -** RESOLUTION 2026-100 AWARDING INVITATION TO BID 26-17: INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS TO THE CARPET COMPANY III, INC. D/B/A SOUTHEAST FLOORS IN FISCAL YEAR 2026/2027: AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards Invitation to Bid ("ITB") 26-17: Installation of Flooring in City Owned Buildings to The Carpet Company III, Inc. d/b/a Southeast Floors, in Fiscal Year 2026/2027.*

6.8 **AUTHORIZATION TO DEFEND - PLEDGER** - RESOLUTION 2026-101 AUTHORIZING LEGAL DEFENSE IN THE MATTER OF JAMES ROOSEVELT PLEDGER II AND JULIE LYNN PLEDGER V. CITY OF FERNANDINA BEACH AND FRANK PAUL BASILE AND SHANNON M. BASILE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes legal defense in the matter of James and Julie Pledger v. City of Fernandina Beach and Frank and Shannon Basile: Case No. 452026CA000289CAAXYX.*

6.9 **AGREEMENT AMENDMENT AND BUDGET TRANSFERS — CITYVIEW -** RESOLUTION 2026-102 APPROVING CITYVIEW AGREEMENT AMENDMENT NO. 3 FOR OVER-THE-COUNTER POINT-OF-SALE INTERFACE TECHNOLOGY, IMPLEMENTATION, AND SOFTWARE MAINTENANCE FEES; APPROVING DEPARTMENTAL BUDGET TRANSFERS FOR DISTRIBUTION OF COSTS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approving CityView Agreement Amendment No. 3 for annual software maintenance, in the amount of $1,350 in Fiscal Year 2025/2026, and point-of-sale interface ("InvoiceCloud") technology, implementation, software maintenance, in the amount of $7,920, and accompanying departmental budget transfers.*

7. RESOLUTIONS

7.1 **MEMORANDUM OF UNDERSTANDING — COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION —** RESOLUTION 2026-103 APPROVING THE COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION MEMORANDUM OF UNDERSTANDING; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the Coastal Florida Police Benevolent Association Memorandum of Understanding pertaining to Article 16.5-Paid Time Off, Article 17.5-Wages, and Article 31-Duration, Modification and Renegotiation, effective October 1, 2026; approximate fiscal impact $309,000.*

7.2 **INTERLOCAL AGREEMENT — NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS —** RESOLUTION 2026-104 APPROVING THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS INTERLOCAL AGREEMENT FOR AMELIA ISLAND BEACHFRONT BRANDING HARMONIZATION AND VISITOR EXPERIENCE ENHANCEMENT INITIATIVE AND ADDENDUM NO. 1 FOR SEASIDE PARK HARMONIZATION PROJECT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the Amelia Island Beachfront Branding Harmonization and Visitor Experience Enhancement Initiative and Addendum No. 1 for the Seaside Park Harmonization Project.*

7.3 **GRANT APPLICATION — FLORIDA FIREFIGHTER CANCER DECONTAMINATION EQUIPMENT —** RESOLUTION 2026-105 AUTHORIZING SUBMISSION OF A FLORIDA DEPARTMENT OF FINANCIAL SERVICES, DIVISION OF STATE FIRE MARSHAL, FIREFIGHTER CANCER DECONTAMINATION EQUIPMENT GRANT PROGRAM APPLICATION; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes submission of a Florida Chief Financial Officer, State Fire Marshall, Florida Firefighter Cancer Decontamination Equipment Grant Program application for thirty-six particulate-blocking hoods and structural firefighting gloves, in the amount of $10,964.88, which requires a 25% City match, in the amount of $2,741.22.*

8. ORDINANCE - FIRST READING

8.1 **PAY AND CLASSIFICATION PLAN —** ORDINANCE 2026-15 AMENDING THE PAY AND CLASSIFICATION PLAN ESTABLISHED BY ORDINANCE 2025-10 PURSUANT TO CHARTER SECTION 30 AND CODE OF ORDINANCES SECTION 62-247; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Updates the pay and classification plan per Municipal Code Section 62-247.*

9. BOARD APPOINTMENTS

9.1 **BOARD OF TRUSTEES OF THE GENERAL EMPLOYEES' PENSION PLAN —** *One City Commission appointee vacancy; one applicant: Mr. James Rauschenberger.*

9.2 **PARKS AND RECREATION ADVISORY COMMITTEE —** *One vacancy; two applicants: Peter J. Kasiski and Richard Reily.*

10. CITY MANAGER REPORTS

11. CITY CLERK REPORTS

12. CITY ATTORNEY REPORTS

13. MAYOR/COMMISSIONER COMMENTS

14. ADJOURNMENT

- A THREE (3) MINUTE TIME LIMIT MAY BE IMPOSED FOR ALL SPEAKERS (EXCEPT IN A QUASI-JUDICIAL HEARING). A "REQUEST TO SPEAK" FORM IS AVAILABLE ON THE COUNTER AT THE ENTRANCE TO THE COMMISSION CHAMBERS. THE FORM SHOULD BE GIVEN TO THE CITY CLERK UPON COMPLETION.
- THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
- ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
- THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
- SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
- MULTI-MEDIA PRESENTATIONS MUST BE SUBMITTED TO THE CITY CLERK NO LATER THAN THE FRIDAY BEFORE THE MEETING.
- FERNANDINA BEACH CITIZENS WILL SPEAK BEFORE NONRESIDENTS AND SPEAKERS WILL LIMIT REMARKS TO THE SPECIFIC SUBJECT MATTER.
- DISCUSSION – DIRECTION - ACTIONS ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER A MOTION AND VOTE IN ACCORDANCE WITH ROBERTS RULES OF ORDER, OR BY A CONSENSUS OF THE CITY COMMISSION.
- PURSUANT TO RESOLUTION 95-32, IF AN ITEM IS NOT ON THE AGENDA IT REQUIRES A FOUR-FIFTHS VOTE OF THE CITY COMMISSION DECLARING THE ITEM AN EMERGENCY BEFORE ACTION CAN BE TAKEN.
- *QUASI-JUDICIAL* - DENOTES THAT THE ITEM MUST BE CONDUCTED AS A QUASI-JUDICIAL HEARING IN ACCORDANCE WITH CITY COMMISSION ESTABLISHED PROCEDURE AND FLORIDA STATUTES. ANY PERSON WISHING TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, 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 MADE.
- AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Comprehensive Plan Evaluation and Appraisal

ITEM TYPE: Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Deputy City Manager Glenn Akramoff and Northeast Florida Regional Council partners will present Comprehensive Plan Evaluation and Appraisal Review ("EAR") recommendations and the associated 2050 Vision Plan findings.

FISCAL IMPACT: Fiscal impact will be based upon City Commission direction.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): No additional comments.

Margaret Pearson, Planning and Conservation Manager	08/03/2026
Glenn Akramoff, Deputy City Manager	08/03/2026
Sarah Campbell, City Manager	08/05/2026

Caroline Best

Date: March 05, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT:	Presentation Project/Operation Updates
ITEM TYPE:	Presentation
REQUESTED ACTION:	Presentation
SYNOPSIS:	Deputy City Manager Jeremiah Glisson will provide an update on current and/or pending projects.
FISCAL IMPACT:	N/A
CITY ATTORNEY COMMENTS:	N/A
CITY MANAGER RECOMMENDATION(S):	N/A
Jeremiah Glisson, Deputy City Manager	08/05/2026
Sarah Campbell, City Manager	08/05/2026

Kimberly Elliott Briley

Date: November 25, 2025

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT:	Presentation Budget Summary
ITEM TYPE:	Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Comptroller Susan Carless will review the July 2026 budget summary and be available to answer any questions.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Susan Carless, Comptroller	08/08/2026
Sarah Campbell, City Manager	08/10/2026

Kimberly Elliott-Briley

Date: November 25, 2025

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk

COMMISSION ACTION:

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH JULY 2026

83.3% % of Year Completed

GENERAL FUND (001)	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
REVENUES:									
Property Taxes	$ 21,219,017	452	$ 21,122,398	$ (96,619)	99.5%	19,288,395	-	$ 19,352,498	100.3%
Sales /Use/Fuel Taxes	3,287,738	202,194	2,597,907	(689,831)	79.0%	3,185,849	224,420	2,609,262	81.9%
Franchise Fees	1,787,000	255,840	1,870,484	83,484	104.7%	1,587,000	192,840	1,516,643	95.6%
Licenses/Permits	524,100	21,314	430,913	(93,187)	82.2%	499,800	48,593	553,036	110.7%
Intergovernmental	1,800,623	124,129	1,836,780	36,157	102.0%	2,109,659	414,177	2,155,458	102.2%
Charges for Services	1,727,714	162,316	1,766,508	38,794	102.2%	1,889,103	178,742 [1]	1,985,116 [1]	105.1%
Fines and Forfeitures	36,000	1,415	17,234	(18,766)	47.9%	29,500	2,539	37,117	125.8%
Other	700,327	64,804	590,526	(109,801)	84.3%	400,428	107,379	630,102	157.4%
Subtotal	31,082,519	832,464	30,232,750	(849,769)	97.3%	28,989,734	1,168,689	28,839,232	99.5%
Transfers/Reimbursements									
Utility Tax	2,500,000	208,333	2,083,333	(416,667)	83.3%	2,500,000	208,333	2,083,333	83.3%
Sanitation	40,000	3,333	33,333	(6,667)	83.3%	40,000	3,333	33,333	83.3%
Wastewater	360,000	30,000	300,000	(60,000)	83.3%	360,000	30,000	300,000	83.3%
Water	120,000	10,000	100,000	(20,000)	83.3%	120,000	10,000	100,000	83.3%
Fleet	-	-	-	-		-	-	-	
Total Revenues (excluding cash balance)	34,102,519	1,084,130	32,749,417	(1,346,436)	96.0%	32,009,734	1,420,356	31,355,899	98.0%

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH JULY 2026

83.3% % of Year Completed

GENERAL FUND (001)	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%		FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
EXPENDITURES:										
City Commission	270,467	14,399	215,899	54,568	79.8%		282,968	9,968	195,552	69.1%
City Clerk	975,473	63,731	752,380	223,093	77.1%		912,680	54,900	717,426	78.6%
City Manager	752,047	60,519	638,800	113,247	84.9%		635,413	57,889	437,374	68.8%
Finance	1,138,427	74,096	908,835	229,592	79.8%		1,002,858	67,286	773,689	77.1%
Information and Technology	1,091,151	80,090	891,119	200,032	81.7%		1,178,467	86,614	889,687	75.5%
Human Resources	516,348	39,314	389,778	126,570	75.5%		508,797	38,271	383,722	75.4%
City Attorney	662,427	43,029	473,202	189,225	71.4%		1,126,340	420,698	958,705	85.1%
Planning	931,755	46,937	631,125	300,630	67.7%		1,166,192	116,691	669,524	57.4%
Planning - Greenway	348,426	17,544	178,430	169,996	51.2%		483,056	24,366	144,480	29.9%
Non-Departmental	347,306	23,517	247,472	99,834	71.3%		346,822	12,386	272,740	78.6%
Facility Maintenance	1,004,616	70,353	817,597	187,019	81.4%		1,069,192	65,520	766,422	71.7%
Police	7,953,079	631,259	5,937,679	2,015,400	74.7%		7,461,037	519,127	5,528,541	74.1%
Fire	7,935,141	551,974	5,829,684	2,105,457	73.5%		6,616,833	500,170	5,258,107	79.5%
Fire - Ocean Rescue	1,165,327	194,726	809,976	355,351	69.5%		916,121	107,009	589,618	64.4%
Fire - Beach Rangers	0	-	0	-	0.0%	(1)	123,481	11,399	49,717	40.3%
Building - Flood Plain	85,711	2	47,597	38,114	55.5%		11,878	-	0	0.0%
Code Enforcement	536,466	30,225	353,816	182,650	66.0%		427,497	28,244	315,523	73.8%
Streets	2,047,357	196,775	1,559,863	487,494	76.2%		2,026,618	138,777	1,460,258	72.1%
Downtown	437,350	28,334	269,022	168,328	61.5%		378,816	31,194	195,694	51.7%
Public Assistance	142,500	3,750	76,250	66,250	53.5%		134,100	-	76,990	57.4%
Library	63,191	3,603	51,215	11,976	81.0%		33,711	877	14,013	41.6%
Recreation	1,541,847	101,291	1,147,076	394,771	74.4%		1,520,610	2 113,399	1,057,473	69.5%
Parks	1,953,950	104,148	1,374,581	579,369	70.3%		1,789,438	118,297	1,275,050	N/A
Peck	460,483	27,056	317,420	143,063	68.9%		576,779	28,780	338,800	N/A
MLK Center	124,253	7,631	80,503	43,750	64.8%		131,213	7,899	81,877	N/A
Youth	400,284	38,404	262,521	137,763	65.6%		515,816	45,026	240,191	N/A
Aquatics	568,443	44,043	353,318	215,125	62.2%		601,060	46,671	317,148	N/A
Contingency	**512,203**	**-**	**0**	**512,203**	**0.0%**		**-**	**-**	**0**	**#DIV/0!**
Transfers										
Land Conservation	0	-	0	-	0.0%		75,000	4,167	66,667	88.9%
Capital Improvements	2,897,362	211,684	2,116,839	780,523	73.1%		1,990,772	165,898	1,658,977	83.3%
Golf	429,384	35,782	357,820	71,564	83.3%		890,000	74,167	741,667	83.3%
Airport	296,438	24,703	247,032	49,406	83.3%		296,475	24,706	247,063	83.3%
Marina	654,589	54,549	545,491	109,098	83.3%		770,062	64,172	641,718	83.3%
Fleet	306,753	25,563	255,628	51,126	83.3%		-	-	0	0.0%
Subtotal	38,550,554	2,849,027	28,137,969	10,412,585	73.0%		36,000,102	2,984,566	26,364,413	73.2%
Encumbrances - All Departments		338,730	338,730	(338,730)				413,406	413,406	
Reserves	8,634,279	0	0	8,634,279			6,249,353			
Reserves - Restricted	-	-	-	0						
Total Expenditures (including Encumbranc	47,184,833	3,187,758	28,476,699	18,708,134	60.4%		42,249,455	3,397,972	26,777,818	63.4%
EXCESS (DEFICIENCY) OF REVENUES OVER E	(13,082,314)	(2,103,627)	4,272,718	17,355,032			(10,239,721)	(1,977,616)	4,578,081	
Fund Balance, October 1, 2025 (Cash Balance)										
Unrestricted	13,082,296	13,082,296	13,082,296	-			10,239,721	10,239,721	10,239,721	
Fund Balance	$ (18)	10,978,669	$ 17,355,014	$ 17,355,032			-	8,262,105	$ 14,817,802	

1. Fire Beach Rangers is combined with Fire Ocean Rescue for FY 2026.

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH JULY 2026

83.3% % of Year Completed

SPECIAL REVENUE FUNDS

FUND #	NAME OF FUND	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
REVENUES										
100	Law Enforcement Trust (LETF)	$ 4,245	39	$ 9,819	$ 5,574	231.3%	$ 4,077	$ 6	$ 61	1.5%
110	Federal Forfeiture	111,087	328	10,592	(100,495)	9.5%	61,619	8,476	23,023	37.4%
125	Tree Trust	648,478	5,305	66,344	(582,134)	10.2%	508,427	22,567	99,735	19.6%
126	Historic District (HDC)	130,061	4,171	16,780	(113,281)	12.9%	102,888	1,428	10,137	9.9%
127	Parking Special Revenue Fund	840,000	165,509	976,101	136,101	116.2%	-	-	0	#DIV/0!
135	Land Conservation Trust	261,037	724	4,434	(256,603)	1.7%	238,577	4,528	161,066	67.5%
140	Building Fees Fund	2,479,360	85,968	782,573	(1,696,787)	31.6%	2,798,071	153,008	997,313	35.6%
145	Wastewater Capacity Fees	1,485,981	7,202	160,026	(1,325,955)	10.8%	1,341,749	17,069	407,870	30.4%
146	Water Capacity Fees	197,218	1,904	32,679	(164,539)	16.6%	164,638	2,681	85,013	51.6%
150	Utility Tax	3,409,056	270,689	2,435,475	(973,581)	71.4%	2,890,253	225,277	2,120,369	73.4%
170	Cemetery	1,895,607	40,041	255,849	(1,639,758)	13.5%	1,772,720	12,622	184,162	10.4%
180	Community Redevelopment Area	975,365	2,115	373,541	(601,824)	38.3%	1,391,728	186,076	199,120	14.3%
190	Law Enforcement Recovery	888,213	34,982	420,134	(468,079)	47.3%	673,520	23,792	284,386	42.2%
	Total Revenues	$ 13,325,708	618,977	$ 5,544,346	$ (7,781,362)	41.6%	11,948,267	657,532	$ 4,572,255	38.3%
EXPENDITURES:										
100	Law Enforcement Trust (LETF)	$ 4,245	-	$ -	$ 4,245	0.0%	$ 4,077	-	$ -	0.0%
110	Federal Forfeiture	111,087.00	-	-	111,087.00	0.0%	61,619	13,045	13,045	21.2%
125	Tree Trust	648,478.00	3,067.45	233,446.12	415,031.88	36.0%	508,427	2,949	67,642	13.3%
126	Historic District (HDC)	130,061.00	-	-	130,061.00	0.0%	102,888	750	6,692	6.5%
127	Parking Special Revenue Fund	840,000.00	80,926.05	458,143.67	381,856.33	54.5%	N/A	N/A	N/A	
135	Land Conservation Trust	261,037.00	-	-	261,037.00	0.0%	238,577	-	1,294	0.5%
140	Building Fees Fund	2,479,360.00	77,220.19	1,296,466.77	1,182,893.23	52.3%	2,798,071	105,050	1,147,920	41.0%
145	Wastewater Capacity Fees	1,485,981.00	41,666.67	416,666.66	1,069,314.34	28.0%	1,341,749	41,667	416,667	31.1%
146	Water Capacity Fees	197,218.00	2,083.33	20,833.34	176,384.66	10.6%	164,638	2,083	20,833	12.7%
150	Utility Tax	3,409,056.00	208,333.33	2,083,333.34	1,325,722.66	61.1%	2,890,253	208,333	2,083,333	72.1%
170	Cemetery	1,895,607.00	20,331.26	110,380.14	1,785,226.86	5.8%	1,772,720	19,732	113,856	6.4%
180	Community Redevelopment Area	975,365.00	10,220.40	202,344.41	773,020.59	20.7%	1,391,728	252,396	588,766	42.3%
190	Law Enforcement Recovery	888,213.00	-	175,371.84	712,841.16	19.7%	673,520	-	$ 20,432	3.0%
	Total Expenditures	$ 13,325,708	443,849	$ 4,996,986	$ 8,328,722	37.5%	11,948,267	646,005	$ 4,480,481	37.5%

CITY OF FERNANDINA BEACH
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FISCAL YEAR TO DATE THROUGH JULY 2026

83.3% % of Year Completed

SPECIAL REVEMUE FUND BALANCES	BEGINNING	CURRENT MONTH ACTIVITY	YTD ACTIVITY	ENDING BALANCE	BALANCE
100 Law Enforcement Trust (LETF)	4,190	39	9,819	14,009	14,009
110 Federal Forfeiture	108,287	328	10,592	118,879	118,879
125 Tree Trust	568,631	2,237	(167,102)	401,529	401,529
126 Historic District (HDC)	119,861	4,171	16,780	136,641	136,641
127 Parking Special Revenue Fund	-	84,583	517,957	517,957	517,957
135 Land Conservation Trust	258,413	724	4,434	262,847	262,847
140 Building Fees Fund	1,650,360	8,748	(513,894)	1,136,466	1,136,466
145 Wastewater Capacity Fees	1,005,181	(34,465)	(256,641)	748,540	748,540
146 Water Capacity Fees	109,260	(179)	11,845	121,106	121,106
150 Utility Tax	1,128,738	62,356	352,141	1,480,880	1,480,880
170 Cemetery	1,681,857	19,709	145,469	1,827,326	1,827,326
180 Community Redevelopment Area	591,307	(8,105)	171,197	762,504	762,504
190 Law Enforcement Recovery	423,599	34,982	244,763	668,361	668,361

Special Revenue Funds - amounts shown include budgeted cash balance forward and reserves.

CITY OF FERNANDINA BEACH
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83.3% % of Year Completed

CAPITAL PROJECTS FUNDS

FUND #	NAME OF FUND	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
300	Capital Improvement									
	Revenues	$ 12,637,074	222,279	$ 3,122,845	$ (9,514,229)	24.7%	8,805,899	270,904	$ 3,958,889	45.0%
	Expenses									
	General Government	$ 2,650,892	$ 5,085	$ 931,107	$ 1,719,785	35.1%	3,800,313	70,791	425,796	11.2%
	Information Technology	170,000	-	118,461	51,539	69.7%	150,000	-	141,568	94.4%
	Police	417,237	-	417,236	1		488,115	-	488,114	
	Fire	636,545	-	183,345	453,200	28.8%	447,173	-	447,172	100.0%
	Streets	1,393,391	-	864,154	529,237	62.0%	1,598,179	16,428	1,356,243	84.9%
	Library	20,000	-	19,980	20	99.9%	-	-	-	#DIV/0!
	Recreation	6,888,709	11,613	381,016	6,507,693	5.5%	1,189,592	187,586	607,998	51.1%
	Parks	110,000	-	94,385	15,615	85.8%	929,527	339,651	746,413	80.3%
	Peck	-	-	-	-	#DIV/0!	30,000	-	29,836	99.5%
	MLK	350,300	59,170	59,170	291,130	16.9%	85,000	-	-	0.0%
	Aquatics	-	-	-	-	#DIV/0!	88,000	-	77,035	87.5%
	Subtotal	12,637,074	75,867	3,068,854	9,568,220	24.3%	8,805,899	614,455	4,320,176	49.1%
	Net Revenues(Expenses)	$ -	146,412	$ 53,991	$ (53,991)		-	(343,552)	$ (361,288)	-4.1%
310	Capital Expansion									
	Revenues									
	Grants/Interest/Loan	$ 197,000	11,482	$ 152,863	$ (44,137)	77.6%	$ 1,750,000	11,477	$ 122,849	7.0%
	Admin	1,932,770	9,201	51,862	(1,880,908)	2.7%	1,758,029	17,437 #	124,803	7.1%
	Police	590,062	5,437	30,646	(559,416)	5.2%	658,343	10,304 #	73,524	11.2%
	Fire	622,277	7,528	42,433	(579,844)	6.8%	473,217	13,490 #	101,141	21.4%
	Sanitation	-	-	-	-	0.0%	-	- #	-	
	Recreation	4,267,121	54,433	318,562	(3,948,559)	7.5%	4,990,980	105,283 #	506,493	10.1%
	Subtotal	7,609,230	88,080	596,365	(7,012,865)	7.8%	9,630,569	157,990	928,810	9.6%
	Expenses									
	Admin	$ 1,988,547	$ 14,950	$ 1,897,836	$ 90,711	95.4%	1,769,888	-	-	0.0%
	Police	606,641	-	-	$ 606,641	0.0%	662,623	1,658	181,864	27.4%
	Fire	639,695	-	-	$ 639,695	0.0%	476,029	-	-	0.0%
	Recreation	4,374,347	24,673	1,244,795	$ 3,129,552	28.5%	6,722,029	279,946	1,182,496	17.6%
	Subtotal	7,609,230	39,623	3,142,631	4,466,599	41.3%	9,630,569	281,604	1,364,360	14.2%
	Net Revenues(Expenses)	$ -	48,458	$ (2,546,266)	$ (2,546,266)	-33.5%	-	(123,613)	$ (435,550)	-4.5%
315	Other Capital Improvements									
	Revenues									
	State Grant	$ -	-	$ -	$ -	0.0%	$ -	-	$ -	0.0%
	Other Grant	-	-	-	-	0.0%	-	-	-	0.0%
	Interest	10,000	2,415	29,171	19,171	291.7%	15,000	4,217	48,579	323.9%
	From General Fund	-	-	-	-	0.0%	-	-	-	0.0%
	Cash Balance Forward	2,248,028	-	-	(2,248,028)	0.0%	3,456,903	-	-	0.0%
	Subtotal	2,258,028	2,415	29,171	(2,228,857)	1.3%	3,471,903	4,217	48,579	1.4%
	Expenses									
	Operating	$ -	$ -	-	$ -	0.0%	$ -	$ -	$ -	0.0%
	Admin	$ 2,258,028	$ (0)	1,400,874	857,154	62.0%	3,471,903	97,413	729,676	21.0%
	Subtotal	2,258,028	(0)	1,400,874	857,154	62.0%	3,471,903	97,413	729,676	21.0%
	Net Revenues(Expenses)	$ -	2,415	$ (1,371,703)	$ (1,371,703)	0.0%	-	(93,195)	$ (681,098)	-19.6%

CITY OF FERNANDINA BEACH
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83.3% % of Year Completed

CAPITAL PROJECTS FUNDS

FUND #	NAME OF FUND	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
330	Wastewater Improvement									
	Revenues	$ 10,912,552	31,419	$ 253,355	$ (10,659,197)	2.3%	11,092,105	63,986	$ 619,368	5.6%
	Expenses	10,912,552	-	91,074	10,821,478	0.8%	11,092,105	-	281,719	2.5%
	Net Revenues(Expenses)	$ -	31,419	$ 162,281	$ 162,281	0.0%	-	63,986	$ 337,648	

CITY OF FERNANDINA BEACH
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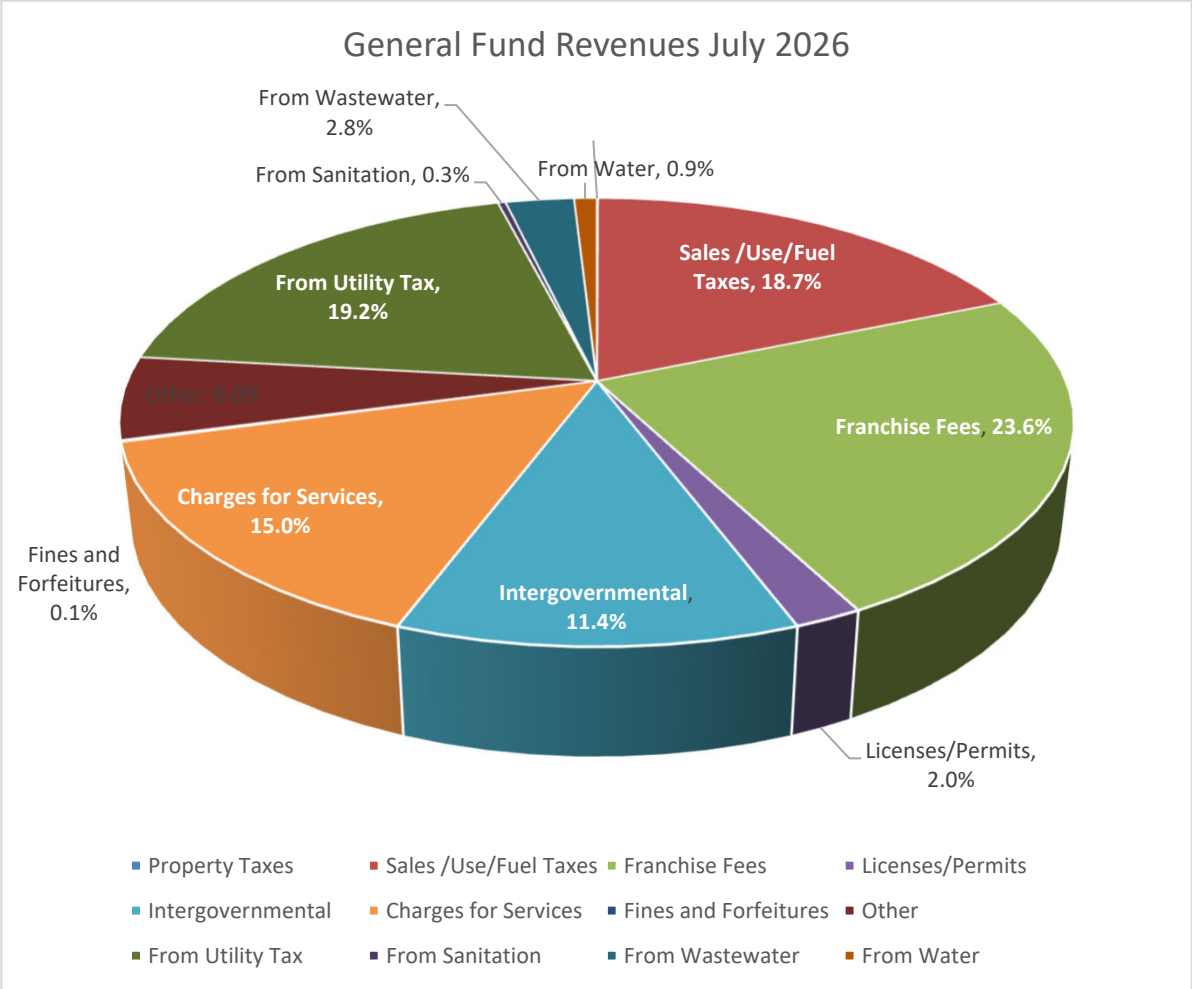
ENTERPRISE FUNDS	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
Golf Course Fund 410									
Operating Revenues	$ 2,397,800	$ 229,253	$ 2,517,022	$ 119,222	105.0%	$ 2,310,063	$ 238,534	$ 2,006,103	86.8%
Operating Expense*	2,610,888	184,070	1,858,672	752,216	71.2%	2,448,000	168,400	1,844,169	75.3%
Operating Income (Loss)	(213,088)	45,183	658,350	871,438	-309.0%	(137,937)	70,134	161,933	-117.4%
Non Operating Income (Expense) & T	330,976	42,195	311,434	(19,542)	94.1%	725,794	71,121	659,362	90.8%
Change in Net Position	$ 117,888	$ 87,378	$ 969,784	$ 851,896	822.6%	$ 587,857	$ 141,255	$ 821,295	139.7%
Airport Fund 420									
Operating Revenues	$ 1,039,392	$ 111,551	$ 989,028	$ (50,364)	95.2%	$ 1,055,312	$ 98,974	$ 941,943	89.3%
Operating Expense*	1,589,999	86,628	863,183	726,816	54.3%	1,515,435	64,089	404,637	26.7%
Operating Income (Loss)	(550,607)	24,923	125,845	676,452	-22.9%	(460,123)	34,885	537,306	-116.8%
Non Operating Income (Expense) & T	5,686,102	24,703	1,184,766	(4,501,336)	20.8%	6,763,218	27,675	2,908,433	43.0%
Change in Net Position	$ 5,135,495	$ 49,626	$ 1,310,611	$ (3,824,884)	25.5%	$ 6,303,095	$ 62,560	$ 3,445,739	54.7%
Sanitation Fund 440									
Operating Revenues	$ 2,948,190	$ 276,787	$ 2,551,639	$ (396,551)	86.5%	$ 2,676,000	$ 233,196	$ 2,328,199	87.0%
Operating Expense*	2,894,707	243,599	2,285,756	608,951	79.0%	2,906,829	222,668	2,198,281	75.6%
Operating Income (Loss)	53,483	33,188	265,883	212,400	497.1%	(230,829)	10,528	129,918	-56.3%
Non Operating Income (Expense) & T	164,500	33,041	128,743	(35,757)	78.3%	61,600	(543)	65,686	106.6%
Change in Net Position	$ 217,983	$ 66,229	$ 394,626	$ 176,643	181.0%	$ (169,229)	$ 9,984	$ 195,604	-115.6%
Wastewater Fund 450									
Operating Revenues	$ 7,039,355	$ 621,798	$ 6,352,940	$ (686,415)	90.2%	$ 6,721,048	$ 620,633	$ 5,929,385	88.2%
Operating Expense*	4,538,901	343,208	3,461,607	1,077,294	76.3%	4,316,563	297,179	3,058,953	70.9%
Operating Income (Loss)	2,500,454	278,590	2,891,333	390,879	115.6%	2,404,485	323,454	2,870,433	119.4%
Non Operating Income (Expense) & T	(793,991)	(62,926)	(576,568)	217,423	72.6%	(1,218,588)	(102,558)	(1,012,757)	83.1%
Change in Net Position	$ 1,706,463	$ 215,665	$ 2,314,765	$ 608,302	135.6%	$ 1,185,897	$ 220,896	$ 1,857,676	156.6%
Water Fund 460									
Operating Revenues	$ 5,471,150	$ 469,939	$ 4,845,271	$ (625,879)	88.6%	$ 5,205,326	$ 522,925	$ 4,513,244	86.7%
Operating Expense*	3,600,040	249,688	2,790,264	809,776	77.5%	3,702,072	246,214	2,611,291	70.5%
Operating Income (Loss)	1,871,110	220,252	2,055,008	183,898	109.8%	1,503,254	276,711	1,901,953	126.5%
Non Operating Income (Expense) & T	(1,532,580)	(122,668)	(1,243,332)	289,248	81.1%	(1,511,447)	(120,823)	(1,195,203)	79.1%
Change in Net Position	$ 338,530	$ 97,584	$ 811,676	$ 473,146	239.8%	$ (8,193)	$ 155,888	$ 706,750	-8626.3%
Stormwater Fund 470									
Operating Revenues	$ 1,065,355	$ 94,485	$ 955,035	$ (110,320)	89.6%	$ 1,016,560	$ 89,568	$ 916,271	90.1%
Operating Expense*	879,773	62,461	673,338	206,435	76.5%	1,495,034	88,396	1,015,954	68.0%
Operating Income (Loss)	185,582	32,023	281,697	96,115	151.8%	(478,474)	1,172	(99,683)	20.8%
Non Operating Income (Expense) & T	369,863	(72,761)	390,072	20,209	105.5%	785,531	-	10,355	1.3%
Change in Net Position	$ 555,445	$ (40,738)	$ 671,770	$ 116,325	120.9%	$ 307,057	$ 1,172	$ (89,328)	-29.1%
Marina Fund 480									
Operating Revenues	$ 3,355,453	$ 321,963	$ 3,643,799	$ 288,346	108.6%	$ 3,304,873	$ 266,545	$ 3,100,988	93.8%
Operating Expense*	3,565,815	406,234	2,854,081	711,734	80.0%	3,073,777	254,245	2,593,066	84.4%
Operating Income (Loss)	(210,362)	(84,271)	789,718	1,000,080	-375.4%	231,096	12,300	507,923	219.8%
Non Operating Income (Expense) & T	495,041	49,258	755,807	260,766	152.7%	531,818	54,630	880,856	165.6%
Change in Net Position	$ 284,679	$ (35,013)	$ 1,545,525	$ 1,260,846	542.9%	$ 762,914	$ 66,929	$ 1,388,779	182.0%

*Does not include Depreciation Expense and Encumbrances.

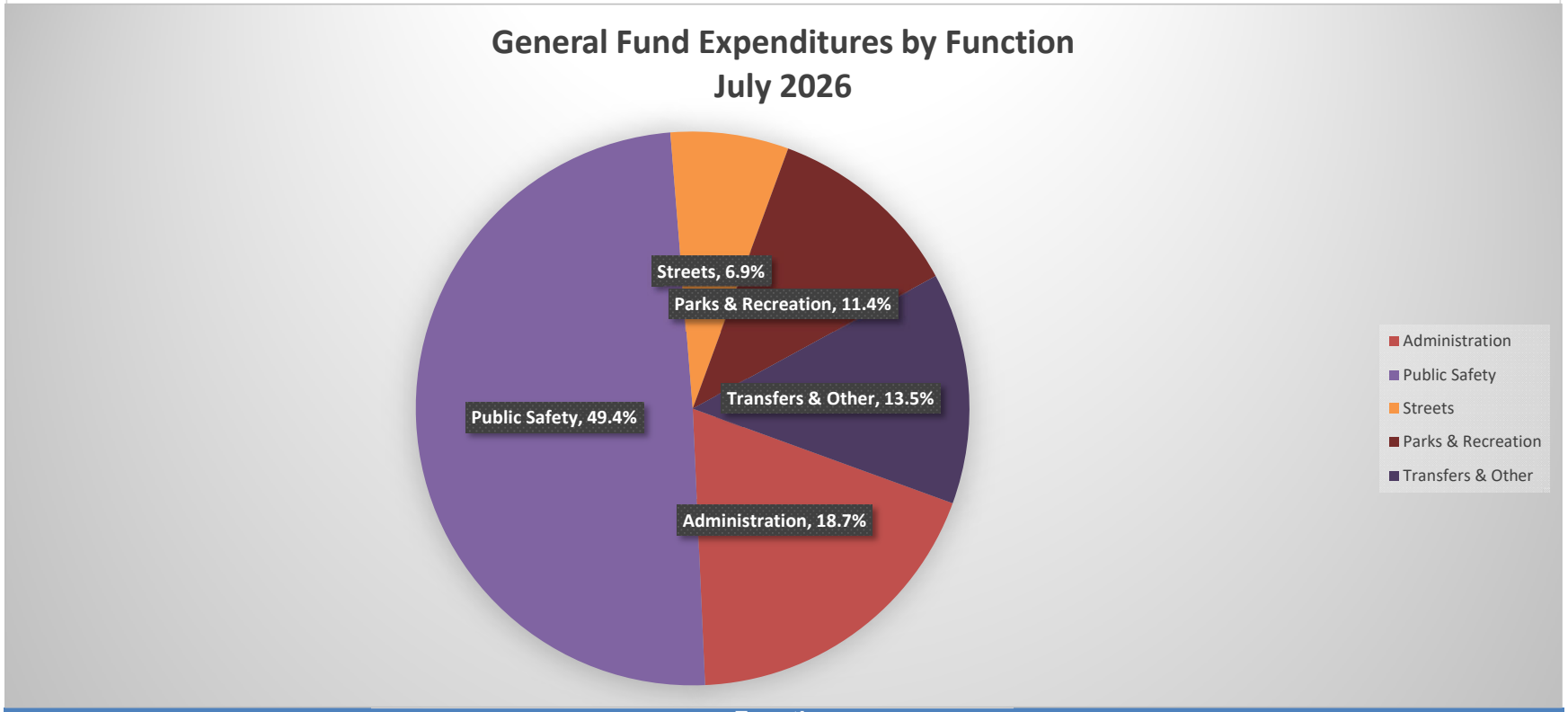
CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH JULY 2026

83.3% % of Year Completed

ENTERPRISE FUNDS	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
Capital Outlay by Fund									
Golf Course Fund 410	$ 313,275	$ -	$ 289,099	$ 24,176	92.3%	$ 437,706	$ 87,073	$ 428,872	98.0%
Airport Fund 420	5,134,366	12,886	1,018,428	$ 4,115,938	19.8%	7,459,534	100,930	3,207,559	43.0%
Sanitation Fund 440	247,500	-	218,236	29,264	88.2%	2,102	-	2,102	100.0%
Wastewater Fund 450	2,663,646	17,991	1,324,089	1,339,557	49.7%	2,138,787	8,963	1,274,633	59.6%
Water Fund 460	2,265,593	31,630	1,434,890	830,703	63.3%	1,931,950	220,320	1,480,134	76.6%
Stormwater Fund 470	402,296	12,036	34,097	368,199	8.5%	1,355,486	-	24,209	1.8%
Marina Fund 480	960,124	15,890	530,611	429,513	55.3%	1,807,959	-	1,172,238	64.8%
Total Enterprise Funds	$ 11,986,800	$ 90,433	$ 4,849,450	$ 7,137,350	40.5%	$ 15,133,524	$ 417,286	$ 7,589,747	50.2%



General Fund Revenues		% of Total
Property Taxes	452	0.0%
Sales /Use/Fuel Taxes	202,194	18.7%
Franchise Fees	255,840	23.6%
Licenses/Permits	21,314	2.0%
Intergovernmental	124,129	11.4%
Charges for Services	162,316	15.0%
Fines and Forfeitures	1,415	0.1%
Other	64,804	6.0%
From Utility Tax	208,333	19.2%
From Sanitation	3,333	0.3%
From Wastewater	30,000	2.8%
From Water	10,000	0.9%
Total Revenues (excluding cash balance)	1,084,130	



Function

Function	% of Total	Amount
Administration	18.7%	533,528
Public Safety	49.4%	1,408,185
Streets	6.9%	196,775
Parks & Recreation	11.4%	326,175
Transfers & Other	13.5%	384,365
Total		**2,849,027**

Department

Administration		Public Safety		Streets	196,775	Transfers & Other		Parks & Recreation	
City Commission	14,399	Police	631,259			Downtown	28,334	Library	3,603
City Clerk	63,731	Fire	551,974			Public Assistance	3,750	Recreation	101,291
City Manager	60,519	Fire - Ocean Rescue	194,726			Transfer to Land Conservation	0	Parks	104,148
Finance	74,096	Fire - Beach Rangers	0			Transfer to Capital Improvements	211,684	Peck	27,056
Information Technology	80,090	Code Enforcement	30,225			Transfer to Golf	35,782	MLK Center	7,631
Human Resources	39,314	Building - Flood Plain	2			Transfer to Airport	24,703	Youth	38,404
City Attorney	43,029					Transfer to Marina	54,549	Aquatics	44,043
Planning	46,937					Transfer to Fleet	25,563		
Planning - Greenway	17,544								
Facility Maintenance	70,353								
Non-Departmental	23,517								

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to July 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	R	34710	GREEN FEES	(775,000)	(862,954)	(91,894)	87,954
		34713	GOLF CARTS	(460,000)	(527,208)	(54,567)	67,208
		34714	RANGE FEES	(160,000)	(161,767)	(15,749)	1,767
		34733	MEMBERSHIPS	(300,000)	(323,199)	(13,200)	23,199
		36990	OTHER REVENUE	0	(4,204)	471	4,204
		38101	FROM GENERAL FUND	(429,384)	(357,820)	(35,782)	(71,564)
		36992	GAIN ON SALE OF ASSET	(20,000)	(13,434)	0	(6,566)
		36110	INTEREST	0	(7,599)	(1,483)	7,599
		36980	CREDIT CARD CONVENIENCE FEES	(45,000)	(50,585)	(5,401)	5,585
	R Total			**(2,189,384)**	**(2,308,770)**	**(217,605)**	**119,386**
	E	51200	SALARIES	467,559	373,575	36,541	93,984
		51350	PART-TIME	434,791	302,255	30,331	132,536
		51400	OVERTIME	15,000	9,110	1,423	5,890
		52100	FICA	70,666	53,576	5,212	17,090
		52200	RETIREMENT	100,743	78,689	7,597	22,054
		52300	HEALTH INSUR	75,449	57,980	6,998	17,469
		52301	LIFE INSUR	1,407	1,171	239	237
		52350	OPEB COSTS	794	662	66	132
		52400	WORKERS' COMP	10,036	5,222	522	4,814
		53100	PROFESSIONAL SERVICES	3,000	2,631	1,000	369
		53200	AUDITING	3,221	2,684	268	537
		53400	CONTRACTUAL	23,224	15,281	923	7,943
		54000	TRAINING/TRAVEL	1,850	1,060	0	790
		54100	COMM - PHONE/FAX/ALARM	2,388	1,567	23	821
		54101	COMMUNICATIONS-CELLULAR	480	374	37	106
		54103	COMMUNICATIONS-INTERNET	3,520	2,527	263	993
		54200	POSTAGE	100	0	0	100
		54300	UTILITIES ELECTRIC	72,000	53,325	6,871	18,675
		54310	UTILITIES-WATER & WASTEWATER	8,100	6,409	577	1,691
		54400	RENTALS/LEASES	9,400	0	0	9,400
		54500	INSURANCE	46,280	28,761	2,876	17,519
		54610	R/M BLDG & GROUNDS	37,800	26,372	0	11,428
		54611	R/M FACILITIES	20,050	14,731	1,296	5,319
		54620	R/M EQUIPMENT	42,000	40,291	5,336	1,709

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to July 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	E	54630	R/M VEHICLES-LABOR	1,120	1,119	0	1
		54640	R/M VEHICLES-PARTS	750	162	0	588
		54800	PROMOTIONAL	18,549	12,978	1,234	5,571
		55100	OFFICE SUPPLIES	1,000	931	0	69
		55200	OPERATING SUPPLIES	133,560	64,902	5,360	68,658
		55210	UNIFORMS	2,500	2,395	0	105
		55220	JANITORIAL SUPPLIES	4,400	1,741	346	2,659
		55230	GAS/OIL	27,135	20,923	3,106	6,212
		55240	CHEMICALS	180,000	82,069	10,605	97,405
		55400	BOOKS/SUBS/DUES	2,545	1,370	0	1,175
		55550	F&B COST OF SALES	0	0	110	0
		56400	MACH/EQUIP	5,000	4,188	0	812
			TRI DECK MOWER RE#823	18,139	18,139	0	0
			DAKOTA SPREADER RE#809	24,000	22,810	0	1,190
			CUSHMAN HAULER UTLTY CART-872	12,000	11,495	0	505
			BUFFALO BLOWER RE826	12,000	10,880	0	1,120
			GRASSHOPPER MOWER RE#829	28,000	26,542	0	1,458
			JOHN DEER GATOR RE#805	38,000	36,685	0	1,315
			CLUBCAR CUSHMAN	11,861	11,495	0	366
			IRRIGATION SYSTEM UPGRADE	91,275	86,236	0	5,039
			RANGE BALL DISPENSER	16,000	10,630	0	5,370
		57100	PRINCIPAL	144,000	107,000	0	37,000

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to July 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	E	57200	INTEREST	19,408	15,208	0	4,200
		55201	CREDIT CARD FEES	67,725	57,950	6,184	9,775
		56300	GOLF CLUBHOUSE BAR RENOVATION	50,000	49,999	0	1
	E Total			**2,358,825**	**1,736,101**	**135,344**	**622,198**
410 Total				**169,441**	**(572,669)**	**(82,261)**	**741,584**
4107260	R	34790	TOPTRACER BAY SPONSORSHIP	(1,250)	(1,250)	(125)	0
	R Total			**(1,250)**	**(1,250)**	**(125)**	**0**
	E	54400	RENTALS/LEASES	10,000	8,000	0	2,000
	E Total			**10,000**	**8,000**	**0**	**2,000**
4107260 Total				**8,750**	**6,750**	**(125)**	**2,000**
4107261	R	34715	PRO SHOP SALES	(147,000)	(145,276)	(16,814)	(1,724)
		34719	GOLF INSTRUCTION	(33,000)	(27,620)	(2,650)	(5,380)
	R Total			**(180,000)**	**(172,896)**	**(19,464)**	**(7,104)**
	E	51350	PART TIME SALARIES	93,181	69,488	6,865	23,693
		51400	OVERTIME	3,500	3,157	342	343
		52100	FICA	7,397	5,557	551	1,840
		52400	WORKERS' COMP	1,842	521	52	1,321
		54970	PROGRAM COSTS	26,400	22,096	2,120	4,304
		55210	UNIFORMS	350	300	0	50
		55545	PRO SHOP COST OF SALES	75,000	77,566	8,465	(2,566)
	E Total			**207,670**	**178,685**	**18,395**	**28,985**
4107261 Total				**27,670**	**5,789**	**(1,068)**	**21,881**
4107262	R	34716	FOOD AND BEVERAGE	(499,550)	(447,162)	(34,079)	(52,388)
		34718	FACILITY RENTAL	(22,000)	(20,587)	(175)	(1,413)
	R Total			**(521,550)**	**(467,749)**	**(34,254)**	**(53,801)**
	E	51200	SALARIES	116,629	59,891	5,384	56,738
		51350	PART TIME SALARIES	115,000	92,986	9,166	22,014
		51400	OVERTIME	3,500	3,314	568	186

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to July 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
4107262	E	52100	FICA	22,338	17,885	1,741	4,453
		52200	RETIREMENT	29,283	15,748	1,506	13,535
		52300	HEALTH INSUR	30,679	13,848	1,474	16,831
		52301	LIFE INSUR	407	174	35	233
		52400	WORKERS' COMP	3,314	1,713	171	1,601
		54400	RENTALS/LEASES	3,576	3,148	305	428
		54620	R/M EQUIPMENT	450	450	0	0
		55200	OPERATING SUPPLIES	18,550	15,169	776	3,381
		55210	UNIFORMS	350	300	0	50
		55550	F&B COST OF SALES	160,000	122,566	9,205	37,434
	E Total			**504,076**	**347,193**	**30,331**	**156,883**
4107262 Total				**(17,474)**	**(120,556)**	**(3,923)**	**103,082**
Grand Total				**188,387**	**(680,685)**	**(87,378)**	**868,546**

Year-to-date Revenues exceed Expences by $ 680,685

Budgeted Capital Purchases to be completed $ 7,000

CAPITAL EXPANSION FUND
July 2026

	FY24-25 BALANCE FORWARD	FY25-26 REVENUE	FY25-26 INTEREST	FY25-26 EXPENSES	FY25-26 BALANCE
POLICE	530,061.59	30,645.91	8,276.90	-	568,984.40
FIRE	542,277.64	42,432.80	8,467.65	-	593,178.09
SANITATION	-	-	-	-	-
RECREATION/PARKS	3,663,120.98	368,861.52	57,199.53	1,244,795.05	2,844,386.98
ADMINISTRATION	1,832,769.58	51,862.32	28,618.65	1,897,835.85	15,414.70
	6,568,229.79	493,802.55	102,562.73	3,142,630.90	4,021,964.17

YTD Interest Earnings 102,562.73

Budgeted Expenditures Remaining to be Completed FY26

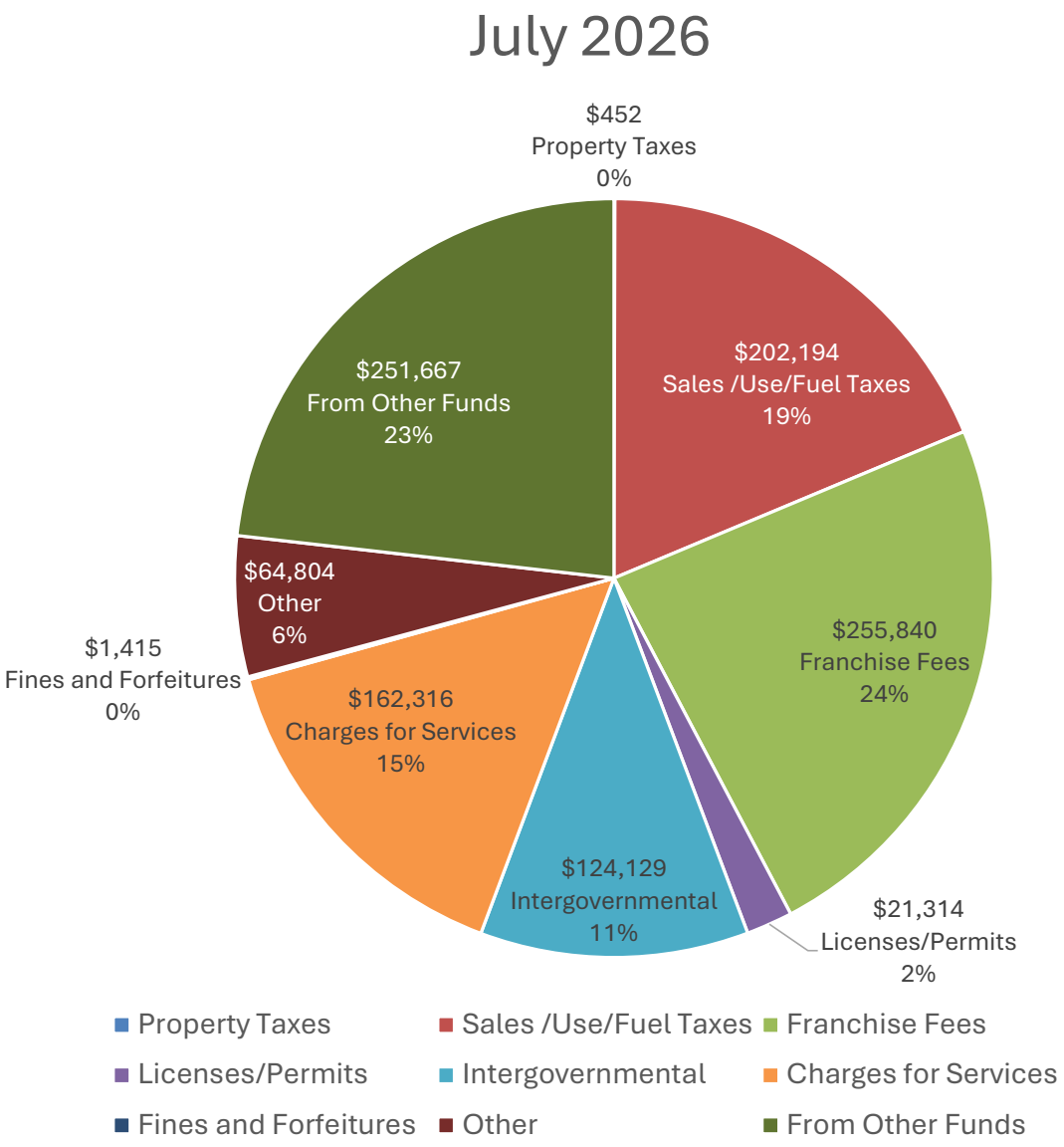
ADMINISTRATION		**7,547**
New Sidewalks	7,546.51	
POLICE		**45,000**
DRONE	20,000.00	
Police Equipment	10,000.00	
Equipment for additional officer: uniforms, body armorer, weapons, duty gear and radio.	15,000.00	
RECREATION/PARKS		**1,440,813**
Engineering, design, and construction plans for Ybor Regional Sports Complex	23,815.50	
Cemetery Columbarium	3,290.00	
MLK Softball Field Expansion	1,413,707.50	
Completion of Waterfront Park	-	

Budget Summary

July 2026

FERNANDINA BEACH
FLORIDA

General Fund Revenues

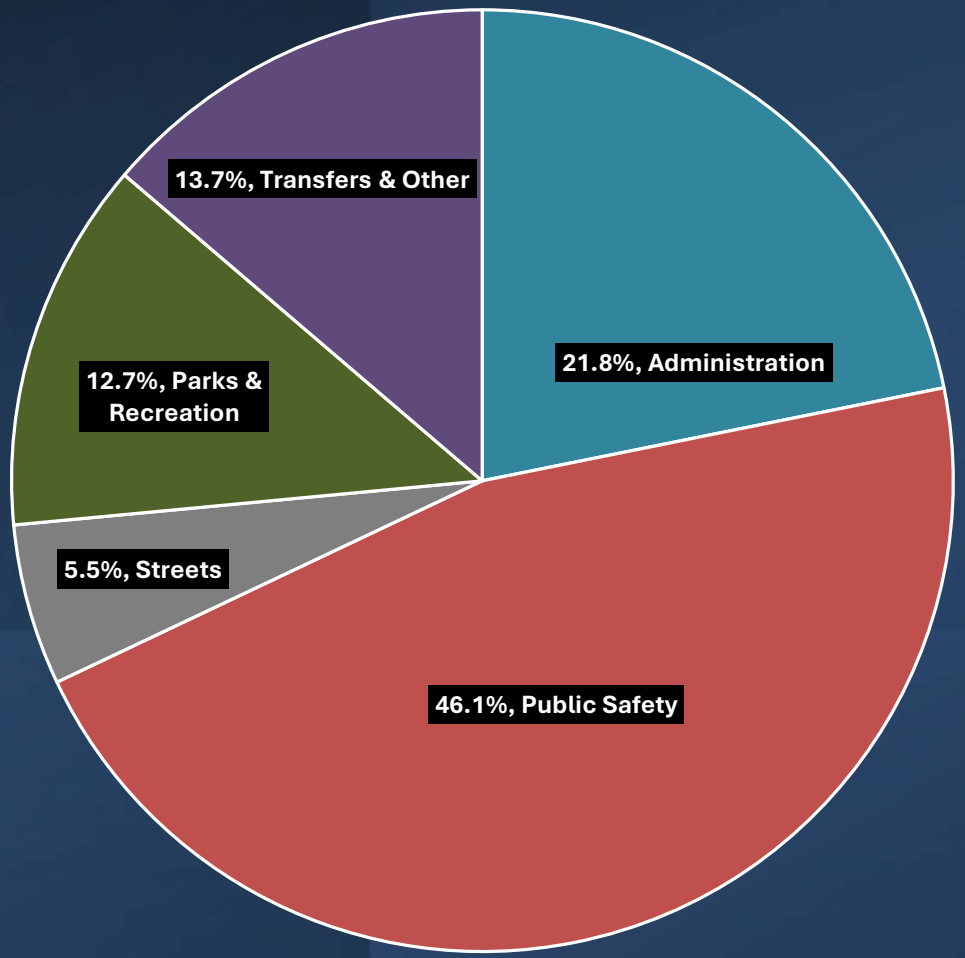


General Fund Revenues

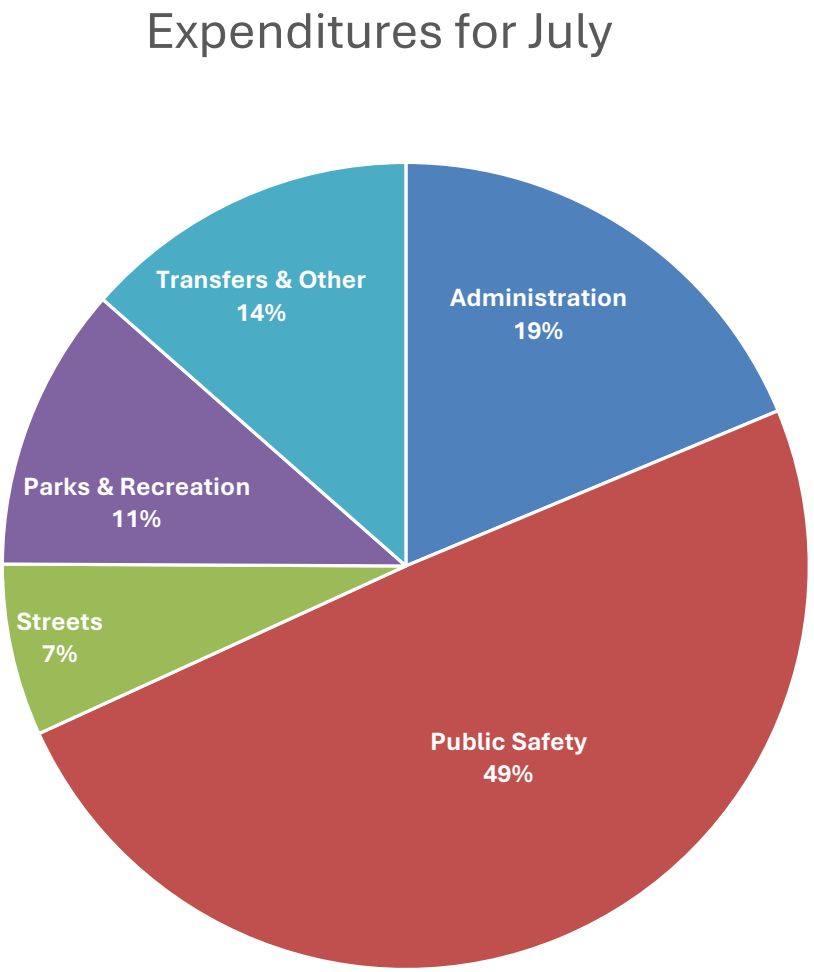
GENERAL FUND (001)	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%
REVENUES:					
Property Taxes	$ 21,219,017	452	$ 21,122,398	$ (96,619)	99.5%
Sales /Use/Fuel Taxes	3,287,738	202,194	2,597,907	(689,831)	79.0%
Franchise Fees	1,787,000	255,840	1,870,484	83,484	104.7%
Licenses/Permits	524,100	21,314	430,913	(93,187)	82.2%
Intergovernmental	1,800,623	124,129	1,836,780	36,157	102.0%
Charges for Services	1,727,714	162,316	1,766,508	38,794	102.2%
Fines and Forfeitures	36,000	1,415	17,234	(18,766)	47.9%
Other	700,327	64,804	590,526	(109,801)	84.3%
Subtotal	31,082,519	832,464	30,232,750	(849,769)	97.3%
Transfers/Reimbursements					
Utility Tax	2,500,000	208,333	2,083,333	(416,667)	83.3%
Sanitation	40,000	3,333	33,333	(6,667)	83.3%
Wastewater	360,000	30,000	300,000	(60,000)	83.3%
Water	120,000	10,000	100,000	(20,000)	83.3%
Fleet	-	-	-	-	
Total Revenues (excluding cash balance)	34,102,519	1,084,130	32,749,417	(1,346,436)	96.0%

Year-to-Date General Fund

Expenditures by Function



General Fund Departments



General Fund – Fund Balance

July 2026

Fund Balance
$17,355,014

July 2025

Fund Balance
$14,817,802

Special Revenue Funds Balances

SPECIAL REVEMUE FUND BALANCES	BEGINNING	CURRENT MONTH ACTIVITY	YTD ACTIVITY	BALANCE
100 Law Enforcement Trust (LETF)	4,190	39	9,819	14,009
110 Federal Forfeiture	108,287	328	10,592	118,879
125 Tree Trust	568,631	2,237	(167,102)	401,529
126 Historic District (HDC)	119,861	4,171	16,780	136,641
127 Parking Special Revenue Fund	-	84,583	517,957	517,957
135 Land Conservation Trust	258,413	724	4,434	262,847
140 Building Fees Fund	1,650,360	8,748	(513,894)	1,136,466
145 Wastewater Capacity Fees	1,005,181	(34,465)	(256,641)	748,540
146 Water Capacity Fees	109,260	(179)	11,845	121,106
150 Utility Tax	1,128,738	62,356	352,141	1,480,880
170 Cemetery	1,681,857	19,709	145,469	1,827,326
180 Community Redevelopment Area	591,307	(8,105)	171,197	762,504
190 Law Enforcement Recovery	423,599	34,982	244,763	668,361

Special Revenue Funds - amounts shown include budgeted cash balance forward and reserves.

Capital Improvement Funds

- ***300 Capital Improvement***
  - ***Cash Balance Forward $2,951,120***
  - ***2026 Revenue 3,122,845***
  - ***Less: Expenditures (3,068,854)***
  - ***Calculated Fund Balance $3,005,111***
- ***315 Other Capital Improvement***
  - ***Cash Balance Forward $2,248,028***
  - ***2026 Revenue 29,171***
  - ***Less: Expenditures (1,400,874)***
  - ***Calculated Fund Balance $876,325***
- ***330 Wastewater Improvement Fund***
  - ***Cash Balance Forward $10,419,519***
  - ***2026 Revenue 253,355***
  - ***Less: Expenditures (91,074)***
  - ***Calculated Fund Balance $10,581,800***



Capital Expansion Fund 310

July 2026

Function	Beginning	Revenue	Interest	Expense	Ending
Police	$530,062	$30,646	$8,277	$0	$568,984
Fire	542,278	42,433	8,468	0	593,178
Recreation	3,663,121	368,862	57,200	1,244,795	2,844,387
Administrative	1,832,770	51,862	28,619	1,897,836	15,415



Enterprise Funds

- Enterprise funds are expected to fund operations through charges for services.
- Ideally, the funds will generate an excess of revenues over expenditures in their operations, which is then available for debt payments, contingencies and capital purchases.
- The City has 7 Business Class Funds
  - Fund 410 – Golf
  - Fund 420 – Airport
  - Fund 440 – Sanitation
  - Fund 450 – Wastewater
  - Fund 460 – Water
  - Fund 470 – Stormwater
  - Fund 480 - Marina

Questions?

FERNANDINA BEACH
FLORIDA

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011100 CITY COMMISSION

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100 51100	COMMISSION SALARIES						
	90,000.00	90,000.00	71,950.75	6,923.10	0.00	18,049.25	79.9%
0011100 52100	FICA						
	6,885.00	6,885.00	5,504.25	529.65	0.00	1,380.75	79.9%
0011100 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52400	WORKERS' COMP						
	470.00	470.00	48.34	4.83	0.00	421.66	10.3%
0011100 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 53100	PROFESSIONAL SERVICES						
	127,000.00	127,000.00	100,950.00	6,250.00	0.00	26,050.00	79.5%
0011100 53400	CONTRACTUAL						
	2,580.00	2,580.00	910.80	100.80	0.00	1,669.20	35.3%
0011100 54000	TRAINING/TRAVEL						
	6,500.00	6,500.00	5,501.79	263.65	0.00	998.21	84.6%
0011100 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 54500	INSURANCE						
	5,122.00	5,122.00	3,265.00	326.50	0.00	1,857.00	63.7%
0011100 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 54700	PRINTING						
	5,750.00	5,750.00	3,058.50	0.00	0.00	2,691.50	53.2%
0011100 54800	PROMOTIONAL						
	17,500.00	17,500.00	17,500.00	0.00	0.00	0.00	100.0%
0011100 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 55200	OPERATING SUPPLIES						
	3,080.00	3,080.00	2,591.03	0.00	0.00	488.97	84.1%
0011100 55210	UNIFORMS						
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
0011100 55400	BOOKS/SUBS/DUES						
	3,507.00	3,507.00	3,047.00	0.00	0.00	460.00	86.9%
0011100 55611	COMMUNITY SERVICES						
	0.00	1,573.00	1,571.41	0.00	0.00	1.59	99.9%
TOTAL CITY COMMISSION							
	268,894.00	270,467.00	215,898.87	14,398.53	0.00	54,568.13	79.8%
TOTAL EXPENSES							
	268,894.00	270,467.00	215,898.87	14,398.53	0.00	54,568.13	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011200 CITY CLERK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011200 51200	SALARIES						
	444,647.00	444,647.00	361,686.49	32,964.50	0.00	82,960.51	81.3%
0011200 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 51350	PART-TIME						
	43,253.00	43,253.00	33,555.32	3,520.72	0.00	9,697.68	77.6%
0011200 51400	OVERTIME						
	0.00	50.00	11.53	0.00	0.00	38.47	23.1%
0011200 52100	FICA						
	36,066.00	36,066.00	28,610.78	2,698.21	0.00	7,455.22	79.3%
0011200 52200	RETIREMENT						
	87,317.00	87,317.00	71,813.43	6,853.32	0.00	15,503.57	82.2%
0011200 52300	HEALTH INSUR						
	60,478.00	60,478.00	46,969.91	4,952.24	0.00	13,508.09	77.7%
0011200 52301	LIFE INSUR						
	1,237.00	1,237.00	1,070.25	215.00	0.00	166.75	86.5%
0011200 52400	WORKERS' COMP						
	470.00	470.00	245.84	24.58	0.00	224.16	52.3%
0011200 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 53100	PROFESSIONAL SERVICES						
	3,200.00	3,200.00	2,093.35	0.00	0.00	1,106.65	65.4%
0011200 53400	CONTRACTUAL						
	210,188.00	210,188.00	185,258.94	12,125.43	0.00	24,929.06	88.1%
0011200 54000	TRAINING/TRAVEL						
	9,625.00	9,575.00	2,589.84	-142.48	0.00	6,985.16	27.0%
0011200 54100	COMM - PHONE/FAX/ALARM						
	2,562.00	2,562.00	1,087.47	22.51	0.00	1,474.53	42.4%
0011200 54101	COMMUNICATIONS-CELLULAR						
	1,126.00	1,126.00	803.65	87.43	0.00	322.35	71.4%
0011200 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54500	INSURANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54700	PRINTING						
	25,000.00	25,000.00	10,755.00	147.50	0.00	14,245.00	43.0%
0011200 54800	PROMOTIONAL						
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011200 CITY CLERK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011200 54912	ELECTIONS						
	37,200.00	37,200.00	775.38	0.00	0.00	36,424.62	2.1%
0011200 54970	YOUTH ADVISORY COMM DONATIONS						
	3,000.00	3,000.00	1,036.25	0.00	0.00	1,963.75	34.5%
0011200 55100	OFFICE SUPPLIES						
	1,500.00	1,500.00	163.41	52.69	0.00	1,336.59	10.9%
0011200 55200	OPERATING SUPPLIES						
	2,615.00	2,615.00	1,646.85	0.00	0.00	968.15	63.0%
0011200 55210	UNIFORMS						
	250.00	250.00	0.00	0.00	0.00	250.00	.0%
0011200 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 55400	BOOKS/SUBS/DUES						
	2,739.00	2,739.00	2,206.16	208.99	0.00	532.84	80.5%
0011200 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 56401	EQUIP-NON CAPITAL						
	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
TOTAL CITY CLERK							
	975,473.00	975,473.00	752,379.85	63,730.64	0.00	223,093.15	77.1%
TOTAL EXPENSES							
	975,473.00	975,473.00	752,379.85	63,730.64	0.00	223,093.15	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011210 CITY MANAGER

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011210 51200	SALARIES	529,331.00	529,331.00	456,176.45	43,612.06	0.00	73,154.55	86.2%
0011210 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 52100	FICA	37,491.00	37,491.00	33,209.15	3,506.26	0.00	4,281.85	88.6%
0011210 52200	RETIREMENT	83,337.00	83,337.00	73,732.17	7,199.44	0.00	9,604.83	88.5%
0011210 52300	HEALTH INSUR	44,511.00	44,511.00	33,236.66	3,472.57	0.00	11,274.34	74.7%
0011210 52301	LIFE INSUR	1,300.00	1,673.00	1,389.00	284.00	0.00	284.00	83.0%
0011210 52400	WORKERS' COMP	1,858.00	1,858.00	415.00	41.50	0.00	1,443.00	22.3%
0011210 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 53100	PROFESSIONAL SERVICES	20,000.00	18,327.00	13,471.06	0.00	0.00	4,855.94	73.5%
0011210 53100 23061	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 53400	CONTRACTUAL	3,767.00	3,767.00	2,076.15	196.60	0.00	1,690.85	55.1%
0011210 53900	AUTO ALLOWANCE	6,500.00	6,500.00	4,696.42	500.00	0.00	1,803.58	72.3%
0011210 53910	HOUSING ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54000	TRAINING/TRAVEL	9,375.00	8,675.00	6,503.66	0.00	0.00	2,171.34	75.0%
0011210 54100	COMM - PHONE/FAX/ALARM	812.00	812.00	767.47	22.51	0.00	44.53	94.5%
0011210 54101	COMMUNICATIONS-CELLULAR	1,800.00	1,800.00	1,639.28	150.00	0.00	160.72	91.1%
0011210 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54630	R/M VEHICLES-LABOR	750.00	750.00	625.00	62.50	0.00	125.00	83.3%
0011210 54640	R/M VEHICLES-PARTS	1,000.00	1,700.00	1,562.63	0.00	0.00	137.37	91.9%
0011210 54700	PRINTING	1,250.00	1,250.00	81.06	0.00	0.00	1,168.94	6.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011210 CITY MANAGER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011210 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54901	SPECIAL EVENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54970	YOUTH ADVISORY PROGRAM COST						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 55100	OFFICE SUPPLIES						
	500.00	500.00	164.21	0.00	0.00	335.79	32.8%
0011210 55200	OPERATING SUPPLIES						
	1,065.00	1,865.00	1,674.50	822.55	0.00	190.50	89.8%
0011210 55210	UNIFORMS						
	400.00	400.00	117.85	0.00	0.00	282.15	29.5%
0011210 55230	GAS/OIL						
	1,500.00	1,500.00	1,320.33	187.49	0.00	179.67	88.0%
0011210 55400	BOOKS/SUBS/DUES						
	5,500.00	6,000.00	5,942.41	462.00	0.00	57.59	99.0%
0011210 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL CITY MANAGER							
	752,047.00	752,047.00	638,800.46	60,519.48	0.00	113,246.54	84.9%
TOTAL EXPENSES							
	752,047.00	752,047.00	638,800.46	60,519.48	0.00	113,246.54	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011300 FINANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011300 51200	SALARIES						
	571,499.00	573,458.00	462,720.79	44,294.39	0.00	110,737.21	80.7%
0011300 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 51350	PART-TIME						
	52,145.00	52,145.00	42,964.00	4,253.13	0.00	9,181.00	82.4%
0011300 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 52100	FICA						
	44,668.00	44,668.00	36,145.88	3,443.14	0.00	8,522.12	80.9%
0011300 52200	RETIREMENT						
	104,370.00	105,713.00	85,323.90	8,155.56	0.00	20,389.10	80.7%
0011300 52300	HEALTH INSUR						
	111,744.00	112,009.00	88,476.24	9,414.89	0.00	23,532.76	79.0%
0011300 52301	LIFE INSUR						
	1,638.00	1,750.00	1,438.75	290.00	0.00	311.25	82.2%
0011300 52400	WORKERS' COMP						
	752.00	752.00	320.00	32.00	0.00	432.00	42.6%
0011300 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 53100	PROFESSIONAL SERVICES						
	5,200.00	5,200.00	2,086.50	0.00	0.00	3,113.50	40.1%
0011300 53200	AUDITING						
	21,705.00	21,705.00	18,087.50	1,808.75	0.00	3,617.50	83.3%
0011300 53400	CONTRACTUAL						
	188,320.00	184,641.00	143,763.14	572.95	0.00	40,877.86	77.9%
0011300 54000	TRAINING/TRAVEL						
	12,399.00	12,399.00	9,103.90	686.45	0.00	3,295.10	73.4%
0011300 54100	COMM - PHONE/FAX/ALARM						
	1,612.00	1,612.00	1,567.47	22.51	0.00	44.53	97.2%
0011300 54101	COMMUNICATIONS-CELLULAR						
	600.00	600.00	469.64	50.00	0.00	130.36	78.3%
0011300 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54610	R/M BLDG & GROUNDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54700	PRINTING						
	4,150.00	4,150.00	3,037.26	0.00	0.00	1,112.74	73.2%
0011300 55100	OFFICE SUPPLIES						
	3,550.00	3,550.00	3,347.02	1,071.86	0.00	202.98	94.3%
0011300 55200	OPERATING SUPPLIES						
	7,255.00	7,255.00	4,074.57	0.00	0.00	3,180.43	56.2%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011300 FINANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011300 55210	UNIFORMS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 55400	BOOKS/SUBS/DUES						
	2,820.00	2,820.00	2,039.00	0.00	0.00	781.00	72.3%
0011300 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 56401	EQUIP-NON CAPITAL						
	4,000.00	4,000.00	3,869.76	0.00	0.00	130.24	96.7%
0011300 57300	FINANCING COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FINANCE							
	1,138,427.00	1,138,427.00	908,835.32	74,095.63	0.00	229,591.68	79.8%
TOTAL EXPENSES							
	1,138,427.00	1,138,427.00	908,835.32	74,095.63	0.00	229,591.68	

City of Fernandina Beach
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FOR 2026 10

ACCOUNTS FOR: 0011310 INFORMATION TECHNOLOGY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011310 51200	SALARIES						
	439,656.00	439,656.00	349,725.03	33,418.47	0.00	89,930.97	79.5%
0011310 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 51400	OVERTIME						
	0.00	650.00	92.15	0.00	0.00	557.85	14.2%
0011310 52100	FICA						
	32,635.00	32,635.00	25,676.73	2,438.44	0.00	6,958.27	78.7%
0011310 52200	RETIREMENT						
	90,344.00	90,344.00	72,361.81	6,947.71	0.00	17,982.19	80.1%
0011310 52300	HEALTH INSUR						
	73,604.00	73,604.00	55,479.49	6,031.55	0.00	18,124.51	75.4%
0011310 52301	LIFE INSUR						
	1,256.00	1,256.00	1,088.97	218.80	0.00	167.03	86.7%
0011310 52400	WORKERS' COMP						
	564.00	564.00	207.50	20.75	0.00	356.50	36.8%
0011310 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 53100	PROFESSIONAL SERVICES						
	7,500.00	7,500.00	7,421.34	1,007.90	78.66	0.00	100.0%
0011310 53400	CONTRACTUAL						
	217,474.00	217,474.00	193,863.03	8,305.43	8,814.21	14,796.76	93.2%
0011310 54000	TRAINING/TRAVEL						
	16,500.00	15,500.00	11,862.50	0.00	9.66	3,627.84	76.6%
0011310 54100	COMM - PHONE/FAX/ALARM						
	6,292.00	6,292.00	3,203.50	630.27	0.00	3,088.50	50.9%
0011310 54101	COMMUNICATIONS-CELLULAR						
	4,000.00	4,000.00	4,000.00	119.65	0.00	0.00	100.0%
0011310 54103	COMMUNICATIONS-INTERNET						
	134,023.00	134,023.00	111,751.34	12,302.37	0.00	22,271.66	83.4%
0011310 54500	INSURANCE						
	22,653.00	22,653.00	14,443.34	1,444.33	0.00	8,209.66	63.8%
0011310 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 54630	R/M VEHICLES-LABOR						
	250.00	250.00	208.34	20.83	0.00	41.66	83.3%
0011310 54640	R/M VEHICLES-PARTS						
	600.00	950.00	849.77	0.00	0.00	100.23	89.4%
0011310 54970	YOUTH ADVISORY PROGRAM COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 55100	OFFICE SUPPLIES						
	500.00	500.00	208.07	0.00	0.00	291.93	41.6%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011310 INFORMATION TECHNOLOGY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011310 55200	OPERATING SUPPLIES						
	10,500.00	10,500.00	8,067.42	946.12	96.11	2,336.47	77.7%
0011310 55210	UNIFORMS						
	250.00	250.00	0.00	0.00	0.00	250.00	.0%
0011310 55230	GAS/OIL						
	350.00	350.00	100.04	0.00	0.00	249.96	28.6%
0011310 55400	BOOKS/SUBS/DUES						
	450.00	450.00	300.00	0.00	0.00	150.00	66.7%
0011310 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 23033	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 24002	FY24 CABLING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 25019	CHAMBER AUDIO SYSTEM						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 25020	IT STRUCTURED CABLING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 26002	FY26 STRUCTURE CABLE UPGRADES						
	15,000.00	15,000.00	14,833.00	568.00	0.00	167.00	98.9%
0011310 56400	MACH/EQUIP						
	12,000.00	6,980.00	5,668.88	5,668.88	0.00	1,311.12	81.2%
0011310 56401	EQUIP-NON CAPITAL						
	4,750.00	9,770.00	9,707.08	0.00	0.00	62.92	99.4%
TOTAL INFORMATION TECHNOLOGY							
	1,091,151.00	1,091,151.00	891,119.33	80,089.50	8,998.64	191,033.03	82.5%
TOTAL EXPENSES							
	1,091,151.00	1,091,151.00	891,119.33	80,089.50	8,998.64	191,033.03	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011350 HUMAN RESOURCES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011350 51200	SALARIES						
	292,576.00	292,576.00	232,804.11	22,195.26	0.00	59,771.89	79.6%
0011350 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 52100	FICA						
	21,765.00	21,765.00	17,384.53	1,660.42	0.00	4,380.47	79.9%
0011350 52200	RETIREMENT						
	60,828.00	60,828.00	48,587.75	4,614.40	0.00	12,240.25	79.9%
0011350 52300	HEALTH INSUR						
	35,340.00	35,340.00	25,483.14	1,860.04	0.00	9,856.86	72.1%
0011350 52301	LIFE INSUR						
	843.00	843.00	729.50	145.00	0.00	113.50	86.5%
0011350 52400	WORKERS' COMP						
	282.00	282.00	149.16	14.92	0.00	132.84	52.9%
0011350 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 53100	PROFESSIONAL SERVICES						
	0.00	86.50	86.50	0.00	0.00	0.00	100.0%
0011350 53400	CONTRACTUAL						
	54,094.00	54,094.00	41,636.84	1,915.50	0.00	12,457.16	77.0%
0011350 53910	HOUSING ALLOWANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 54000	TRAINING/TRAVEL						
	5,550.00	5,550.00	2,922.61	0.00	0.00	2,627.39	52.7%
0011350 54010	SAFETY COMMITTEE						
	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
0011350 54100	COMM - PHONE/FAX/ALARM						
	480.00	480.00	480.00	0.00	0.00	0.00	100.0%
0011350 54101	COMMUNICATIONS-CELLULAR						
	600.00	600.00	469.64	50.00	0.00	130.36	78.3%
0011350 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 54700	PRINTING						
	100.00	100.00	0.00	0.00	0.00	100.00	.0%
0011350 54800	PROMOTIONAL						
	36,500.00	36,500.00	14,739.62	6,778.47	0.00	21,760.38	40.4%
0011350 55100	OFFICE SUPPLIES						
	2,000.00	2,000.00	1,196.06	79.49	0.00	803.94	59.8%
0011350 55200	OPERATING SUPPLIES						
	1,265.00	1,265.00	1,265.00	0.00	0.00	0.00	100.0%
0011350 55400	BOOKS/SUBS/DUES						
	2,125.00	2,038.50	1,843.16	0.00	0.00	195.34	90.4%

City of Fernandina Beach
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ACCOUNTS FOR: 0011350 HUMAN RESOURCES	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011350 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 56400 MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 56401 EQUIP-NON CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL HUMAN RESOURCES	516,348.00	516,348.00	389,777.62	39,313.50	0.00	126,570.38	75.5%
TOTAL EXPENSES	516,348.00	516,348.00	389,777.62	39,313.50	0.00	126,570.38	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011400 CITY ATTORNEY

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011400 51200	SALARIES	365,766.00	362,366.00	287,167.21	28,690.22	0.00	75,198.79	79.2%
0011400 51300	SEASONAL/TEMPORARY	0.00	7,274.00	5,399.49	2,352.46	0.00	1,874.51	74.2%
0011400 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 52100	FICA	27,019.00	27,576.00	23,009.83	2,468.55	0.00	4,566.17	83.4%
0011400 52200	RETIREMENT	56,601.00	56,601.00	43,088.66	4,395.98	0.00	13,512.34	76.1%
0011400 52300	HEALTH INSUR	69,873.00	69,873.00	30,328.43	3,013.04	0.00	39,544.57	43.4%
0011400 52301	LIFE INSUR	849.00	1,099.00	896.41	177.50	0.00	202.59	81.6%
0011400 52400	WORKERS' COMP	188.00	188.00	184.16	18.42	0.00	3.84	98.0%
0011400 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 53100	PROFESSIONAL SERVICES	3,850.00	3,850.00	181.00	42.00	0.00	3,669.00	4.7%
0011400 53400	CONTRACTUAL	38,285.00	38,035.00	25,911.77	555.87	1,740.07	10,383.16	72.7%
0011400 54000	TRAINING/TRAVEL	8,300.00	8,300.00	6,112.70	450.00	0.00	2,187.30	73.6%
0011400 54100	COMM - PHONE/FAX/ALARM	480.00	480.00	480.00	0.00	0.00	0.00	100.0%
0011400 54101	COMMUNICATIONS-CELLULAR	600.00	600.00	296.25	58.85	0.00	303.75	49.4%
0011400 54200	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 54700	PRINTING	100.00	100.00	0.00	0.00	0.00	100.00	.0%
0011400 54930	COLLECTIONS/LITIGATION COSTS	3,000.00	15,000.00	13,201.20	0.00	0.00	1,798.80	88.0%
0011400 54934	LEGAL/CONTRACTUAL	85,000.00	65,169.00	32,639.98	162.50	0.00	32,529.02	50.1%
0011400 55100	OFFICE SUPPLIES	400.00	900.00	133.32	0.00	0.00	766.68	14.8%
0011400 55200	OPERATING SUPPLIES	565.00	1,265.00	1,067.82	328.86	0.00	197.18	84.4%
0011400 55210	UNIFORMS	100.00	100.00	0.00	0.00	0.00	100.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 0011400 CITY ATTORNEY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011400 55220	JANITORIAL SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 55400	BOOKS/SUBS/DUES						
	1,451.00	1,451.00	1,025.00	315.00	0.00	426.00	70.6%
0011400 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 56401	EQUIP-NON CAPITAL						
	0.00	2,200.00	2,079.18	0.00	0.00	120.82	94.5%
TOTAL CITY ATTORNEY							
	662,427.00	662,427.00	473,202.41	43,029.25	1,740.07	187,484.52	71.7%
TOTAL EXPENSES							
	662,427.00	662,427.00	473,202.41	43,029.25	1,740.07	187,484.52	

City of Fernandina Beach
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ACCOUNTS FOR: 0011500 PLANNING

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011500 51200	SALARIES	444,320.00	354,611.00	281,303.30	25,927.30	0.00	73,307.70	79.3%
0011500 51300	SEASONAL/TEMPORARY	0.00	0.00	1,434.62	599.48	0.00	-1,434.62	100.0%
0011500 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 52100	FICA	33,667.00	33,667.00	21,722.95	2,040.03	0.00	11,944.05	64.5%
0011500 52200	RETIREMENT	92,377.00	92,377.00	59,127.15	5,390.28	0.00	33,249.85	64.0%
0011500 52300	HEALTH INSUR	63,147.00	63,147.00	49,910.24	5,731.80	0.00	13,236.76	79.0%
0011500 52301	LIFE INSUR	1,282.00	1,282.00	883.23	170.00	0.00	398.77	68.9%
0011500 52400	WORKERS' COMP	4,768.00	4,768.00	2,095.84	209.58	0.00	2,672.16	44.0%
0011500 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100	PROFESSIONAL SERVICES	133,125.00	118,125.00	36,573.00	0.00	66,808.00	14,744.00	87.5%
0011500 53100 23061	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100 23062	PROJECT 23062 PROF SVC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100 25050	PLANNING ADAPTATION PLAN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100 25075	DOWNTOWN CIRCULATION STUDY	0.00	74,709.00	74,709.00	0.00	0.00	0.00	100.0%
0011500 53400	CONTRACTUAL	83,595.00	83,595.00	52,983.07	2,728.52	6,350.00	24,261.93	71.0%
0011500 54000	TRAINING/TRAVEL	14,410.00	5,510.00	4,259.17	1,648.32	0.00	1,250.83	77.3%
0011500 54100	COMM - PHONE/FAX/ALARM	1,120.00	1,120.00	1,120.00	0.00	0.00	0.00	100.0%
0011500 54101	COMMUNICATIONS-CELLULAR	1,250.00	1,250.00	493.76	81.44	0.00	756.24	39.5%
0011500 54500	INSURANCE	17,039.00	17,039.00	10,863.34	1,086.33	0.00	6,175.66	63.8%
0011500 54610	R/M BLDG & GROUNDS	10,000.00	6,737.00	254.71	0.00	0.00	6,482.29	3.8%
0011500 54630	R/M VEHICLES-LABOR	500.00	500.00	416.66	41.67	0.00	83.34	83.3%

City of Fernandina Beach
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ACCOUNTS FOR: 0011500 PLANNING

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011500 54640	R/M VEHICLES-PARTS						
	1,000.00	1,000.00	437.07	59.52	0.00	562.93	43.7%
0011500 54700	PRINTING						
	9,000.00	9,000.00	8,155.62	914.13	0.00	844.38	90.6%
0011500 55100	OFFICE SUPPLIES						
	2,500.00	2,500.00	1,245.01	172.31	0.00	1,254.99	49.8%
0011500 55200	OPERATING SUPPLIES						
	2,110.00	2,110.00	2,053.02	22.39	0.00	56.98	97.3%
0011500 55210	UNIFORMS						
	1,375.00	1,375.00	235.71	0.00	0.00	1,139.29	17.1%
0011500 55230	GAS/OIL						
	1,000.00	1,000.00	800.78	113.69	0.00	199.22	80.1%
0011500 55400	BOOKS/SUBS/DUES						
	3,670.00	2,570.00	854.13	0.00	0.00	1,715.87	33.2%
0011500 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 56401	EQUIP-NON CAPITAL						
	10,500.00	10,500.00	7,106.52	0.00	0.00	3,393.48	67.7%
0011500 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	43,263.00	12,086.94	0.00	31,175.47	0.59	100.0%
TOTAL PLANNING							
	931,755.00	931,755.00	631,124.84	46,936.79	104,333.47	196,296.69	78.9%
TOTAL EXPENSES							
	931,755.00	931,755.00	631,124.84	46,936.79	104,333.47	196,296.69	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011501 PLANNING GREENWAY

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011501 51200	SALARIES	86,743.00	86,743.00	54,062.23	4,310.02	0.00	32,680.77	62.3%
0011501 51300	SEASONAL/TEMPORARY	0.00	41,006.00	9,945.74	1,163.13	0.00	31,060.26	24.3%
0011501 51350	PART TIME SALARIES	41,006.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 52100	FICA	5,703.00	5,703.00	4,877.05	360.57	0.00	825.95	85.5%
0011501 52200	RETIREMENT	17,051.00	17,051.00	10,175.94	896.06	0.00	6,875.06	59.7%
0011501 52300	HEALTH INSUR	12,457.00	12,457.00	7,655.24	1,754.36	0.00	4,801.76	61.5%
0011501 52301	LIFE INSUR	238.00	238.00	152.00	28.50	0.00	86.00	63.9%
0011501 52400	WORKERS' COMP	188.00	188.00	45.84	4.58	0.00	142.16	24.4%
0011501 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 53400	CONTRACTUAL	111,880.00	92,380.00	62,858.05	6,533.60	13,020.00	16,501.95	82.1%
0011501 54000	TRAINING/TRAVEL	2,400.00	2,900.00	2,790.00	0.00	0.00	110.00	96.2%
0011501 54100	COMM - PHONE/FAX/ALARM	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0011501 54103	COMMUNICATIONS-INTERNET	0.00	500.00	324.63	36.07	0.00	175.37	64.9%
0011501 54610	R/M BLDG & GROUNDS	5,400.00	24,150.00	19,589.16	2,074.80	0.00	4,560.84	81.1%
0011501 54611	R/M FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54941	SIGNAGE COSTS	6,000.00	5,500.00	1,668.75	269.61	0.00	3,831.25	30.3%
0011501 54970	PROGRAM COSTS	2,400.00	2,400.00	2,041.15	0.00	0.00	358.85	85.0%
0011501 54970 34701	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54970 34702	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54970 34703	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011501 PLANNING GREENWAY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011501 55200 OPERATING SUPPLIES	1,500.00	1,500.00	1,307.42	112.58	0.00	192.58	87.2%
0011501 55210 UNIFORMS	600.00	850.00	535.71	0.00	0.00	314.29	63.0%
0011501 55230 GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 55240 CHEMICALS	1,200.00	1,200.00	241.55	0.00	0.00	958.45	20.1%
0011501 55400 BOOKS/SUBS/DUES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56300 25061 EGANS CREEK BRIDGE REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56400 EQUIPMENT	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	.0%
0011501 56400 25425 PLANNING ADA VAN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56401 NON CAP EQUIP	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	.0%
TOTAL PLANNING GREENWAY	348,426.00	348,426.00	178,430.46	17,543.88	13,020.00	156,975.54	54.9%
TOTAL EXPENSES	348,426.00	348,426.00	178,430.46	17,543.88	13,020.00	156,975.54	

City of Fernandina Beach
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FOR 2026 10

ACCOUNTS FOR: 0011910 NON DEPARTMENTAL

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011910 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 53200	AUDITING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 53400	CONTRACTUAL						
	189,711.00	189,711.00	151,566.86	14,754.00	0.00	38,144.14	79.9%
0011910 54100	COMM - PHONE/FAX/ALARM						
	1,302.00	1,302.00	809.63	45.02	0.00	492.37	62.2%
0011910 54103	COMMUNICATIONS-INTERNET						
	3,480.00	3,480.00	3,480.00	0.00	0.00	0.00	100.0%
0011910 54200	POSTAGE						
	13,500.00	13,500.00	9,559.33	1,045.44	0.00	3,940.67	70.8%
0011910 54300	UTILITIES ELECTRIC						
	20,000.00	19,000.00	10,754.25	1,357.70	0.00	8,245.75	56.6%
0011910 54310	UTILITIES-WATER & WASTEWATER						
	3,000.00	3,000.00	1,920.47	199.55	0.00	1,079.53	64.0%
0011910 54500	INSURANCE						
	83,608.00	83,608.00	49,357.50	4,935.75	0.00	34,250.50	59.0%
0011910 54610	R/M BLDG & GROUNDS						
	1,000.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54611	R/M FACILITIES						
	22,000.00	22,000.00	11,122.88	1,007.60	0.00	10,877.12	50.6%
0011910 54620	R/M EQUIPMENT						
	5,000.00	5,000.00	4,185.00	0.00	0.00	815.00	83.7%
0011910 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54910	BILLING COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55200	OPERATING SUPPLIES						
	3,025.00	4,025.00	3,061.07	0.00	0.00	963.93	76.1%
0011910 55220	JANITORIAL SUPPLIES						
	1,500.00	2,500.00	1,654.68	171.89	0.00	845.32	66.2%
0011910 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55400	BOOKS/SUBS/DUES						
	180.00	180.00	0.00	0.00	0.00	180.00	.0%
0011910 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011910 NON DEPARTMENTAL	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011910 56400 MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 56400 24004 CITY HALL ELEVATOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 56401 EQUIP-NON CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL NON DEPARTMENTAL	347,306.00	347,306.00	247,471.67	23,516.95	0.00	99,834.33	71.3%
TOTAL EXPENSES	347,306.00	347,306.00	247,471.67	23,516.95	0.00	99,834.33	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011930 FACILITIES MAINTENANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011930 51200	SALARIES						
	564,026.00	564,026.00	448,890.07	42,966.87	0.00	115,135.93	79.6%
0011930 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51400	OVERTIME						
	8,000.00	14,500.00	11,144.01	239.12	0.00	3,355.99	76.9%
0011930 52100	FICA						
	42,273.00	42,273.00	33,766.16	3,172.21	0.00	8,506.84	79.9%
0011930 52200	RETIREMENT						
	98,615.00	98,615.00	75,875.94	6,319.24	0.00	22,739.06	76.9%
0011930 52300	HEALTH INSUR						
	99,988.00	99,988.00	90,540.95	8,368.24	0.00	9,447.05	90.6%
0011930 52301	LIFE INSUR						
	1,597.00	1,597.00	1,387.46	270.75	0.00	209.54	86.9%
0011930 52400	WORKERS' COMP						
	5,241.00	5,241.00	4,695.00	469.50	0.00	546.00	89.6%
0011930 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 53100	PROFESSIONAL SERVICES						
	2,500.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 53400	CONTRACTUAL						
	5,131.00	5,131.00	4,980.26	404.92	0.00	150.74	97.1%
0011930 54000	TRAINING/TRAVEL						
	5,438.00	1,438.00	449.00	0.00	0.00	989.00	31.2%
0011930 54100	COMM - PHONE/FAX/ALARM						
	480.00	480.00	480.00	0.00	0.00	0.00	100.0%
0011930 54101	COMMUNICATIONS-CELLULAR						
	4,663.00	4,663.00	3,219.04	305.90	0.00	1,443.96	69.0%
0011930 54103	COMMUNICATIONS-INTERNET						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54300	UTILITIES ELECTRIC						
	2,350.00	2,350.00	1,879.32	275.99	0.00	470.68	80.0%
0011930 54310	UTILITIES-WATER & WASTEWATER						
	900.00	900.00	617.42	57.56	0.00	282.58	68.6%
0011930 54400	RENTALS/LEASES						
	1,000.00	1,000.00	114.20	0.00	0.00	885.80	11.4%
0011930 54500	INSURANCE						
	10,145.00	10,145.00	6,468.34	646.83	0.00	3,676.66	63.8%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0011930 FACILITIES MAINTENANCE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011930 54610	R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54611	R/M FACILITIES	19,000.00	19,000.00	15,199.82	2,760.92	0.00	3,800.18	80.0%
0011930 54620	R/M EQUIPMENT	11,500.00	11,500.00	1,968.00	1,034.00	0.00	9,532.00	17.1%
0011930 54630	R/M VEHICLES-LABOR	8,000.00	8,000.00	6,666.66	666.67	0.00	1,333.34	83.3%
0011930 54640	R/M VEHICLES-PARTS	7,500.00	7,500.00	7,806.62	-13.41	0.00	-306.62	104.1%
0011930 55100	OFFICE SUPPLIES	250.00	250.00	241.41	68.35	0.00	8.59	96.6%
0011930 55200	OPERATING SUPPLIES	14,530.00	13,405.00	12,214.18	1,067.07	0.00	1,190.82	91.1%
0011930 55210	UNIFORMS	3,300.00	3,300.00	2,578.47	0.00	0.00	721.53	78.1%
0011930 55220	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 55230	GAS/OIL	14,000.00	14,000.00	11,381.31	1,272.62	0.00	2,618.69	81.3%
0011930 55240	CHEMICALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 55400	BOOKS/SUBS/DUES	200.00	200.00	0.00	0.00	0.00	200.00	.0%
0011930 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 56400	MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 56400 25419	FACITLITIES MAINT F-250 TRUCK	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 56400 26400	FACILITY MAINT VEHICLE RE #900	57,000.00	57,000.00	56,920.00	0.00	0.00	80.00	99.9%
0011930 56401	EQUIP-NON CAPITAL	0.00	1,125.00	1,124.15	0.00	0.00	0.85	99.9%
0011930 56415	SUBSCRIPTION BASED IT AGREEMNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 57100	PRINCIPAL	15,351.00	15,351.00	15,350.99	0.00	0.00	0.01	100.0%
0011930 57199	CONTRA PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 57200	INTEREST	1,638.00	1,638.00	1,637.86	0.00	0.00	0.14	100.0%
TOTAL FACILITIES MAINTENANCE		1,004,616.00	1,004,616.00	817,596.64	70,353.35	0.00	187,019.36	81.4%
TOTAL EXPENSES		1,004,616.00	1,004,616.00	817,596.64	70,353.35	0.00	187,019.36	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0012100 POLICE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 51200	SALARIES						
	3,811,669.00	3,811,669.00	2,981,415.15	283,421.31	0.00	830,253.85	78.2%
0012100 51210	WC REIMB						
	0.00	0.00	-13,245.40	-1,086.40	0.00	13,245.40	100.0%
0012100 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 51350	PART-TIME						
	60,911.00	60,911.00	8,481.01	517.39	0.00	52,429.99	13.9%
0012100 51400	OVERTIME						
	220,325.00	220,325.00	146,116.32	10,974.50	0.00	74,208.68	66.3%
0012100 51500	INCENTIVE						
	25,000.00	25,000.00	17,596.47	1,670.72	0.00	7,403.53	70.4%
0012100 52100	FICA						
	298,665.00	298,665.00	231,024.28	21,699.99	0.00	67,640.72	77.4%
0012100 52200	RETIREMENT						
	1,115,378.00	1,115,378.00	818,579.56	78,614.52	0.00	296,798.44	73.4%
0012100 52300	HEALTH INSUR						
	663,485.00	663,485.00	453,871.43	48,694.22	0.00	209,613.57	68.4%
0012100 52301	LIFE INSUR						
	11,583.00	11,583.00	8,439.75	1,754.25	0.00	3,143.25	72.9%
0012100 52400	WORKERS' COMP						
	111,254.00	111,254.00	41,183.34	4,118.33	0.00	70,070.66	37.0%
0012100 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 53400	CONTRACTUAL						
	235,349.00	235,349.00	175,404.80	25,261.56	0.00	59,944.20	74.5%
0012100 53500	INVESTIGATIONS						
	4,000.00	4,227.00	4,225.94	0.00	0.00	1.06	100.0%
0012100 54000	TRAINING/TRAVEL						
	30,000.00	30,000.00	25,110.27	1,055.49	0.00	4,889.73	83.7%
0012100 54100	COMM - PHONE/FAX/ALARM						
	9,298.00	9,298.00	6,044.82	67.53	0.00	3,253.18	65.0%
0012100 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54103	COMMUNICATIONS-INTERNET						
	13,600.00	13,600.00	7,676.44	773.96	0.00	5,923.56	56.4%
0012100 54104	COMMUNICATIONS-MOBILE						
	51,620.00	51,620.00	33,520.70	2,659.27	0.00	18,099.30	64.9%
0012100 54105	COMMUNICATIONS-911 SYSTEM						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54200	POSTAGE						
	400.00	400.00	243.07	23.62	0.00	156.93	60.8%

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ACCOUNTS FOR: 0012100 POLICE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 54300	UTILITIES ELECTRIC	48,000.00	48,000.00	33,086.48	4,162.16	0.00	14,913.52	68.9%
0012100 54310	UTILITIES-WATER & WASTEWATER	10,000.00	10,000.00	5,167.04	544.84	0.00	4,832.96	51.7%
0012100 54320	UTILITIES-PROPANE/OTHER	2,500.00	2,500.00	1,629.88	162.40	0.00	870.12	65.2%
0012100 54400	RENTALS/LEASES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54500	INSURANCE	173,859.00	173,841.00	86,093.34	8,609.33	0.00	87,747.66	49.5%
0012100 54610	R/M BLDG & GROUNDS	36,000.00	33,000.00	32,531.36	6,601.25	0.00	468.64	98.6%
0012100 54611	R/M FACILITIES	19,500.00	25,500.00	23,517.50	45.74	0.00	1,982.50	92.2%
0012100 54620	R/M EQUIPMENT	13,400.00	10,400.00	7,046.40	3,920.92	0.00	3,353.60	67.8%
0012100 54630	R/M VEHICLES-LABOR	47,000.00	47,000.00	39,166.66	3,916.67	0.00	7,833.34	83.3%
0012100 54640	R/M VEHICLES-PARTS	60,000.00	60,000.00	86,685.39	9,700.86	0.00	-26,685.39	144.5%
0012100 54700	PRINTING	3,000.00	3,000.00	622.23	419.31	0.00	2,377.77	20.7%
0012100 54800	PROMOTIONAL	6,000.00	6,000.00	4,070.87	1,252.67	0.00	1,929.13	67.8%
0012100 54900	MISC EXPENSE	750.00	750.00	0.00	0.00	0.00	750.00	.0%
0012100 55100	OFFICE SUPPLIES	7,500.00	7,500.00	2,693.76	915.17	0.00	4,806.24	35.9%
0012100 55200	OPERATING SUPPLIES	55,700.00	55,473.00	28,682.83	3,807.00	0.00	26,790.17	51.7%
0012100 55210	UNIFORMS	53,300.00	53,300.00	39,634.20	6,034.70	0.00	13,665.80	74.4%
0012100 55220	JANITORIAL SUPPLIES	6,000.00	6,000.00	2,895.60	1,501.70	0.00	3,104.40	48.3%
0012100 55230	GAS/OIL	155,000.00	155,000.00	136,444.05	16,968.57	0.00	18,555.95	88.0%
0012100 55400	BOOKS/SUBS/DUES	3,150.00	3,150.00	1,160.00	0.00	0.00	1,990.00	36.8%
0012100 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56300 23026	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0012100 POLICE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 56300 24006 PD CARPORT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56400 MACH/EQUIP	173,000.00	173,000.00	79,933.02	66.35	5.00	93,061.98	46.2%
0012100 56400 25413 POLICE SERVICE VEHICLE (RE#95)	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56400 25414 POLICE SERV VEHICLE (RE#1802)	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56400 26401 POLICE VEHICLE RE #98	90,000.00	90,000.00	87,333.16	80,174.00	0.00	2,666.84	97.0%
0012100 56400 26402 POLICE VEHICLE RE #1991	90,000.00	90,000.00	88,078.16	745.00	0.00	1,921.84	97.9%
0012100 56400 26403 POLICE VEHICLE RE #1856	90,000.00	90,000.00	87,940.78	745.00	0.00	2,059.22	97.7%
0012100 56400 26404 POLICE VEHICLE RE #2077	90,000.00	90,000.00	88,021.83	745.00	0.00	1,978.17	97.8%
0012100 56400 26405 MESSAGE BOARD TRAILER RE #3	22,000.00	22,000.00	19,118.20	0.00	0.00	2,881.80	86.9%
0012100 56401 EQUIP-NON CAPITAL	24,900.00	24,900.00	438.19	0.00	0.00	24,461.81	1.8%
0012100 56415 SUBSCRIPTION BASED IT AGREEMNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 57100 PRINCIPAL	9,127.00	9,127.00	9,127.00	0.00	0.00	0.00	100.0%
0012100 57199 CONTRA PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 57200 INTEREST	874.00	874.00	873.00	0.00	0.00	1.00	99.9%
TOTAL POLICE	7,953,097.00	7,953,079.00	5,937,678.88	631,258.90	5.00	2,015,395.12	74.7%
TOTAL EXPENSES	7,953,097.00	7,953,079.00	5,937,678.88	631,258.90	5.00	2,015,395.12	

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ACCOUNTS FOR: 0012101 POLICE RANGERS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012101 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 52100	FICA						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 52400	WORKERS' COMP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54500	INSURANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 55200	OPERATING SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 55210	UNIFORMS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 56400	EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 56401	NON CAP EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL POLICE RANGERS							
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0012200 FIRE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200 51200	SALARIES						
	3,716,575.00	3,716,575.00	2,780,669.38	269,865.91	0.00	935,905.62	74.8%
0012200 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51400	OVERTIME						
	423,500.00	423,500.00	239,561.22	18,218.18	0.00	183,938.78	56.6%
0012200 51500	INCENTIVE						
	13,300.00	13,300.00	9,926.57	909.25	0.00	3,373.43	74.6%
0012200 52100	FICA						
	305,882.00	305,882.00	222,687.38	21,140.60	0.00	83,194.62	72.8%
0012200 52200	RETIREMENT						
	1,248,481.00	1,248,481.00	876,959.63	79,759.20	0.00	371,521.37	70.2%
0012200 52300	HEALTH INSUR						
	618,447.00	618,447.00	462,333.40	49,130.86	0.00	156,113.60	74.8%
0012200 52301	LIFE INSUR						
	9,867.00	9,867.00	8,235.00	1,667.50	0.00	1,632.00	83.5%
0012200 52400	WORKERS' COMP						
	146,500.00	117,850.00	56,909.16	5,690.92	0.00	60,940.84	48.3%
0012200 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 53100	PROFESSIONAL SERVICES						
	5,000.00	5,000.00	3,480.50	0.00	0.00	1,519.50	69.6%
0012200 53400	CONTRACTUAL						
	403,900.00	406,550.00	365,287.95	11,928.84	25,308.00	15,954.05	96.1%
0012200 53500	INVESTIGATIONS						
	800.00	800.00	0.00	0.00	0.00	800.00	.0%
0012200 53910	HOUSING ALLOWANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 54000	TRAINING/TRAVEL						
	63,292.00	63,292.00	57,566.86	183.14	0.00	5,725.14	91.0%
0012200 54100	COMM - PHONE/FAX/ALARM						
	1,280.00	1,280.00	1,280.00	0.00	0.00	0.00	100.0%
0012200 54101	COMMUNICATIONS-CELLULAR						
	10,800.00	10,800.00	8,088.04	930.59	0.00	2,711.96	74.9%
0012200 54103	COMMUNICATIONS-INTERNET						
	32,715.00	32,715.00	12,540.38	928.32	0.00	20,174.62	38.3%
0012200 54200	POSTAGE						
	800.00	800.00	393.96	89.62	0.00	406.04	49.2%
0012200 54300	UTILITIES ELECTRIC						
	35,000.00	28,031.00	15,764.49	1,657.75	0.00	12,266.51	56.2%

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ACCOUNTS FOR: 0012200 FIRE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200 54310	UTILITIES-WATER & WASTEWATER						
	6,500.00	6,500.00	6,408.77	1,210.79	0.00	91.23	98.6%
0012200 54320	UTILITIES-PROPANE/OTHER						
	4,500.00	4,500.00	3,964.56	313.79	0.00	535.44	88.1%
0012200 54440	LAND RENT						
	10,000.00	10,000.00	8,333.34	833.33	0.00	1,666.66	83.3%
0012200 54500	INSURANCE						
	126,156.00	100,251.00	77,113.34	7,711.33	0.00	23,137.66	76.9%
0012200 54610	R/M BLDG & GROUNDS						
	66,875.00	82,927.00	58,028.36	1,895.41	0.00	24,898.64	70.0%
0012200 54611	R/M FACILITIES						
	20,750.00	20,750.00	19,288.95	2,768.98	0.00	1,461.05	93.0%
0012200 54620	R/M EQUIPMENT						
	28,751.00	28,751.00	24,771.93	295.00	0.00	3,979.07	86.2%
0012200 54630	R/M VEHICLES-LABOR						
	40,000.00	40,000.00	33,333.36	3,333.32	0.00	6,666.64	83.3%
0012200 54640	R/M VEHICLES-PARTS						
	80,000.00	80,000.00	51,953.73	4,989.68	0.00	28,046.27	64.9%
0012200 54650	OUTSIDE R/M VEHICLES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 54700	PRINTING						
	1,000.00	1,000.00	301.93	0.00	0.00	698.07	30.2%
0012200 54800	PROMOTIONAL						
	6,800.00	6,800.00	4,855.85	104.85	0.00	1,944.15	71.4%
0012200 54922	AMBULANCE BILLING/COLLEC FEE						
	80,000.00	105,905.00	95,904.00	46,614.15	0.00	10,001.00	90.6%
0012200 54970	PROGRAM COSTS						
	4,050.00	4,050.00	1,891.00	0.00	0.00	2,159.00	46.7%
0012200 55100	OFFICE SUPPLIES						
	2,500.00	2,500.00	1,042.56	117.79	0.00	1,457.44	41.7%
0012200 55200	OPERATING SUPPLIES						
	61,350.00	61,350.00	38,423.66	162.06	0.00	22,926.34	62.6%
0012200 55210	UNIFORMS						
	82,300.00	82,300.00	60,682.96	5,503.55	0.00	21,617.04	73.7%
0012200 55220	JANITORIAL SUPPLIES						
	7,000.00	7,000.00	5,909.13	323.63	0.00	1,090.87	84.4%
0012200 55230	GAS/OIL						
	52,000.00	52,000.00	42,449.52	5,040.02	0.00	9,550.48	81.6%
0012200 55245	MEDICAL SUPPLIES						
	130,900.00	130,900.00	92,445.12	8,616.20	0.00	38,454.88	70.6%
0012200 55400	BOOKS/SUBS/DUES						
	6,750.00	6,750.00	4,117.76	39.47	0.00	2,632.24	61.0%
0012200 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0012200 FIRE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 56300 26036 FS1 PORCH COVERING	0.00	9,948.00	9,948.00	0.00	0.00	0.00	100.0%
0012200 56400 MACH/EQUIP	116,301.00	3,601.00	3,600.50	0.00	0.00	0.50	100.0%
0012200 56400 26449 HAMILTON VENTILATORS	0.00	35,102.00	35,026.14	0.00	0.00	75.86	99.8%
0012200 56401 EQUIP-NON CAPITAL	20,000.00	16,399.00	542.87	0.00	0.00	15,856.13	3.3%
0012200 56410 23041 CITYVIEW SOFTWARE PROJ 23041	0.00	6,969.00	1,945.48	0.00	5,022.96	0.56	100.0%
0012200 56415 SUBSCRIPTION BASED IT AGREEMNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 57100 PRINCIPAL	25,718.00	25,718.00	25,717.63	0.00	0.00	0.37	100.0%
0012200 57200 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRE	8,016,340.00	7,935,141.00	5,829,684.37	551,974.03	30,330.96	2,075,125.67	73.8%
TOTAL EXPENSES	8,016,340.00	7,935,141.00	5,829,684.37	551,974.03	30,330.96	2,075,125.67	

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ACCOUNTS FOR: 0012201 FIRE OCEAN RESCUE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012201 51200	SALARIES						
	184,243.00	184,243.00	155,533.49	21,972.41	0.00	28,709.51	84.4%
0012201 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 51300	SEASONAL/TEMPORARY						
	270,605.00	257,855.00	142,874.26	56,910.19	0.00	114,980.74	55.4%
0012201 51350	PART TIME SALARIES						
	179,495.00	179,495.00	142,166.38	25,681.20	0.00	37,328.62	79.2%
0012201 51400	OVERTIME						
	45,000.00	45,000.00	28,972.27	10,952.96	0.00	16,027.73	64.4%
0012201 52100	FICA						
	51,794.00	51,794.00	35,824.93	8,826.90	0.00	15,969.07	69.2%
0012201 52200	RETIREMENT						
	38,304.00	38,304.00	30,871.29	2,946.42	0.00	7,432.71	80.6%
0012201 52300	HEALTH INSUR						
	36,777.00	36,777.00	19,791.63	2,076.16	0.00	16,985.37	53.8%
0012201 52301	LIFE INSUR						
	534.00	534.00	460.50	92.50	0.00	73.50	86.2%
0012201 52400	WORKERS' COMP						
	31,204.00	31,204.00	7,091.66	709.17	0.00	24,112.34	22.7%
0012201 53400	CONTRACTUAL						
	46,018.00	32,918.00	14,568.25	3,480.60	0.00	18,349.75	44.3%
0012201 54000	TRAINING/TRAVEL						
	5,700.00	5,700.00	861.99	0.00	0.00	4,838.01	15.1%
0012201 54100	COMM - PHONE/FAX/ALARM						
	320.00	320.00	320.00	0.00	0.00	0.00	100.0%
0012201 54101	COMMUNICATIONS-CELLULAR						
	5,638.00	5,638.00	3,934.51	418.02	0.00	1,703.49	69.8%
0012201 54103	COMMUNICATIONS-INTERNET						
	1,200.00	1,200.00	1,157.48	0.00	0.00	42.52	96.5%
0012201 54300	UTILITIES ELECTRIC						
	5,500.00	5,500.00	3,328.55	524.43	0.00	2,171.45	60.5%
0012201 54310	UTILITIES-WATER & WASTEWATER						
	3,000.00	3,000.00	1,564.38	180.63	0.00	1,435.62	52.1%
0012201 54320	UTILITIES-PROPANE/OTHER						
	600.00	600.00	363.12	40.37	0.00	236.88	60.5%
0012201 54500	INSURANCE						
	18,615.00	18,615.00	11,868.34	1,186.83	0.00	6,746.66	63.8%
0012201 54610	R/M BLDG & GROUNDS						
	1,500.00	1,500.00	400.00	0.00	0.00	1,100.00	26.7%
0012201 54611	R/M FACILITIES						
	38,500.00	38,500.00	32,241.34	197.69	0.00	6,258.66	83.7%
0012201 54620	R/M EQUIPMENT						
	11,500.00	11,500.00	4,192.41	0.00	0.00	7,307.59	36.5%

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ACCOUNTS FOR: 0012201 FIRE OCEAN RESCUE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012201 54630 R/M VEHICLES-LABOR	19,000.00	19,000.00	15,833.34	1,583.33	0.00	3,166.66	83.3%
0012201 54640 R/M VEHICLES-PARTS	19,000.00	19,000.00	14,977.59	1,007.43	0.00	4,022.41	78.8%
0012201 54700 PRINTING	500.00	500.00	301.95	0.00	0.00	198.05	60.4%
0012201 54800 PROMOTIONAL	4,200.00	4,200.00	1,531.88	195.72	0.00	2,668.12	36.5%
0012201 55100 OFFICE SUPPLIES	750.00	750.00	664.75	297.76	0.00	85.25	88.6%
0012201 55200 OPERATING SUPPLIES	18,330.00	18,330.00	7,362.50	1,465.18	0.00	10,967.50	40.2%
0012201 55210 UNIFORMS	16,400.00	16,400.00	8,801.78	6,674.03	0.00	7,598.22	53.7%
0012201 55230 GAS/OIL	17,000.00	17,000.00	12,449.98	2,045.51	0.00	4,550.02	73.2%
0012201 55245 MEDICAL SUPPLIES	2,600.00	2,600.00	1,390.36	0.00	0.00	1,209.64	53.5%
0012201 55400 BOOKS/SUBS/DUES	2,600.00	2,600.00	1,520.90	0.00	0.00	1,079.10	58.5%
0012201 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 56400 EQUIPMENT	40,000.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 56400 25400 OCEAN RESCUE F-150 (RE#145)	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 56400 26406 OCEAN RESCUE VEHICLE RE #144	15,000.00	15,000.00	14,759.42	0.00	0.00	240.58	98.4%
0012201 56400 26407 KAWASAKI PWC & TRAILER	30,000.00	30,000.00	29,404.70	1,313.20	0.00	595.30	98.0%
0012201 56400 26447 MOTOROLLA RADIOS-OR	0.00	40,000.00	40,000.00	40,000.00	0.00	0.00	100.0%
0012201 56400 26450 OCEAN RESCUE RIB BOAT & MOTOR	0.00	11,500.00	9,840.33	3,947.73	0.00	1,659.67	85.6%
0012201 56400 26451 RIP CURRENT SIMULATOR	0.00	12,750.00	12,750.00	0.00	0.00	0.00	100.0%
0012201 56401 NON CAP EQUIP	3,900.00	5,500.00	0.00	0.00	5,488.98	11.02	99.8%
TOTAL FIRE OCEAN RESCUE	1,165,327.00	1,165,327.00	809,976.26	194,726.37	5,488.98	349,861.76	70.0%
TOTAL EXPENSES	1,165,327.00	1,165,327.00	809,976.26	194,726.37	5,488.98	349,861.76	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0012202 FIRE BEACH RANGERS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012202 51350	PART TIME SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 52100	FICA	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 52400	WORKERS' COMP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 53400	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54000	TRAINING/TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54101	COMMUNICATIONS-CELLULAR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54500	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54700	PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54800	PROMOTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 55200	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 55210	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 55230	GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 56400	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 56401	NON CAP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRE BEACH RANGERS		0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 0012400 BUILDING / PERMITTING

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012400 51200	SALARIES	30,795.00	30,795.00	18,904.22	0.00	0.00	11,890.78	61.4%
0012400 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52100	FICA	2,353.00	2,353.00	1,445.41	0.00	0.00	907.59	61.4%
0012400 52200	RETIREMENT	6,403.00	6,403.00	3,979.92	0.00	0.00	2,423.08	62.2%
0012400 52300	HEALTH INSUR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52301	LIFE INSUR	89.00	89.00	54.25	0.00	0.00	34.75	61.0%
0012400 52400	WORKERS' COMP	0.00	36.00	-3.00	1.50	0.00	39.00	-8.3%
0012400 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 53400	CONTRACTUAL	12,352.00	12,352.00	10,256.72	0.00	0.00	2,095.28	83.0%
0012400 54000	TRAINING/TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54100	COMM - PHONE/FAX/ALARM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54101	COMMUNICATIONS-CELLULAR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54300	UTILITIES ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54500	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54610	R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0012400 BUILDING / PERMITTING

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012400 54700 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55100 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55200 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55210 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55230 GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55400 BOOKS/SUBS/DUES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56400 MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56401 EQUIP-NON CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56410 23041 CITYVIEW SOFTWARE PROJ 23041	0.00	33,683.00	12,958.99	0.00	20,723.69	0.32	100.0%
0012400 59140 TRANSFER TO BUILDING FUND	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL BUILDING / PERMITTING	51,992.00	85,711.00	47,596.51	1.50	20,723.69	17,390.80	79.7%
TOTAL EXPENSES	51,992.00	85,711.00	47,596.51	1.50	20,723.69	17,390.80	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0012420 CODE ENFORCEMENT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012420 51200	SALARIES						
	272,029.00	270,359.00	207,052.69	16,406.87	0.00	63,306.31	76.6%
0012420 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 51400	OVERTIME						
	250.00	828.00	827.78	291.47	0.00	0.22	100.0%
0012420 52100	FICA						
	22,715.00	22,715.00	15,748.31	1,234.31	0.00	6,966.69	69.3%
0012420 52200	RETIREMENT						
	62,783.00	62,783.00	41,157.10	3,471.57	0.00	21,625.90	65.6%
0012420 52300	HEALTH INSUR						
	62,237.00	62,237.00	30,503.26	3,422.10	0.00	31,733.74	49.0%
0012420 52301	LIFE INSUR						
	1,725.00	1,725.00	588.25	107.50	0.00	1,136.75	34.1%
0012420 52400	WORKERS' COMP						
	3,058.00	3,058.00	1,402.50	140.25	0.00	1,655.50	45.9%
0012420 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 53100	PROFESSIONAL SERVICES						
	0.00	173.00	173.00	0.00	0.00	0.00	100.0%
0012420 53400	CONTRACTUAL						
	74,226.00	74,226.00	31,765.66	335.55	0.00	42,460.34	42.8%
0012420 54000	TRAINING/TRAVEL						
	8,000.00	8,000.00	3,890.14	949.37	0.00	4,109.86	48.6%
0012420 54100	COMM - PHONE/FAX/ALARM						
	480.00	480.00	480.00	0.00	0.00	0.00	100.0%
0012420 54101	COMMUNICATIONS-CELLULAR						
	3,000.00	3,000.00	1,690.23	224.68	0.00	1,309.77	56.3%
0012420 54500	INSURANCE						
	7,978.00	7,978.00	5,086.66	508.67	0.00	2,891.34	63.8%
0012420 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 54630	R/M VEHICLES-LABOR						
	2,000.00	2,000.00	1,666.66	166.67	0.00	333.34	83.3%
0012420 54640	R/M VEHICLES-PARTS						
	2,000.00	2,000.00	635.24	0.00	0.00	1,364.76	31.8%
0012420 54700	PRINTING						
	1,500.00	1,500.00	1,283.93	0.00	0.00	216.07	85.6%
0012420 54900	MISC EXPENSE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 54930	COLLECTIONS/LITIGATION COSTS						
	600.00	600.00	600.00	0.00	0.00	0.00	100.0%
0012420 55100	OFFICE SUPPLIES						
	1,500.00	1,500.00	933.27	225.67	0.00	566.73	62.2%

City of Fernandina Beach
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FOR 2026 10

ACCOUNTS FOR: 0012420 CODE ENFORCEMENT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012420 55200	OPERATING SUPPLIES						
	2,960.00	2,209.00	1,602.77	0.00	0.00	606.23	72.6%
0012420 55210	UNIFORMS						
	1,500.00	1,500.00	1,237.88	0.00	0.00	262.12	82.5%
0012420 55230	GAS/OIL						
	2,000.00	2,000.00	1,832.58	333.03	0.00	167.42	91.6%
0012420 55400	BOOKS/SUBS/DUES						
	1,125.00	1,125.00	788.00	0.00	0.00	337.00	70.0%
0012420 56400	EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 56401	NON CAP EQUIP						
	2,800.00	2,800.00	2,406.85	2,406.85	0.00	393.15	86.0%
0012420 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	1,670.00	463.68	0.00	1,205.84	0.48	100.0%
TOTAL CODE ENFORCEMENT							
	536,466.00	536,466.00	353,816.44	30,224.56	1,205.84	181,443.72	66.2%
TOTAL EXPENSES							
	536,466.00	536,466.00	353,816.44	30,224.56	1,205.84	181,443.72	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0014100 STREETS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 51200	SALARIES	605,544.00	599,410.00	472,099.38	47,070.35	0.00	127,310.62	78.8%
0014100 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51400	OVERTIME	42,000.00	42,000.00	34,189.16	1,987.73	0.00	7,810.84	81.4%
0014100 52100	FICA	46,975.00	46,975.00	38,142.72	3,664.29	0.00	8,832.28	81.2%
0014100 52200	RETIREMENT	131,319.00	131,319.00	105,271.87	10,199.19	0.00	26,047.13	80.2%
0014100 52300	HEALTH INSUR	132,828.00	132,828.00	88,897.36	10,330.60	0.00	43,930.64	66.9%
0014100 52301	LIFE INSUR	1,696.00	1,696.00	1,433.63	307.50	0.00	262.37	84.5%
0014100 52400	WORKERS' COMP	47,877.00	47,877.00	18,260.00	1,826.00	0.00	29,617.00	38.1%
0014100 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 53100	PROFESSIONAL SERVICES	2,500.00	4,009.00	4,008.89	0.00	0.00	0.11	100.0%
0014100 53400	CONTRACTUAL	67,288.00	65,779.00	37,230.84	4,720.45	0.00	28,548.16	56.6%
0014100 54000	TRAINING/TRAVEL	14,015.00	14,015.00	7,017.80	551.45	0.00	6,997.20	50.1%
0014100 54100	COMM - PHONE/FAX/ALARM	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0014100 54101	COMMUNICATIONS-CELLULAR	3,400.00	3,400.00	1,041.87	88.99	0.00	2,358.13	30.6%
0014100 54103	COMMUNICATIONS-INTERNET	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 54200	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 54300	UTILITIES ELECTRIC	422,000.00	422,000.00	410,564.86	78,604.21	0.00	11,435.14	97.3%
0014100 54310	UTILITIES-WATER & WASTEWATER	3,200.00	3,200.00	2,742.86	193.92	0.00	457.14	85.7%
0014100 54400	RENTALS/LEASES	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
0014100 54500	INSURANCE	36,540.00	36,540.00	23,297.50	2,329.75	0.00	13,242.50	63.8%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0014100 STREETS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 54610	R/M BLDG & GROUNDS						
	5,000.00	5,000.00	1,713.85	1,650.00	0.00	3,286.15	34.3%
0014100 54611	R/M FACILITIES						
	6,500.00	6,500.00	4,830.60	0.00	0.00	1,669.40	74.3%
0014100 54612	R/M STREETS						
	103,000.00	103,000.00	28,895.51	1,730.00	34.17	74,070.32	28.1%
0014100 54620	R/M EQUIPMENT						
	3,000.00	3,000.00	1,026.43	86.96	0.00	1,973.57	34.2%
0014100 54630	R/M VEHICLES-LABOR						
	63,000.00	63,000.00	52,500.00	5,250.00	0.00	10,500.00	83.3%
0014100 54640	R/M VEHICLES-PARTS						
	80,000.00	80,000.00	58,025.96	16,896.90	0.00	21,974.04	72.5%
0014100 54941	SIGNAGE COSTS						
	40,000.00	40,000.00	36,441.28	3,059.92	0.00	3,558.72	91.1%
0014100 55100	OFFICE SUPPLIES						
	250.00	250.00	234.92	0.00	0.00	15.08	94.0%
0014100 55200	OPERATING SUPPLIES						
	24,065.00	24,065.00	20,659.11	1,962.76	0.00	3,405.89	85.8%
0014100 55210	UNIFORMS						
	5,250.00	5,250.00	4,533.24	0.00	0.00	716.76	86.3%
0014100 55220	JANITORIAL SUPPLIES						
	500.00	500.00	17.06	17.06	0.00	482.94	3.4%
0014100 55230	GAS/OIL						
	64,000.00	64,000.00	46,972.16	4,061.77	0.00	17,027.84	73.4%
0014100 55240	CHEMICALS						
	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
0014100 55300	ROAD MATERIALS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 55400	BOOKS/SUBS/DUES						
	450.00	450.00	411.80	185.00	0.00	38.20	91.5%
0014100 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300 22016	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300 24007	STREETS OFFICE EXPANSION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56400	MACH/EQUIP						
	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	.0%
0014100 56400 25417	STREET ROLLER MACHINE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56400 25418	STREETS BUMP MILL ATTACHMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 0014100 STREETS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 56400 26435	GRASSHOPPER MOWER #19452						
	13,000.00	13,000.00	12,477.15	0.00	0.00	522.85	96.0%
0014100 56400 26436	GRASSHOPPER MOWER-NEW						
	13,000.00	13,000.00	12,477.15	0.00	0.00	522.85	96.0%
0014100 56400 26437	STREETS AUTO FLAGGER DEV						
	40,000.00	40,000.00	29,315.84	0.00	0.00	10,684.16	73.3%
0014100 56401	EQUIP-NON CAPITAL						
	7,500.00	7,500.00	3,258.37	0.00	0.00	4,241.63	43.4%
0014100 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	6,134.00	1,713.64	0.00	4,420.04	0.32	100.0%
0014100 57100	PRINCIPAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 57200	INTEREST						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL STREETS							
	2,047,357.00	2,047,357.00	1,559,862.81	196,774.80	4,454.21	483,039.98	76.4%
TOTAL EXPENSES							
	2,047,357.00	2,047,357.00	1,559,862.81	196,774.80	4,454.21	483,039.98	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 0015200 DOWNTOWN

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015200 51200		SALARIES	95,025.00	89,471.00	60,751.20	6,544.16	0.00	28,719.80	67.9%
0015200 52100		FICA	7,107.00	7,107.00	4,168.20	415.79	0.00	2,938.80	58.6%
0015200 52200		RETIREMENT	19,756.00	19,756.00	12,068.71	1,360.54	0.00	7,687.29	61.1%
0015200 52300		HEALTH INSUR	11,427.00	16,981.00	12,928.87	2,025.96	0.00	4,052.13	76.1%
0015200 52301		LIFE INSUR	274.00	274.00	167.59	43.00	0.00	106.41	61.2%
0015200 52400		WORKERS' COMP	94.00	94.00	30.84	3.08	0.00	63.16	32.8%
0015200 53100		PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 53100	26027	HARBOR MASTER PLAN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 53400		CONTRACTUAL	119,436.00	116,020.00	48,444.60	2,451.41	3,822.50	63,752.90	45.1%
0015200 53405		CONTRACTUAL - PAID PARKING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 54100		COMM - PHONE/FAX/ALARM	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0015200 54101		COMMUNICATIONS-CELLULAR	650.00	650.00	484.64	50.00	0.00	165.36	74.6%
0015200 54300		UTILITIES ELECTRIC	33,000.00	33,000.00	29,525.56	5,765.42	0.00	3,474.44	89.5%
0015200 54310		UTILITIES-WATER & WASTEWATER	25,000.00	25,000.00	17,479.88	1,880.11	0.00	7,520.12	69.9%
0015200 54400		RENTALS/LEASES	15,000.00	18,416.00	18,415.02	0.00	0.00	0.98	100.0%
0015200 54500		INSURANCE	10,971.00	10,971.00	4,395.84	439.58	0.00	6,575.16	40.1%
0015200 54610		R/M BLDG & GROUNDS	63,000.00	63,000.00	44,179.76	5,255.74	13,428.76	5,391.48	91.4%
0015200 54611		R/M FACILITIES	20,750.00	20,750.00	3,652.01	383.03	0.00	17,097.99	17.6%
0015200 54620		R/M EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
0015200 54800		PROMOTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 55200		OPERATING SUPPLIES	6,700.00	6,700.00	6,469.93	1,380.91	0.00	230.07	96.6%
0015200 55220		JANITORIAL SUPPLIES	7,000.00	7,000.00	5,699.57	334.92	0.00	1,300.43	81.4%

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ACCOUNTS FOR: 0015200 DOWNTOWN

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015200 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 56401	EQUIP-NON CAPITAL						
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
TOTAL DOWNTOWN							
	437,350.00	437,350.00	269,022.22	28,333.65	17,251.26	151,076.52	65.5%
TOTAL EXPENSES							
	437,350.00	437,350.00	269,022.22	28,333.65	17,251.26	151,076.52	

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ACCOUNTS FOR: 0015640 PUBLIC ASSISTANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015640 55600	UTILITY EXEMPTION (AGED/POOR)						
	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
0015640 55601	COUNCIL ON AGING						
	50,000.00	50,000.00	37,500.00	0.00	0.00	12,500.00	75.0%
0015640 55602	NON PROFIT EPISCOPAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55603	BOYS AND GIRLS CLUB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55604	NON PROFIT BARNABAS						
	30,000.00	30,000.00	22,500.00	0.00	0.00	7,500.00	75.0%
0015640 55605	NON PROFIT MICAH'S PLACE						
	5,000.00	5,000.00	3,750.00	0.00	0.00	1,250.00	75.0%
0015640 55606	NON PROFIT NASSU MENTAL HEALTH						
	15,000.00	15,000.00	11,250.00	3,750.00	0.00	3,750.00	75.0%
0015640 55607	NON PROFIT FAMILY SUPPORT SVCS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55608	NON PROFIT AMERICA'S YOUTH						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55609	NON PROFIT CW VISION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55610	NON PROFIT SALVATION ARMY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55612	NON PROFIT THE ARC NASSAU						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55613	AME CHURCH						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55614	NON PROFIT TRINITY UMC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55615	NON PROFIT RISE AGAINST HUNGER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55616	NONPROFIT ECONOMIC DEVELOPMENT						
	2,500.00	2,500.00	1,250.00	0.00	0.00	1,250.00	50.0%
0015640 55620	NON PROFIT GRANT FUNDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55674	JULY 4TH FIREWORKS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL PUBLIC ASSISTANCE							
	142,500.00	142,500.00	76,250.00	3,750.00	0.00	66,250.00	53.5%
TOTAL EXPENSES							
	142,500.00	142,500.00	76,250.00	3,750.00	0.00	66,250.00	

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ACCOUNTS FOR: 0017100 LIBRARY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017100 53400 CONTRACTUAL	4,455.00	5,314.00	5,113.87	1,268.73	0.00	200.13	96.2%
0017100 54500 INSURANCE	10,736.00	10,736.00	6,845.00	684.50	0.00	3,891.00	63.8%
0017100 54610 R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 54611 R/M FACILITIES	12,000.00	12,000.00	10,832.04	1,649.72	0.00	1,167.96	90.3%
0017100 54620 R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 55200 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56200 BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56400 MACH/EQUIP	36,000.00	35,141.00	28,423.75	0.00	0.00	6,717.25	80.9%
TOTAL LIBRARY	63,191.00	63,191.00	51,214.66	3,602.95	0.00	11,976.34	81.0%
TOTAL EXPENSES	63,191.00	63,191.00	51,214.66	3,602.95	0.00	11,976.34	

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ACCOUNTS FOR: 0017200 RECREATION

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 51200	SALARIES	581,779.00	581,779.00	463,910.56	43,953.13	0.00	117,868.44	79.7%
0017200 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 51350	PART-TIME	48,308.00	48,308.00	33,259.63	3,299.67	0.00	15,048.37	68.8%
0017200 51400	OVERTIME	1,000.00	2,000.00	1,246.28	57.43	0.00	753.72	62.3%
0017200 52100	FICA	47,746.00	47,746.00	37,155.09	3,516.48	0.00	10,590.91	77.8%
0017200 52200	RETIREMENT	119,435.00	119,435.00	95,837.96	9,149.77	0.00	23,597.04	80.2%
0017200 52300	HEALTH INSUR	110,220.00	110,220.00	85,373.43	8,912.22	0.00	24,846.57	77.5%
0017200 52301	LIFE INSUR	1,691.00	1,691.00	1,452.75	287.50	0.00	238.25	85.9%
0017200 52400	WORKERS' COMP	4,650.00	4,650.00	2,455.84	245.58	0.00	2,194.16	52.8%
0017200 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 53400	CONTRACTUAL	31,651.00	53,641.00	43,511.07	864.54	0.00	10,129.93	81.1%
0017200 53910	HOUSING ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54000	TRAINING/TRAVEL	7,500.00	7,500.00	120.00	0.00	0.00	7,380.00	1.6%
0017200 54100	COMM - PHONE/FAX/ALARM	2,556.00	2,556.00	1,657.61	22.51	0.00	898.39	64.9%
0017200 54101	COMMUNICATIONS-CELLULAR	2,100.00	2,100.00	1,533.92	50.00	0.00	566.08	73.0%
0017200 54103	COMMUNICATIONS-INTERNET	3,400.00	3,400.00	3,378.46	5.80	0.00	21.54	99.4%
0017200 54200	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54300	UTILITIES ELECTRIC	66,000.00	66,000.00	47,825.33	6,439.61	0.00	18,174.67	72.5%
0017200 54310	UTILITIES-WATER & WASTEWATER	12,000.00	12,000.00	10,888.97	1,120.27	0.00	1,111.03	90.7%
0017200 54320	UTILITIES-PROPANE/OTHER	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0017200 RECREATION

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 54400	RENTALS/LEASES	1,500.00	1,500.00	1,200.00	120.00	0.00	300.00	80.0%
0017200 54500	INSURANCE	35,820.00	35,820.00	17,394.16	1,739.42	0.00	18,425.84	48.6%
0017200 54610	R/M BLDG & GROUNDS	9,000.00	9,000.00	2,685.87	0.00	0.00	6,314.13	29.8%
0017200 54611	R/M FACILITIES	68,300.00	68,300.00	43,373.17	7,066.52	0.00	24,926.83	63.5%
0017200 54620	R/M EQUIPMENT	7,500.00	7,500.00	1,728.74	0.00	0.00	5,771.26	23.0%
0017200 54630	R/M VEHICLES-LABOR	12,500.00	12,500.00	10,416.66	1,041.67	0.00	2,083.34	83.3%
0017200 54640	R/M VEHICLES-PARTS	12,000.00	12,000.00	9,976.65	91.10	0.00	2,023.35	83.1%
0017200 54700	PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54800	PROMOTIONAL	2,500.00	2,500.00	685.37	0.00	0.00	1,814.63	27.4%
0017200 54901	SPECIAL EVENTS	6,000.00	6,000.00	2,520.93	0.00	0.00	3,479.07	42.0%
0017200 54970	PROGRAM COSTS	235,000.00	212,810.00	156,768.45	11,673.15	0.00	56,041.55	73.7%
0017200 55100	OFFICE SUPPLIES	5,000.00	5,000.00	3,665.06	189.43	0.00	1,334.94	73.3%
0017200 55200	OPERATING SUPPLIES	11,645.00	16,545.00	15,206.34	462.53	0.00	1,338.66	91.9%
0017200 55210	UNIFORMS	700.00	700.00	-128.58	0.00	0.00	828.58	-18.4%
0017200 55220	JANITORIAL SUPPLIES	5,500.00	5,500.00	3,148.20	198.75	0.00	2,351.80	57.2%
0017200 55230	GAS/OIL	12,000.00	12,000.00	8,365.09	783.84	0.00	3,634.91	69.7%
0017200 55240	CHEMICALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 55400	BOOKS/SUBS/DUES	4,250.00	4,250.00	3,544.07	0.00	0.00	705.93	83.4%
0017200 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300 23009	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300 24008	BABE RUTH ROOF COATING	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0017200 RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 56400 MACH/EQUIP	76,500.00	59,896.00	31,127.98	0.00	0.00	28,768.02	52.0%
0017200 56401 EQUIP-NON CAPITAL	7,000.00	7,000.00	5,791.00	0.00	0.00	1,209.00	82.7%
TOTAL RECREATION	1,552,751.00	1,541,847.00	1,147,076.06	101,290.92	0.00	394,770.94	74.4%
TOTAL EXPENSES	1,552,751.00	1,541,847.00	1,147,076.06	101,290.92	0.00	394,770.94	

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ACCOUNTS FOR: 0017210 PARKS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 51200	SALARIES	545,517.00	545,517.00	445,427.29	35,912.44	0.00	100,089.71	81.7%
0017210 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 51400	OVERTIME	15,000.00	15,000.00	13,590.09	1,635.07	0.00	1,409.91	90.6%
0017210 52100	FICA	41,767.00	41,767.00	34,245.72	2,762.37	0.00	7,521.28	82.0%
0017210 52200	RETIREMENT	116,817.00	116,817.00	96,450.22	7,421.29	0.00	20,366.78	82.6%
0017210 52300	HEALTH INSUR	182,087.00	182,087.00	101,552.60	7,876.73	0.00	80,534.40	55.8%
0017210 52301	LIFE INSUR	1,794.00	1,794.00	1,363.76	238.00	0.00	430.24	76.0%
0017210 52400	WORKERS' COMP	8,796.00	8,796.00	6,690.00	669.00	0.00	2,106.00	76.1%
0017210 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 53100 26014	PARKS & REC MASTER PLAN	100,000.00	100,000.00	0.00	0.00	98,750.00	1,250.00	98.8%
0017210 53400	CONTRACTUAL	207,377.00	207,377.00	158,885.93	17,847.88	24,724.20	23,766.87	88.5%
0017210 54000	TRAINING/TRAVEL	14,030.00	17,030.00	16,787.50	41.00	0.00	242.50	98.6%
0017210 54100	COMM - PHONE/FAX/ALARM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 54101	COMMUNICATIONS-CELLULAR	2,500.00	2,500.00	680.79	0.00	0.00	1,819.21	27.2%
0017210 54300	UTILITIES ELECTRIC	84,000.00	84,000.00	67,546.49	6,541.32	0.00	16,453.51	80.4%
0017210 54310	UTILITIES-WATER & WASTEWATER	35,000.00	35,000.00	26,589.05	2,899.34	0.00	8,410.95	76.0%
0017210 54400	RENTALS/LEASES	7,500.00	7,500.00	1,121.27	0.00	0.00	6,378.73	15.0%
0017210 54500	INSURANCE	31,616.00	31,616.00	20,157.50	2,015.75	0.00	11,458.50	63.8%
0017210 54610	R/M BLDG & GROUNDS	197,900.00	197,900.00	143,091.29	7,852.67	7,698.00	47,110.71	76.2%
0017210 54611	R/M FACILITIES	55,000.00	55,000.00	26,802.87	279.96	5.82	28,191.31	48.7%
0017210 54620	R/M EQUIPMENT	13,000.00	13,000.00	3,503.37	63.97	0.00	9,496.63	26.9%

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ACCOUNTS FOR: 0017210 PARKS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 54630	R/M VEHICLES-LABOR						
	23,000.00	23,000.00	19,166.66	1,916.67	0.00	3,833.34	83.3%
0017210 54640	R/M VEHICLES-PARTS						
	25,000.00	25,000.00	10,351.70	797.74	0.00	14,648.30	41.4%
0017210 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 54900	MISC EXPENSE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 55200	OPERATING SUPPLIES						
	59,815.00	59,815.00	51,467.12	3,090.04	0.00	8,347.88	86.0%
0017210 55210	UNIFORMS						
	6,400.00	6,400.00	5,061.44	0.00	0.00	1,338.56	79.1%
0017210 55220	JANITORIAL SUPPLIES						
	12,000.00	12,000.00	7,225.50	1,710.06	0.00	4,774.50	60.2%
0017210 55230	GAS/OIL						
	23,000.00	23,000.00	16,594.07	2,576.33	0.00	6,405.93	72.1%
0017210 55240	CHEMICALS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300 25053	MLK POOL FENCE REPLACEMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300 25063	HICKORY ST PARK FENCE REPLACEM						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300 26015	LIGHTHOUSE FENCING						
	38,375.00	38,375.00	0.00	0.00	0.00	38,375.00	.0%
0017210 56300 26016	JOE VELARDI FIELD FENCING						
	26,625.00	26,625.00	26,624.76	0.00	0.00	0.24	100.0%
0017210 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56400 25407	PARKS UTILITY TRUCK (RE#260)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56400 26438	PARKS DUMP TRAILER RE #13545						
	20,000.00	11,100.00	11,000.00	0.00	0.00	100.00	99.1%
0017210 56400 26439	GREENFIELD EQUIPMENT						
	11,000.00	11,000.00	11,000.00	0.00	0.00	0.00	100.0%
0017210 56400 26440	GRASSHOPPER ZERO TURN #20554						
	15,000.00	12,478.00	12,477.15	0.00	0.00	0.85	100.0%

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ACCOUNTS FOR: 0017210 PARKS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 56400 26441	PARKS GRASSHOPPER ZERO TURN						
	15,000.00	12,478.00	12,477.15	0.00	0.00	0.85	100.0%
0017210 56400 26442	PARKS TOP DRESSER RE #20557						
	12,000.00	12,000.00	10,087.05	0.00	0.00	1,912.95	84.1%
0017210 56400 26443	PARKS GRASSHOPPER MOWER						
	13,000.00	12,478.00	12,477.15	0.00	0.00	0.85	100.0%
0017210 56401	EQUIP-NON CAPITAL						
	5,500.00	5,500.00	4,085.96	0.00	0.00	1,414.04	74.3%
TOTAL PARKS							
	1,965,416.00	1,953,950.00	1,374,581.45	104,147.63	131,178.02	448,190.53	77.1%
TOTAL EXPENSES							
	1,965,416.00	1,953,950.00	1,374,581.45	104,147.63	131,178.02	448,190.53	

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ACCOUNTS FOR: 0017220 PECK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 51200	SALARIES						
	102,797.00	102,797.00	82,032.89	7,907.44	0.00	20,764.11	79.8%
0017220 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 51350	PART-TIME						
	44,483.00	44,483.00	36,600.92	4,138.51	0.00	7,882.08	82.3%
0017220 51400	OVERTIME						
	750.00	750.00	412.93	0.00	0.00	337.07	55.1%
0017220 52100	FICA						
	13,538.00	13,538.00	8,772.42	885.87	0.00	4,765.58	64.8%
0017220 52200	RETIREMENT						
	8,589.00	8,589.00	6,917.08	659.00	0.00	1,671.92	80.5%
0017220 52300	HEALTH INSUR						
	30,546.00	30,546.00	22,764.97	2,421.34	0.00	7,781.03	74.5%
0017220 52301	LIFE INSUR						
	299.00	299.00	258.75	52.00	0.00	40.25	86.5%
0017220 52400	WORKERS' COMP						
	3,898.00	3,898.00	1,780.84	178.08	0.00	2,117.16	45.7%
0017220 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 53400	CONTRACTUAL						
	53,864.00	53,864.00	42,286.18	2,952.56	0.00	11,577.82	78.5%
0017220 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54100	COMM - PHONE/FAX/ALARM						
	1,302.00	1,302.00	877.67	67.53	0.00	424.33	67.4%
0017220 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54103	COMMUNICATIONS-INTERNET						
	3,700.00	3,900.00	3,900.00	0.00	0.00	0.00	100.0%
0017220 54300	UTILITIES ELECTRIC						
	46,000.00	46,000.00	38,585.93	5,171.40	0.00	7,414.07	83.9%
0017220 54310	UTILITIES-WATER & WASTEWATER						
	16,000.00	16,000.00	10,408.48	962.23	0.00	5,591.52	65.1%
0017220 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54400	RENTALS/LEASES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54500	INSURANCE						
	11,523.00	11,523.00	7,347.50	734.75	0.00	4,175.50	63.8%
0017220 54610	R/M BLDG & GROUNDS						
	10,000.00	10,000.00	1,559.28	0.00	0.00	8,440.72	15.6%

City of Fernandina Beach
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ACCOUNTS FOR: 0017220 PECK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 54611	R/M FACILITIES						
	53,000.00	53,000.00	19,069.04	317.40	0.00	33,930.96	36.0%
0017220 54620	R/M EQUIPMENT						
	8,500.00	8,500.00	1,029.00	0.00	0.00	7,471.00	12.1%
0017220 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54970	PROGRAM COSTS						
	19,000.00	19,000.00	3,689.50	109.49	0.00	15,310.50	19.4%
0017220 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 55200	OPERATING SUPPLIES						
	6,065.00	6,065.00	5,156.19	18.99	0.00	908.81	85.0%
0017220 55210	UNIFORMS						
	450.00	450.00	0.00	0.00	0.00	450.00	.0%
0017220 55220	JANITORIAL SUPPLIES						
	4,100.00	4,100.00	3,166.72	479.58	0.00	933.28	77.2%
0017220 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 55400	BOOKS/SUBS/DUES						
	275.00	275.00	0.00	0.00	0.00	275.00	.0%
0017220 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 56400	MACH/EQUIP						
	0.00	16,604.00	16,604.00	0.00	0.00	0.00	100.0%
0017220 56401	EQUIP-NON CAPITAL						
	5,000.00	5,000.00	4,200.00	0.00	0.00	800.00	84.0%
TOTAL PECK							
	443,679.00	460,483.00	317,420.29	27,056.17	0.00	143,062.71	68.9%
TOTAL EXPENSES							
	443,679.00	460,483.00	317,420.29	27,056.17	0.00	143,062.71	

City of Fernandina Beach
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FOR 2026 10

ACCOUNTS FOR: 0017225 MLK CENTER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017225 51200	SALARIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51350	PART-TIME						
	29,669.00	29,669.00	21,759.67	2,314.02	0.00	7,909.33	73.3%
0017225 51400	OVERTIME						
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
0017225 52100	FICA						
	2,201.00	2,201.00	1,664.62	177.02	0.00	536.38	75.6%
0017225 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52400	WORKERS' COMP						
	780.00	780.00	319.16	31.92	0.00	460.84	40.9%
0017225 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 53400	CONTRACTUAL						
	5,774.00	5,774.00	3,313.90	106.79	0.00	2,460.10	57.4%
0017225 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54100	COMM - PHONE/FAX/ALARM						
	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0017225 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54103	COMMUNICATIONS-INTERNET						
	3,400.00	3,400.00	3,391.98	5.80	0.00	8.02	99.8%
0017225 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54300	UTILITIES ELECTRIC						
	29,000.00	34,000.00	29,320.65	3,227.45	0.00	4,679.35	86.2%
0017225 54310	UTILITIES-WATER & WASTEWATER						
	8,000.00	11,000.00	8,378.28	1,380.40	0.00	2,621.72	76.2%
0017225 54400	RENTALS/LEASES						
	1,400.00	2,100.00	1,750.00	175.00	0.00	350.00	83.3%
0017225 54500	INSURANCE						
	2,364.00	2,364.00	1,507.50	150.75	0.00	856.50	63.8%

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ACCOUNTS FOR: 0017225 MLK CENTER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017225 54610	R/M BLDG & GROUNDS						
	9,350.00	3,323.00	0.00	0.00	0.00	3,323.00	.0%
0017225 54611	R/M FACILITIES						
	7,800.00	7,800.00	5,392.66	0.00	0.00	2,407.34	69.1%
0017225 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54970	PROGRAM COSTS						
	6,500.00	3,500.00	0.00	0.00	0.00	3,500.00	.0%
0017225 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 55200	OPERATING SUPPLIES						
	4,565.00	4,565.00	2,613.12	0.00	0.00	1,951.88	57.2%
0017225 55210	UNIFORMS						
	50.00	50.00	0.00	0.00	0.00	50.00	.0%
0017225 55220	JANITORIAL SUPPLIES						
	1,750.00	1,750.00	931.91	61.47	0.00	818.09	53.3%
0017225 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56300	IMPROVEMENTS						
	45,000.00	11,317.00	0.00	0.00	0.00	11,317.00	.0%
0017225 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL MLK CENTER							
	158,263.00	124,253.00	80,503.45	7,630.62	0.00	43,749.55	64.8%
TOTAL EXPENSES							
	158,263.00	124,253.00	80,503.45	7,630.62	0.00	43,749.55	

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ACCOUNTS FOR: 0017230 YOUTH

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017230 51200	SALARIES						
	102,797.00	102,797.00	82,086.68	7,857.91	0.00	20,710.32	79.9%
0017230 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 51300	SEASONAL/TEMPORARY						
	54,000.00	39,000.00	22,497.87	9,567.61	0.00	16,502.13	57.7%
0017230 51350	PART-TIME						
	96,774.00	96,774.00	63,499.27	11,385.14	0.00	33,274.73	65.6%
0017230 51400	OVERTIME						
	1,000.00	1,000.00	365.79	52.09	0.00	634.21	36.6%
0017230 52100	FICA						
	24,748.00	24,748.00	12,371.71	2,153.18	0.00	12,376.29	50.0%
0017230 52200	RETIREMENT						
	21,394.00	21,394.00	17,255.95	1,633.65	0.00	4,138.05	80.7%
0017230 52300	HEALTH INSUR						
	12,990.00	33,556.00	24,731.76	2,645.56	0.00	8,824.24	73.7%
0017230 52301	LIFE INSUR						
	299.00	299.00	258.75	52.00	0.00	40.25	86.5%
0017230 52400	WORKERS' COMP						
	8,576.00	8,576.00	2,164.16	216.42	0.00	6,411.84	25.2%
0017230 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 53100	PROFESSIONAL SERVICES						
	950.00	950.00	125.00	0.00	0.00	825.00	13.2%
0017230 53400	CONTRACTUAL						
	552.00	552.00	542.40	0.00	0.00	9.60	98.3%
0017230 54000	TRAINING/TRAVEL						
	1,000.00	1,000.00	40.00	16.00	0.00	960.00	4.0%
0017230 54100	COMM - PHONE/FAX/ALARM						
	320.00	320.00	320.00	0.00	0.00	0.00	100.0%
0017230 54101	COMMUNICATIONS-CELLULAR						
	750.00	750.00	463.89	0.00	0.00	286.11	61.9%
0017230 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54440	LAND RENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54500	INSURANCE						
	18,703.00	18,703.00	5,902.50	590.25	0.00	12,800.50	31.6%
0017230 54610	R/M BLDG & GROUNDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0017230 YOUTH

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017230 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54970	PROGRAM COSTS						
	14,500.00	14,500.00	6,298.05	364.00	0.00	8,201.95	43.4%
0017230 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 55200	OPERATING SUPPLIES						
	33,165.00	33,165.00	22,845.86	1,870.23	0.00	10,319.14	68.9%
0017230 55210	UNIFORMS						
	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	.0%
0017230 55220	JANITORIAL SUPPLIES						
	600.00	600.00	600.00	0.00	0.00	0.00	100.0%
0017230 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 55400	BOOKS/SUBS/DUES						
	400.00	400.00	151.00	0.00	0.00	249.00	37.8%
0017230 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL YOUTH							
	394,718.00	400,284.00	262,520.64	38,404.04	0.00	137,763.36	65.6%
TOTAL EXPENSES							
	394,718.00	400,284.00	262,520.64	38,404.04	0.00	137,763.36	

City of Fernandina Beach
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FOR 2026 10

ACCOUNTS FOR: 0017240 AQUATICS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017240 51200	SALARIES	39,815.00	39,815.00	32,213.65	3,062.64	0.00	7,601.35	80.9%
0017240 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 51300	SEASONAL/TEMPORARY	80,000.00	80,000.00	41,493.13	15,287.81	0.00	38,506.87	51.9%
0017240 51350	PART-TIME	171,750.00	165,950.00	105,495.05	11,459.64	0.00	60,454.95	63.6%
0017240 51400	OVERTIME	5,000.00	10,800.00	10,331.36	1,459.48	0.00	468.64	95.7%
0017240 52100	FICA	28,506.00	28,506.00	14,465.96	2,388.47	0.00	14,040.04	50.7%
0017240 52200	RETIREMENT	8,299.00	8,299.00	7,285.26	720.44	0.00	1,013.74	87.8%
0017240 52300	HEALTH INSUR	12,723.00	12,723.00	10,119.30	1,091.77	0.00	2,603.70	79.5%
0017240 52301	LIFE INSUR	115.00	115.00	101.64	20.00	0.00	13.36	88.4%
0017240 52400	WORKERS' COMP	13,253.00	13,253.00	2,431.66	243.17	0.00	10,821.34	18.3%
0017240 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 53400	CONTRACTUAL	744.00	744.00	735.00	54.60	0.00	9.00	98.8%
0017240 54000	TRAINING/TRAVEL	2,600.00	2,600.00	1,966.60	300.00	0.00	633.40	75.6%
0017240 54100	COMM - PHONE/FAX/ALARM	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0017240 54101	COMMUNICATIONS-CELLULAR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54300	UTILITIES ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54320	UTILITIES-PROPANE/OTHER	20,000.00	20,827.00	20,327.00	0.00	0.00	500.00	97.6%
0017240 54500	INSURANCE	10,736.00	10,736.00	6,845.00	684.50	0.00	3,891.00	63.8%
0017240 54610	R/M BLDG & GROUNDS	16,500.00	16,000.00	5,204.66	26.82	0.00	10,795.34	32.5%
0017240 54611	R/M FACILITIES	2,600.00	2,600.00	275.00	0.00	0.00	2,325.00	10.6%
0017240 54620	R/M EQUIPMENT	11,500.00	11,500.00	5,166.37	107.96	0.00	6,333.63	44.9%

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ACCOUNTS FOR: 0017240 AQUATICS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017240 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54970	PROGRAM COSTS						
	47,500.00	47,500.00	33,058.46	2,840.00	0.00	14,441.54	69.6%
0017240 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 55200	OPERATING SUPPLIES						
	27,565.00	27,565.00	20,449.02	183.08	0.00	7,115.98	74.2%
0017240 55210	UNIFORMS						
	1,250.00	1,250.00	301.50	0.00	0.00	948.50	24.1%
0017240 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 55240	CHEMICALS						
	25,000.00	25,000.00	24,421.12	4,112.48	0.00	578.88	97.7%
0017240 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56400	MACH/EQUIP						
	40,000.00	40,000.00	10,471.18	0.00	0.00	29,528.82	26.2%
0017240 56401	EQUIP-NON CAPITAL						
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
TOTAL AQUATICS							
	568,116.00	568,443.00	353,317.92	44,042.86	0.00	215,125.08	62.2%
TOTAL EXPENSES							
	568,116.00	568,443.00	353,317.92	44,042.86	0.00	215,125.08	

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ACCOUNTS FOR: 0018100 INTERFUND TRANSFERS OUT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018100 59126	TRANSFER TO SPECIAL REV						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59135	TRANSFER TO LAND CONSERVATION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59140	TRANSFER TO BUILDING FUND						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59170	TRANSFER TO CEMETERY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59220	TRANSFER TO GO DS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59300	TRANSFER TO CAP IMP						
	2,540,207.00	2,897,362.00	2,116,839.16	211,683.92	0.00	780,522.84	73.1%
0018100 59310	TRANSFER TO CAPITAL EXPANSION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59315	TRANSFER TO ARPA CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59410	TRANSFER TO GOLF						
	429,384.00	429,384.00	357,820.00	35,782.00	0.00	71,564.00	83.3%
0018100 59411	TRANSF TO GOLF LOAN FORGIVNESS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59420	TRANSFER TO AIRPORT						
	296,438.00	296,438.00	247,031.66	24,703.17	0.00	49,406.34	83.3%
0018100 59440	TRANSFER TO SANITATION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59470	TRANSFER TO STORMWATER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59480	TRANSFER TO MARINA						
	654,589.00	654,589.00	545,490.84	54,549.08	0.00	109,098.16	83.3%
0018100 59500	TRANSFER TO ECONOMIC DEV						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59510	TRANSFER TO FLEET						
	306,753.00	306,753.00	255,627.50	25,562.75	0.00	51,125.50	83.3%
TOTAL INTERFUND TRANSFERS OUT							
	4,227,371.00	4,584,526.00	3,522,809.16	352,280.92	0.00	1,061,716.84	76.8%
TOTAL EXPENSES							
	4,227,371.00	4,584,526.00	3,522,809.16	352,280.92	0.00	1,061,716.84	

City of Fernandina Beach
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ACCOUNTS FOR: 0018200 CONTINGENCIES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018200 59900 CONTINGENCY	753,057.00	512,203.00	0.00	0.00	0.00	512,203.00	.0%
TOTAL CONTINGENCIES	753,057.00	512,203.00	0.00	0.00	0.00	512,203.00	.0%
TOTAL EXPENSES	753,057.00	512,203.00	0.00	0.00	0.00	512,203.00	

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YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0018300 RESERVES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018300 59990 RESERVE	6,747,862.00	8,634,279.00	0.00	0.00	0.00	8,634,279.00	.0%
TOTAL RESERVES	6,747,862.00	8,634,279.00	0.00	0.00	0.00	8,634,279.00	.0%
TOTAL EXPENSES	6,747,862.00	8,634,279.00	0.00	0.00	0.00	8,634,279.00	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ACCOUNTS FOR: 0018301 REST'D RESERVES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018301 59992 RESERVE RESTRICTED FOR BUILDIN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL REST'D RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
45,261,723.00	47,184,833.00	28,137,968.59	2,849,027.42	338,730.14	18,708,134.27	60.4%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
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ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100 CITY COMMISSION						
268,894.00	270,467.00	215,898.87	14,398.53	0.00	54,568.13	79.8%
0011200 CITY CLERK						
975,473.00	975,473.00	752,379.85	63,730.64	0.00	223,093.15	77.1%
0011210 CITY MANAGER						
752,047.00	752,047.00	638,800.46	60,519.48	0.00	113,246.54	84.9%
0011300 FINANCE						
1,138,427.00	1,138,427.00	908,835.32	74,095.63	0.00	229,591.68	79.8%
0011310 INFORMATION TECHNOLOGY						
1,091,151.00	1,091,151.00	891,119.33	80,089.50	8,998.64	191,033.03	82.5%
0011350 HUMAN RESOURCES						
516,348.00	516,348.00	389,777.62	39,313.50	0.00	126,570.38	75.5%
0011400 CITY ATTORNEY						
662,427.00	662,427.00	473,202.41	43,029.25	1,740.07	187,484.52	71.7%
0011500 PLANNING						
931,755.00	931,755.00	631,124.84	46,936.79	104,333.47	196,296.69	78.9%
0011501 PLANNING GREENWAY						
348,426.00	348,426.00	178,430.46	17,543.88	13,020.00	156,975.54	54.9%
0011910 NON DEPARTMENTAL						
347,306.00	347,306.00	247,471.67	23,516.95	0.00	99,834.33	71.3%
0011930 FACILITIES MAINTENANCE						
1,004,616.00	1,004,616.00	817,596.64	70,353.35	0.00	187,019.36	81.4%
0012100 POLICE						
7,953,097.00	7,953,079.00	5,937,678.88	631,258.90	5.00	2,015,395.12	74.7%
0012200 FIRE						
8,016,340.00	7,935,141.00	5,829,684.37	551,974.03	30,330.96	2,075,125.67	73.8%
0012201 FIRE OCEAN RESCUE						
1,165,327.00	1,165,327.00	809,976.26	194,726.37	5,488.98	349,861.76	70.0%
0012400 BUILDING / PERMITTING						
51,992.00	85,711.00	47,596.51	1.50	20,723.69	17,390.80	79.7%
0012420 CODE ENFORCEMENT						
536,466.00	536,466.00	353,816.44	30,224.56	1,205.84	181,443.72	66.2%
0014100 STREETS						
2,047,357.00	2,047,357.00	1,559,862.81	196,774.80	4,454.21	483,039.98	76.4%
0015200 DOWNTOWN						
437,350.00	437,350.00	269,022.22	28,333.65	17,251.26	151,076.52	65.5%
0015640 PUBLIC ASSISTANCE						
142,500.00	142,500.00	76,250.00	3,750.00	0.00	66,250.00	53.5%
0017100 LIBRARY						
63,191.00	63,191.00	51,214.66	3,602.95	0.00	11,976.34	81.0%
0017200 RECREATION						
1,552,751.00	1,541,847.00	1,147,076.06	101,290.92	0.00	394,770.94	74.4%
0017210 PARKS						
1,965,416.00	1,953,950.00	1,374,581.45	104,147.63	131,178.02	448,190.53	77.1%

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0017220 PECK ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 PECK 443,679.00	460,483.00	317,420.29	27,056.17	0.00	143,062.71	68.9%
0017225 MLK CENTER 158,263.00	124,253.00	80,503.45	7,630.62	0.00	43,749.55	64.8%
0017230 YOUTH 394,718.00	400,284.00	262,520.64	38,404.04	0.00	137,763.36	65.6%
0017240 AQUATICS 568,116.00	568,443.00	353,317.92	44,042.86	0.00	215,125.08	62.2%
0018100 INTERFUND TRANSFERS OUT 4,227,371.00	4,584,526.00	3,522,809.16	352,280.92	0.00	1,061,716.84	76.8%
0018200 CONTINGENCIES 753,057.00	512,203.00	0.00	0.00	0.00	512,203.00	.0%
0018300 RESERVES 6,747,862.00	8,634,279.00	0.00	0.00	0.00	8,634,279.00	.0%
GRAND TOTAL 45,261,723.00	47,184,833.00	28,137,968.59	2,849,027.42	338,730.14	18,708,134.27	60.4%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND								
001 31110	PROPERTY TAXES	-21,219,017.00	-21,219,017.00	-21,122,397.69	-452.34	0.00	-96,619.31	99.5%
001 31240	LOCAL OPTION GAS TAX	-399,848.00	-399,848.00	-371,444.08	-30,206.83	0.00	-28,403.92	92.9%
001 31251	STATE/FIRE INSURANCE TAX	-115,000.00	-115,000.00	-25,530.53	0.00	0.00	-89,469.47	22.2%
001 31252	STATE/POLICE INSURANCE TAX	-110,000.00	-110,000.00	0.00	0.00	0.00	-110,000.00	.0%
001 31260	SMALL COUNTY SURTAX	-2,662,890.00	-2,662,890.00	-2,200,931.96	-171,987.59	0.00	-461,958.04	82.7%
001 31610	LOCAL BUSINESS TAX	-302,000.00	-302,000.00	-221,857.21	-4,181.90	0.00	-80,142.79	73.5%
001 31620	LOCAL BUSINESS TAX - PENALTIES	-3,000.00	-3,000.00	-8,803.92	-500.00	0.00	5,803.92	293.5%
001 31630	LOCAL BUSINESS TAX-OTHER FEES	-5,000.00	-5,000.00	-1,890.00	0.00	0.00	-3,110.00	37.8%
001 31640	LOCAL BUSINESS TAX-PAST DUE FE	-2,000.00	-2,000.00	-255.25	0.00	0.00	-1,744.75	12.8%
001 32204	BUILDING PERMIT-DRIVEWAY	-3,500.00	-3,500.00	-455.00	-280.00	0.00	-3,045.00	13.0%
001 32218	CLEARING/EXCAVATE-PERMITS	-17,000.00	-17,000.00	-10,870.00	-1,349.00	0.00	-6,130.00	63.9%
001 32310	FRANCHISE FEES ELECTRIC	-1,600,000.00	-1,600,000.00	-1,660,390.60	-231,950.17	0.00	60,390.60	103.8%
001 32340	FRANCHISE FEES GAS	-25,000.00	-25,000.00	-47,469.57	-5,510.83	0.00	22,469.57	189.9%
001 32370	FRANCHISE FEES - SOLD WASTE	-162,000.00	-162,000.00	-162,623.36	-18,378.75	0.00	623.36	100.4%
001 32900	CODE ENFORCEMENT FEES & FINES	-25,000.00	-25,000.00	-6,898.71	-3,711.03	0.00	-18,101.29	27.6%
001 32901	ZONING PLAN REVIEW	-45,000.00	-45,000.00	-72,390.00	-7,375.00	0.00	27,390.00	160.9%
001 32915	ANNEXATION APP FEE	-4,000.00	-4,000.00	-6,400.00	0.00	0.00	2,400.00	160.0%
001 32916	BOA APP FEES-COMMERCIAL	-3,500.00	-3,500.00	0.00	0.00	0.00	-3,500.00	.0%
001 32917	BOA APP FEES-RESIDENTIAL	-7,500.00	-7,500.00	-3,000.00	-1,500.00	0.00	-4,500.00	40.0%
001 32918	ZONING CERTIFICATION FEE	-1,500.00	-1,500.00	-1,800.00	-200.00	0.00	300.00	120.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 32926	PLAT APPROVAL APP FEE						
	-3,000.00	-3,000.00	0.00	0.00	0.00	-3,000.00	.0%
001 32928	REZONING APP FEE						
	-5,000.00	-5,000.00	-15,000.00	0.00	0.00	10,000.00	300.0%
001 32929	SITE PLAN REVIEW APP FEE						
	-22,000.00	-22,000.00	-30,700.00	0.00	0.00	8,700.00	139.5%
001 32932	DUE DILIGENCE						
	-1,000.00	-1,000.00	-750.00	-250.00	0.00	-250.00	75.0%
001 32935	ADMINISTRATIVE WAIVER						
	-900.00	-900.00	0.00	0.00	0.00	-900.00	.0%
001 32937	LOT LINE ADJUSTMENTS						
	-2,400.00	-2,400.00	-2,900.00	0.00	0.00	500.00	120.8%
001 32980	OTHER MISC PERMITS						
	0.00	0.00	-1,334.00	0.00	0.00	1,334.00	100.0%
001 32981	SPECIAL EVENT PERMITS						
	-4,000.00	-4,000.00	-6,770.00	-75.00	0.00	2,770.00	169.3%
001 32982	SPECIAL BANNER PERMITS						
	-1,500.00	-1,500.00	-2,700.00	-105.00	0.00	1,200.00	180.0%
001 32992	FIRE MARSHAL FEES						
	-65,000.00	-65,000.00	-35,639.35	-1,667.20	0.00	-29,360.65	54.8%
001 32995	ADDRESS ASSIGNMENT						
	-300.00	-300.00	-500.00	-120.00	0.00	200.00	166.7%
001 33120	FEMA GRANT						
	0.00	0.00	-21,699.23	0.00	0.00	21,699.23	100.0%
001 33350	HALF-CENT SALES TAX						
	-1,102,103.00	-1,102,103.00	-884,001.02	-94,874.14	0.00	-218,101.98	80.2%
001 33400	STATE GRANT						
	0.00	0.00	-294,763.34	0.00	0.00	294,763.34	100.0%
001 33420	FEMA STATE						
	0.00	0.00	-79,722.31	0.00	0.00	79,722.31	100.0%
001 33512	STATE REVENUE SHARING PROCEED						
	-391,478.00	-391,478.00	-296,850.16	-29,210.91	0.00	-94,627.84	75.8%
001 33514	MOBILE HOME TAX						
	-800.00	-800.00	-983.98	-43.50	0.00	183.98	123.0%
001 33515	ALCOHOLIC BEV LICENSE						
	-29,750.00	-29,750.00	-38,159.84	0.00	0.00	8,409.84	128.3%
001 33522	FIREFIGHTERS SUPPLEMENT						
	-10,000.00	-10,000.00	-9,250.00	0.00	0.00	-750.00	92.5%
001 33720	SCHOOL RESOURCE OFFICER						
	-216,492.00	-216,492.00	-161,350.49	0.00	0.00	-55,141.51	74.5%
001 33722	NASSAU COUNTY OCEAN RESCUE						
	-223,014.00	-223,014.00	-223,013.94	0.00	0.00	-0.06	100.0%
001 33910	OCEAN,HIGHWAY AND PRT AUTHORIT						
	-50,000.00	-50,000.00	-50,000.00	0.00	0.00	0.00	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 34140	REIMBURSEMENT FOR LEGAL EXP						
	-10,500.00	-10,500.00	0.00	0.00	0.00	-10,500.00	.0%
001 34260	AMBULANCE SERVICES						
	-690,000.00	-690,000.00	-839,462.69	-101,794.30	0.00	149,462.69	121.7%
001 34296	OPIOID SETTLEMENT						
	0.00	-35,102.00	75.61	0.00	0.00	-35,177.61	-.2%
001 34490	STREET SWEEPING CHARGES						
	-9,000.00	-9,000.00	-750.00	0.00	0.00	-8,250.00	8.3%
001 34700	TRUST ACTIVITIES NON-TAXABLE						
	-235,000.00	-235,000.00	-198,960.00	-20,735.00	0.00	-36,040.00	84.7%
001 34701	TRUST ACTIVITIES TAXABLE						
	-75,000.00	-75,000.00	-78,221.24	-5,559.43	0.00	3,221.24	104.3%
001 34702	PARKS TRUST NON-TAXABLE						
	-14,500.00	-14,500.00	-29,488.00	-307.00	0.00	14,988.00	203.4%
001 34703	PARKS TRUST TAXABLE						
	-15,000.00	-15,000.00	-305.00	0.00	0.00	-14,695.00	2.0%
001 34704	RENTALS NON-TAXABLE						
	-4,200.00	-4,200.00	-19,883.50	-450.00	0.00	15,683.50	473.4%
001 34720	RENTALS						
	-10,000.00	-10,000.00	-1,075.00	0.00	0.00	-8,925.00	10.8%
001 34721	PECK RENTS						
	-5,000.00	-5,000.00	-1,528.50	0.00	0.00	-3,471.50	30.6%
001 34722	PECK RENTS NON-TAXABLE						
	-25,000.00	-25,000.00	-27,448.00	-2,231.40	0.00	2,448.00	109.8%
001 34723	PECK TRUST TAXABLE						
	-10,000.00	-10,000.00	-4,451.19	-475.30	0.00	-5,548.81	44.5%
001 34724	PECK TRUST NON-TAXABLE						
	-7,500.00	-7,500.00	-11,858.50	-374.00	0.00	4,358.50	158.1%
001 34725	MLK RENTS						
	-4,500.00	-4,500.00	-1,155.00	0.00	0.00	-3,345.00	25.7%
001 34726	MLK RENTS NON-TAXABLE						
	-1,000.00	-1,000.00	-4,932.50	-1,162.50	0.00	3,932.50	493.3%
001 34728	MLK TRUST NON-TAXABLE						
	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00	.0%
001 34730	YOUTH TRUST ACTIVITIES						
	-15,000.00	-15,000.00	-15,465.00	-585.00	0.00	465.00	103.1%
001 34731	YOUTH CAMPS						
	-190,000.00	-190,000.00	-132,527.00	-1,101.00	0.00	-57,473.00	69.8%
001 34740	AQUATICS TRUST TAXABLE						
	0.00	0.00	19.62	0.00	0.00	-19.62	100.0%
001 34741	AQUATICS TRUST NON-TAXABLE						
	-100,000.00	-100,000.00	-81,466.50	-9,239.50	0.00	-18,533.50	81.5%
001 34742	SWIMMING POOLS						
	-70,000.00	-70,000.00	-58,815.04	-10,928.17	0.00	-11,184.96	84.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 34743	SWIMMING POOLS NON-TAXABLE						
	-15,000.00	-15,000.00	-33,412.50	-5,125.00	0.00	18,412.50	222.8%
001 34745	GREENWAY						
	-1,000.00	-1,000.00	-812.00	0.00	0.00	-188.00	81.2%
001 34746	GREENWAY TAXABLE						
	0.00	0.00	-813.83	0.00	0.00	813.83	100.0%
001 35100	COURT CASES GENERAL FUND						
	-10,000.00	-10,000.00	-4,460.31	-416.93	0.00	-5,539.69	44.6%
001 35110	FINES/FORFEITURES						
	0.00	0.00	-3,155.58	0.00	0.00	3,155.58	100.0%
001 35115	PARKING TICKETS						
	-20,000.00	-20,000.00	-3,575.00	-420.00	0.00	-16,425.00	17.9%
001 35116	POLICE CITATIONS						
	0.00	0.00	-250.00	0.00	0.00	250.00	100.0%
001 35120	POLICE EDUCATION						
	-1,200.00	-1,200.00	-968.46	-107.93	0.00	-231.54	80.7%
001 35911	FINGERPRINT-ACCI-INC REPORT						
	-4,800.00	-4,800.00	-4,825.00	-470.00	0.00	25.00	100.5%
001 36110	INTEREST						
	-479,000.00	-479,000.00	-422,521.12	-54,617.85	0.00	-56,478.88	88.2%
001 36120	UNREALIZED GAIN						
	0.00	0.00	3,493.94	-189.27	0.00	-3,493.94	100.0%
001 36210	RENTS						
	-5,300.00	-5,300.00	0.00	5,715.26	0.00	-5,300.00	.0%
001 36215	RENTS NON-TAXABLE						
	-27,400.00	-27,400.00	-33,076.18	-11,484.39	0.00	5,676.18	120.7%
001 36990	OTHER REVENUE						
	-60,851.00	-60,851.00	-57,418.70	-4,213.71	0.00	-3,432.30	94.4%
001 36993	DONATIONS/CONTRIBUTIONS						
	0.00	-1,573.00	-2,072.41	0.00	0.00	499.41	131.7%
001 36996	REVENUE-GARNISHMENT FEE						
	-100.00	-100.00	-61.14	-4.00	0.00	-38.86	61.1%
001 36998	STATE OF FLORIDA - FDOT						
	-77,501.00	-77,501.00	-77,501.14	0.00	0.00	0.14	100.0%
001 38215	FROM UTILITY TAX						
	-2,500,000.00	-2,500,000.00	-2,083,333.34	-208,333.33	0.00	-416,666.66	83.3%
001 38244	FROM SANITATION						
	-40,000.00	-40,000.00	-33,333.34	-3,333.33	0.00	-6,666.66	83.3%
001 38245	FROM WASTEWATER OPERATIONS						
	-360,000.00	-360,000.00	-300,000.00	-30,000.00	0.00	-60,000.00	83.3%
001 38246	FROM WATER OPERATIONS						
	-120,000.00	-120,000.00	-100,000.00	-10,000.00	0.00	-20,000.00	83.3%
001 38910	CASH BALANCE FORWARD						
	-11,195,879.00	-13,082,296.00	0.00	0.00	0.00	-13,082,296.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GENERAL FUND	-45,258,723.00	-47,181,815.00	-32,747,289.08	-1,081,872.27	0.00	-14,434,525.92	69.4%
TOTAL REVENUES	-45,258,723.00	-47,181,815.00	-32,747,289.08	-1,081,872.27	0.00	-14,434,525.92	
0011200 CITY CLERK							
0011200 36993 YOUTH ADVISORY COMM DONATIONS	-3,000.00	-3,000.00	-592.00	0.00	0.00	-2,408.00	19.7%
TOTAL CITY CLERK	-3,000.00	-3,000.00	-592.00	0.00	0.00	-2,408.00	19.7%
TOTAL REVENUES	-3,000.00	-3,000.00	-592.00	0.00	0.00	-2,408.00	
0012200 FIRE							
0012200 34292 PROGRAM REVENUES	0.00	0.00	-43.00	-2,104.20	0.00	43.00	100.0%
0012200 34295 OTHER PUBLIC SAFETY	0.00	0.00	-220.00	0.00	0.00	220.00	100.0%
0012200 36993 DONATIONS/CONTRIBUTIONS	0.00	0.00	-852.70	-10.00	0.00	852.70	100.0%
TOTAL FIRE	0.00	0.00	-1,115.70	-2,114.20	0.00	1,115.70	100.0%
TOTAL REVENUES	0.00	0.00	-1,115.70	-2,114.20	0.00	1,115.70	
0017210 PARKS							
0017210 34751 LIGHTHOUSE SPECIAL TOUR	0.00	0.00	-420.00	-144.00	0.00	420.00	100.0%
TOTAL PARKS	0.00	0.00	-420.00	-144.00	0.00	420.00	100.0%
TOTAL REVENUES	0.00	0.00	-420.00	-144.00	0.00	420.00	
GRAND TOTAL	-45,261,723.00	-47,184,815.00	-32,749,416.78	-1,084,130.47	0.00	-14,435,398.22	69.4%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

0017210 PARKS

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
100 LAW ENFORCEMENT TRUST							
100 35110 FINES/FORFEITURES	0.00	0.00	-9,614.00	0.00	0.00	9,614.00	100.0%
100 36110 INTEREST	-55.00	-55.00	-204.91	-38.60	0.00	149.91	372.6%
100 38910 CASH BALANCE FORWARD	-4,190.00	-4,190.00	0.00	0.00	0.00	-4,190.00	.0%
100 59990 RESERVE	4,245.00	4,245.00	0.00	0.00	0.00	4,245.00	.0%
TOTAL LAW ENFORCEMENT TRUST	0.00	0.00	-9,818.91	-38.60	0.00	9,818.91	100.0%
TOTAL REVENUES	-4,245.00	-4,245.00	-9,818.91	-38.60	0.00	5,573.91	
TOTAL EXPENSES	4,245.00	4,245.00	0.00	0.00	0.00	4,245.00	
GRAND TOTAL	0.00	0.00	-9,818.91	-38.60	0.00	9,818.91	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 FEDERAL FORFEITURE							
110 35121 SEIZED CONTRABAND	-2,500.00	-2,500.00	-1,765.39	0.00	0.00	-734.61	70.6%
110 36110 INTEREST	-300.00	-300.00	-1,926.60	-327.55	0.00	1,626.60	642.2%
110 36992 GAIN ON SALE OF ASSET	0.00	0.00	-6,900.00	0.00	0.00	6,900.00	100.0%
110 38910 CASH BALANCE FORWARD	-89,050.00	-108,287.00	0.00	0.00	0.00	-108,287.00	.0%
110 54000 TRAINING/TRAVEL	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	.0%
110 55200 OPERATING SUPPLIES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	.0%
110 59990 RESERVE	70,350.00	89,587.00	0.00	0.00	0.00	89,587.00	.0%
TOTAL FEDERAL FORFEITURE	0.00	0.00	-10,591.99	-327.55	0.00	10,591.99	100.0%
TOTAL REVENUES	-91,850.00	-111,087.00	-10,591.99	-327.55	0.00	-100,495.01	
TOTAL EXPENSES	91,850.00	111,087.00	0.00	0.00	0.00	111,087.00	
GRAND TOTAL	0.00	0.00	-10,591.99	-327.55	0.00	10,591.99	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
125 TREE TRUST SPECIAL REV FUND								
125 32219	TREE TRUST FUND RESERVE	-74,847.00	-74,847.00	-57,875.00	-4,200.00	0.00	-16,972.00	77.3%
125 36110	INTEREST	-5,000.00	-5,000.00	-8,468.65	-1,104.78	0.00	3,468.65	169.4%
125 38910	CASH BALANCE FORWARD	-450,419.00	-568,631.00	0.00	0.00	0.00	-568,631.00	.0%
125 51200	SALARIES	26,232.00	26,232.00	15,858.54	1,528.66	0.00	10,373.46	60.5%
125 51300	SEASONAL/TEMPORARY	5,500.00	5,500.00	640.83	640.83	0.00	4,859.17	11.7%
125 52100	FICA	1,854.00	1,854.00	1,183.33	157.08	0.00	670.67	63.8%
125 52200	RETIREMENT	5,454.00	5,454.00	3,342.38	317.82	0.00	2,111.62	61.3%
125 52300	HEALTH INSUR	5,598.00	5,598.00	3,547.26	349.14	0.00	2,050.74	63.4%
125 52301	LIFE INSUR	77.00	77.00	51.27	10.00	0.00	25.73	66.6%
125 52400	WORKERS' COMP	2,900.00	2,900.00	639.16	63.92	0.00	2,260.84	22.0%
125 53100	PROFESSIONAL SERVICES	77,000.00	77,000.00	187.50	0.00	0.00	76,812.50	.2%
125 53100 26017	CEMETERY MASTER TREE PLAN	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
125 54970	PROGRAM COSTS	264,350.00	264,350.00	207,255.74	0.00	0.00	57,094.26	78.4%
125 55200	OPERATING SUPPLIES	50,250.00	50,250.00	740.11	0.00	0.00	49,509.89	1.5%
125 59990	RESERVE	51,051.00	169,263.00	0.00	0.00	0.00	169,263.00	.0%
TOTAL TREE TRUST SPECIAL REV FUND		0.00	0.00	167,102.47	-2,237.33	0.00	-167,102.47	100.0%
	TOTAL REVENUES	-530,266.00	-648,478.00	-66,343.65	-5,304.78	0.00	-582,134.35	
	TOTAL EXPENSES	530,266.00	648,478.00	233,446.12	3,067.45	0.00	415,031.88	
	GRAND TOTAL	0.00	0.00	167,102.47	-2,237.33	0.00	-167,102.47	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
126 HDC SPECIAL REVENUE FUND							
126 32924 HDC APPLICATION FEE	-7,500.00	-7,500.00	-13,125.00	-2,300.00	0.00	5,625.00	175.0%
126 32931 HDC VARIANCE	-1,200.00	-1,200.00	-1,500.00	-1,500.00	0.00	300.00	125.0%
126 36110 INTEREST	-1,500.00	-1,500.00	-2,154.87	-371.25	0.00	654.87	143.7%
126 38910 CASH BALANCE FORWARD	-66,940.00	-119,861.00	0.00	0.00	0.00	-119,861.00	.0%
126 53100 PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
126 54970 PROGRAM COSTS	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00	.0%
126 59990 RESERVE	18,140.00	71,061.00	0.00	0.00	0.00	71,061.00	.0%
TOTAL HDC SPECIAL REVENUE FUND	0.00	0.00	-16,779.87	-4,171.25	0.00	16,779.87	100.0%
TOTAL REVENUES	-77,140.00	-130,061.00	-16,779.87	-4,171.25	0.00	-113,281.13	
TOTAL EXPENSES	77,140.00	130,061.00	0.00	0.00	0.00	130,061.00	
GRAND TOTAL	0.00	0.00	-16,779.87	-4,171.25	0.00	16,779.87	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
127 PAID PARKING							
127 34450 PARKING REVENUE	0.00	-805,000.00	-921,673.74	-157,738.74	0.00	116,673.74	114.5%
127 35430 PARKING FINES	0.00	-35,000.00	-52,054.50	-6,768.00	0.00	17,054.50	148.7%
127 36110 INTEREST	0.00	0.00	-2,372.61	-1,002.67	0.00	2,372.61	100.0%
127 53400 CONTRACTUAL	0.00	220,000.00	456,843.75	80,926.05	134,820.00	-371,663.75	268.9%
127 54800 PROMOTIONAL	0.00	1,500.00	1,299.92	0.00	0.00	200.08	86.7%
127 54930 COLLECTIONS/LITIGATION COSTS	0.00	35,000.00	0.00	0.00	0.00	35,000.00	.0%
127 59990 RESERVE	0.00	583,500.00	0.00	0.00	0.00	583,500.00	.0%
TOTAL PAID PARKING	0.00	0.00	-517,957.18	-84,583.36	134,820.00	383,137.18	100.0%
TOTAL REVENUES	0.00	-840,000.00	-976,100.85	-165,509.41	0.00	136,100.85	
TOTAL EXPENSES	0.00	840,000.00	458,143.67	80,926.05	134,820.00	247,036.33	
GRAND TOTAL	0.00	0.00	-517,957.18	-84,583.36	134,820.00	383,137.18	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
135 LAND CONSERVATION TRUST							
135 36110 INTEREST	-2,625.00	-2,625.00	-4,434.43	-724.23	0.00	1,809.43	168.9%
135 38910 CASH BALANCE FORWARD	-257,318.00	-258,412.00	0.00	0.00	0.00	-258,412.00	.0%
135 53100 PROFESSIONAL SERVICES	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	.0%
135 56100 LAND	256,443.00	256,443.00	0.00	0.00	0.00	256,443.00	.0%
135 59990 RESERVE	0.00	1,094.00	0.00	0.00	0.00	1,094.00	.0%
TOTAL LAND CONSERVATION TRUST	0.00	0.00	-4,434.43	-724.23	0.00	4,434.43	100.0%
TOTAL REVENUES	-259,943.00	-261,037.00	-4,434.43	-724.23	0.00	-256,602.57	
TOTAL EXPENSES	259,943.00	261,037.00	0.00	0.00	0.00	261,037.00	
GRAND TOTAL	0.00	0.00	-4,434.43	-724.23	0.00	4,434.43	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 BUILDING FEES FUND							
140 32200 BUILDING PERMITS	-710,000.00	-710,000.00	-659,499.53	-71,963.92	0.00	-50,500.47	92.9%
140 32202 BUILDING PERMIT-CONSTRUCTION	-3,000.00	-3,000.00	-5,995.00	-370.00	0.00	2,995.00	199.8%
140 32203 BUILDING PERMIT-DEMOLITION	-2,000.00	-2,000.00	0.00	0.00	0.00	-2,000.00	.0%
140 32206 BUILDING PERMIT-AFTER THE FACT	-10,000.00	-10,000.00	-6,206.88	-706.12	0.00	-3,793.12	62.1%
140 32207 BUILDING PERMIT-REINSPECTION	-4,000.00	-4,000.00	-13,035.00	-1,600.00	0.00	9,035.00	325.9%
140 32903 SIGN PERMITS	-2,000.00	-2,000.00	-1,962.00	-348.00	0.00	-38.00	98.1%
140 32905 ELECTRICAL PERMITS-GENERAL	0.00	0.00	-75.00	0.00	0.00	75.00	100.0%
140 32908 GAS PERMITS-GENERAL	-14,000.00	-14,000.00	-10,397.76	-1,076.00	0.00	-3,602.24	74.3%
140 32909 GAS PERMITS-LP INSTALLATION	-4,000.00	-4,000.00	-3,150.00	-450.00	0.00	-850.00	78.8%
140 32911 MECHANICAL	-12,000.00	-12,000.00	-11,300.00	-1,750.00	0.00	-700.00	94.2%
140 32912 PLUMBING PERMITS	-4,000.00	-4,000.00	-4,950.00	-500.00	0.00	950.00	123.8%
140 32920 CDD COPIES MADE FEE	0.00	0.00	-150.30	0.00	0.00	150.30	100.0%
140 32960 ADMINISTRATION COST BLDING SU	-3,000.00	-3,000.00	-2,354.78	-598.51	0.00	-645.22	78.5%
140 32980 OTHER MISC PERMITS	-30,000.00	-30,000.00	-31,580.00	-3,325.00	0.00	1,580.00	105.3%
140 36110 INTEREST	-30,000.00	-30,000.00	-24,093.99	-3,280.34	0.00	-5,906.01	80.3%
140 36990 OTHER REVENUE	-1,000.00	-1,000.00	-7,822.43	0.00	0.00	6,822.43	782.2%
140 38910 CASH BALANCE FORWARD	-1,194,007.00	-1,650,360.00	0.00	0.00	0.00	-1,650,360.00	.0%
140 51200 SALARIES	590,946.00	590,946.00	452,215.76	40,831.65	0.00	138,730.24	76.5%
140 51350 PART-TIME	30,314.00	30,314.00	18,435.14	0.00	0.00	11,878.86	60.8%
140 51400 OVERTIME	0.00	91.00	203.50	0.00	0.00	-112.50	223.6%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 52100	FICA						
	45,931.00	45,931.00	34,625.14	2,968.08	0.00	11,305.86	75.4%
140 52200	RETIREMENT						
	119,865.00	119,865.00	92,394.43	8,482.42	0.00	27,470.57	77.1%
140 52300	HEALTH INSUR						
	111,742.00	111,742.00	81,528.37	8,958.06	0.00	30,213.63	73.0%
140 52301	LIFE INSUR						
	1,665.00	1,665.00	1,380.39	265.35	0.00	284.61	82.9%
140 52400	WORKERS' COMP						
	4,051.00	4,051.00	3,106.66	310.67	0.00	944.34	76.7%
140 53100	PROFESSIONAL SERVICES						
	531,695.00	531,695.00	278,972.74	3,213.16	45,890.60	206,831.66	61.1%
140 53400	CONTRACTUAL						
	172,951.00	172,951.00	170,406.39	6,985.43	0.00	2,544.61	98.5%
140 54000	TRAINING/TRAVEL						
	42,400.00	42,370.00	7,633.49	0.00	0.00	34,736.51	18.0%
140 54100	COMM - PHONE/FAX/ALARM						
	1,600.00	1,600.00	1,600.00	0.00	0.00	0.00	100.0%
140 54101	COMMUNICATIONS-CELLULAR						
	8,000.00	8,000.00	5,614.67	480.63	0.00	2,385.33	70.2%
140 54500	INSURANCE						
	36,540.00	36,522.00	23,315.50	2,329.75	0.00	13,206.50	63.8%
140 54611	R/M FACILITIES						
	2,600.00	2,600.00	748.59	302.40	0.00	1,851.41	28.8%
140 54630	R/M VEHICLES-LABOR						
	1,000.00	1,000.00	887.50	137.50	0.00	112.50	88.8%
140 54640	R/M VEHICLES-PARTS						
	1,500.00	1,500.00	1,452.00	8.00	0.00	48.00	96.8%
140 54700	PRINTING						
	5,000.00	4,939.00	1,328.78	0.00	0.00	3,610.22	26.9%
140 54934	LEGAL/CONTRACTUAL						
	20,825.00	20,825.00	0.00	0.00	0.00	20,825.00	.0%
140 54935	OTHER - PR YR PERMIT REFUND						
	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
140 55100	OFFICE SUPPLIES						
	4,000.00	4,000.00	1,600.30	57.26	0.00	2,399.70	40.0%
140 55200	OPERATING SUPPLIES						
	5,530.00	5,530.00	4,543.37	572.43	0.00	986.63	82.2%
140 55210	UNIFORMS						
	3,400.00	3,400.00	1,831.27	1,242.00	0.00	1,568.73	53.9%
140 55230	GAS/OIL						
	4,200.00	4,200.00	2,141.60	75.40	0.00	2,058.40	51.0%
140 55400	BOOKS/SUBS/DUES						
	12,000.00	7,004.00	3,425.00	0.00	0.00	3,579.00	48.9%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 56401	NON CAP EQUIP						
	5,500.00	10,496.00	10,065.76	0.00	0.00	430.24	95.9%
140 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	254,719.00	254,719.00	97,010.42	0.00	2,551.88	155,156.70	39.1%
140 59990	RESERVE						
	3,033.00	459,386.00	0.00	0.00	0.00	459,386.00	.0%
TOTAL BUILDING FEES FUND							
	0.00	-18.00	513,894.10	-8,747.70	48,442.48	-562,354.58	*********%
TOTAL REVENUES							
	-2,023,007.00	-2,479,360.00	-782,572.67	-85,967.89	0.00	-1,696,787.33	
TOTAL EXPENSES							
	2,023,007.00	2,479,342.00	1,296,466.77	77,220.19	48,442.48	1,134,432.75	
GRAND TOTAL							
	0.00	-18.00	513,894.10	-8,747.70	48,442.48	-562,354.58	*********%

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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
145 WASTEWATER CAPACITY							
145 36110 INTEREST	-10,800.00	-10,800.00	-14,554.42	-2,112.50	0.00	3,754.42	134.8%
145 36310 IMPACT FEES- INCORPORATED AREA	-450,000.00	-450,000.00	-122,410.66	-4,960.00	0.00	-327,589.34	27.2%
145 36311 IMPACT FEES- UNINCORPORATED	-20,000.00	-20,000.00	-23,060.52	-129.16	0.00	3,060.52	115.3%
145 38910 CASH BALANCE FORWARD	-970,927.00	-1,005,181.00	0.00	0.00	0.00	-1,005,181.00	.0%
145 59230 TRANSFER TO UTIL ACQ DS	500,000.00	500,000.00	416,666.66	41,666.67	0.00	83,333.34	83.3%
145 59990 RESERVE	951,727.00	985,981.00	0.00	0.00	0.00	985,981.00	.0%
TOTAL WASTEWATER CAPACITY	0.00	0.00	256,641.06	34,465.01	0.00	-256,641.06	100.0%
TOTAL REVENUES	-1,451,727.00	-1,485,981.00	-160,025.60	-7,201.66	0.00	-1,325,955.40	
TOTAL EXPENSES	1,451,727.00	1,485,981.00	416,666.66	41,666.67	0.00	1,069,314.34	
GRAND TOTAL	0.00	0.00	256,641.06	34,465.01	0.00	-256,641.06	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
146 WATER CAPACITY							
146 36110 INTEREST	-1,602.00	-1,602.00	-1,989.01	-334.34	0.00	387.01	124.2%
146 36310 IMPACT FEES- INCORPORATED AREA	-78,778.00	-78,778.00	-25,795.38	-1,549.60	0.00	-52,982.62	32.7%
146 36311 IMPACT FEES- UNINCORPORATED	-7,578.00	-7,578.00	-4,894.28	-19.98	0.00	-2,683.72	64.6%
146 38910 CASH BALANCE FORWARD	-101,604.00	-109,260.00	0.00	0.00	0.00	-109,260.00	.0%
146 59230 TRANSFER TO UTIL ACQ DS	25,000.00	25,000.00	20,833.34	2,083.33	0.00	4,166.66	83.3%
146 59990 RESERVE	164,562.00	172,218.00	0.00	0.00	0.00	172,218.00	.0%
TOTAL WATER CAPACITY	0.00	0.00	-11,845.33	179.41	0.00	11,845.33	100.0%
TOTAL REVENUES	-189,562.00	-197,218.00	-32,678.67	-1,903.92	0.00	-164,539.33	
TOTAL EXPENSES	189,562.00	197,218.00	20,833.34	2,083.33	0.00	176,384.66	
GRAND TOTAL	0.00	0.00	-11,845.33	179.41	0.00	11,845.33	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
150 UTILITY TAX							
150 31410 ELECTRIC MUNICIPAL TAX	-1,080,000.00	-1,080,000.00	-1,389,553.93	-184,067.77	0.00	309,553.93	128.7%
150 31420 TELEPHONE MUNICIPAL TAX	-1,010,818.00	-1,010,818.00	-828,534.24	-62,764.84	0.00	-182,283.76	82.0%
150 31440 GAS MUNICIPAL TAX	-180,000.00	-180,000.00	-197,931.96	-20,146.49	0.00	17,931.96	110.0%
150 36110 INTEREST	-9,500.00	-9,500.00	-19,454.50	-3,710.32	0.00	9,954.50	204.8%
150 38910 CASH BALANCE FORWARD	-1,011,850.00	-1,128,738.00	0.00	0.00	0.00	-1,128,738.00	.0%
150 59100 TRANSFER TO GENERAL FUND	2,500,000.00	2,500,000.00	2,083,333.34	208,333.33	0.00	416,666.66	83.3%
150 59990 RESERVE	792,168.00	909,056.00	0.00	0.00	0.00	909,056.00	.0%
TOTAL UTILITY TAX	0.00	0.00	-352,141.29	-62,356.09	0.00	352,141.29	100.0%
TOTAL REVENUES	-3,292,168.00	-3,409,056.00	-2,435,474.63	-270,689.42	0.00	-973,581.37	
TOTAL EXPENSES	3,292,168.00	3,409,056.00	2,083,333.34	208,333.33	0.00	1,325,722.66	
GRAND TOTAL	0.00	0.00	-352,141.29	-62,356.09	0.00	352,141.29	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
170 CEMETERY							
170 32970 BURIAL PERMITS	-4,500.00	-4,500.00	-4,050.00	-850.00	0.00	-450.00	90.0%
170 34560 MARKER SETTING FEES	-4,250.00	-4,250.00	-3,200.00	-300.00	0.00	-1,050.00	75.3%
170 34565 DEED TRANSFER FEES	0.00	0.00	-375.00	0.00	0.00	375.00	100.0%
170 34570 PERPETUAL CARE	-56,000.00	-56,000.00	-71,751.05	-10,844.83	0.00	15,751.05	128.1%
170 34580 SALE OF LOTS	-104,000.00	-104,000.00	-121,327.28	-20,140.44	0.00	17,327.28	116.7%
170 36110 INTEREST	-45,000.00	-45,000.00	-60,267.73	-7,987.25	0.00	15,267.73	133.9%
170 36120 UNREALIZED GAIN	0.00	0.00	5,122.28	81.79	0.00	-5,122.28	100.0%
170 38910 CASH BALANCE FORWARD	-261,797.00	-230,823.00	0.00	0.00	0.00	-230,823.00	.0%
170 38913 CASH BAL FOR RESTD CEMET	-1,451,034.00	-1,451,034.00	0.00	0.00	0.00	-1,451,034.00	.0%
170 53400 CONTRACTUAL	135,384.00	135,384.00	100,732.37	19,268.05	0.00	34,651.63	74.4%
170 54300 UTILITIES ELECTRIC	1,000.00	1,000.00	828.81	90.82	0.00	171.19	82.9%
170 54310 UTILITIES-WATER & WASTEWATER	250.00	250.00	148.08	14.50	0.00	101.92	59.2%
170 54610 R/M BLDG & GROUNDS	10,000.00	10,000.00	2,856.61	850.00	0.00	7,143.39	28.6%
170 54611 R/M FACILITIES	10,000.00	10,000.00	5,055.30	0.00	0.00	4,944.70	50.6%
170 55200 OPERATING SUPPLIES	2,500.00	2,500.00	758.97	107.89	0.00	1,741.03	30.4%
170 59990 RESERVE	260,413.00	229,439.00	0.00	0.00	0.00	229,439.00	.0%
170 59997 RESERVE REST'D FOR CEMETERY	1,507,034.00	1,507,034.00	0.00	0.00	0.00	1,507,034.00	.0%
TOTAL CEMETERY	0.00	0.00	-145,468.64	-19,709.47	0.00	145,468.64	100.0%
TOTAL REVENUES	-1,926,581.00	-1,895,607.00	-255,848.78	-40,040.73	0.00	-1,639,758.22	
TOTAL EXPENSES	1,926,581.00	1,895,607.00	110,380.14	20,331.26	0.00	1,785,226.86	
GRAND TOTAL	0.00	0.00	-145,468.64	-19,709.47	0.00	145,468.64	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
180 COMM DEVELOP AREA							
180 31110 PROPERTY TAXES	-149,899.00	-149,899.00	-149,277.03	0.00	0.00	-621.97	99.6%
180 31117 PROPERTY TAXES-COUNTY	-226,659.00	-226,659.00	-214,941.21	0.00	0.00	-11,717.79	94.8%
180 36110 INTEREST	-7,500.00	-7,500.00	-9,323.14	-2,115.02	0.00	1,823.14	124.3%
180 38910 CASH BALANCE FORWARD	-608,208.00	-591,307.00	0.00	0.00	0.00	-591,307.00	.0%
180 53100 26027 HARBOR MASTER PLAN	0.00	49,999.00	32,470.40	9,670.40	17,528.60	0.00	100.0%
180 53200 AUDITING	6,600.00	6,600.00	5,500.00	550.00	0.00	1,100.00	83.3%
180 53400 CONTRACTUAL	0.00	720.00	720.00	0.00	0.00	0.00	100.0%
180 56300 25073 NORTH 2ND STREET STREETSCAPE	0.00	150,408.00	150,407.93	0.00	0.00	0.07	100.0%
180 57100 PRINCIPAL	52,224.00	52,224.00	0.00	0.00	0.00	52,224.00	.0%
180 57200 INTEREST	18,217.00	18,217.00	13,246.08	0.00	0.00	4,970.92	72.7%
180 59990 RESERVE	915,225.00	697,197.00	0.00	0.00	0.00	697,197.00	.0%
TOTAL COMM DEVELOP AREA	0.00	0.00	-171,196.97	8,105.38	17,528.60	153,668.37	100.0%
TOTAL REVENUES	-992,266.00	-975,365.00	-373,541.38	-2,115.02	0.00	-601,823.62	
TOTAL EXPENSES	992,266.00	975,365.00	202,344.41	10,220.40	17,528.60	755,491.99	
GRAND TOTAL	0.00	0.00	-171,196.97	8,105.38	17,528.60	153,668.37	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
190 LAW ENFORCE RECOVERY							
190 34210 FEDERAL LAW ENFORCEMENT SUPP	-458,614.00	-458,614.00	-407,321.48	-33,539.58	0.00	-51,292.52	88.8%
190 36110 INTEREST	-6,000.00	-6,000.00	-7,262.97	-1,442.47	0.00	1,262.97	121.0%
190 36992 GAIN ON SALE OF ASSET	0.00	0.00	-5,550.00	0.00	0.00	5,550.00	100.0%
190 38910 CASH BALANCE FORWARD	-561,503.00	-423,599.00	0.00	0.00	0.00	-423,599.00	.0%
190 53400 CONTRACTUAL	20,000.00	38,085.00	18,084.91	0.00	0.00	20,000.09	47.5%
190 54000 TRAINING/TRAVEL	30,000.00	36,416.00	11,777.66	0.00	0.00	24,638.34	32.3%
190 54921 UNDERCOVER	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	.0%
190 55200 OPERATING SUPPLIES	28,000.00	28,000.00	7,789.22	0.00	0.00	20,210.78	27.8%
190 56400 MACH/EQUIP	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
190 56400 25411 POLICE SERVICE VEHICLE (RE#5)	66,628.00	66,628.00	0.00	0.00	0.00	66,628.00	.0%
190 56400 25412 POLICE SERVICE VEHICLE (RE#90)	66,628.00	66,628.00	0.00	0.00	0.00	66,628.00	.0%
190 56400 26408 POLICE VEHICLE RE #75	69,000.00	69,000.00	68,860.02	0.00	0.00	139.98	99.8%
190 56400 26409 POLICE VEHICLE RE #76	69,000.00	69,000.00	68,860.03	0.00	0.00	139.97	99.8%
190 56401 EQUIP-NON CAPITAL	10,000.00	10,000.00	0.00	0.00	5,304.00	4,696.00	53.0%
190 59990 RESERVE	655,361.00	492,956.00	0.00	0.00	0.00	492,956.00	.0%
TOTAL LAW ENFORCE RECOVERY	0.00	0.00	-244,762.61	-34,982.05	5,304.00	239,458.61	100.0%
TOTAL REVENUES	-1,026,117.00	-888,213.00	-420,134.45	-34,982.05	0.00	-468,078.55	
TOTAL EXPENSES	1,026,117.00	888,213.00	175,371.84	0.00	5,304.00	707,537.16	
GRAND TOTAL	0.00	0.00	-244,762.61	-34,982.05	5,304.00	239,458.61	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
230 UTILITY DEBT SERVICE							
230 36110 INTEREST	-8,000.00	-8,000.00	-13,265.03	-3,802.55	0.00	5,265.03	165.8%
230 38140 FROM WW IMPACT FEES	-500,000.00	-500,000.00	-416,666.66	-41,666.67	0.00	-83,333.34	83.3%
230 38141 FROM WATER IMPACT FEES	-25,000.00	-25,000.00	-20,833.34	-2,083.33	0.00	-4,166.66	83.3%
230 38145 FROM WASTEWATER	-429,425.00	-429,425.00	-357,854.16	-35,785.42	0.00	-71,570.84	83.3%
230 38146 FROM WATER	-1,542,325.00	-1,542,325.00	-1,285,270.84	-128,527.08	0.00	-257,054.16	83.3%
230 38910 CASH BALANCE FORWARD	-57,033.00	-133,934.00	0.00	0.00	0.00	-133,934.00	.0%
230 57100 PRINCIPAL	1,740,000.00	1,740,000.00	0.00	0.00	0.00	1,740,000.00	.0%
230 57200 INTEREST	756,750.00	756,750.00	278,668.45	0.00	0.00	478,081.55	36.8%
230 57310 BOND ISSUANCE EXPENSE	0.00	0.00	54,807.45	0.00	0.00	-54,807.45	100.0%
230 59990 RESERVE	65,033.00	141,934.00	0.00	0.00	0.00	141,934.00	.0%
TOTAL UTILITY DEBT SERVICE	0.00	0.00	-1,760,414.13	-211,865.05	0.00	1,760,414.13	100.0%
TOTAL REVENUES	-2,561,783.00	-2,638,684.00	-2,093,890.03	-211,865.05	0.00	-544,793.97	
TOTAL EXPENSES	2,561,783.00	2,638,684.00	333,475.90	0.00	0.00	2,305,208.10	
GRAND TOTAL	0.00	0.00	-1,760,414.13	-211,865.05	0.00	1,760,414.13	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3001000 GENERAL GOVERNMENT							
3001000 56100 26035 LAND - S 2ND STREET	0.00	357,155.00	294,345.09	0.00	0.00	62,809.91	82.4%
3001000 56300 IMPROVEMENTS	200,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3001000 56300 24010 DOWNTOWN STREETSCAPES	50,000.00	30,000.00	0.00	0.00	0.00	30,000.00	.0%
3001000 56300 24011 DOWNTOWN REVITALIZATION	0.00	235,108.00	160,145.69	5,084.65	83,562.21	-8,599.90	103.7%
3001000 56300 25073 NORTH 2ND STREET STREETSCAPE	68,816.00	68,816.00	68,816.00	0.00	0.00	0.00	100.0%
3001000 56301 26029 DEMOLITION OF ATLANTIC SF	0.00	20,000.00	15,241.94	0.00	0.00	4,758.06	76.2%
3001000 56410 22018 SOFTWARE	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
3001000 57100 PRINCIPAL	536,078.00	536,078.00	299,653.33	0.00	0.00	236,424.67	55.9%
3001000 57200 INTEREST	92,077.00	92,077.00	43,826.46	0.00	0.00	48,250.54	47.6%
3001000 57300 FINANCING COSTS	0.00	0.00	49,078.72	0.00	0.00	-49,078.72	100.0%
3001000 59990 RESERVE	1,139,924.00	1,271,658.00	0.00	0.00	0.00	1,271,658.00	.0%
TOTAL GENERAL GOVERNMENT	2,126,895.00	2,650,892.00	931,107.23	5,084.65	83,562.21	1,636,222.56	38.3%
TOTAL EXPENSES	2,126,895.00	2,650,892.00	931,107.23	5,084.65	83,562.21	1,636,222.56	
3001310 CAP IMP IT							
3001310 56400 EQUIPMENT	170,000.00	170,000.00	118,461.03	0.00	6,547.38	44,991.59	73.5%
TOTAL CAP IMP IT	170,000.00	170,000.00	118,461.03	0.00	6,547.38	44,991.59	73.5%
TOTAL EXPENSES	170,000.00	170,000.00	118,461.03	0.00	6,547.38	44,991.59	
3002100 CAP IMP POLICE							
3002100 56400 26444 PANASONIC TOUGHBOOKS-POLICE							

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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3002100 CAP IMP POLICE							
	207,422.00	207,422.00	207,421.20	0.00	0.00	0.80	100.0%
3002100 56400 26445 ELECTRONIC CONTROL DEVICE-PD							
	209,815.00	209,815.00	209,814.49	0.00	0.00	0.51	100.0%
TOTAL CAP IMP POLICE							
	417,237.00	417,237.00	417,235.69	0.00	0.00	1.31	100.0%
TOTAL EXPENSES							
	417,237.00	417,237.00	417,235.69	0.00	0.00	1.31	
3002200 CAP IMP FIRE							
3002200 56300 26023 FS1 EXHAUST GAS REMOVAL SYSTEM							
	0.00	75,000.00	67,045.00	0.00	0.00	7,955.00	89.4%
3002200 56400 26410 FIRE RESCUE UNIT RE#103							
	435,000.00	445,244.00	0.00	0.00	445,244.00	0.00	100.0%
3002200 56400 26448 FIRE TOUGHBOOKS							
	0.00	116,301.00	116,300.09	0.00	0.00	0.91	100.0%
TOTAL CAP IMP FIRE							
	435,000.00	636,545.00	183,345.09	0.00	445,244.00	7,955.91	98.8%
TOTAL EXPENSES							
	435,000.00	636,545.00	183,345.09	0.00	445,244.00	7,955.91	
3004100 CAP IMP STREETS							
3004100 56311 SIDEWALKS-GENL/MISC							
	150,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3004100 56311 26030 SIDEWALKS/CURBING							
	0.00	150,000.00	121,114.92	0.00	23,833.30	5,051.78	96.6%
3004100 56320 26000 STREET PAVING/RESURFACING-CAPI							
	990,000.00	990,000.00	489,648.06	0.00	468,302.00	32,049.94	96.8%
3004100 56400 26411 STREETS FRONT-END LOADER #431							
	275,000.00	253,391.00	253,391.00	0.00	0.00	0.00	100.0%
TOTAL CAP IMP STREETS							
	1,415,000.00	1,393,391.00	864,153.98	0.00	492,135.30	37,101.72	97.3%
TOTAL EXPENSES							
	1,415,000.00	1,393,391.00	864,153.98	0.00	492,135.30	37,101.72	
3007100 CAP IMPRV LIBRARY							
3007100 56300 26018 LIBRARY FACADE REPAIRS							
	20,000.00	20,000.00	19,980.09	0.00	0.00	19.91	99.9%

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3007100 CAP IMPRV LIBRARY	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL CAP IMPRV LIBRARY	20,000.00	20,000.00	19,980.09	0.00	0.00	19.91	99.9%
TOTAL EXPENSES	20,000.00	20,000.00	19,980.09	0.00	0.00	19.91	
3007200 CAP IMP REC							
3007200 56300 23036 IMPROVEMENTS	8,404.00	173,895.00	170,042.32	265.71	4,576.73	-724.05	100.4%
3007200 56300 23037 IMPROVEMENTS	31,552.00	31,552.00	7,701.67	997.62	17,183.38	6,666.95	78.9%
3007200 56300 23038 IMPROVEMENTS	2,107,376.00	2,107,376.00	41,127.70	3,163.46	58,885.20	2,007,363.10	4.7%
3007200 56300 23039 IMPROVEMENTS	4,158,028.00	4,158,028.00	38,574.49	4,996.66	86,064.50	4,033,389.01	3.0%
3007200 56300 23040 IMPROVEMENTS	69,249.00	69,249.00	16,903.45	2,189.55	37,713.74	14,631.81	78.9%
3007200 56300 26019 ARC WINDOW REPLACEMENT PH3	100,000.00	100,000.00	0.00	0.00	99,700.00	300.00	99.7%
3007200 56315 25072 DUNE WALKOVERS	0.00	14,851.00	14,850.83	0.00	0.00	0.17	100.0%
3007200 56315 26003 BEACH ACCESS 9 REPLACEMENT	150,000.00	150,000.00	10,065.00	0.00	4,825.00	135,110.00	9.9%
3007200 56315 26004 BEACH ACCESS 34 REPAIRS	0.00	50,000.00	49,950.00	0.00	0.00	50.00	99.9%
3007200 56327 25013 BEACH MONITORING/REPORTING	0.00	6,941.00	6,940.48	0.00	0.00	0.52	100.0%
3007200 56400 26412 THOR GUARD SYSTEM UPGRADE	27,000.00	26,817.00	24,860.00	0.00	0.00	1,957.00	92.7%
TOTAL CAP IMP REC	6,651,609.00	6,888,709.00	381,015.94	11,613.00	308,948.55	6,198,744.51	10.0%
TOTAL EXPENSES	6,651,609.00	6,888,709.00	381,015.94	11,613.00	308,948.55	6,198,744.51	
3007210 PARKS IMPROVEMENTS							
3007210 56300 24019 LIGHTHOUSE	110,000.00	110,000.00	94,385.12	0.00	0.00	15,614.88	85.8%

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3007210 PARKS IMPROVEMENTS ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3007210 56300 26004 BEACH ACCESS 34 REDECKING						
50,000.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL PARKS IMPROVEMENTS						
160,000.00	110,000.00	94,385.12	0.00	0.00	15,614.88	85.8%
TOTAL EXPENSES						
160,000.00	110,000.00	94,385.12	0.00	0.00	15,614.88	
3007225 MLK CENTER						
3007225 56300 24047 MLK SOFTBALL FIELDS						
0.00	275,300.00	59,169.69	59,169.69	216,130.31	0.00	100.0%
3007225 56300 26020 MLK INTERIOR IMPROVEMENTS						
125,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3007225 56300 26021 MLK WINDOWS AND DOORS						
75,000.00	75,000.00	0.00	0.00	74,000.00	1,000.00	98.7%
TOTAL MLK CENTER						
200,000.00	350,300.00	59,169.69	59,169.69	290,130.31	1,000.00	99.7%
TOTAL EXPENSES						
200,000.00	350,300.00	59,169.69	59,169.69	290,130.31	1,000.00	
GRAND TOTAL						
11,595,741.00	12,637,074.00	3,068,853.86	75,867.34	1,626,567.75	7,941,652.39	37.2%

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City of Fernandina Beach
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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
300 CAPITAL IMPROVEMENT							
300 33400 STATE GRANT	-6,000,000.00	-6,041,789.00	-211,936.27	0.00	0.00	-5,829,852.73	3.5%
300 33544 8TH CENT GAS TAX	-82,466.00	-82,466.00	-62,532.61	-6,153.39	0.00	-19,933.39	75.8%
300 33710 COUNTY GRANT	-100,000.00	-100,000.00	-173,713.04	0.00	0.00	73,713.04	173.7%
300 36110 INTEREST	-30,800.00	-30,800.00	-24,288.18	-4,441.55	0.00	-6,511.82	78.9%
300 38101 FROM GENERAL FUND	-2,540,207.00	-2,897,362.00	-2,116,839.16	-211,683.92	0.00	-780,522.84	73.1%
300 38410 LOAN PROCEEDS	-533,537.00	-533,537.00	-533,535.78	0.00	0.00	-1.22	100.0%
300 38910 CASH BALANCE FORWARD	-2,308,731.00	-2,951,120.00	0.00	0.00	0.00	-2,951,120.00	.0%
TOTAL CAPITAL IMPROVEMENT	-11,595,741.00	-12,637,074.00	-3,122,845.04	-222,278.86	0.00	-9,514,228.96	24.7%
TOTAL REVENUES	-11,595,741.00	-12,637,074.00	-3,122,845.04	-222,278.86	0.00	-9,514,228.96	
GRAND TOTAL	-11,595,741.00	-12,637,074.00	-3,122,845.04	-222,278.86	0.00	-9,514,228.96	24.7%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3101000 CAP EXP ADMIN							
3101000 56100 26035 LAND - S 2ND STREET	0.00	1,867,845.00	1,830,382.36	0.00	0.00	37,462.64	98.0%
3101000 56500 INFRASTRUCTURE	75,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3101000 56500 26032 NEW SIDEWALKS FY26	0.00	75,000.00	67,453.49	14,950.00	0.00	7,546.51	89.9%
3101000 59990 RESERVE	1,891,886.00	45,702.00	0.00	0.00	0.00	45,702.00	.0%
TOTAL CAP EXP ADMIN	1,966,886.00	1,988,547.00	1,897,835.85	14,950.00	0.00	90,711.15	95.4%
TOTAL EXPENSES	1,966,886.00	1,988,547.00	1,897,835.85	14,950.00	0.00	90,711.15	
3102100 CAP EXP POLICE							
3102100 56400 MACH/EQUIP	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	.0%
3102100 56401 EQUIP-NON CAPITAL	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	.0%
3102100 59990 RESERVE	569,915.00	561,641.00	0.00	0.00	0.00	561,641.00	.0%
TOTAL CAP EXP POLICE	614,915.00	606,641.00	0.00	0.00	0.00	606,641.00	.0%
TOTAL EXPENSES	614,915.00	606,641.00	0.00	0.00	0.00	606,641.00	
3102200 CAP EXP FIRE							
3102200 59990 RESERVE	662,984.00	639,695.00	0.00	0.00	0.00	639,695.00	.0%
TOTAL CAP EXP FIRE	662,984.00	639,695.00	0.00	0.00	0.00	639,695.00	.0%
TOTAL EXPENSES	662,984.00	639,695.00	0.00	0.00	0.00	639,695.00	

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3107200 CAP EXP RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3107200 CAP EXP RECREATION							
3107200 56100 24043 YBOR ALVAREZ SOCCER COMPLEX	85,983.00	85,983.00	7,400.00	7,400.00	54,767.50	23,815.50	72.3%
3107200 56200 20015 COLUMBARIUM	65,000.00	65,000.00	27,672.00	13,402.80	34,038.00	3,290.00	94.9%
3107200 56300 24047 MLK SOFTBALL	2,000,000.00	1,424,620.00	840.00	0.00	10,072.50	1,413,707.50	.8%
3107200 56300 24050 WATERFRONT PARK	700,000.00	1,275,380.00	1,206,296.80	1,283.60	88,746.07	-19,662.87	101.5%
3107200 56300 26043 WATERFRONT PARK EXPANSION	0.00	44,735.00	2,586.25	2,586.25	22,880.87	19,267.88	56.9%
3107200 59990 RESERVE	414,400.00	1,478,629.00	0.00	0.00	0.00	1,478,629.00	.0%
TOTAL CAP EXP RECREATION	3,265,383.00	4,374,347.00	1,244,795.05	24,672.65	210,504.94	2,919,047.01	33.3%
TOTAL EXPENSES	3,265,383.00	4,374,347.00	1,244,795.05	24,672.65	210,504.94	2,919,047.01	
GRAND TOTAL	6,510,168.00	7,609,230.00	3,142,630.90	39,622.65	210,504.94	4,256,094.16	44.1%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
310 CAPITAL EXPANSION							
310 33440 OTHER GRANT	0.00	0.00	-50,300.00	0.00	0.00	50,300.00	100.0%
310 33710 COUNTY GRANT	-50,000.00	-50,000.00	0.00	0.00	0.00	-50,000.00	.0%
310 36110 INTEREST	-147,000.00	-147,000.00	-102,562.73	-11,481.56	0.00	-44,437.27	69.8%
TOTAL CAPITAL EXPANSION	-197,000.00	-197,000.00	-152,862.73	-11,481.56	0.00	-44,137.27	77.6%
TOTAL REVENUES	-197,000.00	-197,000.00	-152,862.73	-11,481.56	0.00	-44,137.27	
3101000 CAP EXP ADMIN							
3101000 32410 IMPACT FEES ADMIN	-100,000.00	-100,000.00	-51,862.32	-9,200.84	0.00	-48,137.68	51.9%
3101000 38910 CASH BALANCE FORWARD	-1,811,109.00	-1,832,770.00	0.00	0.00	0.00	-1,832,770.00	.0%
TOTAL CAP EXP ADMIN	-1,911,109.00	-1,932,770.00	-51,862.32	-9,200.84	0.00	-1,880,907.68	2.7%
TOTAL REVENUES	-1,911,109.00	-1,932,770.00	-51,862.32	-9,200.84	0.00	-1,880,907.68	
3102100 CAP EXP POLICE							
3102100 32421 IMPACT FEES POLICE	-60,000.00	-60,000.00	-30,645.91	-5,436.86	0.00	-29,354.09	51.1%
3102100 38910 CASH BALANCE FORWARD	-538,336.00	-530,062.00	0.00	0.00	0.00	-530,062.00	.0%
TOTAL CAP EXP POLICE	-598,336.00	-590,062.00	-30,645.91	-5,436.86	0.00	-559,416.09	5.2%
TOTAL REVENUES	-598,336.00	-590,062.00	-30,645.91	-5,436.86	0.00	-559,416.09	
3102200 CAP EXP FIRE							
3102200 32422 IMPACT FEES FIRE							

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3102200 CAP EXP FIRE							
	-80,000.00	-80,000.00	-42,432.80	-7,527.96	0.00	-37,567.20	53.0%
3102200 38910 CASH BALANCE FORWARD	-565,566.00	-542,277.00	0.00	0.00	0.00	-542,277.00	.0%
TOTAL CAP EXP FIRE	-645,566.00	-622,277.00	-42,432.80	-7,527.96	0.00	-579,844.20	6.8%
TOTAL REVENUES	-645,566.00	-622,277.00	-42,432.80	-7,527.96	0.00	-579,844.20	
3107200 CAP EXP RECREATION							
3107200 32470 IMPACT FEES RECREATION	-600,000.00	-600,000.00	-318,561.52	-54,433.15	0.00	-281,438.48	53.1%
3107200 38910 CASH BALANCE FORWARD	-2,558,157.00	-3,667,121.00	0.00	0.00	0.00	-3,667,121.00	.0%
TOTAL CAP EXP RECREATION	-3,158,157.00	-4,267,121.00	-318,561.52	-54,433.15	0.00	-3,948,559.48	7.5%
TOTAL REVENUES	-3,158,157.00	-4,267,121.00	-318,561.52	-54,433.15	0.00	-3,948,559.48	
GRAND TOTAL	-6,510,168.00	-7,609,230.00	-596,365.28	-88,080.37	0.00	-7,012,864.72	7.8%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
315 OTHER CAPITAL IMPROVEMENTS							
315 36110	INTEREST						
	-10,000.00	-10,000.00	-29,170.94	-2,414.55	0.00	19,170.94	291.7%
315 38910	CASH BALANCE FORWARD						
	-2,406,855.00	-2,248,028.00	0.00	0.00	0.00	-2,248,028.00	.0%
315 59990	RESERVE						
	0.00	-158,827.00	0.00	0.00	0.00	-158,827.00	.0%
TOTAL OTHER CAPITAL IMPROVEMENTS							
	-2,416,855.00	-2,416,855.00	-29,170.94	-2,414.55	0.00	-2,387,684.06	1.2%
TOTAL REVENUES							
	-2,416,855.00	-2,258,028.00	-29,170.94	-2,414.55	0.00	-2,228,857.06	
TOTAL EXPENSES							
	0.00	-158,827.00	0.00	0.00	0.00	-158,827.00	
3151000 OTHER CAPITAL IMPROVEMENTS							
3151000 56300	IMPROVEMENTS						
	181,896.00	0.00	0.00	0.00	0.00	0.00	.0%
3151000 56300 22013	IMPROVEMENTS						
	2,234,959.00	2,234,959.00	1,323,550.65	-1.01	868,250.22	43,158.13	98.1%
3151000 56300 26028	STORMWATER CAPITAL IMPR						
	0.00	181,896.00	77,323.53	1.00	0.00	104,572.47	42.5%
TOTAL OTHER CAPITAL IMPROVEMENTS							
	2,416,855.00	2,416,855.00	1,400,874.18	-0.01	868,250.22	147,730.60	93.9%
TOTAL EXPENSES							
	2,416,855.00	2,416,855.00	1,400,874.18	-0.01	868,250.22	147,730.60	
GRAND TOTAL							
	0.00	0.00	1,371,703.24	-2,414.56	868,250.22	-2,239,953.46	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
330 WASTEWATER IMPROVEMENT							
330 36110 INTEREST	-44,200.00	-44,200.00	-204,493.52	-26,149.23	0.00	160,293.52	462.7%
330 36120 UNREALIZED GAIN	0.00	0.00	1,138.77	-269.86	0.00	-1,138.77	100.0%
330 38145 FROM WASTEWATER	-60,000.00	-60,000.00	-50,000.00	-5,000.00	0.00	-10,000.00	83.3%
330 38910 CASH BALANCE FORWARD	-12,413,162.00	-10,808,352.00	0.00	0.00	0.00	-10,808,352.00	.0%
330 56300 IMPROVEMENTS	100,000.00	0.00	0.00	0.00	0.00	0.00	.0%
330 56300 23005 IMPROVEMENTS	0.00	19,100.00	19,075.00	0.00	0.00	25.00	99.9%
330 56300 25017 WASTEWATER PLANT AUTOMATION	68,830.00	68,830.00	65,195.00	0.00	0.00	3,635.00	94.7%
330 56300 25018 WW DIGESTER BLOWER SYSTEM	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	.0%
330 56300 26038 WASTEWATER TREATMENT PLANT UPG	0.00	100,000.00	6,803.60	0.00	65,421.40	27,775.00	72.2%
330 59990 RESERVE	10,348,532.00	8,724,622.00	0.00	0.00	0.00	8,724,622.00	.0%
TOTAL WASTEWATER IMPROVEMENT	0.00	0.00	-162,281.15	-31,419.09	65,421.40	96,859.75	100.0%
TOTAL REVENUES	-12,517,362.00	-10,912,552.00	-253,354.75	-31,419.09	0.00	-10,659,197.25	
TOTAL EXPENSES	12,517,362.00	10,912,552.00	91,073.60	0.00	65,421.40	10,756,057.00	
GRAND TOTAL	0.00	0.00	-162,281.15	-31,419.09	65,421.40	96,859.75	100.0%

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		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF COURSE								
0000 UNDEFINED								
410 GOLF								
410 34710	GREEN FEES	-775,000.00	-775,000.00	-862,953.70	-91,893.84	0.00	87,953.70	111.3%
410 34713	GOLF CARTS	-460,000.00	-460,000.00	-527,207.87	-54,566.94	0.00	67,207.87	114.6%
410 34714	RANGE FEES	-160,000.00	-160,000.00	-161,766.92	-15,749.00	0.00	1,766.92	101.1%
410 34733	MEMBERSHIPS	-300,000.00	-300,000.00	-323,199.00	-13,200.00	0.00	23,199.00	107.7%
410 36110	INTEREST	0.00	0.00	-7,599.25	-1,482.51	0.00	7,599.25	100.0%
410 36980	CREDIT CARD CONVENIENCE FEES	-45,000.00	-45,000.00	-50,584.67	-5,401.47	0.00	5,584.67	112.4%
410 36990	OTHER REVENUE	0.00	0.00	-4,204.08	470.98	0.00	4,204.08	100.0%
410 36992	GAIN ON SALE OF ASSET	-20,000.00	-20,000.00	-13,434.17	0.00	0.00	-6,565.83	67.2%
410 38101	FROM GENERAL FUND	-429,384.00	-429,384.00	-357,820.00	-35,782.00	0.00	-71,564.00	83.3%
410 38910	CASH BALANCE FORWARD	-195,387.00	163,763.00	0.00	0.00	0.00	163,763.00	.0%
410 51200	SALARIES	467,559.00	467,559.00	373,575.32	36,540.92	0.00	93,983.68	79.9%
410 51350	PART-TIME	434,791.00	434,791.00	302,255.32	30,331.04	0.00	132,535.68	69.5%
410 51400	OVERTIME	15,000.00	15,000.00	9,110.08	1,423.41	0.00	5,889.92	60.7%
410 52100	FICA	70,666.00	70,666.00	53,575.65	5,211.58	0.00	17,090.35	75.8%
410 52200	RETIREMENT	100,743.00	100,743.00	78,689.11	7,596.84	0.00	22,053.89	78.1%
410 52300	HEALTH INSUR	75,449.00	75,449.00	57,980.45	6,997.56	0.00	17,468.55	76.8%
410 52301	LIFE INSUR	1,407.00	1,407.00	1,170.50	239.00	0.00	236.50	83.2%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 52350	OPEB COSTS						
	794.00	794.00	661.66	66.17	0.00	132.34	83.3%
410 52400	WORKERS' COMP						
	10,036.00	10,036.00	5,221.66	522.17	0.00	4,814.34	52.0%
410 53100	PROFESSIONAL SERVICES						
	2,500.00	3,000.00	2,631.44	999.72	0.00	368.56	87.7%
410 53200	AUDITING						
	3,221.00	3,221.00	2,684.16	268.42	0.00	536.84	83.3%
410 53400	CONTRACTUAL						
	23,224.00	23,224.00	15,280.81	922.59	0.00	7,943.19	65.8%
410 54000	TRAINING/TRAVEL						
	1,850.00	1,850.00	1,059.83	0.00	0.00	790.17	57.3%
410 54100	COMM - PHONE/FAX/ALARM						
	2,388.00	2,388.00	1,567.47	22.51	0.00	820.53	65.6%
410 54101	COMMUNICATIONS-CELLULAR						
	480.00	480.00	374.46	37.45	0.00	105.54	78.0%
410 54103	COMMUNICATIONS-INTERNET						
	3,520.00	3,520.00	2,526.96	263.48	0.00	993.04	71.8%
410 54200	POSTAGE						
	100.00	100.00	0.00	0.00	0.00	100.00	.0%
410 54300	UTILITIES ELECTRIC						
	72,000.00	72,000.00	53,325.41	6,871.24	0.00	18,674.59	74.1%
410 54310	UTILITIES-WATER & WASTEWATER						
	8,100.00	8,100.00	6,408.57	577.23	0.00	1,691.43	79.1%
410 54400	RENTALS/LEASES						
	9,400.00	9,400.00	0.00	0.00	0.00	9,400.00	.0%
410 54500	INSURANCE						
	46,280.00	46,280.00	28,760.84	2,876.08	0.00	17,519.16	62.1%
410 54610	R/M BLDG & GROUNDS						
	37,800.00	37,800.00	26,371.78	0.00	0.00	11,428.22	69.8%
410 54611	R/M FACILITIES						
	20,050.00	20,050.00	14,731.27	1,295.62	0.00	5,318.73	73.5%
410 54620	R/M EQUIPMENT						
	42,000.00	42,000.00	40,290.77	5,335.77	0.00	1,709.23	95.9%
410 54630	R/M VEHICLES-LABOR						
	1,000.00	1,120.00	1,118.75	0.00	0.00	1.25	99.9%
410 54640	R/M VEHICLES-PARTS						
	750.00	750.00	162.36	0.00	0.00	587.64	21.6%
410 54800	PROMOTIONAL						
	18,549.00	18,549.00	12,978.00	1,234.00	0.00	5,571.00	70.0%
410 55100	OFFICE SUPPLIES						
	1,000.00	1,000.00	930.68	0.00	0.00	69.32	93.1%
410 55200	OPERATING SUPPLIES						
	140,315.00	133,560.00	64,902.36	5,360.29	0.00	68,657.64	48.6%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 55201	CREDIT CARD FEES						
	54,000.00	67,725.00	57,949.67	6,184.38	0.00	9,775.33	85.6%
410 55210	UNIFORMS						
	2,500.00	2,500.00	2,395.41	0.00	0.00	104.59	95.8%
410 55220	JANITORIAL SUPPLIES						
	4,400.00	4,400.00	1,740.60	345.67	0.00	2,659.40	39.6%
410 55230	GAS/OIL						
	21,000.00	27,135.00	20,923.30	3,105.68	0.00	6,211.70	77.1%
410 55240	CHEMICALS						
	180,000.00	180,000.00	82,069.16	10,604.60	526.00	97,404.84	45.9%
410 55400	BOOKS/SUBS/DUES						
	2,545.00	2,545.00	1,370.00	0.00	0.00	1,175.00	53.8%
410 55550	F&B COST OF SALES						
	0.00	0.00	0.00	110.12	0.00	0.00	.0%
410 56300 26024	GOLF CLUBHOUSE BAR RENOVATION						
	50,000.00	50,000.00	49,998.93	0.00	0.00	1.07	100.0%
410 56400	MACH/EQUIP						
	5,000.00	5,000.00	4,188.00	0.00	0.00	812.00	83.8%
410 56400 26413	TRI DECK MOWER RE#823						
	18,000.00	18,139.00	18,138.53	0.00	0.00	0.47	100.0%
410 56400 26414	DAKOTA SPREADER RE#809						
	24,000.00	24,000.00	22,810.00	0.00	0.00	1,190.00	95.0%
410 56400 26415	CUSHMAN HAULER UTLTY CART-872						
	12,000.00	12,000.00	11,495.00	0.00	0.00	505.00	95.8%
410 56400 26416	BUFFALO BLOWER RE826						
	12,000.00	12,000.00	10,880.00	0.00	0.00	1,120.00	90.7%
410 56400 26417	GRASSHOPPER MOWER RE#829						
	28,000.00	28,000.00	26,542.25	0.00	0.00	1,457.75	94.8%
410 56400 26418	JOHN DEER GATOR RE#805						
	38,000.00	38,000.00	36,685.28	0.00	0.00	1,314.72	96.5%
410 56400 26419	CLUBCAR CUSHMAN						
	12,000.00	11,861.00	11,495.00	0.00	0.00	366.00	96.9%
410 56400 26420	IRRIGATION SYSTEM UPGRADE						
	105,000.00	91,275.00	86,235.60	0.00	0.00	5,039.40	94.5%
410 56400 26421	RANGE BALL DISPENSER						
	16,000.00	16,000.00	10,630.00	0.00	0.00	5,370.00	66.4%
410 57100	PRINCIPAL						
	144,000.00	144,000.00	107,000.00	0.00	0.00	37,000.00	74.3%
410 57200	INTEREST						
	19,408.00	19,408.00	15,208.33	0.00	0.00	4,199.67	78.4%
410 59990	RESERVE						
	0.00	-359,150.00	0.00	0.00	0.00	-359,150.00	.0%
TOTAL GOLF							
	-25,946.00	-25,946.00	-572,668.93	-82,261.24	526.00	546,196.93	2205.1%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7260 GOLF COURSE							
4107260 GOLF TOPTRACER							
4107260 34790 TOPTRACER BAY SPONSORSHIP	-1,250.00	-1,250.00	-1,250.00	-125.00	0.00	0.00	100.0%
4107260 54400 RENTALS/LEASES	10,000.00	10,000.00	8,000.00	0.00	0.00	2,000.00	80.0%
TOTAL GOLF TOPTRACER	8,750.00	8,750.00	6,750.00	-125.00	0.00	2,000.00	77.1%
7261 GOLF PRO SHOP							
4107261 GOLF PRO SHOP							
4107261 34715 PRO SHOP SALES	-147,000.00	-147,000.00	-145,276.15	-16,813.70	0.00	-1,723.85	98.8%
4107261 34719 GOLF INSTRUCTION	-33,000.00	-33,000.00	-27,620.00	-2,650.00	0.00	-5,380.00	83.7%
4107261 51350 PART TIME SALARIES	93,181.00	93,181.00	69,487.75	6,864.54	0.00	23,693.25	74.6%
4107261 51400 OVERTIME	3,500.00	3,500.00	3,157.05	342.37	0.00	342.95	90.2%
4107261 52100 FICA	7,397.00	7,397.00	5,557.34	551.32	0.00	1,839.66	75.1%
4107261 52400 WORKERS' COMP	1,842.00	1,842.00	520.84	52.08	0.00	1,321.16	28.3%
4107261 54970 PROGRAM COSTS	26,400.00	26,400.00	22,096.00	2,120.00	0.00	4,304.00	83.7%
4107261 55210 UNIFORMS	350.00	350.00	300.00	0.00	0.00	50.00	85.7%
4107261 55545 PRO SHOP COST OF SALES	75,000.00	75,000.00	77,566.42	8,464.96	0.00	-2,566.42	103.4%
TOTAL GOLF PRO SHOP	27,670.00	27,670.00	5,789.25	-1,068.43	0.00	21,880.75	20.9%
7262 GOLF FOOD & BEVERAGE							
4107262 GOLF FOOD & BEVERAGE							

City of Fernandina Beach
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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107262 34716	FOOD AND BEVERAGE						
	-499,550.00	-499,550.00	-447,162.00	-34,079.03	0.00	-52,388.00	89.5%
4107262 34718	FACILITY RENTAL						
	-22,000.00	-22,000.00	-20,586.80	-175.00	0.00	-1,413.20	93.6%
4107262 51200	SALARIES						
	144,889.00	116,629.00	59,890.80	5,383.86	0.00	56,738.20	51.4%
4107262 51350	PART TIME SALARIES						
	91,290.00	115,000.00	92,986.14	9,165.67	0.00	22,013.86	80.9%
4107262 51400	OVERTIME						
	3,500.00	3,500.00	3,314.15	568.20	0.00	185.85	94.7%
4107262 52100	FICA						
	17,788.00	22,338.00	17,885.29	1,740.66	0.00	4,452.71	80.1%
4107262 52200	RETIREMENT						
	29,283.00	29,283.00	15,748.09	1,506.19	0.00	13,534.91	53.8%
4107262 52300	HEALTH INSUR						
	30,679.00	30,679.00	13,848.40	1,474.08	0.00	16,830.60	45.1%
4107262 52301	LIFE INSUR						
	407.00	407.00	174.25	35.00	0.00	232.75	42.8%
4107262 52400	WORKERS' COMP						
	3,314.00	3,314.00	1,713.34	171.33	0.00	1,600.66	51.7%
4107262 54400	RENTALS/LEASES						
	3,576.00	3,576.00	3,147.82	304.70	0.00	428.18	88.0%
4107262 54620	R/M EQUIPMENT						
	0.00	450.00	449.99	0.00	0.00	0.01	100.0%
4107262 55200	OPERATING SUPPLIES						
	19,000.00	18,550.00	15,168.68	776.13	0.00	3,381.32	81.8%
4107262 55210	UNIFORMS						
	350.00	350.00	300.00	0.00	0.00	50.00	85.7%
4107262 55550	F&B COST OF SALES						
	160,000.00	160,000.00	122,566.30	9,205.16	0.00	37,433.70	76.6%
4107262 56400	EQUIPMENT						
	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	.0%
TOTAL GOLF FOOD & BEVERAGE							
	-10,474.00	-10,474.00	-120,555.55	-3,923.05	0.00	110,081.55	1151.0%
TOTAL GOLF COURSE							
	0.00	0.00	-680,685.23	-87,377.72	526.00	680,159.23	100.0%
TOTAL REVENUES							
	-3,087,571.00	-2,728,421.00	-2,950,664.61	-271,447.51	0.00	222,243.61	
TOTAL EXPENSES							
	3,087,571.00	2,728,421.00	2,269,979.38	184,069.79	526.00	457,915.62	
GRAND TOTAL							
	0.00	0.00	-680,685.23	-87,377.72	526.00	680,159.23	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 AIRPORT								
420 33220	FAA GRANT	-1,225,500.00	-1,225,500.00	-732,957.79	0.00	0.00	-492,542.21	59.8%
420 33323	FDOT GRANT	-2,242,164.00	-2,242,164.00	-161,020.50	0.00	0.00	-2,081,143.50	7.2%
420 34704	RENTALS NON-TAXABLE	-1,500.00	-1,500.00	-6,470.00	-4,170.00	0.00	4,970.00	431.3%
420 34720	RENTALS	-3,250.00	-3,250.00	0.00	3,583.93	0.00	-3,250.00	.0%
420 34970	FUEL FLOW FEES	-37,600.00	-37,600.00	-35,757.36	-3,829.52	0.00	-1,842.64	95.1%
420 34971	LEASE PAYMENTS-LAND LEASE	-122,601.00	-122,601.00	-204,337.86	-20,305.68	0.00	81,736.86	166.7%
420 34972	BUILDING LEASE	-800.00	-800.00	-5,200.17	-447.36	0.00	4,400.17	650.0%
420 34973	LAND LEASE- AMELIA RIVER	-215,197.00	-215,197.00	-219,421.78	-25,290.92	0.00	4,224.78	102.0%
420 34974	LAND LEASE PAYMENTS-NON TAXABL	-78,621.00	-78,621.00	-66,960.34	-6,705.32	0.00	-11,660.66	85.2%
420 34975	RENT/LEASE PAYMENTS	-406,196.00	-406,196.00	-357,275.82	-35,644.73	0.00	-48,920.18	88.0%
420 34976	8 FLAGS RENT (TAXABLE)	-131,877.00	-131,877.00	0.00	0.00	0.00	-131,877.00	.0%
420 34977	FUEL FARM RENT	-2,000.00	-2,000.00	-3,727.20	-372.72	0.00	1,727.20	186.4%
420 34978	8 FLAGS RENT NON-TAXABLE	-5,000.00	-5,000.00	-8,191.26	-1,812.02	0.00	3,191.26	163.8%
420 34979	TRANSIENT REVENUE	-10,000.00	-10,000.00	-14,415.23	-5,460.00	0.00	4,415.23	144.2%
420 36110	INTEREST	0.00	0.00	-42,208.91	-7,286.63	0.00	42,208.91	100.0%
420 36990	OTHER REVENUE	-22,500.00	-22,500.00	-64,335.99	-9,948.98	0.00	41,835.99	285.9%
420 36991	AIRCRAFT PARKING REVENUE	-2,250.00	-2,250.00	-1,711.87	-1,057.50	0.00	-538.13	76.1%
420 36992	GAIN ON SALE OF ASSET	-1,922,000.00	-1,922,000.00	-50,000.00	0.00	0.00	-1,872,000.00	2.6%
420 36995	LATE FEES	0.00	0.00	-1,223.10	-90.10	0.00	1,223.10	100.0%
420 38101	FROM GENERAL FUND	-296,438.00	-296,438.00	-247,031.66	-24,703.17	0.00	-49,406.34	83.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 38910	CASH BALANCE FORWARD	-2,544,999.00	-2,620,888.00	0.00	0.00	0.00	-2,620,888.00	.0%
420 51200	SALARIES	79,777.00	79,777.00	64,540.69	5,801.86	0.00	15,236.31	80.9%
420 51350	PART-TIME	31,150.00	31,150.00	17,766.52	1,895.19	0.00	13,383.48	57.0%
420 52100	FICA	8,493.00	8,493.00	6,293.06	588.48	0.00	2,199.94	74.1%
420 52200	RETIREMENT	15,681.00	15,681.00	12,638.06	1,206.20	0.00	3,042.94	80.6%
420 52300	HEALTH INSUR	12,129.00	12,129.00	9,383.72	987.48	0.00	2,745.28	77.4%
420 52301	LIFE INSUR	217.00	217.00	189.00	38.00	0.00	28.00	87.1%
420 52350	OPEB COSTS	1,756.00	1,756.00	1,463.34	146.33	0.00	292.66	83.3%
420 52400	WORKERS' COMP	1,576.00	1,576.00	779.16	77.92	0.00	796.84	49.4%
420 53100	PROFESSIONAL SERVICES	10,000.00	21,000.00	16,269.00	0.00	0.00	4,731.00	77.5%
420 53100 25070	PROFESSIONAL SERVICES	175,000.00	175,000.00	71,280.00	0.00	103,932.11	-212.11	100.1%
420 53100 25071	PROFESSIONAL SERVICES	750,000.00	750,000.00	318,697.16	36,000.00	431,302.84	0.00	100.0%
420 53200	AUDITING	738.00	738.00	615.00	61.50	0.00	123.00	83.3%
420 53400	CONTRACTUAL	230,718.00	209,718.00	163,412.34	15,818.29	0.00	46,305.66	77.9%
420 54000	TRAINING/TRAVEL	3,800.00	3,800.00	865.00	0.00	0.00	2,935.00	22.8%
420 54100	COMM - PHONE/FAX/ALARM	3,126.00	3,126.00	1,476.15	112.55	0.00	1,649.85	47.2%
420 54101	COMMUNICATIONS-CELLULAR	630.00	630.00	273.85	29.45	0.00	356.15	43.5%
420 54103	COMMUNICATIONS-INTERNET	6,726.00	6,726.00	5,678.99	575.62	0.00	1,047.01	84.4%
420 54200	POSTAGE	100.00	100.00	22.93	0.00	0.00	77.07	22.9%
420 54300	UTILITIES ELECTRIC	28,500.00	43,500.00	32,427.86	4,071.29	0.00	11,072.14	74.5%
420 54310	UTILITIES-WATER & WASTEWATER	12,200.00	12,200.00	7,544.56	729.05	0.00	4,655.44	61.8%
420 54500	INSURANCE	31,822.00	31,822.00	9,105.84	910.58	0.00	22,716.16	28.6%

City of Fernandina Beach
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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 54610	R/M BLDG & GROUNDS						
	125,000.00	119,995.00	86,833.70	12,956.10	0.00	33,161.30	72.4%
420 54611	R/M FACILITIES						
	19,500.00	19,500.00	6,024.05	361.46	0.00	13,475.95	30.9%
420 54620	R/M EQUIPMENT						
	3,000.00	3,000.00	771.85	0.00	0.00	2,228.15	25.7%
420 54630	R/M VEHICLES-LABOR						
	5,000.00	5,000.00	6,006.25	825.00	0.00	-1,006.25	120.1%
420 54640	R/M VEHICLES-PARTS						
	6,500.00	6,500.00	4,683.28	481.54	0.00	1,816.72	72.1%
420 54700	PRINTING						
	650.00	650.00	66.69	66.69	0.00	583.31	10.3%
420 54800	PROMOTIONAL						
	750.00	750.00	0.00	0.00	0.00	750.00	.0%
420 54910	BILLING COSTS						
	10,000.00	10,000.00	8,333.34	833.33	0.00	1,666.66	83.3%
420 55100	OFFICE SUPPLIES						
	2,300.00	2,300.00	784.88	0.00	0.00	1,515.12	34.1%
420 55200	OPERATING SUPPLIES						
	265.00	265.00	160.90	0.24	0.00	104.10	60.7%
420 55210	UNIFORMS						
	300.00	300.00	0.00	0.00	0.00	300.00	.0%
420 55230	GAS/OIL						
	12,000.00	12,000.00	8,383.46	2,053.67	0.00	3,616.54	69.9%
420 55400	BOOKS/SUBS/DUES						
	600.00	600.00	412.50	0.00	0.00	187.50	68.8%
420 56200 19051	BUILDING						
	0.00	49,530.00	49,520.53	0.00	0.00	9.47	100.0%
420 56300 23002	HANGARS NORTH-DESIGN AND CONST						
	1,800,000.00	1,800,000.00	82,785.79	3,115.00	133,824.21	1,583,390.00	12.0%
420 56300 24053	TAXIWAY D - DESIGN AND CONSTRU						
	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00	.0%
420 56300 25024	MAINTENANCE EQUIPMENT BARN						
	50,000.00	50,000.00	45,545.30	0.00	0.00	4,454.70	91.1%
420 56300 25025	FLIGHT PLANNING BUILDING RENO						
	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
420 56300 25027	AIRPORT TAXILANE & ROADWAY DES						
	724,831.00	724,836.00	666,044.20	0.00	0.00	58,791.80	91.9%
420 56300 25028	AIRPORT RUNWAY 13/31 REHAB DES						
	175,000.00	175,000.00	0.00	0.00	0.00	175,000.00	.0%
420 56300 25066	AIRPORT DRAINAGE IMPROVEMENTS						
	500,000.00	500,000.00	35,247.00	8,237.00	54,303.00	410,450.00	17.9%
420 56300 26005	AIRPORT HANGER B ROOF REPLACEM						
	95,000.00	95,000.00	22,973.33	0.00	0.00	72,026.67	24.2%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 56400 25431 AIRPORT FUEL FARM GENERATOR	120,000.00	120,000.00	70,204.11	0.00	0.00	49,795.89	58.5%
420 56400 26422 AIRPORT VEHICLE RE #1700	50,000.00	50,000.00	46,107.70	1,533.64	0.00	3,892.30	92.2%
420 56400 26423 AIRPORT ARFF TRUCK	530,000.00	530,000.00	0.00	0.00	0.00	530,000.00	.0%
420 57100 PRINCIPAL	313,776.00	313,776.00	0.00	0.00	0.00	313,776.00	.0%
420 57200 INTEREST	97,499.00	97,499.00	48,452.59	0.00	0.00	49,046.41	49.7%
420 59990 RESERVE	2,184,383.00	2,210,742.00	0.00	0.00	0.00	2,210,742.00	.0%
TOTAL AIRPORT	0.00	0.00	-292,183.16	-44,027.26	723,362.16	-431,179.00	100.0%
TOTAL REVENUES	-9,270,493.00	-9,346,382.00	-2,222,246.84	-143,540.72	0.00	-7,124,135.16	
TOTAL EXPENSES	9,270,493.00	9,346,382.00	1,930,063.68	99,513.46	723,362.16	6,692,956.16	
GRAND TOTAL	0.00	0.00	-292,183.16	-44,027.26	723,362.16	-431,179.00	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 SANITATION								
440 34340	GARBAGE FEES	-2,303,215.00	-2,303,215.00	-2,023,809.85	-205,553.53	0.00	-279,405.15	87.9%
440 34341	GARBAGE FEES - CITY OF FB	-525,475.00	-525,475.00	-424,596.94	-42,481.41	0.00	-100,878.06	80.8%
440 36110	INTEREST	0.00	0.00	-6,865.20	-956.46	0.00	6,865.20	100.0%
440 36990	OTHER REVENUE	-119,500.00	-119,500.00	-103,231.86	-28,751.69	0.00	-16,268.14	86.4%
440 36992	GAIN ON SALE OF ASSET	-5,000.00	-5,000.00	-51,979.70	0.00	0.00	46,979.70	1039.6%
440 38910	CASH BALANCE FORWARD	-299,406.00	-544,422.00	0.00	0.00	0.00	-544,422.00	.0%
440 51200	SALARIES	105,536.00	105,536.00	76,279.45	7,625.53	0.00	29,256.55	72.3%
440 51400	OVERTIME	20,000.00	31,500.00	28,166.12	578.85	0.00	3,333.88	89.4%
440 52100	FICA	9,625.00	9,625.00	7,922.83	619.67	0.00	1,702.17	82.3%
440 52200	RETIREMENT	26,367.00	26,367.00	21,156.09	1,705.69	0.00	5,210.91	80.2%
440 52300	HEALTH INSUR	25,447.00	25,447.00	20,527.43	2,021.56	0.00	4,919.57	80.7%
440 52301	LIFE INSUR	308.00	308.00	269.86	50.00	0.00	38.14	87.6%
440 52400	WORKERS' COMP	5,552.00	5,552.00	2,601.66	260.17	0.00	2,950.34	46.9%
440 53200	AUDITING	1,208.00	1,208.00	1,006.66	100.67	0.00	201.34	83.3%
440 53400	CONTRACTUAL	282,946.00	282,946.00	261,188.60	26,644.25	75.00	21,682.40	92.3%
440 53440	SANITATION SERVICES EXPENSE	2,117,168.00	2,117,168.00	1,654,480.38	186,882.96	0.00	462,687.62	78.1%
440 54000	TRAINING/TRAVEL	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	.0%
440 54400	RENTALS/LEASES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
440 54440	LAND RENT	35,500.00	35,500.00	28,974.10	2,897.41	0.00	6,525.90	81.6%
440 54500	INSURANCE	52,200.00	52,200.00	33,281.66	3,328.17	0.00	18,918.34	63.8%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 54610	R/M BLDG & GROUNDS						
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
440 54620	R/M EQUIPMENT						
	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
440 54630	R/M VEHICLES-LABOR						
	11,000.00	11,000.00	11,075.00	300.00	0.00	-75.00	100.7%
440 54640	R/M VEHICLES-PARTS						
	30,000.00	41,000.00	25,506.56	650.24	10,318.80	5,174.64	87.4%
440 54910	BILLING COSTS						
	92,000.00	92,000.00	76,666.66	7,666.67	0.00	15,333.34	83.3%
440 55100	OFFICE SUPPLIES						
	150.00	150.00	0.00	0.00	0.00	150.00	.0%
440 55200	OPERATING SUPPLIES						
	4,500.00	4,500.00	4,403.58	0.00	0.00	96.42	97.9%
440 55210	UNIFORMS						
	1,100.00	1,100.00	630.86	0.00	0.00	469.14	57.4%
440 55230	GAS/OIL						
	30,000.00	30,000.00	28,951.16	2,266.99	0.00	1,048.84	96.5%
440 55644	NON PROFIT KNB						
	5,000.00	5,000.00	2,666.95	0.00	0.00	2,333.05	53.3%
440 56400	MACH/EQUIP						
	0.00	18,336.00	18,336.00	0.00	0.00	0.00	100.0%
440 56400 26424	SANITATION GRAPPLE TRUCK						
	250,000.00	227,500.00	199,900.00	0.00	0.00	27,600.00	87.9%
440 56401	NON CAP EQUIP						
	20,000.00	1,664.00	0.00	0.00	0.00	1,664.00	.0%
440 59100	TRANSFER TO GENERAL FUND						
	40,000.00	40,000.00	33,333.34	3,333.33	0.00	6,666.66	83.3%
440 59990	RESERVE						
	70,389.00	315,405.00	0.00	0.00	0.00	315,405.00	.0%
TOTAL SANITATION							
	0.00	0.00	-73,158.60	-30,810.93	10,393.80	62,764.80	100.0%
	TOTAL REVENUES						
	-3,252,596.00	-3,497,612.00	-2,610,483.55	-277,743.09	0.00	-887,128.45	
	TOTAL EXPENSES						
	3,252,596.00	3,497,612.00	2,537,324.95	246,932.16	10,393.80	949,893.25	
	GRAND TOTAL						
	0.00	0.00	-73,158.60	-30,810.93	10,393.80	62,764.80	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 WASTEWATER								
450 34345	WASTEWATER CHARGES	-6,814,355.00	-6,814,355.00	-6,107,819.47	-612,873.05	0.00	-706,535.53	89.6%
450 34530	SEPTIC DUMPING	-80,000.00	-80,000.00	-69,427.80	-5,354.40	0.00	-10,572.20	86.8%
450 34535	WASTEWATER TAP FEES	-60,000.00	-60,000.00	-46,125.00	-3,000.00	0.00	-13,875.00	76.9%
450 34910	WASTEWATER MISCELLANEOUS FEES	-85,000.00	-85,000.00	-129,567.77	-570.84	0.00	44,567.77	152.4%
450 36110	INTEREST	-55,434.00	-55,434.00	-55,388.91	-7,609.86	0.00	-45.09	99.9%
450 36990	OTHER REVENUE	0.00	0.00	-1,893.77	0.00	0.00	1,893.77	100.0%
450 36992	GAIN ON SALE OF ASSET	0.00	0.00	-74,003.04	-250.00	0.00	74,003.04	100.0%
450 38910	CASH BALANCE FORWARD	-971,615.00	-1,992,830.00	0.00	0.00	0.00	-1,992,830.00	.0%
450 51200	SALARIES	1,112,950.00	1,092,160.00	817,057.02	81,469.20	0.00	275,102.98	74.8%
450 51200 26041	WASTEWATER INFRASTRUC LABOR	0.00	20,790.00	20,790.00	0.00	0.00	0.00	100.0%
450 51350	PART-TIME	58,635.00	58,635.00	43,991.43	4,364.51	0.00	14,643.57	75.0%
450 51400	OVERTIME	220,500.00	220,500.00	154,068.96	14,652.93	0.00	66,431.04	69.9%
450 52100	FICA	86,467.00	86,467.00	76,718.12	7,320.16	0.00	9,748.88	88.7%
450 52200	RETIREMENT	230,933.00	230,933.00	202,587.47	19,239.25	0.00	28,345.53	87.7%
450 52300	HEALTH INSUR	217,529.00	217,529.00	190,111.31	20,373.56	0.00	27,417.69	87.4%
450 52301	LIFE INSUR	3,524.00	3,524.00	2,613.25	533.50	0.00	910.75	74.2%
450 52350	OPEB COSTS	15,361.00	15,361.00	12,800.84	1,280.08	0.00	2,560.16	83.3%
450 52400	WORKERS' COMP	22,977.00	22,977.00	10,369.16	1,036.92	0.00	12,607.84	45.1%
450 53100	PROFESSIONAL SERVICES	107,000.00	107,000.00	16,703.00	0.00	46,137.50	44,159.50	58.7%
450 53200	AUDITING	7,703.00	7,703.00	6,419.16	641.92	0.00	1,283.84	83.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 53400	CONTRACTUAL						
	392,921.00	392,921.00	269,788.04	24,939.60	0.00	123,132.96	68.7%
450 54000	TRAINING/TRAVEL						
	32,615.00	31,615.00	18,549.91	4,330.91	1,200.00	11,865.09	62.5%
450 54100	COMM - PHONE/FAX/ALARM						
	4,863.00	4,863.00	607.46	22.51	0.00	4,255.54	12.5%
450 54101	COMMUNICATIONS-CELLULAR						
	4,750.00	4,750.00	3,211.50	347.00	0.00	1,538.50	67.6%
450 54103	COMMUNICATIONS-INTERNET						
	4,235.00	4,235.00	2,639.12	261.47	0.00	1,595.88	62.3%
450 54200	POSTAGE						
	3,000.00	2,950.00	240.63	0.00	0.00	2,709.37	8.2%
450 54300	UTILITIES ELECTRIC						
	290,000.00	290,000.00	283,807.45	18,868.72	0.00	6,192.55	97.9%
450 54310	UTILITIES-WATER & WASTEWATER						
	25,000.00	25,000.00	11,149.23	635.27	0.00	13,850.77	44.6%
450 54320	UTILITIES-PROPANE/OTHER						
	10,000.00	10,000.00	2,496.95	0.00	0.00	7,503.05	25.0%
450 54400	RENTALS/LEASES						
	25,000.00	25,000.00	4,300.00	0.00	0.00	20,700.00	17.2%
450 54500	INSURANCE						
	80,569.00	80,569.00	48,290.00	4,829.00	0.00	32,279.00	59.9%
450 54610	R/M BLDG & GROUNDS						
	559,600.00	311,796.00	247,775.90	42,099.91	39.99	63,980.11	79.5%
450 54611	R/M FACILITIES						
	26,500.00	26,500.00	9,378.59	2,582.61	0.00	17,121.41	35.4%
450 54620	R/M EQUIPMENT						
	209,000.00	209,000.00	168,675.54	5,623.47	23,623.69	16,700.77	92.0%
450 54630	R/M VEHICLES-LABOR						
	22,000.00	22,000.00	15,275.00	737.50	0.00	6,725.00	69.4%
450 54640	R/M VEHICLES-PARTS						
	40,000.00	40,000.00	25,741.01	709.03	0.00	14,258.99	64.4%
450 54700	PRINTING						
	0.00	50.00	48.60	0.00	0.00	1.40	97.2%
450 54800	PROMOTIONAL						
	12,500.00	12,500.00	2.97	0.00	0.00	12,497.03	.0%
450 54910	BILLING COSTS						
	200,000.00	200,000.00	166,666.66	16,666.67	0.00	33,333.34	83.3%
450 54920	UTILITY ADMIN COSTS						
	491,322.00	491,322.00	409,435.00	40,943.50	0.00	81,887.00	83.3%
450 55100	OFFICE SUPPLIES						
	1,000.00	2,000.00	1,543.43	510.00	0.00	456.57	77.2%
450 55200	OPERATING SUPPLIES						
	75,180.00	85,180.00	74,533.80	8,504.33	0.00	10,646.20	87.5%

City of Fernandina Beach
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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 55210	UNIFORMS						
	11,200.00	11,200.00	6,230.35	85.50	0.00	4,969.65	55.6%
450 55220	JANITORIAL SUPPLIES						
	1,800.00	1,800.00	1,383.13	810.13	0.00	416.87	76.8%
450 55230	GAS/OIL						
	38,000.00	38,000.00	35,092.95	4,891.02	0.00	2,907.05	92.3%
450 55240	CHEMICALS						
	128,000.00	128,000.00	97,153.00	13,898.00	29,128.00	1,719.00	98.7%
450 55400	BOOKS/SUBS/DUES						
	4,071.00	4,071.00	3,360.75	0.00	0.00	710.25	82.6%
450 56300 23051	IMPROVEMENTS						
	166,433.00	166,433.00	0.00	0.00	0.00	166,433.00	.0%
450 56300 25031	WASTEWATER SYSTEM LATERAL						
	113,300.00	113,300.00	90,650.00	0.00	22,650.00	0.00	100.0%
450 56300 25048	WASTEWATER LIFTSTATION #3 UPGR						
	400,000.00	330,350.00	6,876.75	0.00	25,214.75	298,258.50	9.7%
450 56300 25049	WASTEWATER LIFTSTATION #18 UPG						
	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00	.0%
450 56300 26006	FY26 LIFT STATION UPGRADES						
	100,000.00	100,000.00	96,378.99	7,991.17	0.00	3,621.01	96.4%
450 56300 26007	FY26 GRAVITY RELINE						
	220,000.00	220,000.00	212,115.55	0.00	0.00	7,884.45	96.4%
450 56300 26008	IMPROVEMENTS						
	50,000.00	75,000.00	29,425.00	0.00	37,920.00	7,655.00	89.8%
450 56300 26009	FY26 MANHOLE REHIBILITATION						
	60,000.00	60,000.00	4,109.52	0.00	0.00	55,890.48	6.8%
450 56300 26010	ATL AVE ACCOMMODATION-WW						
	200,000.00	200,000.00	33,040.00	0.00	31,765.00	135,195.00	32.4%
450 56300 26033	CITRONA FORCE MAIN EXTENSION						
	0.00	69,650.00	10,744.00	10,000.00	58,906.00	0.00	100.0%
450 56400	MACH/EQUIP						
	100,000.00	0.00	0.00	0.00	0.00	0.00	.0%
450 56400 25424	WASTEWATER UTILITY CRANE TRUCK						
	132,609.00	132,609.00	132,609.00	0.00	0.00	0.00	100.0%
450 56400 26425	FY26 LIFT STATION GENERATORS						
	0.00	100,000.00	89,725.31	0.00	0.00	10,274.69	89.7%
450 56400 26426	WASTEWATER SEWER TRUCK RE #397						
	575,000.00	556,816.00	551,558.89	0.00	0.00	5,257.11	99.1%
450 56401	EQUIP-NON CAPITAL						
	8,500.00	8,500.00	1,689.98	0.00	0.00	6,810.02	19.9%
450 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	18,184.00	5,079.94	0.00	13,103.34	0.72	100.0%
450 56500 26039	S. 8TH ST.-SW FORCE MAIN EXT						
	0.00	58,177.00	0.00	0.00	0.00	58,177.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 56500 26041		WASTEWATER INFRASTRUCTURE FY26					
	0.00	154,627.00	60,086.20	0.00	79,250.78	15,290.02	90.1%
450 59100		TRANSFER TO GENERAL FUND					
	360,000.00	360,000.00	300,000.00	30,000.00	0.00	60,000.00	83.3%
450 59230		TRANSFER TO UTIL ACQ DS					
	429,425.00	429,425.00	357,854.16	35,785.42	0.00	71,570.84	83.3%
450 59330		TRANSFER TO WW CAPITAL					
	60,000.00	60,000.00	50,000.00	5,000.00	0.00	10,000.00	83.3%
450 59990		RESERVE					
	14,432.00	1,035,647.00	0.00	0.00	0.00	1,035,647.00	.0%
TOTAL WASTEWATER							
	0.00	0.00	-990,675.78	-197,673.38	368,939.05	621,736.73	100.0%
	TOTAL REVENUES						
	-8,066,404.00	-9,087,619.00	-6,484,225.76	-629,658.15	0.00	-2,603,393.24	
	TOTAL EXPENSES						
	8,066,404.00	9,087,619.00	5,493,549.98	431,984.77	368,939.05	3,225,129.97	
	GRAND TOTAL						
	0.00	0.00	-990,675.78	-197,673.38	368,939.05	621,736.73	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 WATER								
460 34346	WATER CHARGES	-5,332,590.00	-5,332,590.00	-4,598,121.56	-459,454.85	0.00	-734,468.44	86.2%
460 34610	WATER TAP CHARGES	-53,560.00	-53,560.00	-67,583.40	-4,020.84	0.00	14,023.40	126.2%
460 34620	WATER METER INSTALLATION FEES	-30,000.00	-30,000.00	-16,531.96	-3,341.21	0.00	-13,468.04	55.1%
460 34621	WATER NONPAY RECONNECT FEE	-50,000.00	-50,000.00	-32,142.50	-3,022.50	0.00	-17,857.50	64.3%
460 34910	MISCELLANEOUS FEES	-5,000.00	-5,000.00	-130,891.97	-100.00	0.00	125,891.97	2617.8%
460 36110	INTEREST	-79,745.00	-79,745.00	-99,101.65	-12,974.54	0.00	19,356.65	124.3%
460 36120	UNREALIZED GAIN	0.00	0.00	467.19	-4.80	0.00	-467.19	100.0%
460 36323	EXTENSION CHARGES	-30,000.00	-30,000.00	-16,254.06	-504.17	0.00	-13,745.94	54.2%
460 36990	OTHER REVENUE	0.00	0.00	-420.13	0.00	0.00	420.13	100.0%
460 36992	GAIN ON SALE OF ASSET	0.00	0.00	-10,940.86	0.00	0.00	10,940.86	100.0%
460 36995	LATE FEES	-20,000.00	-20,000.00	-15,689.33	-2,375.47	0.00	-4,310.67	78.4%
460 38910	CASH BALANCE FORWARD	-4,964,785.00	-6,387,229.00	0.00	0.00	0.00	-6,387,229.00	.0%
460 38912	RESERVE - R & R FUND	-200,000.00	-200,000.00	0.00	0.00	0.00	-200,000.00	.0%
460 51200	SALARIES	875,262.00	875,262.00	645,239.17	64,710.69	0.00	230,022.83	73.7%
460 51200 26042	WATER INFRASTRUCTURE LABOR	0.00	0.00	9,000.00	0.00	0.00	-9,000.00	100.0%
460 51400	OVERTIME	162,225.00	162,225.00	115,619.13	13,622.40	0.00	46,605.87	71.3%
460 52100	FICA	63,666.00	63,666.00	56,022.07	5,598.29	0.00	7,643.93	88.0%
460 52200	RETIREMENT	180,985.00	180,985.00	157,824.51	15,992.97	0.00	23,160.49	87.2%
460 52300	HEALTH INSUR	228,374.00	228,374.00	181,749.12	20,360.55	0.00	46,624.88	79.6%
460 52301	LIFE INSUR	2,605.00	2,605.00	2,038.90	419.00	0.00	566.10	78.3%

City of Fernandina Beach
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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 52350	OPEB COSTS						
	14,483.00	14,483.00	12,069.16	1,206.92	0.00	2,413.84	83.3%
460 52400	WORKERS' COMP						
	19,000.00	19,000.00	9,401.66	940.17	0.00	9,598.34	49.5%
460 53100	PROFESSIONAL SERVICES						
	106,000.00	92,571.00	13,712.50	0.00	46,137.50	32,721.00	64.7%
460 53200	AUDITING						
	7,833.00	7,833.00	6,527.50	652.75	0.00	1,305.50	83.3%
460 53400	CONTRACTUAL						
	64,690.00	64,690.00	63,062.34	8,707.52	0.00	1,627.66	97.5%
460 54000	TRAINING/TRAVEL						
	32,365.00	31,545.00	22,558.06	2,540.65	300.00	8,686.94	72.5%
460 54100	COMM - PHONE/FAX/ALARM						
	3,255.00	3,255.00	1,518.22	93.79	0.00	1,736.78	46.6%
460 54101	COMMUNICATIONS-CELLULAR						
	10,000.00	8,000.00	6,292.58	632.83	0.00	1,707.42	78.7%
460 54103	COMMUNICATIONS-INTERNET						
	9,250.00	9,250.00	8,134.80	815.97	0.00	1,115.20	87.9%
460 54200	POSTAGE						
	700.00	700.00	170.32	0.00	0.00	529.68	24.3%
460 54300	UTILITIES ELECTRIC						
	235,000.00	235,000.00	200,672.37	19,575.97	0.00	34,327.63	85.4%
460 54310	UTILITIES-WATER & WASTEWATER						
	1,000.00	1,000.00	646.38	71.82	0.00	353.62	64.6%
460 54320	UTILITIES-PROPANE/OTHER						
	2,000.00	2,820.00	2,819.94	2,737.97	0.00	0.06	100.0%
460 54400	RENTALS/LEASES						
	15,000.00	15,000.00	2,958.71	252.98	0.00	12,041.29	19.7%
460 54440	LAND RENT						
	21,600.00	21,600.00	17,449.30	1,744.93	0.00	4,150.70	80.8%
460 54500	INSURANCE						
	66,580.00	66,580.00	42,450.00	4,245.00	0.00	24,130.00	63.8%
460 54610	R/M BLDG & GROUNDS						
	448,000.00	383,844.00	347,495.69	13,058.18	18,270.99	18,077.32	95.3%
460 54611	R/M FACILITIES						
	16,300.00	16,300.00	1,719.81	0.00	0.00	14,580.19	10.6%
460 54620	R/M EQUIPMENT						
	114,000.00	114,000.00	75,707.86	1,533.75	4,853.25	33,438.89	70.7%
460 54630	R/M VEHICLES-LABOR						
	13,000.00	19,000.00	14,628.75	337.50	0.00	4,371.25	77.0%
460 54640	R/M VEHICLES-PARTS						
	25,000.00	34,000.00	22,825.93	161.85	0.00	11,174.07	67.1%
460 54700	PRINTING						
	250.00	250.00	48.60	0.00	0.00	201.40	19.4%

City of Fernandina Beach
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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 54800 PROMOTIONAL	7,000.00	7,000.00	1,002.50	0.00	0.00	5,997.50	14.3%
460 54910 BILLING COSTS	200,000.00	200,000.00	166,666.66	16,666.67	0.00	33,333.34	83.3%
460 54920 UTILITY ADMIN COSTS	491,322.00	491,322.00	409,435.00	40,943.50	0.00	81,887.00	83.3%
460 55100 OFFICE SUPPLIES	2,500.00	2,500.00	1,354.71	87.36	0.00	1,145.29	54.2%
460 55200 OPERATING SUPPLIES	77,330.00	77,330.00	67,659.77	5,718.25	0.00	9,670.23	87.5%
460 55210 UNIFORMS	11,900.00	9,810.00	5,697.60	0.00	0.00	4,112.40	58.1%
460 55220 JANITORIAL SUPPLIES	3,000.00	2,000.00	298.13	0.00	0.00	1,701.87	14.9%
460 55230 GAS/OIL	54,000.00	54,000.00	50,079.80	6,257.33	0.00	3,920.20	92.7%
460 55240 CHEMICALS	76,000.00	76,000.00	45,885.00	0.00	30,115.00	0.00	100.0%
460 55400 BOOKS/SUBS/DUES	7,240.00	6,240.00	1,821.30	0.00	0.00	4,418.70	29.2%
460 56200 BUILDING	40,000.00	0.00	0.00	0.00	0.00	0.00	.0%
460 56200 26040 STORAGE BUILDING-WATER PLANT 2	0.00	40,000.00	2,922.32	0.00	32,392.00	4,685.68	88.3%
460 56300 23045 CLINCH DRIVE WATER MAIN	350,000.00	420,897.00	378,855.76	31,630.48	42,038.15	3.09	100.0%
460 56300 23052 AMELIA ROAD WATER MAIN	166,433.00	166,433.00	0.00	0.00	0.00	166,433.00	.0%
460 56300 25036 WATER PLANT AUTOMATION	0.00	33,533.00	33,533.00	0.00	0.00	0.00	100.0%
460 56300 25038 WATER DEEP WELL REHAB #32	66,000.00	63,745.00	63,745.00	0.00	0.00	0.00	100.0%
460 56300 26011 FY26 WATER METER PERIODIC	388,000.00	387,716.00	378,982.62	0.00	0.00	8,733.38	97.7%
460 56300 26012 FY26 PLANT AUTOMATION	100,000.00	56,854.00	42,960.13	0.00	3,750.00	10,143.87	82.2%
460 56300 26013 FY26 LARGE METER PERIODIC	50,000.00	0.00	0.00	0.00	0.00	0.00	.0%
460 56300 26022 ATL AVE ACCOMMODATION -WATER	200,000.00	200,000.00	25,040.00	0.00	0.00	174,960.00	12.5%
460 56300 26034 RELOCATE WATER MAIN	0.00	48,990.00	48,989.82	0.00	0.00	0.18	100.0%
460 56400 MACH/EQUIP	6,000.00	9,240.00	9,240.00	0.00	0.00	0.00	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 56400 26427		WATER VEHICLE RE #1342					
	180,000.00	167,760.00	115,495.37	0.00	0.00	52,264.63	68.8%
460 56400 26428		WATER 4" PUMP					
	50,000.00	43,459.00	43,459.00	0.00	0.00	0.00	100.0%
460 56400 26429		WATER UTILITY TRUCK RE #1341					
	85,000.00	85,000.00	84,215.73	0.00	0.00	784.27	99.1%
460 56400 26430		WTP HIGH SERVICE PUMP					
	96,200.00	95,265.00	95,265.00	0.00	0.00	0.00	100.0%
460 56400 26431		WTP HIGH SERVICE PUMP 600GPM					
	43,250.00	35,248.00	35,248.00	0.00	0.00	0.00	100.0%
460 56400 26432		WATER VEHICLE RE #26432					
	33,000.00	33,000.00	31,457.00	0.00	0.00	1,543.00	95.3%
460 56400 26446		REVERSABLE COMPACTOR					
	0.00	6,823.00	6,822.99	0.00	0.00	0.01	100.0%
460 56401		EQUIP-NON CAPITAL					
	16,500.00	16,500.00	5,711.04	0.00	0.00	10,788.96	34.6%
460 56410 23041		CITYVIEW SOFTWARE PROJ 23041					
	0.00	13,429.00	3,750.58	0.00	9,678.19	0.23	100.0%
460 56500 24011		DOWNTOWN WATER REVITALIZATION					
	0.00	326,535.00	0.00	0.00	0.00	326,535.00	.0%
460 56500 26042		WATER INFRASTRUCTURE FY26					
	0.00	15,166.00	29,197.13	0.00	14,643.35	-28,674.48	289.1%
460 59100		TRANSFER TO GENERAL FUND					
	120,000.00	120,000.00	100,000.00	10,000.00	0.00	20,000.00	83.3%
460 59230		TRANSFER TO UTIL ACQ DS					
	1,542,325.00	1,542,325.00	1,285,270.84	128,527.08	0.00	257,054.16	83.3%
460 59910		CONTINGENCY R & R					
	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%
460 59990		RESERVE					
	3,364,257.00	4,460,166.00	0.00	0.00	0.00	4,460,166.00	.0%
TOTAL WATER							
	0.00	0.00	623,214.95	-65,953.26	202,178.43	-825,393.38	100.0%
		TOTAL REVENUES					
	-10,765,680.00	-12,188,124.00	-4,987,210.23	-485,798.38	0.00	-7,200,913.77	
		TOTAL EXPENSES					
	10,765,680.00	12,188,124.00	5,610,425.18	419,845.12	202,178.43	6,375,520.39	
		GRAND TOTAL					
	0.00	0.00	623,214.95	-65,953.26	202,178.43	-825,393.38	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
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		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 STORMWATER								
470 33400	STATE GRANT	-525,625.00	-525,625.00	-544,125.06	0.00	0.00	18,500.06	103.5%
470 34347	WATER DRAINAGE FEES	-1,065,355.00	-1,065,355.00	-945,600.79	-94,484.54	0.00	-119,754.21	88.8%
470 34910	MISCELLANEOUS FEES	0.00	0.00	-9,434.58	0.00	0.00	9,434.58	100.0%
470 36110	INTEREST	0.00	0.00	-1,708.66	-435.86	0.00	1,708.66	100.0%
470 36992	GAIN ON SALE OF ASSET	-35,000.00	-35,000.00	0.00	0.00	0.00	-35,000.00	.0%
470 38410	LOAN PROCEEDS	-321,440.00	-321,440.00	0.00	0.00	0.00	-321,440.00	.0%
470 38910	CASH BALANCE FORWARD	326,612.00	-128,055.00	0.00	0.00	0.00	-128,055.00	.0%
470 51200	SALARIES	313,166.00	293,166.00	227,291.71	21,655.95	0.00	65,874.29	77.5%
470 51400	OVERTIME	45,000.00	45,000.00	26,387.15	3,148.38	0.00	18,612.85	58.6%
470 52100	FICA	26,508.00	26,508.00	18,848.08	1,847.44	0.00	7,659.92	71.1%
470 52200	RETIREMENT	72,790.00	72,790.00	52,046.02	5,219.19	0.00	20,743.98	71.5%
470 52300	HEALTH INSUR	60,755.00	60,755.00	50,321.92	4,946.78	0.00	10,433.08	82.8%
470 52301	LIFE INSUR	848.00	848.00	705.92	139.00	0.00	142.08	83.2%
470 52350	OPEB COSTS	2,194.00	2,194.00	1,828.34	182.83	0.00	365.66	83.3%
470 52400	WORKERS' COMP	9,681.00	9,681.00	4,705.84	470.58	0.00	4,975.16	48.6%
470 53100	PROFESSIONAL SERVICES	20,000.00	38,755.00	38,755.00	0.00	0.00	0.00	100.0%
470 53200	AUDITING	2,311.00	2,311.00	1,925.84	192.58	0.00	385.16	83.3%
470 53400	CONTRACTUAL	71,916.00	36,801.00	33,551.77	2,947.63	0.00	3,249.23	91.2%
470 54000	TRAINING/TRAVEL	6,100.00	3,600.00	3,336.00	0.00	0.00	264.00	92.7%
470 54100	COMM - PHONE/FAX/ALARM	330.00	160.00	160.00	0.00	0.00	0.00	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 54101	COMMUNICATIONS-CELLULAR						
	4,000.00	2,751.00	2,047.39	225.11	0.00	703.61	74.4%
470 54103	COMMUNICATIONS-INTERNET						
	1,854.00	1,304.00	1,027.82	98.02	0.00	276.18	78.8%
470 54200	POSTAGE						
	300.00	0.00	0.00	0.00	0.00	0.00	.0%
470 54300	UTILITIES ELECTRIC						
	5,000.00	4,700.00	3,746.47	569.14	0.00	953.53	79.7%
470 54310	UTILITIES-WATER & WASTEWATER						
	1,000.00	850.00	688.56	75.47	0.00	161.44	81.0%
470 54400	RENTALS/LEASES						
	20,000.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
470 54500	INSURANCE						
	24,623.00	24,623.00	15,699.16	1,569.92	0.00	8,923.84	63.8%
470 54611	R/M FACILITIES						
	2,500.00	2,500.00	2,433.12	974.70	0.00	66.88	97.3%
470 54620	R/M EQUIPMENT						
	10,000.00	4,500.00	3,762.20	144.99	0.00	737.80	83.6%
470 54630	R/M VEHICLES-LABOR						
	8,000.00	12,000.00	9,850.00	662.50	0.00	2,150.00	82.1%
470 54640	R/M VEHICLES-PARTS						
	17,000.00	35,000.00	21,077.14	1,695.97	0.00	13,922.86	60.2%
470 54700	PRINTING						
	500.00	49.00	48.60	0.00	0.00	0.40	99.2%
470 54800	PROMOTIONAL						
	1,500.00	0.00	0.00	0.00	0.00	0.00	.0%
470 54910	BILLING COSTS						
	35,000.00	35,000.00	29,166.66	2,916.67	0.00	5,833.34	83.3%
470 54920	UTILITY ADMIN COSTS						
	109,183.00	109,183.00	90,985.84	9,098.58	0.00	18,197.16	83.3%
470 55100	OFFICE SUPPLIES						
	1,000.00	900.00	675.44	0.00	0.00	224.56	75.0%
470 55200	OPERATING SUPPLIES						
	20,965.00	15,965.00	5,725.84	955.36	0.00	10,239.16	35.9%
470 55210	UNIFORMS						
	6,300.00	4,800.00	2,787.54	300.00	0.00	2,012.46	58.1%
470 55220	JANITORIAL SUPPLIES						
	1,000.00	644.00	163.32	21.59	0.00	480.68	25.4%
470 55230	GAS/OIL						
	16,000.00	18,000.00	17,149.82	2,402.96	0.00	850.18	95.3%
470 55300	ROAD MATERIALS						
	12,000.00	6,000.00	5,599.31	0.00	39.99	360.70	94.0%
470 55400	BOOKS/SUBS/DUES						
	1,035.00	935.00	840.30	0.00	0.00	94.70	89.9%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 56300 22013	IMPROVEMENTS						
	0.00	45,000.00	5,806.95	5,806.95	12,454.00	26,739.05	40.6%
470 56300 26028	ANNUAL STORMWATER CAPITAL IMPR						
	0.00	0.00	6,229.00	6,229.00	0.00	-6,229.00	100.0%
470 56400	MACH/EQUIP						
	0.00	4,028.00	4,027.32	0.00	0.00	0.68	100.0%
470 56400 26433	STORMWATER STREET SWEEPER						
	321,440.00	321,440.00	0.00	0.00	0.00	321,440.00	.0%
470 56401	EQUIP-NON CAPITAL						
	2,500.00	0.00	0.00	0.00	0.00	0.00	.0%
470 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	31,828.00	18,033.33	0.00	13,794.60	0.07	100.0%
470 57100	PRINCIPAL						
	103,938.00	144,075.00	144,074.91	63,329.16	0.00	0.09	100.0%
470 57200	INTEREST						
	5,422.00	11,687.00	11,686.39	9,432.14	0.00	0.61	100.0%
470 59990	RESERVE						
	257,149.00	637,644.00	0.00	0.00	0.00	637,644.00	.0%
TOTAL STORMWATER							
	0.00	0.00	-637,673.07	52,338.19	26,288.59	611,384.48	100.0%
	TOTAL REVENUES						
	-1,620,808.00	-2,075,475.00	-1,500,869.09	-94,920.40	0.00	-574,605.91	
	TOTAL EXPENSES						
	1,620,808.00	2,075,475.00	863,196.02	147,258.59	26,288.59	1,185,990.39	
	GRAND TOTAL						
	0.00	0.00	-637,673.07	52,338.19	26,288.59	611,384.48	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 MARINA								
480 33400	STATE GRANT	-93,859.00	-93,859.00	-93,886.50	0.00	0.00	27.50	100.0%
480 33410	FL INLAND NAVIGATION REVENUE	-326,000.00	-326,000.00	0.00	0.00	0.00	-326,000.00	.0%
480 34750	SLIP RENTALS - PERMANENT	-518,800.00	-518,800.00	-471,551.21	-52,731.31	0.00	-47,248.79	90.9%
480 34755	SLIP RENTALS - TRANSIENT	-1,069,580.00	-1,069,580.00	-1,104,975.85	-82,711.82	0.00	35,395.85	103.3%
480 34757	SLIP RENTALS - NON-TAXABLE	-13,000.00	-13,000.00	16,114.10	0.00	0.00	-29,114.10	-124.0%
480 34758	ELECTRICITY	0.00	0.00	-34,561.34	-8,414.05	0.00	34,561.34	100.0%
480 34759	DOCK STORE RENT	-3,537.00	-3,537.00	-827.55	0.00	0.00	-2,709.45	23.4%
480 34760	BUSINESS RENTALS	-29,930.00	-29,930.00	1,380.16	-329.78	0.00	-31,310.16	-4.6%
480 34762	MOORINGS-TAXABLE	-40,000.00	-40,000.00	-37,613.17	-2,029.78	0.00	-2,386.83	94.0%
480 34765	MERCHANDISE FOR RESALE	0.00	0.00	-11,119.87	-3,864.83	0.00	11,119.87	100.0%
480 34767	SERVICES-TAXABLE	-5,606.00	-5,606.00	-310.00	0.00	0.00	-5,296.00	5.5%
480 34770	FUEL-DIESEL	-1,255,000.00	-1,255,000.00	-1,632,386.20	-104,531.26	0.00	377,386.20	130.1%
480 34771	FUEL-GAS	-375,000.00	-375,000.00	-377,377.82	-64,126.93	0.00	2,377.82	100.6%
480 34773	FUEL-DIESEL NON-TAXABLE	0.00	0.00	-3,223.41	-3,223.41	0.00	3,223.41	100.0%
480 34775	FUEL-DISCOUNTS DIESEL	20,284.00	20,284.00	11,385.65	0.00	0.00	8,898.35	56.1%
480 34776	FUEL-DISCOUNTS GAS	3,716.00	3,716.00	1,818.11	0.00	0.00	1,897.89	48.9%
480 36110	INTEREST	0.00	0.00	-33,374.27	-6,559.01	0.00	33,374.27	100.0%
480 36215	NON-TAXABLE RENT	0.00	0.00	-550.50	0.00	0.00	550.50	100.0%
480 36980	CREDIT CARD CONVENIENCE FEES	-69,000.00	-69,000.00	-6,032.71	-384.72	0.00	-62,967.29	8.7%
480 36990	OTHER REVENUE	-470.00	-470.00	-19,412.76	-1,079.44	0.00	18,942.76	4130.4%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 36992	GAIN ON SALE OF ASSET						
	-37,680.00	-37,680.00	-6,645.00	-100.00	0.00	-31,035.00	17.6%
480 38101	FROM GENERAL FUND						
	-654,589.00	-654,589.00	-545,490.84	-54,549.08	0.00	-109,098.16	83.3%
480 38410	LOAN PROCEEDS						
	0.00	0.00	-201,306.55	0.00	0.00	201,306.55	100.0%
480 38910	CASH BALANCE FORWARD						
	-245,445.00	-1,378,976.00	0.00	0.00	0.00	-1,378,976.00	.0%
480 51200	SALARIES						
	0.00	92,000.00	70,940.52	18,189.87	0.00	21,059.48	77.1%
480 51300	SEASONAL/TEMPORARY						
	0.00	10,440.00	6,472.58	2,274.52	0.00	3,967.42	62.0%
480 51350	PART-TIME						
	0.00	110,000.00	50,586.34	11,559.47	0.00	59,413.66	46.0%
480 51400	OVERTIME						
	0.00	4,600.00	3,835.68	936.71	0.00	764.32	83.4%
480 52100	FICA						
	0.00	18,400.00	9,543.80	2,386.06	0.00	8,856.20	51.9%
480 52200	RETIREMENT						
	0.00	26,000.00	14,748.55	3,781.68	0.00	11,251.45	56.7%
480 52300	HEALTH INSUR						
	0.00	26,190.00	17,834.08	4,458.52	0.00	8,355.92	68.1%
480 52301	LIFE INSUR						
	0.00	100.00	178.50	119.00	0.00	-78.50	178.5%
480 52400	WORKERS' COMP						
	0.00	10,000.00	1,086.00	0.00	0.00	8,914.00	10.9%
480 53100	PROFESSIONAL SERVICES						
	31,561.00	31,561.00	17,016.62	370.00	0.00	14,544.38	53.9%
480 53200	AUDITING						
	3,217.00	3,217.00	2,412.72	268.08	0.00	804.28	75.0%
480 53400	CONTRACTUAL						
	692,455.00	360,125.00	309,021.79	-8,019.18	8,600.00	42,503.21	88.2%
480 54000	TRAINING/TRAVEL						
	2,000.00	6,142.00	2,484.92	0.00	0.00	3,657.08	40.5%
480 54100	COMM - PHONE/FAX/ALARM						
	3,341.00	3,341.00	1,476.15	67.53	0.00	1,864.85	44.2%
480 54101	COMMUNICATIONS-CELLULAR						
	0.00	600.00	0.00	0.00	0.00	600.00	.0%
480 54103	COMMUNICATIONS-INTERNET						
	6,180.00	6,180.00	3,140.00	712.34	0.00	3,040.00	50.8%
480 54200	POSTAGE						
	130.00	130.00	10.48	0.00	0.00	119.52	8.1%
480 54300	UTILITIES ELECTRIC						
	7,400.00	7,400.00	4,162.26	1,424.21	0.00	3,237.74	56.2%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 54310	UTILITIES-WATER & WASTEWATER						
	17,640.00	17,640.00	11,579.67	1,962.23	0.00	6,060.33	65.6%
480 54500	INSURANCE						
	676,384.00	609,384.00	472,241.59	39,088.75	0.00	137,142.41	77.5%
480 54610	R/M BLDG & GROUNDS						
	253,900.00	72,739.00	51,179.56	651.18	0.00	21,559.44	70.4%
480 54611	R/M FACILITIES						
	8,300.00	6,300.00	3,795.07	461.52	0.00	2,504.93	60.2%
480 54620	R/M EQUIPMENT						
	77,550.00	77,550.00	29,009.89	1,263.90	0.00	48,540.11	37.4%
480 54630	R/M VEHICLES-LABOR						
	1,000.00	1,000.00	537.50	0.00	0.00	462.50	53.8%
480 54640	R/M VEHICLES-PARTS						
	1,000.00	1,000.00	812.28	0.00	0.00	187.72	81.2%
480 54675	R/M MOORING FIELD						
	40,600.00	40,600.00	19,470.57	10,920.00	4,800.00	16,329.43	59.8%
480 54700	PRINTING						
	395.00	395.00	0.00	0.00	0.00	395.00	.0%
480 54800	PROMOTIONAL						
	48,610.00	48,468.00	22,672.89	0.00	0.00	25,795.11	46.8%
480 54900	MISC EXPENSE						
	1,000.00	1,000.00	11.49	0.00	0.00	988.51	1.1%
480 54902	BAD DEBT EXPENSE						
	190.00	67,190.00	63,891.13	-2,689.98	0.00	3,298.87	95.1%
480 55100	OFFICE SUPPLIES						
	3,250.00	3,250.00	3,244.15	24.78	0.00	5.85	99.8%
480 55200	OPERATING SUPPLIES						
	92,158.00	69,158.00	31,653.88	6,459.20	0.00	37,504.12	45.8%
480 55201	CREDIT CARD FEES						
	175,000.00	175,000.00	205,631.33	11,915.34	0.00	-30,631.33	117.5%
480 55210	UNIFORMS						
	4,410.00	4,410.00	2,435.76	0.00	0.00	1,974.24	55.2%
480 55220	JANITORIAL SUPPLIES						
	2,266.00	2,266.00	1,005.30	12.16	0.00	1,260.70	44.4%
480 55230	GAS/OIL						
	0.00	0.00	76.89	0.00	0.00	-76.89	100.0%
480 55400	BOOKS/SUBS/DUES						
	2,956.00	2,956.00	300.00	0.00	0.00	2,656.00	10.1%
480 55500	MERCHANDISE FOR RESALE						
	0.00	15,000.00	9,132.04	4,605.54	0.00	5,867.96	60.9%
480 55510	FUEL FOR RESALE						
	1,097,083.00	1,634,083.00	1,410,448.58	293,030.92	0.00	223,634.42	86.3%
480 56200	BUILDING						
	38,000.00	38,000.00	0.00	0.00	0.00	38,000.00	.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 56300	IMPROVEMENTS						
	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	.0%
480 56300 25042	MARINA-FUEL TANK REPLACEMENT						
	41,147.00	41,147.00	93,823.05	0.00	24,692.04	-77,368.09	288.0%
480 56300 26026	ADA RAMP AT MARINA						
	0.00	11,856.00	11,855.66	0.00	0.00	0.34	100.0%
480 56300 26031	MARINA DOCK G REHABILITATION						
	0.00	181,161.00	181,160.54	0.00	0.46	0.00	100.0%
480 56300 26037	MARINA REDEVELOPMENT						
	0.00	0.00	512.50	0.00	0.00	-512.50	100.0%
480 56301 25065	NON CAP IMPROVEMENT						
	32,816.00	32,816.00	90,717.35	15,890.00	19,692.81	-77,594.16	336.5%
480 56328 26001	DREDGING-MARINA						
	339,600.00	339,600.00	0.00	0.00	0.00	339,600.00	.0%
480 56400	MACH/EQUIP						
	105,400.00	16,900.00	0.00	0.00	0.00	16,900.00	.0%
480 56400 25045	MARINA-PUMPOUT BOAT						
	175,000.00	163,144.00	125,182.00	0.00	0.00	37,962.00	76.7%
480 56400 25434	D DOCK PEDASTALS						
	0.00	40,000.00	27,360.00	0.00	0.00	12,640.00	68.4%
480 56400 26025	REPLACE DOCK D TRANSFORMER						
	0.00	48,500.00	0.00	0.00	0.00	48,500.00	.0%
480 56401	EQUIP-NON CAPITAL						
	0.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
480 57100	PRINCIPAL						
	630,790.00	630,790.00	116,607.72	11,815.86	0.00	514,182.28	18.5%
480 57200	INTEREST						
	55,767.00	55,767.00	33,734.39	1,598.57	0.00	22,032.61	60.5%
480 59990	RESERVE						
	0.00	634,531.00	0.00	0.00	0.00	634,531.00	.0%
TOTAL MARINA							
	0.00	0.00	-1,014,913.76	50,903.36	57,785.31	957,128.45	100.0%
	TOTAL REVENUES						
	-4,713,496.00	-5,847,027.00	-4,549,947.53	-384,635.42	0.00	-1,297,079.47	
	TOTAL EXPENSES						
	4,713,496.00	5,847,027.00	3,535,033.77	435,538.78	57,785.31	2,254,207.92	
	GRAND TOTAL						
	0.00	0.00	-1,014,913.76	50,903.36	57,785.31	957,128.45	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
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		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 FLEET								
510 51200	SALARIES	239,436.00	239,436.00	189,598.24	18,040.42	0.00	49,837.76	79.2%
510 51400	OVERTIME	16,000.00	18,000.00	16,466.63	1,059.10	0.00	1,533.37	91.5%
510 52100	FICA	19,579.00	19,579.00	15,688.37	1,445.24	0.00	3,890.63	80.1%
510 52200	RETIREMENT	52,633.00	52,633.00	42,463.80	3,970.79	0.00	10,169.20	80.7%
510 52300	HEALTH INSUR	38,303.00	38,303.00	28,036.86	3,059.64	0.00	10,266.14	73.2%
510 52301	LIFE INSUR	686.00	686.00	590.33	118.25	0.00	95.67	86.1%
510 52400	WORKERS' COMP	4,519.00	4,519.00	1,680.84	168.08	0.00	2,838.16	37.2%
510 53400	CONTRACTUAL	33,661.00	33,661.00	25,716.88	476.88	0.00	7,944.12	76.4%
510 54000	TRAINING/TRAVEL	9,145.00	6,345.00	5,415.07	521.07	0.00	929.93	85.3%
510 54100	COMM - PHONE/FAX/ALARM	320.00	320.00	265.00	0.00	0.00	55.00	82.8%
510 54101	COMMUNICATIONS-CELLULAR	163.00	298.00	234.82	25.00	0.00	63.18	78.8%
510 54103	COMMUNICATIONS-INTERNET	1,854.00	1,854.00	370.80	0.00	0.00	1,483.20	20.0%
510 54300	UTILITIES ELECTRIC	5,775.00	4,597.00	2,693.40	195.22	0.00	1,903.60	58.6%
510 54310	UTILITIES-WATER & WASTEWATER	2,400.00	2,400.00	1,861.07	180.80	0.00	538.93	77.5%
510 54500	INSURANCE	29,511.00	29,511.00	15,635.84	1,563.58	0.00	13,875.16	53.0%
510 54611	R/M FACILITIES	7,500.00	5,500.00	4,246.20	410.93	0.00	1,253.80	77.2%
510 54620	R/M EQUIPMENT	11,200.00	11,200.00	10,998.05	2,618.25	0.00	201.95	98.2%
510 54630	R/M VEHICLES-LABOR	2,200.00	2,200.00	1,587.50	0.00	0.00	612.50	72.2%
510 54640	R/M VEHICLES-PARTS	3,500.00	3,500.00	887.44	0.00	0.00	2,612.56	25.4%
510 55100	OFFICE SUPPLIES	200.00	65.00	59.32	38.26	0.00	5.68	91.3%

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FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 55200		OPERATING SUPPLIES					
	11,465.00	9,404.00	8,491.31	505.56	0.00	912.69	90.3%
510 55210		UNIFORMS					
	900.00	900.00	707.13	0.00	0.00	192.87	78.6%
510 55230		GAS/OIL					
	4,250.00	4,250.00	3,915.48	344.03	0.00	334.52	92.1%
510 55240		CHEMICALS					
	500.00	500.00	320.99	0.00	0.00	179.01	64.2%
510 55400		BOOKS/SUBS/DUES					
	450.00	450.00	286.80	0.00	0.00	163.20	63.7%
510 56400 26434		FLEET VEHICLE RE #351-707					
	45,000.00	45,000.00	44,786.83	0.00	0.00	213.17	99.5%
510 56400 26452		PORTACOOL					
	0.00	3,578.00	3,577.05	3,577.05	0.00	0.95	100.0%
510 56401		EQUIP-NON CAPITAL					
	0.00	2,461.00	2,460.50	0.00	0.00	0.50	100.0%
510 58600		GAS/OIL COSTS					
	445,000.00	445,000.00	356,013.79	44,922.31	0.00	88,986.21	80.0%
510 58700		VEHICLE PARTS/SRVS COSTS					
	403,350.00	403,350.00	313,051.77	32,925.05	0.00	90,298.23	77.6%
510 59990		RESERVE					
	0.00	95,768.00	0.00	0.00	0.00	95,768.00	.0%
TOTAL FLEET							
	1,389,500.00	1,485,268.00	1,098,108.11	116,165.51	0.00	387,159.89	73.9%
		TOTAL EXPENSES					
	1,389,500.00	1,485,268.00	1,098,108.11	116,165.51	0.00	387,159.89	
		GRAND TOTAL					
	1,389,500.00	1,485,268.00	1,098,108.11	116,165.51	0.00	387,159.89	73.9%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 FLEET							
510 36110 INTEREST	0.00	0.00	-1,850.99	-519.45	0.00	1,850.99	100.0%
510 36990 OTHER REVENUE	-1,000.00	-1,000.00	-1,236.09	0.00	0.00	236.09	123.6%
510 36992 GAIN ON SALE OF ASSET	-57,000.00	-57,000.00	-95,762.00	-10,004.00	0.00	38,762.00	168.0%
510 38040 PARTS	0.00	0.00	-1,027.72	-490.97	0.00	1,027.72	100.0%
510 38045 LABOR	0.00	0.00	-1,987.50	0.00	0.00	1,987.50	100.0%
510 38053 GAS/OIL	-521,300.00	-521,300.00	-442,223.25	-54,232.71	0.00	-79,076.75	84.8%
510 38101 FROM GENERAL FUND	-306,753.00	-306,753.00	-255,627.50	-25,562.75	0.00	-51,125.50	83.3%
510 38910 CASH BALANCE FORWARD	174,403.00	78,635.00	0.00	0.00	0.00	78,635.00	.0%
TOTAL FLEET	-711,650.00	-807,418.00	-799,715.05	-90,809.88	0.00	-7,702.95	99.0%
TOTAL REVENUES	-711,650.00	-807,418.00	-799,715.05	-90,809.88	0.00	-7,702.95	
5101000 GENERAL FUND							
5101000 38040 PARTS	-288,100.00	-288,100.00	-242,237.19	-33,638.79	0.00	-45,862.81	84.1%
5101000 38045 LABOR	-216,000.00	-216,000.00	-180,000.00	-18,000.00	0.00	-36,000.00	83.3%
TOTAL GENERAL FUND	-504,100.00	-504,100.00	-422,237.19	-51,638.79	0.00	-81,862.81	83.8%
TOTAL REVENUES	-504,100.00	-504,100.00	-422,237.19	-51,638.79	0.00	-81,862.81	
5102400 FLEET BUILDING/PERMITTING							
5102400 38040 PARTS	0.00	0.00	-1,452.00	-8.00	0.00	1,452.00	100.0%

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5102400 FLEET BUILDING/PERMITTING	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLEET BUILDING/PERMITTING	0.00	0.00	-1,452.00	-8.00	0.00	1,452.00	100.0%
TOTAL REVENUES	0.00	0.00	-1,452.00	-8.00	0.00	1,452.00	
5102401 FLEET BUILDING/PERMITTING							
5102401 38040 PARTS	-1,500.00	-1,500.00	0.00	0.00	0.00	-1,500.00	.0%
5102401 38045 LABOR	-1,000.00	-1,000.00	-887.50	-137.50	0.00	-112.50	88.8%
TOTAL FLEET BUILDING/PERMITTING	-2,500.00	-2,500.00	-887.50	-137.50	0.00	-1,612.50	35.5%
TOTAL REVENUES	-2,500.00	-2,500.00	-887.50	-137.50	0.00	-1,612.50	
5104100 GOLF COURSE							
5104100 38040 PARTS	-750.00	-750.00	-162.36	0.00	0.00	-587.64	21.6%
5104100 38045 LABOR	-1,000.00	-1,000.00	-1,118.75	0.00	0.00	118.75	111.9%
TOTAL GOLF COURSE	-1,750.00	-1,750.00	-1,281.11	0.00	0.00	-468.89	73.2%
TOTAL REVENUES	-1,750.00	-1,750.00	-1,281.11	0.00	0.00	-468.89	
5104200 AIRPORT							
5104200 38040 PARTS	-6,500.00	-6,500.00	-4,683.28	-481.54	0.00	-1,816.72	72.1%
5104200 38045 LABOR	-5,000.00	-5,000.00	-6,006.25	-825.00	0.00	1,006.25	120.1%
TOTAL AIRPORT	-11,500.00	-11,500.00	-10,689.53	-1,306.54	0.00	-810.47	93.0%
TOTAL REVENUES	-11,500.00	-11,500.00	-10,689.53	-1,306.54	0.00	-810.47	

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5104400 SANITATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5104400 SANITATION							
5104400 38040 PARTS	-20,000.00	-20,000.00	-23,506.56	-650.24	0.00	3,506.56	117.5%
5104400 38045 LABOR	-11,000.00	-11,000.00	-11,075.00	-300.00	0.00	75.00	100.7%
TOTAL SANITATION	-31,000.00	-31,000.00	-34,581.56	-950.24	0.00	3,581.56	111.6%
TOTAL REVENUES	-31,000.00	-31,000.00	-34,581.56	-950.24	0.00	3,581.56	
5104500 WASTEWATER							
5104500 38040 PARTS	-40,000.00	-40,000.00	-25,681.05	-709.03	0.00	-14,318.95	64.2%
5104500 38045 LABOR	-22,000.00	-22,000.00	-15,275.00	-737.50	0.00	-6,725.00	69.4%
TOTAL WASTEWATER	-62,000.00	-62,000.00	-40,956.05	-1,446.53	0.00	-21,043.95	66.1%
TOTAL REVENUES	-62,000.00	-62,000.00	-40,956.05	-1,446.53	0.00	-21,043.95	
5104600 WATER							
5104600 38040 PARTS	-25,000.00	-25,000.00	-22,804.44	-161.85	0.00	-2,195.56	91.2%
5104600 38045 LABOR	-13,000.00	-13,000.00	-14,628.75	-337.50	0.00	1,628.75	112.5%
TOTAL WATER	-38,000.00	-38,000.00	-37,433.19	-499.35	0.00	-566.81	98.5%
TOTAL REVENUES	-38,000.00	-38,000.00	-37,433.19	-499.35	0.00	-566.81	
5104700 STORMWATER							
5104700 38040 PARTS	-17,000.00	-17,000.00	-21,077.14	-1,695.97	0.00	4,077.14	124.0%

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5104700 STORMWATER	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5104700 38045	LABOR						
	-8,000.00	-8,000.00	-9,850.00	-662.50	0.00	1,850.00	123.1%
TOTAL STORMWATER							
	-25,000.00	-25,000.00	-30,927.14	-2,358.47	0.00	5,927.14	123.7%
TOTAL REVENUES							
	-25,000.00	-25,000.00	-30,927.14	-2,358.47	0.00	5,927.14	
5104800 MARINA							
5104800 38040	PARTS						
	-1,000.00	-1,000.00	-812.28	0.00	0.00	-187.72	81.2%
5104800 38045	LABOR						
	-1,000.00	-1,000.00	-537.50	0.00	0.00	-462.50	53.8%
TOTAL MARINA							
	-2,000.00	-2,000.00	-1,349.78	0.00	0.00	-650.22	67.5%
TOTAL REVENUES							
	-2,000.00	-2,000.00	-1,349.78	0.00	0.00	-650.22	
GRAND TOTAL							
	-1,389,500.00	-1,485,268.00	-1,381,510.10	-149,155.30	0.00	-103,757.90	93.0%

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		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 UTILITY BILLING								
520 51200	SALARIES	351,141.00	351,141.00	280,893.22	26,327.33	0.00	70,247.78	80.0%
520 51400	OVERTIME	2,000.00	2,000.00	1,393.31	146.03	0.00	606.69	69.7%
520 52100	FICA	26,706.00	26,706.00	21,048.47	1,966.94	0.00	5,657.53	78.8%
520 52200	RETIREMENT	73,030.00	73,030.00	57,683.63	5,503.83	0.00	15,346.37	79.0%
520 52300	HEALTH INSUR	82,156.00	82,156.00	60,110.23	6,334.36	0.00	22,045.77	73.2%
520 52301	LIFE INSUR	991.00	991.00	858.50	172.50	0.00	132.50	86.6%
520 52400	WORKERS' COMP	564.00	564.00	177.50	17.75	0.00	386.50	31.5%
520 53400	CONTRACTUAL	53,815.00	53,815.00	39,952.72	3,411.36	0.00	13,862.28	74.2%
520 54000	TRAINING/TRAVEL	3,945.00	3,945.00	2,116.85	127.65	0.00	1,828.15	53.7%
520 54100	COMM - PHONE/FAX/ALARM	1,648.00	1,648.00	1,395.14	45.02	0.00	252.86	84.7%
520 54103	COMMUNICATIONS-INTERNET	1,854.00	1,854.00	1,262.44	125.10	0.00	591.56	68.1%
520 54200	POSTAGE	54,000.00	54,000.00	38,130.00	7,128.55	0.00	15,870.00	70.6%
520 54300	UTILITIES ELECTRIC	3,950.00	3,950.00	2,977.36	425.51	0.00	972.64	75.4%
520 54310	UTILITIES-WATER & WASTEWATER	1,200.00	1,200.00	381.23	87.30	0.00	818.77	31.8%
520 54500	INSURANCE	11,917.00	11,917.00	7,598.34	759.83	0.00	4,318.66	63.8%
520 54610	R/M BLDG & GROUNDS	750.00	750.00	0.00	0.00	0.00	750.00	.0%
520 54611	R/M FACILITIES	3,500.00	3,500.00	1,082.82	0.00	0.00	2,417.18	30.9%
520 54620	R/M EQUIPMENT	700.00	700.00	0.00	0.00	0.00	700.00	.0%
520 54700	PRINTING	800.00	800.00	0.00	0.00	0.00	800.00	.0%
520 54902	BAD DEBT EXPENSE	2,500.00	2,500.00	1,689.03	35.16	0.00	810.97	67.6%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 55100	OFFICE SUPPLIES						
	1,600.00	1,600.00	818.03	0.00	0.00	781.97	51.1%
520 55200	OPERATING SUPPLIES						
	8,895.00	8,895.00	10,986.15	1,190.00	0.00	-2,091.15	123.5%
520 55210	UNIFORMS						
	1,000.00	1,000.00	689.15	0.00	0.00	310.85	68.9%
520 55220	JANITORIAL SUPPLIES						
	685.00	685.00	482.45	33.91	0.00	202.55	70.4%
520 59990	RESERVE						
	9,460.00	16,892.00	0.00	0.00	0.00	16,892.00	.0%
TOTAL UTILITY BILLING							
	698,807.00	706,239.00	531,726.57	53,838.13	0.00	174,512.43	75.3%
TOTAL EXPENSES							
	698,807.00	706,239.00	531,726.57	53,838.13	0.00	174,512.43	
GRAND TOTAL							
	698,807.00	706,239.00	531,726.57	53,838.13	0.00	174,512.43	75.3%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 UTILITY BILLING							
520 34300 UB ADMIN FEES	-32,000.00	-32,000.00	-17,312.06	-1,792.34	0.00	-14,687.94	54.1%
520 36110 INTEREST	0.00	0.00	-1,528.77	-194.36	0.00	1,528.77	100.0%
520 36990 OTHER REVENUE	0.00	0.00	9.95	10.00	0.00	-9.95	100.0%
520 38910 CASH BALANCE FORWARD	-129,807.00	-137,239.00	0.00	0.00	0.00	-137,239.00	.0%
TOTAL UTILITY BILLING	-161,807.00	-169,239.00	-18,830.88	-1,976.70	0.00	-150,408.12	11.1%
TOTAL REVENUES	-161,807.00	-169,239.00	-18,830.88	-1,976.70	0.00	-150,408.12	
5204200 AIRPORT							
5204200 38052 CHARGES FOR UB SERVICES	-10,000.00	-10,000.00	-8,333.34	-833.33	0.00	-1,666.66	83.3%
TOTAL AIRPORT	-10,000.00	-10,000.00	-8,333.34	-833.33	0.00	-1,666.66	83.3%
TOTAL REVENUES	-10,000.00	-10,000.00	-8,333.34	-833.33	0.00	-1,666.66	
5204400 SANITATION							
5204400 38052 CHARGES FOR UB SERVICES	-92,000.00	-92,000.00	-76,666.66	-7,666.67	0.00	-15,333.34	83.3%
TOTAL SANITATION	-92,000.00	-92,000.00	-76,666.66	-7,666.67	0.00	-15,333.34	83.3%
TOTAL REVENUES	-92,000.00	-92,000.00	-76,666.66	-7,666.67	0.00	-15,333.34	
5204500 WASTE WATER							
5204500 38052 CHARGES FOR UB SERVICES	-200,000.00	-200,000.00	-166,666.66	-16,666.67	0.00	-33,333.34	83.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

5204500 WASTE WATER	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL WASTE WATER	-200,000.00	-200,000.00	-166,666.66	-16,666.67	0.00	-33,333.34	83.3%
TOTAL REVENUES	-200,000.00	-200,000.00	-166,666.66	-16,666.67	0.00	-33,333.34	
5204600 WATER							
5204600 38052 CHARGES FOR UB SERVICES	-200,000.00	-200,000.00	-166,666.66	-16,666.67	0.00	-33,333.34	83.3%
TOTAL WATER	-200,000.00	-200,000.00	-166,666.66	-16,666.67	0.00	-33,333.34	83.3%
TOTAL REVENUES	-200,000.00	-200,000.00	-166,666.66	-16,666.67	0.00	-33,333.34	
5204700 STORMWATER							
5204700 38052 CHARGES FOR UB SERVICES	-35,000.00	-35,000.00	-29,166.66	-2,916.67	0.00	-5,833.34	83.3%
TOTAL STORMWATER	-35,000.00	-35,000.00	-29,166.66	-2,916.67	0.00	-5,833.34	83.3%
TOTAL REVENUES	-35,000.00	-35,000.00	-29,166.66	-2,916.67	0.00	-5,833.34	
GRAND TOTAL	-698,807.00	-706,239.00	-466,330.86	-46,726.71	0.00	-239,908.14	66.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 UTILITY ADMIN								
530 51200	SALARIES	643,081.00	643,081.00	517,145.00	47,958.33	0.00	125,936.00	80.4%
530 51400	OVERTIME	10,000.00	10,000.00	3,939.14	719.43	0.00	6,060.86	39.4%
530 52100	FICA	46,323.00	46,323.00	37,429.99	3,454.42	0.00	8,893.01	80.8%
530 52200	RETIREMENT	129,809.00	129,809.00	105,542.79	10,120.10	0.00	24,266.21	81.3%
530 52300	HEALTH INSUR	126,969.00	126,969.00	98,102.63	10,393.50	0.00	28,866.37	77.3%
530 52301	LIFE INSUR	1,800.00	1,800.00	1,561.64	313.85	0.00	238.36	86.8%
530 52400	WORKERS' COMP	6,616.00	6,616.00	4,266.66	426.67	0.00	2,349.34	64.5%
530 53400	CONTRACTUAL	43,390.00	43,390.00	37,191.85	1,888.99	0.00	6,198.15	85.7%
530 54000	TRAINING/TRAVEL	13,500.00	13,500.00	7,398.18	190.13	0.00	6,101.82	54.8%
530 54100	COMM - PHONE/FAX/ALARM	1,452.00	1,452.00	1,352.47	22.51	0.00	99.53	93.1%
530 54101	COMMUNICATIONS-CELLULAR	7,250.00	7,250.00	3,788.29	359.26	0.00	3,461.71	52.3%
530 54103	COMMUNICATIONS-INTERNET	1,854.00	1,854.00	1,282.30	127.09	0.00	571.70	69.2%
530 54200	POSTAGE	500.00	500.00	16.56	0.00	0.00	483.44	3.3%
530 54300	UTILITIES ELECTRIC	3,500.00	3,500.00	2,977.38	425.51	0.00	522.62	85.1%
530 54310	UTILITIES-WATER & WASTEWATER	1,200.00	1,200.00	381.24	87.31	0.00	818.76	31.8%
530 54320	UTILITIES-PROPANE/OTHER	100.00	100.00	0.00	0.00	0.00	100.00	.0%
530 54500	INSURANCE	17,039.00	17,039.00	10,863.30	1,086.35	0.00	6,175.70	63.8%
530 54610	R/M BLDG & GROUNDS	500.00	500.00	0.00	0.00	0.00	500.00	.0%
530 54611	R/M FACILITIES	3,500.00	3,500.00	948.95	0.00	0.00	2,551.05	27.1%
530 54700	PRINTING	0.00	40.00	39.41	0.00	0.00	0.59	98.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 55100	OFFICE SUPPLIES						
	4,000.00	4,000.00	1,659.20	104.59	0.00	2,340.80	41.5%
530 55200	OPERATING SUPPLIES						
	3,065.00	3,025.00	2,320.07	10.00	0.00	704.93	76.7%
530 55210	UNIFORMS						
	3,500.00	3,500.00	1,751.85	0.00	0.00	1,748.15	50.1%
530 55220	JANITORIAL SUPPLIES						
	500.00	500.00	500.00	33.71	0.00	0.00	100.0%
530 55400	BOOKS/SUBS/DUES						
	3,000.00	3,000.00	1,925.70	0.00	0.00	1,074.30	64.2%
530 56401	EQUIP-NON CAPITAL						
	2,750.00	2,750.00	2,474.14	0.00	0.00	275.86	90.0%
530 59990	RESERVE						
	510.00	15,940.26	0.00	0.00	0.00	15,940.26	.0%
TOTAL UTILITY ADMIN							
	1,075,708.00	1,091,138.26	844,858.74	77,721.75	0.00	246,279.52	77.4%
TOTAL EXPENSES							
	1,075,708.00	1,091,138.26	844,858.74	77,721.75	0.00	246,279.52	
GRAND TOTAL							
	1,075,708.00	1,091,138.26	844,858.74	77,721.75	0.00	246,279.52	77.4%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 UTILITY ADMIN							
530 36110 INTEREST	-1,000.00	-1,000.00	-725.30	-158.28	0.00	-274.70	72.5%
530 38910 CASH BALANCE FORWARD	17,119.00	1,688.74	0.00	0.00	0.00	1,688.74	.0%
TOTAL UTILITY ADMIN	16,119.00	688.74	-725.30	-158.28	0.00	1,414.04	-105.3%
TOTAL REVENUES	16,119.00	688.74	-725.30	-158.28	0.00	1,414.04	
5304500 WASTE WATER							
5304500 38054 CHARGES FOR UTIL ADM	-491,322.00	-491,322.00	-409,435.00	-40,943.50	0.00	-81,887.00	83.3%
TOTAL WASTE WATER	-491,322.00	-491,322.00	-409,435.00	-40,943.50	0.00	-81,887.00	83.3%
TOTAL REVENUES	-491,322.00	-491,322.00	-409,435.00	-40,943.50	0.00	-81,887.00	
5304600 WATER							
5304600 38054 CHARGES FOR UTIL ADM	-491,322.00	-491,322.00	-409,435.00	-40,943.50	0.00	-81,887.00	83.3%
TOTAL WATER	-491,322.00	-491,322.00	-409,435.00	-40,943.50	0.00	-81,887.00	83.3%
TOTAL REVENUES	-491,322.00	-491,322.00	-409,435.00	-40,943.50	0.00	-81,887.00	
5304700 STORMWATER							
5304700 38054 CHARGES FOR UTIL ADM	-109,183.00	-109,183.00	-90,985.84	-9,098.58	0.00	-18,197.16	83.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 10

5304700 STORMWATER	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL STORMWATER	-109,183.00	-109,183.00	-90,985.84	-9,098.58	0.00	-18,197.16	83.3%
TOTAL REVENUES	-109,183.00	-109,183.00	-90,985.84	-9,098.58	0.00	-18,197.16	
GRAND TOTAL	-1,075,708.00	-1,091,138.26	-910,581.14	-91,143.86	0.00	-180,557.12	83.5%

** END OF REPORT - Generated by Marileida Hernandez **

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Investment Summary

ITEM TYPE: Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Comptroller Susan Carless will review the Fiscal Year 2025/2026 third quarter Investment Summary and be available to answer any questions.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Susan Carless, Comptroller	08/03/2026
Sarah Campbell, City Manager	08/05/2026

Susan Carless

Date: July 06, 2026

Submitted By: Susan Carless, Comptroller

COMMISSION ACTION:

Investment Summary

FERNANDINA BEACH
FLORIDA

August 19, 2026

Resolution 2005-145 established an investment policy which requires quarterly reports to be submitted to the Commission and City Manager.

Description of Accounts

Ameris Bank – Insured Cash Sweep

Ameris Bank was converted from ICS to Money Market @ 3.25% APY in April of 2026

First Federal Bank– Interest Bearing Checking Account

These are the City's operating funds. This contract was revised with new rates effective in May.

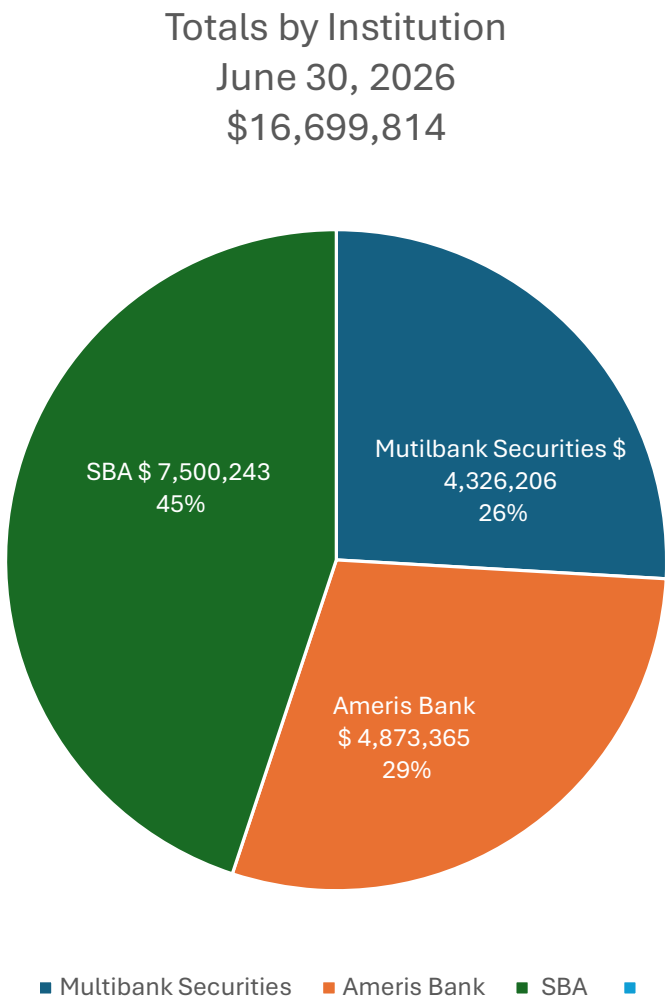
Multi-Bank Securities (MBS) – DTC Eligible Certificates of Deposit

MBS provides a service for acquiring, selling, and tracking insured CD's

Florida Prime (SBA) – Florida State Board of Administration

Local Government Investment Pool

June 30, 2026 Ending Balances



3rd Quarter FY 2026 Returns

Investment Performance Measure = 3%

Institution	Average Balance	Interest Earned	Annualized Return
Ameris Bank	$4,861,155	$33,450	2.75%
Multibank Securities	4,401,659	40,579	3.69%
SBA	7,476,513	71,090	3.80%
*First Federal	42,926,370	292,608	2.73%

Questions?



CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Legislative Update

ITEM TYPE: Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: The City Attorney will provide an overview of bills enacted during Florida's 2026/2027 Legislative Session which have significant impacts on municipal operations and require timely implementation by local governments. Collectively, these legislative changes expand state oversight of municipal activities while limiting certain authority of local government, particularly within building, planning, and utility operations. The presentation will highlight the key provisions of the bills being presented.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Teresa Prince, City Attorney 07/20/2026
Sarah Campbell, City Manager 07/21/2026

Caroline Best

Date: July 20, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Approval of Minutes

ITEM TYPE: Approval of Minutes

REQUESTED ACTION: Approve Minutes.

SYNOPSIS: The following Minutes are submitted for City Commission review and consideration for approval:

- City Commission Regular Meeting - July 21, 2026
- City Commission Special Meeting - July 28, 2026

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Kimberly Elliott-Briley, Deputy City Clerk	07/31/2026
Sarah Campbell, City Manager	07/31/2026



Date: July 29, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Approve

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, July 21, 2026, at 6:00PM in City Hall Chambers. Present were Mayor James Antun presiding, Vice Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter, and Joyce Tuten. Also in attendance were City Clerk Caroline Best, City Attorney Teresa L. Prince, Esq., and City Manager Sarah Campbell.

The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order, and City Manager Campbell led the Pledge of Allegiance to the Flag.

The invocation was given by Pastor Alyce Parmer of Memorial United Methodist Church.

4.1 AMELIA ISLAND CONVENTION & VISITORS BUREAU: Community Engagement Director Maurie Dugger and Downs & St. Germain President Joseph St. Germain presented tourism trend updates.

4.2 BUDGET SUMMARY: Comptroller Susan Carless reviewed the June 2026 budget summary and was available to answer any questions.

4.3 LEGISLATIVE UPDATE: City Attorney Teresa Prince gave a presentation related to Bill 665, House Bill 399 and House Bill 927 and their impact on local government.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR THE CONSENT AGENDA: The following individuals spoke:

CENTRAL PARK BATTING CAGES: Joseph Helms, 965 Chad Street, expressed thanks and appreciation to the City Commission and Babe Ruth League Chairman Tom Camera for the batting cage dedication on behalf of the Collin Helms Foundation that provides scholarships to local youth.

TRAFFIC SAFETY: William Holzendorf, 1907 South 11th Street, contacted police regarding traffic vehicles running stop signs, concerned for children's safety, requested more signage and installing speed bumps to benefit the neighborhood.

SOCIAL MEDIA: Mike Sharpe, 130 North 9th Street, shared concern for recent postings on social media discussing City and county taxes and questioned Vice Mayor Ayscue's responses.

VETERANS SUICIDE PREVENTION: Paul Lore, 11 South 7th Street, in attendance via video submission in support of veteran suicide prevention, expressed gratitude to the police, fire, ocean rescue departments and other first responders for their raising awareness efforts.

RIGHT OF WAY WEED CONTROL PESTICIDES: Julie Ferreira, 501 Date Street, expressed concern regarding over spraying pesticides in the right of way that adversely affects grass and plantings. Having to replant, cut down palms and foliage, will track water bills that could increase.

CONSENT AGENDA: The following one item was on the Consent Agenda.

6.1 RESOLUTION 2026-87 APPROVING WASTEWATER DEPARTMENT BUDGET TRANSFERS IN FISCAL YEAR 2025/2026: According to the agenda support documents, Resolution 2026-87 approves Wastewater Department budget transfers to ensure expenditures do not exceed budget, in the amount of $117,952. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-87. Vote upon passage of**

the motion was taken by ayes and nays and being all ayes, carried.

7.1 RESOLUTION 2026-88 APPROVES NAMING THE CENTRAL PARK BATTING CAGES THE "COLLIN HELMS CAGES" IN MEMORY OF MR. COLLIN HELMS: According to the agenda support documents, Resolution 2026-88 names the Central Park Batting Cages, located at 1200 Atlantic Avenue, the "Collin Helms Cages". City Manager Campbell introduced Resolution 2026-88 to honor the late Collin Helms and expressed gratitude for the foundation that contributes to the community and recommended staff approval. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-88. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.2 RESOLUTION 2026-89 APPROVING KIMLEY-HORN AND ASSOCIATES, INC. AGREEMENT AMENDMENT NO. 4 TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR DESIGN, REPLACEMENT, AND RELOCATION OF THE EXISTING POTABLE WATER SYSTEM WITHIN THE DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT AREA: According to the agenda support documents, Resolution 2026-89 approves Kimley-Horn and Associates, Inc. Agreement Amendment No. 4 to provide professional engineering services for the design, replacement, and relocation of the potable water system within the Downtown Streetscape Improvements Project area, in the amount of $326,535 (includes contingency). **A motion was made by Commissioner Minshew, seconded by Commissioner Tuten, to approve Resolution 2026-89. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2026-90 APPROVING AN AERONAUTICAL GROUND LEASE AGREEMENT WITH AMELIA ISLAND AIR, LLC FOR PROPERTY LOCATED AT THE MUNICIPAL AIRPORT: According to the agenda support documents, Resolution 2026-90 approves an aeronautical ground lease agreement with Amelia Island Air, LLC to construct a box hangar on Airport property. City Manager Campbell gave a brief overview of Resolution 2026-90 Airport Director Nathan Coyle **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2026-90. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 RESOLUTION 2026-91 ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2026/2027 THROUGH 2030/2031: According to the agenda support documents, Resolution 2026-91 adopts the five-year Capital Improvement Plan for Fiscal Years 2026/2027 through 2030/2031. City Manager Campbell gave a brief description and introduced Deputy City Manager Glisson, Controller Carless and Budget Analyst Alisha Brown. Deputy City Manager Glisson gave a detailed presentation, and Ms. Brown explained the development and formula of the ClearGov platform. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2026-91.** Commissioner Minshew expressed enthusiasm for the plan and applauded staff professionalism for long term planning and community interaction. Commissioner Tuten concurred and commended the beautifully organized, navigable plan. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.5 RESOLUTION 2026-92 AUTHORIZING DEMOLITION AND CONSTRUCTION OF THE MARINA REDEVELOPMENT PROJECT; AWARDING INVITATION TO BID 26-10 FOR FERNANDINA BEACH MARINA REDEVELOPMENT TO BAKER CONSULTING & ENGINEERING, LLC DBA BAKER DESIGN BUILD; AUTHORIZING PASSERO ASSOCIATES, LLC FOR CONSTRUCTION ADMINISTRATION AND CONSTRUCTION OBSERVATION; AUTHORIZING WSB, LLC FOR CONSTRUCTION INSPECTION; AUTHORIZING CITY MANAGER CONTINGENCY SPENDING AUTHORITY; AUTHORIZING CITY MANAGER CONTRACT NEGOTIATION AUTHORITY; AUTHORIZING BUDGET TRANSFERS: According to the agenda support documents,

Resolution 2026-92 awards Invitation to Bid ("ITB") 26-10 for Fernandina Beach Marina Redevelopment to Baker Design Build; authorizing Passero Associates, LLC for construction administration and observation; authorizing WSB, LLC for construction inspection; authorizing demolition; authorizing seawall construction; authorizing City Manager contract negotiation authority and contingency spending authority; authorizing budget transfers; authorizing Project cost in the amount of $12,582,900.83. Deputy City Manager Akramoff gave a detailed presentation, answered questions, and recognized staff for their collective efforts over the last two years to bring the Project to fruition.

SEAWALL: Julie Ferreira, 501 Date Street, requested clarification regarding seawall resiliency segments and suggested a community stakeholders meeting would be beneficial.

A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-92. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

8.1 (Legislative) SECOND READING OF ORDINANCE 2026-09: City Attorney Prince read Ordinance 2026-09 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE HISTORIC DOWNTOWN DESIGN GUIDELINES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents, Ordinance 2026-09 adopts updated Historic Downtown Design Guidelines, which will be referred to as the 2026 Historic Downtown Design Guidelines.

Mayor Antun opened the Public Hearing, there being no comments from the floor, the Public Hearing was closed. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Ordinance 2026-09. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

CITY MANAGER REPORTS:

CITIZENS ACADEMY: City Manager Campbell announced the Citizens Academy consisting of thirty registered participants, had the first session and will convene for eight more weekly sessions.

UPDATES: City Manager Campbell met with the Chamber of Commerce to discuss proposed stormwater rate adjustments and impact to top users. A recent positive discussion was had with the Island Business Council regarding project updates. A formal second-quarter presentation will be forthcoming.

CITY CLERK REPORTS:

SPECIAL MEETING: City Clerk Best announced the City Commission will hold a special meeting on July 28, 5:05PM to establish the tentative millage rate for Fiscal Year 2026/2027.

REGULAR MEETING DATE CHANGES TO ACCOMMODATE ELECTIONS: City Clerk Best noted the August 19 and November 4 City Commission meetings will be held on Wednesday due to the primary election and general elections taking place on the preceding Tuesdays.

PRIMARY ELECTION EARLY VOTING: City Clerk Best reported Primary Election early voting will take place August 6-15, 9:00AM–6:00PM at the Atlantic Avenue Recreation Center.

CITY ATTORNEY REPORTS:

ELECTION: City Attorney Prince reported that anyone with questions regarding the upcoming election and ballot are welcome to reach out regarding the impending ordinance that is available for review.

LAWSUIT: City Attorney Prince announced a Resolution to defend will be presented for the Pledger lawsuit hearing Monday August 3.

MAYOR/COMMISSIONER COMMENTS:

CONDOLENCES: Mayor Antun expressed condolences to the family and loved ones of Ms. Janewyll Rodeffer, a beloved thirty-three-year Nassau County School educator renowned for her kindness, dedication to education, love of family, and unwavering faith. She will be deeply missed by all who knew and loved her.

SUMMER SUNSET CONCERT SERIES: Mayor Antun announced the second Summer Sunset Concert series at the Amelia River Waterfront Park is scheduled for Sunday, July 26, the start time has been updated to 7:00PM to help beat the heat. Bring your blankets and chairs to hear Morelli & the Groove at this family-friendly, free event.

EAST NINE BAR & GRILL: Mayor Antun reminded all there is one week left to enjoy special July-themed Happy Hour specials at the Golf Club's newly renovated East 9 Bar and Grill, this Friday from 4:00PM -7:00PM.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 7:58PM.

ATTEST:

_____
Caroline Best
City Clerk

_____
James Antun
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Special Meeting on Tuesday, July 28, 2026, at 5:05PM in the City Hall Chambers. Present were Mayor James Antun presiding, Vice Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter and Joyce Tuten. Also, present were City Clerk Caroline Best, City Attorney Teresa L. Prince, and City Manager Sarah Campbell.

The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order, and Vice Mayor Ayscue led the Pledge of Allegiance to the Flag.

4.1 TENTATIVE MILLAGE RATE — FISCAL YEAR 2026/2027 - RESOLUTION 2026-93 SETTING A TENTATIVE MILLAGE RATE FOR OPERATING EXPENSES FOR FISCAL YEAR 2026/2027: According to the agenda support documents, Resolution 2026-93 establishes the tentative millage rate for FY 2026/2027. City Manager Campbell prepared the budget based on the millage rate of 4.5444 and provided two additional millage rate scenarios. **A motion was made by Commissioner Poynter, seconded by Commissioner Tuten, to approve Resolution 2026-93, as amended, to establish the tentative millage rate of 4.8530.**

PUBLIC COMMENT:

BUDGET: Roger Martin, 1517 Atlantic Avenue, reasoned that non-homesteaded properties are predominantly second homes, cited numerous recently sold properties will significantly increase the tax rolls.

BUDGET: Alan Hopkins, 2272 pirates Bay Drive, noted affordable home prices create affordable rentals, disappointed to hear the City Commission is already anticipating capital project cost over runs, the lack of paid parking revenue does not necessitate a higher millage rate.

Vote upon passage of the motion was taken by ayes and nays and was as follows:

Commissioner Poynter:	**Aye**
Commissioner Tuten:	**Aye**
Commissioner Minshew:	**Aye**
Vice Mayor Ayscue:	**Nay**
Mayor Antun:	**Aye**

Motion carried.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 5:43PM.

ATTEST:

Caroline Best
City Clerk

James Antun
Mayor-Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-95
Budget Transfer — Amelia River Waterfront Park

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-95.

SYNOPSIS: Via the adoption of Resolution 2024-46, Resolution 2024-126, and Resolution 2025-19, the Amelia River Waterfront Park ("Project") conceptual design, final design, and construction service phases were authorized to eliminate blight, improve public waterfront access, recreational amenities, landscaping, infrastructure, and associated public facilities, funded with impact fees, in the amount of $2,019,084.

Resolution 2026-69 approved a budget transfer for a total project amount of $2,684,389; however, it did not capture an additional Gillette & Associates change order for services due to the Project delays, KBT final retainage, and ancillary supply costs associated with work staff performed. This Resolution approves the final Project budget transfer, in the amount of $60,000, to cover these expenses.

FISCAL IMPACT: Funds are available for transfer from the Capital Expansion Fund, 3107200 56300, MLK Softball Fields Project #24047, into the Waterfront Park Project #24050, in the amount of $60,000.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-95.

Jeremiah Glisson, Deputy City Manager	08/03/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/03/2026
Alisha Brown, Budget Analyst	08/03/2026
Teresa Prince, City Attorney	08/07/2026
Jeremiah Glisson, Deputy City Manager	08/10/2026
Sarah Campbell, City Manager	08/10/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/10/2026

Caroline Best

Date: July 09, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

RESOLUTION 2026-95

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AMELIA RIVER WATERFRONT PARK FINAL PROJECT COST RECONCILIATION, RATIFYING CHANGE ORDERS; AUTHORIZING THE ASSOCIATED BUDGET TRANSFER; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, via the adoption of Resolution 2024-46, Resolution 2024-126, and Resolution 2025-19, the Amelia River Waterfront Park ("Project") conceptual design, final design, and construction service phases were authorized to eliminate blight, improve public waterfront access, recreational amenities, landscaping, infrastructure, and associated public facilities, funded with impact fees, in the amount of $2,019,084; and

WHEREAS, during construction, various field conditions, utility conflicts, design modifications, and additional improvements required the execution of multiple Change Orders, in the amount of $244,717; and

WHEREAS several Change Orders were previously approved within the City Manager's delegated spending authority, while additional Change Orders require formal ratification and City Commission approval; and

WHEREAS the City separately completed supplementary project-related improvements including playground installation, tree installation, parking signage, furniture installation, monument relocation, utility work, and related public amenities, in the approximate amount of $420,588; and

WHEREAS the total Project cost is $2,684,389, with funding provided through impact fee revenue, tree fund revenue, and grant funding over the course of Fiscal Year 2024/2025 and Fiscal Year 2025/2026; and

WHEREAS, City staff have since received and/or identified additional Project reconciliation expenses and outstanding change orders. Following review, negotiation, and reconciliation, staff recommends approval of the Project's final reconciliation, in the amount of $60,000; and

WHEREAS, funds are available for transfer from the Capital Expansion Fund, 3107200 56300, MLK Softball Fields, Project #24047 to the Waterfront Park Project #24050, in the amount of $60,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby ratifies and approves the Amelia River Waterfront Park final reconciliation costs in the amount of $60,000.

SECTION 2. The City Commission hereby approves a budget transfer from the Capital Expansion Fund, 3107200 56300, MLK Softball Fields Project #24047, into the Waterfront Park Project #24050, in the amount of $60,000.

SECTION 3. The City Clerk and City Manager are hereby authorized to execute documentation pertaining to the Amelia River Waterfront Park final reconciliation and change orders, upon review and approval of the City Attorney.

SECTION 4. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the

intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 5. This Resolution shall become effective immediately upon passage.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



_____
TERESA L. PRINCE, ESQ.
City Attorney

RESOLUTION 2026-69

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AMELIA RIVER WATERFRONT PARK FINAL PROJECT COST RECONCILIATION, RATIFYING CHANGE ORDERS; AUTHORIZING THE ASSOCIATED BUDGET TRANSFER; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, via the adoption of Resolution 2024-46, Resolution 2024-126, and Resolution 2025-19, the Amelia River Waterfront Park ("Project") conceptual design, final design, and construction service phases were authorized to eliminate blight, improve public waterfront access, recreational amenities, landscaping, infrastructure, and associated public facilities, funded with impact fees, in the amount of $2,019,084; and

WHEREAS, during construction, various field conditions, utility conflicts, design modifications, and additional improvements required the execution of multiple Change Orders, in the amount of $244,717; and

WHEREAS several Change Orders were previously approved within the City Manager's delegated spending authority, while additional Change Orders require formal ratification and City Commission approval; and

WHEREAS the City separately completed supplementary project-related improvements including playground installation, tree installation, parking signage, furniture installation, monument relocation, utility work, and related public amenities, in the approximate amount of $420,588; and

WHEREAS the total Project cost is $2,684,389, with funding provided through impact fee revenue, tree fund revenue, and grant funding over the course of Fiscal Year 2024/2025 and Fiscal Year 2025/2026. Final reconciliation of Project expenses identifies an additional funding requirement of $130,863; and

WHEREAS City staff has reviewed, negotiated, and validated the Project costs and recommends approval of the Project's final reconciliation and outstanding Change Orders, attached hereto as Exhibit A; and

WHEREAS, funds are available for transfer from the Capital Expansion Fund, Recreation Project #24047 MLK Softball Fields account, 3107200 56300, into the Capital Expansion Fund, Recreation Project #24050 Waterfront Park account, 3107200 56300, in the amount of $575,380.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby ratifies and approves the Amelia River Waterfront Park final reconciliation costs and outstanding Change Orders, attached hereto as Exhibit A.

SECTION 2. The City Commission hereby approves a budget transfer from the Capital Expansion Fund, Recreation Project #24047 MLK Softball Fields account, 3107200 56300, into the Capital Expansion Fund, Recreation Project #24050 Waterfront Park account, 3107200 56300, in the amount of $575,380.

SECTION 3. The City Clerk and City Manager are hereby authorized to execute documentation pertaining to the Amelia River Waterfront Park final reconciliation cost and outstanding Change Orders, upon review and approval of the City Attorney.

SECTION 4. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the

intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 5. This Resolution shall become effective immediately upon passage.

ADOPTED this 19th day of May, 2026.

CITY OF FERNANDINA BEACH

_____

JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____

TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2026-69
Exhibit "A"

KBT Site Work	Cost	City Site Work	Cost
Original Contract Amount	$2,019,084	Palm Cleaning	$975
*Change Order No. 1 (Sewer Lift Deduct)	($15,000)	Backflow Replacement	$497
*Change Order No. 1, Rev. 2 (Lift Station Electrical Power)	$5,542.60	Gathering Table	$40,270
*Change Order No. 3 (Main Panel)	$6,071.70	Benches (+3)	$5,000
*Change Order No. 4 (Dinghy Dock Electrical Reroute)	$3,035.85	Gathering Table/Shrimp Boat Monument Install	$975
*Change Order No. 5 (Piles/Foundation)	39,562.71	Water Infrastructure (Liberty)	$1,715
*Change Order No. 6 (Panel Upgrade)	9,099.39	Water Infrastructure (City)	$5,583
*Change Order No. 7 (Stainless Brackets)	$48,972.85	Pirate Statue Install	$119
*Change Order No. 8 (Stainless Brackets, Wages)	$32,501.40	Court Pavers	$745
*Change Order No. 9 (Soil Amendments)	$81,350	Court Gravel	$11,103
Change Order No. 9 (Utility Panel Rack)	$6,071.70	G&A Project Management	$48,700
Change Order No. 10 (Dock Electrical Re-Feed)	$3,035.85	G&A Add Project Management	$2,520
*Change Order No. 10 (Deduct Installation)	($3,500)	New Court Lumber	$2,847
Change Order No. 11 (Bollards-electric)	$7,874.74	Parking Stops	$6,638
Change Order No. 12 (Deduct: Outlets)	$(1,000)	Trash Cans (+ 4)	$2,500
Change Order No. 13 (Sod Deduct)	($10,452)	Play Structure	$43,450
Change Order No. 14 (Bench Pads)	$15,512	Play Structure Install	$38,995
Change Order No. 15 (New Electric Panel)	$17,617	Fire Line Relocate	$15,603.43
Change Order No. 16 (Irrigation repair)	$934	Shrimp Boat Monument Relocate	$7,575
Change Order No. 19 (Pavilion Ramp Concrete)	$6,594.47	Shrimp Boat Monument Clean/Repair	$1,150
Change Order No. 22, Rev 3 (Bollard GFI's)	$7,874.74		
Change Order No. 23 (brackets: cap/splice plates, angle clips, angle/	$98,793.92		

ridge/valley, stainless steel bolts/lags)			
Change Order No. 24 (Labor/Equip/Supervision: Install stainless steel brackets for cap/splice plates, angle clips, angle/ridge/valley brackets, stainless steel bolts/lags).	$38,762.57		
Change Order No 24, Rev 1 (Labor/Equip/Supervision: Install stainless steel brackets for cap/splice plates, angle clips, angle/ridge/valley brackets, stainless steel bolts/lags)	$32,501.04		
Change Order No. 26 (Bathroom Electrical Outlets)	($4,312)	Bike Racks (+ 2)	$2,596.78
Change Order No. 28, Rev 1 (Bench Pads Add Concrete)	$15,512.12		
Change Order No. 34 (Deduct: Bermuda grass in lieu of seahorse paspalum)	($10,452)		
Change Order No. 35 (Deduct: Bathroom Electrical Outlets)	($801.76)		
*Change Order Approved per CM Spending Authority			
Change Order Total	$250,343.25	Seating, Tables, Adirondack Chairs (+ more)	$9,789.80
Contractor Total	$2,263,801	Pollinator Garden	$3,204
		Landscape Additions	$2,953
		Trees	$139,008
		Trees (Change Order #1)	$9,045
		Trees (Change Order #2)	$1,660
		Bollards	772.02
		Restroom Hardware (Facilities)	$736.72
		Restroom Mirrors	$596.20
		Parking Lot Signage (Streets)	490.12
		Plaques	$2,419.00
		Park Signage	$4,278

Resolution 2026-69
Exhibit "A"

		City Total	$363,288.88
		Revenue Source	
		Impact Fee Fund (Resolution 2024-126)	$2,359,084
		Tree Fund	$149,713
		Grant (T – Mobile)	$50,000
		Revenue Total	$2,558,797
		Expenses	
		Contractor Expenses	$2,263,801
		City Expenses	$363,289
		Expenses Total	$2,627,090
		Additional Impact Fee Revenue Required	$68,293

RESOLUTION 2025-19

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING RESOLUTION 2024-126 TO CLARIFY THE AMELIA RIVER WATERFRONT PARK PROJECT ELEMENTS; AUTHORIZING CONSTRUCTION IN AN AMOUNT NOT TO EXCEED $2,359,084; APPROVING THE NECESSARY BUDGET AMENDMENTS/TRANSFERS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park, known as Parking Lots C and D, have been a long standing City Commission area of focus. Over the course of the past several decades, numerous conceptual plans were developed to improve and eliminate blight in this waterfront area; and

WHEREAS, the City Commission, at their March 5, 2024, Regular Meeting, approved Resolution 2024-46, authorizing Thomas & Hutton Engineering Co. to provide Amelia River Waterfront Park Design Phase services; and

WHEREAS, the City Commission, at their July 16, 2024, Regular Meeting, approved Resolution 2024-126, authorizing the Amelia River Waterfront Park final design, permitting and construction phases, known as Project #24050; and

WHEREAS, the City Commission, at their January 7, 2025, Workshop held discussion to discuss costs and various elements of the Amelia Waterfront Park; and

WHEREAS, the initial Amelia River Waterfront Park estimated cost was $2,000,000, which is budgeted in FY25 in the Capital Expansion Fund Parks and Recreation Improvements account, 3107200 56300 for Project #24050. Staff has since identified additional deductions and costs associated with the project and recommends authorization of construction in the amount of $2,359,084, as detailed in Exhibit A, Waterfront Park Project Summary; and

WHEREAS, a budget transfer is needed to increase the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 Project #24050 and decrease the Capital Expansion Fund, Land account, 3107200 56100 Project #24043 by $446,246.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Amelia River Waterfront Park construction in an amount not to exceed $2,359,084 as detailed in the final plans presented by Resolution 2024-126 and changes detailed in the Project Summary sheet, attached hereto as Exhibit A.

SECTION 2. The City Commission hereby approves a budget transfer to increase the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 Project #24050 and decrease the Capital Expansion Fund, Land account, 3107200 56100 Project #24043 by $446,246.

SECTION 3. The City Clerk and City Manager are hereby authorized to execute documentation pertaining to the Amelia River Waterfront Park project elements, upon review and approval of the City Attorney Pro Tem.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 2nd day of February, 2025.

CITY OF FERNANDINA BEACH

JAMES ANTUN
Commissioner - Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

HARRISON W. POOLE, ESQ.
City Attorney Pro Tem

Resolution 2025-19
Exhibit "A"

CITY OF FERNANDINA BEACH - WATERFRONT PARK PROJECT

ITB #24-21 - Civil Construction
ITB #25-04 - Facilities Construction

KBT Contracting (Civil)	**Construction of Park**	**$1,550,973**
Bid Additive	Pergola feature	$24,765
Bid Deduct	Trees (4" +, City to purchase through Tree Fund)	-$136,000
Project deducts outside of bid	Curb stops (COFB to provide)	-$16,000
	Grass/Irrigation for flex space area	-$46,680
	Tree grates	-$45,000
KBT Contracting (Facilities)	**Construction of Pavilion & Restrooms**	**$687,026**
	Project Total	**$2,019,084**
Project Contingencies	Contingency:	$225,000
	Utility work, curb stops, electrical, artwork, unknowns	
	Playground feature - TBD (City to Complete)	$115,000
Project Grand Total		**$2,359,084**

RESOLUTION 2024-46

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A PROPOSAL FROM THOMAS & HUTTON ENGINEERING CO. FOR THE AMELIA RIVER WATERFRONT PARK LOTS C AND D DESIGN PHASE, PERMIT PHASE, AND CONSTRUCTION PHASE IN THE AMOUNT OF $95,500; AUTHORIZING A TOTAL PROJECT BUDGET OF $120,000; APPROVING A BUDGET TRANSFER; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park Lots C and D have been a long standing City Commission area of focus; and

WHEREAS, over the last several decades, numerous conceptual plans have been developed to provide improvements in this area along the Amelia River waterfront; and

WHEREAS, the Community Redevelopment Agency Advisory Board (CRAAB) recently developed, and unanimously endorsed, an Amelia River Waterfront Park Lots C and D conceptual plan which includes additional parking spaces, landscaping, ADA accessibility, a pavilion, restrooms, and multi-use areas for recreational activities and special events, to name a few. These elements will provide for an attractive, accessible downtown feature and destination; and

WHEREAS, City staff requested a proposal to provide consulting services for the Amelia River Waterfront Park Lots C and D Design Phase, Permit Phase, and Construction Phase from Thomas & Hutton Engineering Co., a well-known and established landscape architecture, planning, and civil engineering firm, previously approved by the City Commission as a consultant through the procedures in Section 287.055(2)(g), Fla. Stats. and having an approved continuing contract with the City. Thomas & Hutton Engineering provided a proposal in the amount of $95,500, attached hereto as Exhibit 1; and

WHEREAS, staff further recommends a total Project budget of $120,000 to cover any unforeseen contingencies. This project was not budgeted for this Fiscal Year; however, funding is available in the Capital Expansion Fund Reserve account, 3107200 59990. A transfer from the Capital Expansion Fund Reserve account in the amount of $120,000 to the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 Project #24050 is required. Funds within the Capital Expansion account are collected from impact fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the proposal from Thomas & Hutton Engineering Co. for the Amelia River Waterfront Park Lots C and D Design Phase, Permit Phase, and Construction Phase in the amount of $95,500, attached hereto as Exhibit 1.

SECTION 2. The City Commission hereby approves a total Project #24050 cost of $120,000 to include any unforeseen contingencies.

SECTION 3. The City Commission further approves a budget transfer from the Capital Expansion Fund Reserve Account in the amount of $120,000 to the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050.

SECTION 4. The City Clerk and Interim City Manager are hereby authorized to execute any documents related to the Project, upon review and approval of the City Attorney.

SECTION 5. This Resolution is effective immediately upon passage.

ADOPTED this 5th day of March, 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

RESOLUTION 2024-126

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ADOPTING THE AMELIA RIVER WATERFRONT PARK, KNOWN AS PARKING LOTS C AND D, FINAL DESIGN, PERMITTING AND CONSTRUCTION PHASES OF PROJECT #24050; APPROVING A BUDGET TRANSFER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park, known as Parking Lots C and D, have been a long standing City Commission area of focus. Over the course of the past several decades, numerous conceptual plans were developed to improve and eliminate blight in this waterfront area; and

WHEREAS, the City Commission, at their March 5, 2024, Regular Meeting, approved Resolution 2024-46, authorizing Thomas & Hutton Engineering Co. to provide Amelia River Waterfront Park Design Phase services; and

WHEREAS, the City Commission at their May 7, 2024, Regular Meeting, were presented the Thomas and Hutton Engineering Co. *conceptual* design plan and received feedback from the City Commission and citizens; and

WHEREAS, Thomas and Hutton Engineering Co. subsequently revised the Amelia River Waterfront Park *conceptual* design plan and now presents a Final Design, attached hereto as Exhibit A, for Commission approval; and

WHEREAS, the estimated Project #24050 cost is $2,000,000, attached hereto as Exhibit B. Funds are available in the Capital Expansion Fund Reserve account, 3107200 59990. A transfer from the Capital Expansion Fund Reserve account, in the amount of $2,000,000, into the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050 is required. Funds within the Capital Expansion account are collected from impact fees; and

WHEREAS, approval of this Resolution authorizes staff to proceed with the Final Design, permitting and construction phases of Project #24050; the Amelia River Waterfront Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Amelia River Waterfront Park, known as Parking Lots C and D, Final Design, permitting, and construction phases, attached hereto as Exhibit A, for Project #24050

SECTION 2. The City Commission hereby approves a budget transfer from the Capital Expansion Fund Reserve account, 3107200 59990 in the amount of $2,000,000 into the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050.

SECTION 3. The City Clerk and Interim City Manager are authorized to execute documentation pertaining to the Final Design, permitting, and construction phase of Project #24050, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 16th day of July, 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner - Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

RESOLUTION 2024-126

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ADOPTING THE AMELIA RIVER WATERFRONT PARK, KNOWN AS PARKING LOTS C AND D, FINAL DESIGN, PERMITTING AND CONSTRUCTION PHASES OF PROJECT #24050; APPROVING A BUDGET TRANSFER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park, known as Parking Lots C and D, have been a long standing City Commission area of focus. Over the course of the past several decades, numerous conceptual plans were developed to improve and eliminate blight in this waterfront area; and

WHEREAS, the City Commission, at their March 5, 2024, Regular Meeting, approved Resolution 2024-46, authorizing Thomas & Hutton Engineering Co. to provide Amelia River Waterfront Park Design Phase services; and

WHEREAS, the City Commission at their May 7, 2024, Regular Meeting, were presented the Thomas and Hutton Engineering Co. *conceptual* design plan and received feedback from the City Commission and citizens; and

WHEREAS, Thomas and Hutton Engineering Co. subsequently revised the Amelia River Waterfront Park *conceptual* design plan and now presents a Final Design, attached hereto as Exhibit A, for Commission approval; and

WHEREAS, the estimated Project #24050 cost is $2,000,000, attached hereto as Exhibit B. Funds are available in the Capital Expansion Fund Reserve account, 3107200 59990. A transfer from the Capital Expansion Fund Reserve account, in the amount of $2,000,000, into the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050 is required. Funds within the Capital Expansion account are collected from impact fees; and

WHEREAS, approval of this Resolution authorizes staff to proceed with the Final Design, permitting and construction phases of Project #24050; the Amelia River Waterfront Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Amelia River Waterfront Park, known as Parking Lots C and D, Final Design, permitting, and construction phases, attached hereto as Exhibit A, for Project #24050

SECTION 2. The City Commission hereby approves a budget transfer from the Capital Expansion Fund Reserve account, 3107200 59990 in the amount of $2,000,000 into the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050.

SECTION 3. The City Clerk and Interim City Manager are authorized to execute documentation pertaining to the Final Design, permitting, and construction phase of Project #24050, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 16th day of July, 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner - Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

Resolution 2024-126
Exhibit "A"

DEVELOPMENT PLANS
OF
FERNANDINA BEACH WATER FRONT PARK
LOTS C & D
FERNANDINA BEACH,
FLORIDA

PREPARED FOR:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

TM# 00-00-31-1760-0029-0010
00-00-31-1760-0031-0020
JULY 1, 2024

J-29401.0002

PREPARED BY:

THOMAS & HUTTON

Sheet List Table

Sheet Number	Sheet Title
CO	COVER SHEET
G0.1	GENERAL NOTES AND INDEX
EX1.1	EXISTING CONDITIONS AND DEMOLITION PLAN
EX1.2	EXISTING CONDITIONS AND DEMOLITION PLAN
C1.1	OVERALL SITE PLAN
C1.2	LAYOUT PLAN
C1.3	LAYOUT PLAN
C2.1	WATER & SEWER PLAN
C2.2	WATER & SEWER DETAILS
C2.3	WATER & SEWER DETAILS
C2.4	WATER & SEWER DETAILS
C3.1	PAVING & GRADING PLAN
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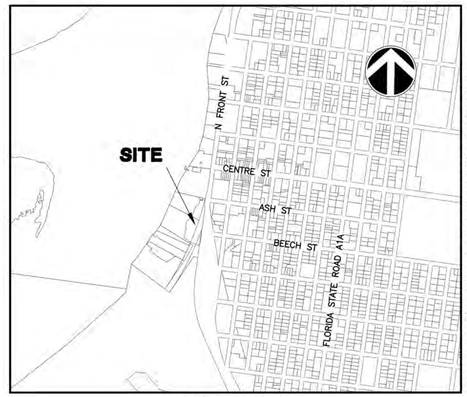
C3.4	PAVING & GRADING PLAN
C3.5	PAVING & GRADING DETAILS
C3.6	PAVING & GRADING DETAILS
C3.7	PAVING & GRADING DETAILS
EC0.1	ES & PC NOTES
EC1.1	ES & PC PLAN
EC2.1	ES & PC DETAILS
L1.1	MATERIALS PLAN
L1.2	MATERIALS PLAN
L3.1	SITE DETAILS
L3.2	SITE DETAILS
L3.3	SITE DETAILS
L4.1	SOIL PLAN
L5.1	PLANTING PLAN
L5.2	PLANTING PLAN
L5.3	GENERAL NOTES & PLANTING SCHEDULE
L5.4	PLANTING DETAILS
L5.5	LANDSCAPE SPECIFICATIONS
L5.6	GRASSING SPECIFICATIONS
L6.1	MEP COORDINATION & CONDUIT PLAN
L6.2	MEP COORDINATION & CONDUIT PLAN

Charles Jackson Ezelle LICENSE No 67077 STATE OF FLORIDA PROFESSIONAL ENGINEER

REGISTERED LANDSCAPE ARCHITECT RYAN P. THOMPSON LA 6666849 STATE OF FLORIDA



VICINITY MAP
SCALE: 1" = 1000'

J-29401.0002 FERNANDINA BEACH WATER FRONT PARK
07/01/2024 LOTS C & D

BID SET - NOT FOR CONSTRUCTION

REVISION HISTORY

REV. NO.	REVISION	BY	DATE

SUBMITTAL HISTORY

SUBMITTED TO	DATE
ISSUED FOR PERMIT	07.01.2024
SCHEMATIC DESIGN SUBMITTAL	05.07.2024

811 Know what's below. Call before you dig.

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520
p.912.466.0536
www.thomasandhutton.com

Z:\JAX\1-USACE\0001\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\1-USACE-0002 - CLOSE - Jul 1, 2024 - 3:00 PM

DRAINAGE LEGEND

	EXISTING	PROPOSED
PIPE		
DITCH		
CURB INLET (CI) CATCH BASIN (CB)		
CURB INLET – RIGHT (CI) OR CATCH BASIN – RIGHT (CB)	OR	OR
CURB INLET – LEFT (CI) OR CATCH BASIN – LEFT (CB)	OR	OR
CURB INLET – BOTH (CI) OR CATCH BASIN – BOTH (CB)	OR	OR
CONTROL STRUCTURE (CS)		
DITCH INLET (DI)		
GRATE INLET (GI)		
HOODED INLET (HI)	OR	OR
JUNCTION BOX (JB)		
MANHOLE (SDMH)		
ROLL CURB INLET (RC)		
ROOF INLET (RI)		
VALLEY INLET (VI)		
YARD INLET (YI)		
BEVELED END SECTION (BES)		
END SECTION (ES)		
FLARED END SECTION (FES)		
11-¼° BEND – HORIZONTAL		
22-½° BEND – HORIZONTAL		
45° BEND – HORIZONTAL		
90° BEND – HORIZONTAL		
CLEANOUT		
PLUG		
TEE		
WYE		

OTHER UTILITIES LEGEND

	EXISTING
NATURAL GAS	UGG
TELEPHONE	OHT
UNDERGROUND TELEPHONE	UTL
ELECTRICITY	OHP
UNDERGROUND ELECTRICITY	UGP

ABBREVIATIONS

DBL	DOUBLE		FM	FORCE MAIN (SANITARY SEWER)		PC	POINT OF CURVE		TC	TOP OF CURB
BOT	BOTTOM		FP	FINISH PAD		PH	POST HYDRANT		TH	THROAT ELEVATION
CB	CATCH BASIN		FR	FRAME		PT	POINT OF TANGENT		TG	TOP OF GUTTER
CI	CURB INLET		GI	GRATE INLET		PVC	POLYVINYL CHLORIDE		TP	TOP OF PAVEMENT
CO	CLEAN OUT		GV	GATE VALVE		RCP	REINFORCED CONCRETE PIPE		TW	TOP OF WALK
CPP	CORRUGATED PLASTIC PIPE		HDPE	HIGH DENSITY POLYETHYLENE		RC	ROLL CURB INLET		TYP	TYPICAL
DBL	DOUBLE		HI	HOODED INLET		RCP	REINFORCED CONCRETE PIPE		VI	VALLEY INLET
DI	DITCH INLET		INV	INVERT ELEVATION		RI	ROOF INLET		W	WATER
DIP	DUCTILE IRON PIPE		JB	JUNCTION BOX		RJP	RESTRAINED JOINT PIPE		W/	WITH
EL	ELEVATION		LF	LINEAR FEET		R/W	RIGHT-OF-WAY		WV	WATER VALVE
ES	END SECTION		MAX	MAXIMUM		SD	STORM DRAINAGE		YI	YARD INLET
FES	FLARED END SECTION		MIN	MINIMUM		SDMH	STORM DRAINAGE MANHOLE		YI	YARD INLET
FG	FINISH GRADE		MH	MANHOLE		SF	SQUARE FEET			
FH	FIRE HYDRANT		OC	ON CENTER		SS	SANITARY SEWER			

SEWER LEGEND

	EXISTING	PROPOSED
GRAVITY PIPE	SS	
SINGLE SERVICE LATERAL		
DOUBLE SERVICE LATERAL		
DROP MANHOLE (DMH)		
MANHOLE (MH)		
CLEANOUT (CO)		
FORCEMAIN	10"FM	10"FM
AIR RELEASE VALVE (ARV)		
CHECK VALVE (CV)		
PLUG VALVE AND BOX (PV)		
FLUSH HYDRANT		
PUMP CONNECTION (PC)		
REDUCER		
TRACER WIRE ACCESS BOX (TWAB)		
CROSS		
TEE		
TAPPING SLEEVE (TS)		
90° BEND HORIZONTAL		
45° BEND HORIZONTAL		
22-½° BEND HORIZONTAL		
11-¼° BEND HORIZONTAL		
BEND VERTICAL		
PLUG \ CAP		

WATER LEGEND

	EXISTING	PROPOSED
WATER MAIN	10"W	10"W
SINGLE SERVICE LATERAL		
DOUBLE SERVICE LATERAL		
BUTTERFLY VALVE (BV)		
DOUBLE CHECK DETECTOR ASSEMBLY (DCDA)		
GATE VALVE AND BOX (GV)		
POST INDICATOR VALVE (PIV)		
TAPPING SLEEVE AND VALVE (TSV)		
REDUCED PRESSURE ZONE BACKFLOW (RPZ)	NNN	NNN
WATER METER (WM)		

WATER LEGEND

	EXISTING	PROPOSED
TRACER WIRE ACCESS BOX (TWAB)		
FIRE HYDRANT W/TEE, VALVE & BOX (FHA)		
POST HYDRANT (PH)		
REDUCER		
CROSS		
TEE		
90° BEND – HORIZONTAL		
45° BEND – HORIZONTAL		
22-½° BEND – HORIZONTAL		
11-¼° BEND – HORIZONTAL		
BEND – VERTICAL		
CAP		

GENERAL NOTES

1. CONTRACTOR SHALL COORDINATE TIE-IN OF NEW WATER AND SEWER FACILITIES TO THE CITY OF FERNANDINA BEACH. CONTRACTOR SHALL MAINTAIN MINIMUM COVER OVER THE WATER MAIN PIPE BARREL OF 3'-0" UNLESS OTHERWISE INDICATED. TOP OF PIPE ELEVATIONS ARE SHOWN FOR CASES WHERE FUTURE STORM SEWERS ARE TO BE INSTALLED. IN NO CASE SHALL THE WATER MAIN BE INSTALLED AT A LOWER ELEVATION THAN THAT SHOWN.
2. SHOULD PIPE, FITTINGS, AND OTHER MATERIALS BE NEEDED IN ADDITION TO THAT SHOWN ON THE DRAWINGS BECAUSE PIPELINE WAS NOT INSTALLED TO THE ALIGNMENT AND PROFILE SHOWN, THEN THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING THOSE NECESSARY MATERIALS AND PROVIDING THE EQUIPMENT AND LABOR TO INSTALL THEM TO MEET THE DESIGN INTENT OF THE WATERMAIN AT NO ADDITIONAL COST TO THE OWNER.
3. THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE ENGINEER 48 HOURS IN ADVANCE OF ALL REQUIRED TESTS AND INSPECTIONS.
4. THE CONTRACTOR WILL NOTIFY THE ENGINEER IF UNSUITABLE MATERIAL IS DISCOVERED PRIOR TO BEGINNING ANY REMOVAL OPERATION.
5. ALL WATERMAINS SHALL BE POLYVINYL CHLORIDE (PVC C900) UNLESS OTHERWISE INDICATED. ALL WATER SERVICES SHALL BE PVC SDR-21 UNLESS OTHERWISE INDICATED.
6. ALL GRAVITY SEWER MAINS AND SERVICES SHALL BE POLYVINYL CHLORIDE (PVC SDR26) UNLESS OTHERWISE INDICATED.
7. SURVEYING AND BOUNDARY INFORMATION BY MANZIE & DRAKE.
8. ALL ELEVATIONS SHOWN ARE BASED ON NAVD88.
9. TOPOGRAPHIC SURVEY BY MANZIE & DRAKE..
10. CONTRACTOR IS TO VERIFY ACCURACY OF ANY TEMPORARY BENCHMARKS SHOWN PRIOR TO UTILIZING THEM FOR CONSTRUCTION.
11. THE EXISTING UNDERGROUND UTILITIES SHOWN HEREON ARE BASED UPON AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL UTILITIES OTHER THAN THOSE SHOWN ARE ENCOUNTERED DUERING CONSTRUCTION , THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY AND TAKE STEPS TO PROTECT THE LINE(S) AND ENSURE CONTINUED SERVICE. DAMAGE CAUSED TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE REPAIRED BY THE CONTRACTOR. ADDITIONALLY, THE CONTRACTOR SHALL CONFIRM THE CONNECTION POINTS OF NEW UTILITIES TO EXISTING UTILITIES PRIOR TO BEGINNING NEW CONSTRUCTION.
12. IF WORK IS SUSPENDED OR DELAYED FOR 14 DAYS, THE CONTRACTOR SHALL TEMPORARILY STABILIZE THE DISTURBED AREA AT NO ADDITIONAL COST TO THE OWNER.
13. THE CONTRACTOR SHALL INSTALL ANY BARRICADES PRIOR TO BEGINNING CONSTRUCTION
14. THE FOLLOWING NOTES ARE SPECIFIED BY THE COUNTY ENGINEER AND ARE TO BE EXECUTED BY THE CONTRACTOR FOR STREETS IN THE PROJECT WHICH ARE TO BE DEEDED TO THE CITY OF FERNANDINA BEACH:
    a. ANY DAMAGE TO EXISTING PAVEMENT MUST BE REPAIRED AT CONTRACTORS EXPENSE AND TO THE SATISFACTION OF THE COUNTY ENGINEER AND THE PROJECT ENGINEER.
    b. ALL RIGHT-OF-WAY AND DRAINAGE EASEMENT CONSTRUCTION SHALL MEET FDOT STANDARD SPECIFICATIONS UNLESS SPECIFIED ELSEWHERE AND APPROVED IN WRITING BY THE COUNTY ENGINEER.
    c. ALL LOTS WITHIN THE DEVELOPMENT SHALL BE FILLED AND HAVE POSITIVE DRAINAGE TO THE APPROPRIATE EASEMENT OR RIGHT-OF-WAY AS APPROVED ON THE PLANS PRIOR TO THE ISSUANCE OF ANY BUILDING PERMITS OR FINAL ACCEPTANCE OF THE RIGHT-OF-WAYS BY THE COUNTY
    d. WHERE FIELD INSPECTIONS ARE REQUIRED BY THE COUNTY, THE CONTRACTOR SHALL NOTIFY THE ENGINEERING DIVISION A MINIMUM OF 48 HOURS IN ADVANCE TO SCHEDULE SUCH INSPECTIONS.
    e. A COMPLETE SET OF APPROVED DRAWINGS AND SPECIFICATIONS MUST BE MAINTAINED ON SITE AT ALL TIMES THAT THE CONTRACTOR IS PERFORMING WORK. THESE DRAWINGS SHALL BE MADE AVAILABLE UPON REQUEST.
    f. ANY REVISIONS DURING CONSTRUCTION WHICH ALTER THE ROAD LAYOUT, CONSTRUCTION METHODS, RIGHT-OF-WAY LOCATION OR DRAINAGE MUST BE SUBMITTED AND APPROVED IN WRITING BY THE COUNTY ENGINEER.
    g. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL CONSTRUCTION PERMITS NECESSARY FROM OTHER RESPONSIBLE AGENCIES.
    h. ALL TREES SHOWING DISTURBANCE WITHIN THE PROTECTED ROOT ZONE SHALL BE PRUNED AND FERTILIZED BY A CERTIFIED ARBORIST PRIOR TO RECEIVING FINAL PLAT APPROVAL (THIS WORK WILL BE DONE BY THE OWNER OUTSIDE OF THE CONTRACT.)
    i. LAKE CONTOURS SHOWN HEREIN WILL PROVIDE A DEPTH ONE FOOT GREATER THAN NECESSARY FOR STORM WATER MANAGEMENT. THIS IS TO PROVIDE FOR ONE FOOT OF SILT BUILDUP DURING CONSTRUCTION OF ANY AREA OF ANY POND WHICH SILTS MORE THAN ONE FOOT ABOVE DESIGNED BOTTOM ELEVATION SHALL BE RESTORED TO THE MINIMUM ACCEPTABLE DEPTH OF ONE FOOT LESS THAN ORIGINAL CONSTRUCTED DEPTH.
    j. ALL ABOVE GROUND UTILITIES ARE TO BE OUTSIDE OF THE R/W AND ALL AT GRADE UTILITIES ARE TO BE OUT OF THE CURB LINE.
16. THE CONTRACTOR SHALL INSTALL ALL EROSION CONTROL AND PREVENTION STRUCTURES SHOWN ON THE PLANS. BOTH MUST BE APPROVED BY THE CITY OF FERNANDINA BEACH PRIOR TO BEGINNING ANY LAND DISTURBING ACTIVITIES.
17. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF UNSUITABLE MATERIAL IS DISCOVERED PRIOR TO BEGINNING ANY REMOVAL OPERATION.
18. CONTRACTOR WILL BE REQUIRED TO ADJUST MANHOLE FRAMES TO MATCH FINAL GRADE AT NO ADDITIONAL COST.
19. THE FOLLOWING NOTES ARE SPECIFIED BY THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT AND ARE TO BE EXECUTED BY THE CONTRACTOR:
    a. ALL SEDIMENT CONTROL MEASURES SHALL BE INSPECTED AT LEAST ONCE EVERY SEVEN CALENDAR DAYS AND AFTER ANY STORM EVENT OF GREATER THAN 0.5 INCHES OF PRECIPITATION DURING ANY 24-HOUR PERIOD. ALL SEDIMENT CONTROL FEATURES SHALL BE MAINTAINED UNTIL FINAL STABILIZATION HAS BEEN OBTAINED.
    b. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED, UNLESS ACTIVITY IN THAT PORTION OF THE SITE WILL RESUME WITHIN 14 DAYS.
    c. RESIDENTIAL SUBDIVISIONS REQUIRE EROSION CONTROL FEATURES FOR INFRASTRUCTURE AS WELL AS FOR INDIVIDUAL LOT CONSTRUCTION. INDIVIDUAL PROPERTY OWNERS SHALL FOLLOW THESE PLANS DURING LOT CONSTRUCTION OR PROVIDE AN INDIVIDUAL PLAN MEETING SECTION R.72-307 OF THE STORM WATER MANAGEMENT AND SEDIMENT REDUCTION ACT REQUIREMENTS.
20. ALL EROSION AND SEDIMENT CONTROL DEVICES SHALL BE CONSTRUCTED SIMULTANEOUSLY WITH THE DISTURBANCE OF THE LAND AND SHALL REMAIN FUNCTIONAL UNTIL THE CONTRIBUTING DISTURBED AREAS ARE STABILIZED. SILT BARRIERS WILL BE INSTALLED AS NECESSARY TO PREVENT EXCESSIVE SEDIMENTATION OF DOWNSTREAM AREAS. FLORIDA STORMWATER EROSION AND SEDIMENTATION CONTROL INSPECTORS MANUAL BY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION. CONTRACTOR SHALL GRADE AREAS TO DRAIN FOR POSITIVE FLOW PRIOR TO FINAL APPROVAL.
21. ALL TRAFFIC CONTROL SIGNS AND PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE MANUAL ON "UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS CURRENT EDITION.
22. ALL AREAS DISTURBED WILL BE GRASSED IMMEDIATELY AFTER THE INSTALLATION. GRASSING SHALL BE IN ACCORDANCE WITH SECTION 810 OF THE FDOT STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION CURRENT EDITION. PAYMENT SHALL BE AS SHOWN IN THE BID FORM AND SHALL BE COMPENSATION FOR ALL NECESSARY WORK AND MATERIALS TO COMPLETE THE SEEDING IN ACCORDANCE WITH THESE SPECIFICATIONS. (SEE SPECIFICATIONS BELOW)
23. ALL DRAINAGE WILL BE MADE FUNCTIONAL DAILY AS WORK PROGRESSES.
24. EACH EXISTING ROAD WILL BE CLEANED UP AND RESTORED DAILY.
25. NEW PAVEMENT TO BE FLUSH WITH EDGE OF EXISTING PAVEMENT.
26. ALL STORM DRAIN PIPE INVERTS IN AND OUT ARE THE SAME AS THE BOX INVERT UNLESS OTHERWISE NOTED ON THE PLAN SHEETS AND/OR PROFILES.
27. ALL SEWER VALVES SHALL COMPLY WITH THE CITY OF FERNANDINA BEACH UTILITY CONSTRUCTION SPECIFICATIONS.
28. ALL WATER VALVES SHALL COMPLY WITH THE CITY OF FERNANDINA BEACH UTILITY CONSTRUCTION SPECIFICATIONS.
29. ONLY TYPE S AND M MORTAR IS TO BE USED IN STORMWATER SYSTEM CONSTRUCTION AND ALL BRICKWORK AND BRICK MUST MEET FDOT SPECIFICATIONS.
30. THE DESIGN OF THE PAVEMENT AND EARTHWORK MATERIALS, PROCEDURES AND METHODS SPECIFIED ARE BASED ON THE CITY OF FERNANDINA BEACH MINIMUM STANDARDS.

GENERAL INFORMATION

COUNTY	NASSAU COUNTY
TOWN	FERNANDINA BEACH
ZONING	INDUSTRIAL

OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034
904.277.7300

ENGINEER:
THOMAS & HUTTON
1208 NEWCASTLE STREET, SUITE 201
BRUNSWICK, GA 31520
912.466.0536

SURVEYOR: MANZIE & DRAKE
117 S 9TH STREET
FERNANDINA BEACH, FL 32034

UTILITY: NASSAU-AMEILA UTILITIES
5390 1ST COAST HWY
FERNANDINA BEACH, FL 32034
904.530.6030

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ennis
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

GENERAL NOTES AND INDEX

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N/A

G0.1

Notes:

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3. EXISTING TREES TO REMAIN OR TO BE REMOVED ON THIS PLAN ARE SHOWN FOR GENERAL INFORMATIONAL PURPOSES ONLY. SEE LANDSCAPE SHEETS FOR FINAL DETERMINATION OF TREES TO BE REMOVED AND TO REMAIN.
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SURVEY NOTES:

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2.) Bearings and coordinates shown hereon are relative to Florida State Plane Coordinate System, East Zone, North American Datum 1983 / 1990.
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4.) The Mean High Water Line shown hereon was established per the Department of Environmental Protection by extending the published tidal datum (Tide Guage 872–0030). Mean High Water Elevation = 2.40' NAVD 1988
5.) This firms "Certificate of Authorization" number is "LB 7039".
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SURVEY LEGEND

FDC = FIRE DEPARTMENT CONNECTION
BFP = BACKFLOW PREVENTER
XFMR = TRANSFORMER
= STOP SIGN
= SIGN
= CABLE TELEVISION PEDESTAL
= CONCRETE FLATWORK
= ELECTRICITY METER
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MATCH LINE – SEE SHEET NO. EX1.2

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ellis, III
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
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EXISTING CONDITIONS AND DEMOLITION PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH = 20 FEET

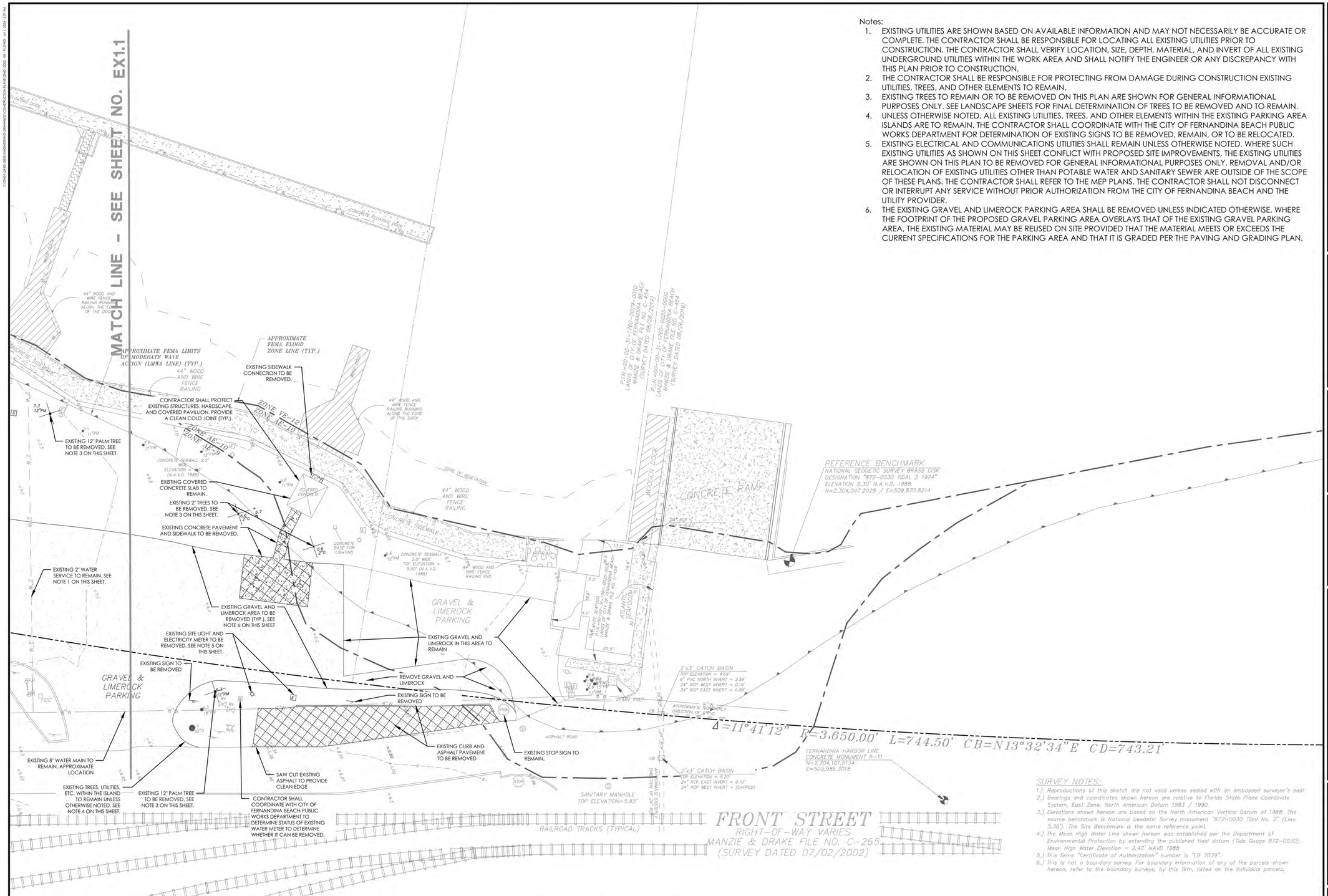
DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 20'

EX1.1

BID SET - NOT FOR CONSTRUCTION

Z:\THEL\JAX_DESIGN\PERMITS\DRAWINGS\CONSTRUCTION PLANS\DWG\2025 - EX & DMO - L1 - 2024_1.dwg



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EX1.2

Z:\29401\29401-0002\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\29401-0002 — ST — PLDWG — Jul 1, 2024 — 3:01 PM

PROVIDED PARKING

AUTOMOBILE SPACES:	59
HANDICAP SPACES:	3
TOTAL AUTO SPACES*:	62
BOAT TRAILER SPACES:	12
FLEX SPACES**:	5
GOLF CART SPACES:	3
EVENT AUTO SPACES:	32

*ONE AUTO SPACE IS LOST FOR ACCESS WHILE EVENT PARKING IS IN USE; THEREFORE, THE MAXIMUM NUMBER OF USEABLE PARKING SPACES IS 101.
** EACH FLEX SPACE MAY BE USED FOR ONE BOAT TRAILER SPACE OR TWO AUTOMOBILE SPACES

COVERAGE SUMMARY

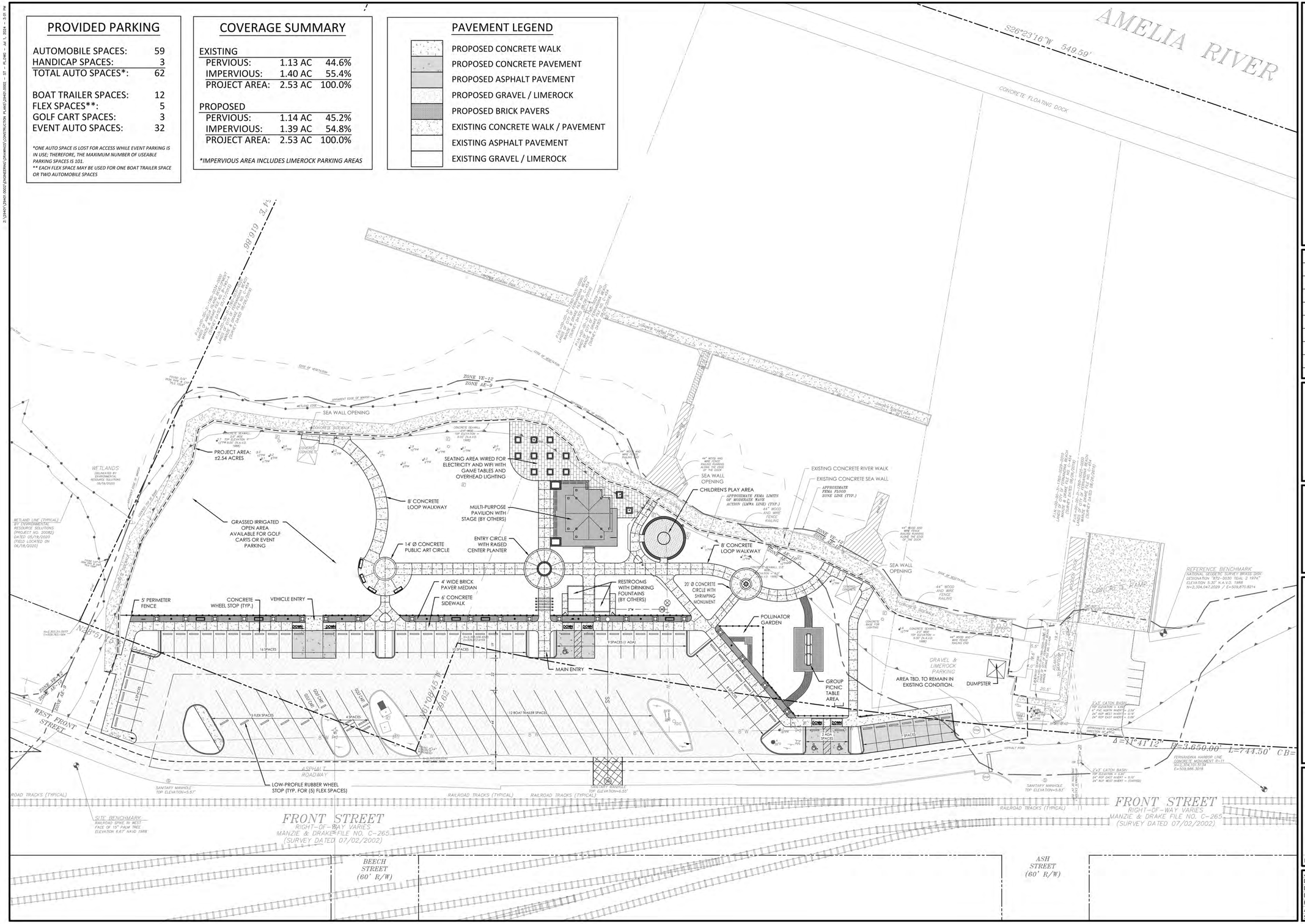
EXISTING		
PERVIOUS:	1.13 AC	44.6%
IMPERVIOUS:	1.40 AC	55.4%
PROJECT AREA:	2.53 AC	100.0%

PROPOSED		
PERVIOUS:	1.14 AC	45.2%
IMPERVIOUS:	1.39 AC	54.8%
PROJECT AREA:	2.53 AC	100.0%

*IMPERVIOUS AREA INCLUDES LIMEROCK PARKING AREAS

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK



BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Estes
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

OVERALL SITE PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

30 0 15 30
GRAPHIC SCALE:
1 INCH 30 FEET

DATUM: HORIZ.: FL83–EF VERT.: NAVD–1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 30'

C1.1

PROVIDED PARKING

AUTOMOBILE SPACES:	59
HANDICAP SPACES:	3
TOTAL AUTO SPACES*:	62
BOAT TRAILER SPACES:	12
FLEX SPACES**:	5
GOLF CART SPACES:	3
EVENT AUTO SPACES:	32

*ONE AUTO SPACE IS LOST FOR ACCESS WHILE EVENT PARKING IS IN USE; THEREFORE, THE MAXIMUM NUMBER OF USEABLE PARKING SPACES IS 101.
** EACH FLEX SPACE MAY BE USED FOR ONE BOAT TRAILER SPACE OR TWO AUTOMOBILE SPACES

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

*SEE HARDSCAPE PLANS AND PLANS BY OTHERS FOR ADDITIONAL SURFACE TREATMENTS AND PATTERNS

MATCH LINE - SEE SHEET NO. C1.3

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Evans
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON

1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

LAYOUT PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FLB3-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 20'

C1.2

Z:\PROJ\1 DWG\0005 ENGINEERING\CAD\ARCHITECTS CONSTRUCTION PLANS\0005-0000 - 01 - 01 (CIVIL) - J.dwt 1:20 pm

MATCH LINE - SEE SHEET NO. C1.2

PROVIDED PARKING

AUTOMOBILE SPACES:	59
HANDICAP SPACES:	3
TOTAL AUTO SPACES*:	62
BOAT TRAILER SPACES:	12
FLEX SPACES**:	5
GOLF CART SPACES:	3
EVENT AUTO SPACES:	32

*ONE AUTO SPACE IS LOST FOR ACCESS WHILE EVENT PARKING IS IN USE; THEREFORE, THE MAXIMUM NUMBER OF USEABLE PARKING SPACES IS 101.
** EACH FLEX SPACE MAY BE USED FOR ONE BOAT TRAILER SPACE OR TWO AUTOMOBILE SPACES

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

*SEE HARDSCAPE PLANS AND PLANS BY OTHERS FOR ADDITIONAL SURFACE TREATMENTS AND PATTERNS

EXISTING SEA WALL OPENING
CHILDREN'S PLAY AREA
APPROXIMATE FEMA LIMITS OF MODERATE WAVE ACTION (LIMWA LINE) (TYP.)
44" WOOD AND WIRE FENCE RAILING
APPROXIMATE FEMA FLOOD ZONE LINE (TYP.)
EXISTING CONCRETE RIVER WALK
EXISTING CONCRETE SEA WALL
ZONE VE-12'
ZONE AE-10'
44" WOOD AND WIRE FENCE RAILING RUNNING ALONG THE EDGE OF THE DOCK
8' CONCRETE LOOP WALKWAY
N: 2,303,716.3207
E: 509,760.4941
SEA WALL OPENING
20' Ø CONCRETE CIRCLE WITH SHRIMPING MONUMENT
N: 2,303,767.9794
E: 509,799.1656
POLLINATOR GARDEN
6" HEADER CURB
8 SPACES @ 9' O.C.
GROUP PICNIC TABLE AREA
TYPE 'B' RAMP WITH DETECTABLE WARNING PER DETAIL A1.2A
6' WIDE CONCRETE SIDEWALK; INCLUDE MONOLITHIC TURN-DOWN PER DETAIL FOR ALL SIDEWALK ADJACENT TO PARKING AREAS (TYP.)
CONCRETE WHEEL STOP (TYP.)
DUMPSTER
2' CURB TAPER DOWN; FLUSH HEADER CURB THROUGH RADIUS
EXISTING 8" WATER MAIN, APPROXIMATE LOCATION
7 SPACES @ 9' O.C.
4" SOLID WHITE PAINT PARKING LINE (TYP.)
HANDICAP PARKING SYMBOL, STRIPING, & SIGNAGE: PER DETAIL
R1-1 (30)30 STOP
DOWN
12'
5'
17'
63'
4'R
15'R
3'R
CONCRETE SEAWALL 2.0' WIDE TOP ELEVATION = 9.05' (N.A.V.D. 1988)
CONCRETE SEAWALL 2.0' WIDE TOP ELEVATION = 9.05' (N.A.V.D. 1988)
44" WOOD AND WIRE FENCE RAILING
44" WOOD AND WIRE FENCE RAILING END
EDGE OF VEGETATION
WOOD DOCK
CONCRETE RAMP
CONCRETE FLOATING DOCK
CONCRETE SIDEWALK
CONCRETE BASE FOR LIGHTING
GRAVEL & LIMEROCK
ATLANTIC SEAFOOD
ASPHALT PAD
APPROXIMATE CENTERLINE DIRECTION OF FLOW
ASPHALT ROAD
SANITARY MANHOLE TOP ELEVATION=5.83'
2'x3' CATCH BASIN
TOP ELEVATION = 4.69'
6" PVC NORTH INVERT = 2.59'
24" RCP WEST INVERT = 0.19'
24" RCP EAST INVERT = 0.09'
2'x3' CATCH BASIN
TOP ELEVATION = 5.20'
24" RCP EAST INVERT = 0.10'
24" RCP WEST INVERT = (CAPPED)
P.I.N.=05-00-31-1760-0023-0010
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)
P.I.N.=00-00-11-1760-0025-0000
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)
REFERENCE BENCHMARK
NATIONAL GEODETIC SURVEY BRASS DISK
DESIGNATION "872-0030 TIDAL 2 1974"
ELEVATION 5.30' N.A.V.D. 1988
N=2,304,047.2029 / E=509,870.8214
Δ=11°41'12" R=3,650.00' L=744.50' CB=N13°32'34"E CD=743.21'
FERNANDINA HARBOR LINE CONCRETE MONUMENT R-11
N=2,304,161.5134
E=509,986.3018
RAILROAD TRACKS (TYPICAL)
FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)
ASH STREET (60' R/W)

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Brown
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
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LAYOUT PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 20'

C1.3

NOTES:

1. EXISTING UTILITIES ARE SHOWN BASED ON AVAILABLE INFORMATION AND MAY NOT NECESSARILY BE ACCURATE OR COMPLETE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL VERIFY LOCATION, SIZE, DEPTH, MATERIAL, AND INVERT OF ALL EXISTING UNDERGROUND UTILITIES WITHIN THE WORK AREA AND SHALL NOTIFY THE ENGINEER OR ANY DISCREPANCY WITH THIS PLAN PRIOR TO CONSTRUCTION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING FROM DAMAGE DURING CONSTRUCTION EXISTING UTILITIES, TREES, AND OTHER ELEMENTS TO REMAIN.
3. THE EXISTING SANITARY SEWER SYSTEM IN THE FRONT STREET RIGHT-OF WAY IS CURRENTLY OUT OF SERVICE. THE CONTRACTOR SHALL COORDINATE WITH THE CITY OF FERNANDINA BEACH FOR THE SCHEDULE OF PLACING THIS SYSTEM BACK INTO SERVICE. THE CITY OF FERNANDINA BEACH SHALL PROVIDE DIRECTION TO THE CONTRACTOR AS IT RELATES TO THE CONNECTIONS OF THE PROPOSED WATER AND SEWER SERVICES TO THE EXISTING UTILITIES WETHER THOSE PROPOSED SERVICES ARE TO BE MADE ACTIVE AS PART OF THIS PROJECT, ETC.
4. SEE MEP PLANS BY OTHERS FOR INFORMATION RELATING TO THE EXISTING AND PROPOSED SITE LIGHTING AND OTHER ELECTRICAL COMPONENT. SEE MEP PLANS BY OTHERS FOR MECHANICAL AND ELECTRICAL UTILITIES ASSOCIATED WITH THE STAGE AND RESTROOMS. SEE MEP PLANS FOR WATER AND SEWER UTILITIES WITHIN FIVE (5) FEET OF THE RESTROOM FOOTING.
5. A PLACEHOLDER LOCATION FOR THE PROPOSED TRANSFORMER PAD IS SHOWN ON THIS PLAN FOR GENERAL REFERENCE ONLY. FINAL TRANSFORMER PAD LOCATION, SIZE AND ROUTING OF ELECTRICAL LINES TO AND FROM THE TRANSFORMER, AND ANY REQUIRED EASEMENTS SHALL BE DETERMINED BY OTHERS THROUGH COORDINATION AMONG THE CITY OF FERNANDINA BEACH, MEP CONSULTANTS, AND THE UTILITY PROVIDER.

WETLANDS
(DELINEATED BY ENVIRONMENTAL RESOURCE SOLUTIONS 05/19/2020)

WETLAND LINE (TYPICAL) BY ENVIRONMENTAL RESOURCE SOLUTIONS (PROJECT NO. 20082) DATED 05/19/2020 (FIELD LOCATED ON 06/18/2020)

APPARENT EDGE OF MARSH

LIMITED TOP OF BANK

EDGE OF VEGETATION

WETLAND EDGE

CONCRETE SIDEWALK

CONCRETE SEAWALL 2.0' WIDE TOP ELEVATION = 12'PM 9.00' (N.A.V.D. 1988)

COVERED CONCRETE

CONCRETE SEAWALL 2.0' WIDE TOP ELEVATION = 9.00' (N.A.V.D. 1988)

ZONE VE-12
ZONE AE-9

ZONE VE-12
ZONE AE-10
ZONE AE-9

APPROXIMATE FEMA LIMITS OF MODERATE WAVE ACTION (LIMWA LINE) (TYP.)

APPROXIMATE FEMA FLOOD ZONE LINE (TYP.)

44" WOOD AND WIRE FENCE RAILING

44" WOOD AND WIRE FENCE RAILING RUNNING ALONG THE EDGE OF THE DOCK

CONCRETE FLOATING DOCK

P.I.N.=00-00-31-1010-0034-0000
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-654
SURVEY DATED 11/28/2019)

P.I.N.=00-00-31-1010-0034-0000
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-654
(SURVEY DATED 08/09/2019)

STAGE

ART CIRCLE

CHILDREN'S PLAY AREA

RESTROOMS WITH DRINKING FOUNTAINS (BY OTHERS) FFE: 8.00

2" GATE VALVE IN BOX ON EXISTING LINE

CONNECT TO EXISTING 2" WATER LINE WITH 2" X 2" TEE
2" GATE VALVE IN BOX ±35 LF
2" PVC SDR-21

SHRIMPING MONUMENT

4" CO #1
FR: 7.69
INV. OUT: 2.11 (E)

111 LF 4" PVC - SDR 26
@ 1.00%

EXISTING IRRIGATION WATER METER AND BACKFLOW PREVENTER

EXISTING 2" WATER SERVICE TO DOCK (APPROXIMATE LOCATION)

EXISTING 2" DOMESTIC WATER METER AND BACKFLOW PREVENTER

PICNIC TABLES

EXISTING 8" WATER MAIN (APPROXIMATE LOCATION)

EX. SSMH
FR: 6.55
INV. IN: 1.00 (W)
INV. OUT: 0.45 (N)

CORE DRILL AND BOOT CONNECTION TO EXISTING MANTHOLE AT INV.: 1.00

CONTRACTOR SHALL COORDINATE WITH CITY OF FERNANDINA BEACH PUBLIC WORKS DEPARTMENT TO DETERMINE STATUS OF EXISTING WATER METER TO DETERMINE WHETHER IT CAN BE REMOVED.

TRANSFORMER PAD (BY OTHERS); SEE NOTE 5

SAW CUT, REMOVE, AND REPLACE ASPHALT PAVEMENT AS NECESSARY FOR UTILITY INSTALLATION

CONTRACTOR SHALL PROVIDE FIELD-VERIFIED MANHOLE TOP AND INVERT ELEVATIONS TO ENGINEER PRIOR TO CONSTRUCTION

WEST FRONT STREET

ASPHALT ROADWAY

SANITARY MANHOLE TOP ELEVATION=5.57'

SANITARY MANHOLE TOP ELEVATION=6.55'

RAILROAD TRACKS (TYPICAL)

SITE BENCHMARK
RAILROAD SPIKE IN WEST FACE OF 15" PALM TREE
ELEVATION 6.87' NAVD 1988

FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)

BEECH STREET
(60' R/W)

DOWN

8"W

2"W

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ennis
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

WATER & SEWER PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

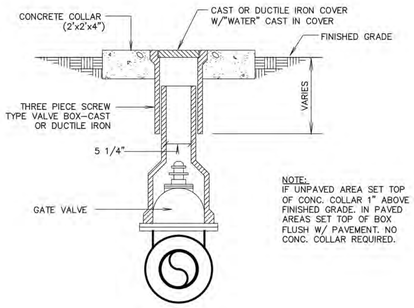
CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 20'

C2.1



NOTE:
IF UNPAVED AREA SET TOP OF CONC. COLLAR 1" ABOVE FINISHED GRADE. IN PAVED AREAS SET TOP OF BOX FLUSH W/ PAVEMENT. NO CONC. COLLAR REQUIRED.

W10
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

VALVE BOX DETAIL

NOT TO SCALE



DUCTILE IRON LINE

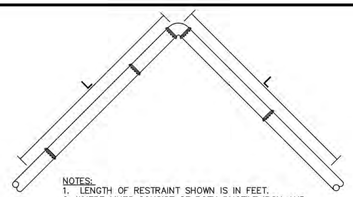
PIPE DIA.	L
4	28
6	40
8	52
10	62
12	73
16	94
20	114
24	132

PVC LINE

PIPE DIA.	L
4	52
6	74
8	96
10	115
12	136

NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.

DEAD END RESTRAINT



NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.

PVC LINE

PIPE DIA.	BEND ANGLE 11 1/4°	22 1/2°	45°	90°
4	3	6	12	29
6	4	8	17	41
8	5	11	22	53
10	6	13	26	64
12	7	15	31	75

DUCTILE IRON LINE

PIPE DIA.	BEND ANGLE 11 1/4°	22 1/2°	45°	90°
4	2	4	8	20
6	3	6	12	28
8	4	7	15	36
10	4	9	18	43
12	5	10	21	51
16	6	13	27	65
20	8	16	33	79
24	9	18	38	92

MINIMUM RESTRAINED LENGTH (L)

HORIZONTAL BEND RESTRAINT

NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.
3. U1 AND U2 = UNINTERRUPTED STRAIGHT RUNS OF PIPE IN EACH DIRECTION.
4. Ur = THE SMALLER OF U1 OR U2.
5. L = MINIMUM RESTRAINED LENGTH ALONG THE BRANCH.
6. WHERE Ur IS LESS THAN 5', RESTRAIN TEE AS A 90° HORIZONTAL BEND.

DUCTILE IRON LINE

TEE \ Ur	5'-10'	11'-20'	21'-35'	36'-50'	50'-75'	75'-100'
4X4	23	15	2	*	*	*
6X4	21	9	*	*	*	*
6X6	35	27	14	*	*	*
8X4	18	3	*	*	*	*
8X6	33	23	5	*	*	*
8X8	47	39	26	6	*	*
10X4	16	*	*	*	*	*
10X6	31	18	*	*	*	*
10X8	46	36	19	*	*	*
10X10	57	49	36	17	*	*
12X4	13	*	*	*	*	*
12X6	30	14	*	*	*	*
12X8	44	32	13	*	*	*
12X10	56	47	31	7	*	*
12X12	68	60	47	28	*	*
16X6	28	4	*	*	*	*
16X8	41	25	*	*	*	*

DUCTILE IRON LINE

TEE \ Ur	5'-10'	11'-20'	21'-35'	36'-50'	50'-75'	75'-100'
16X10	54	41	20	*	*	*
16X12	66	56	38	*	*	*
16X16	89	81	38	*	*	*
20X6	22	*	*	*	*	*
20X8	38	18	*	*	*	*
20X10	51	35	8	*	*	*
20X12	64	51	28	*	*	*
20X16	87	77	60	35	10	*
20X20	108	100	87	67	48	*
24X6	18	*	*	*	*	*
24X8	35	10	*	*	*	*
24X10	49	29	*	*	*	*
24X12	62	45	17	*	*	*
24X16	86	73	53	22	*	*
24X20	107	97	81	57	33	*
24X24	127	119	106	86	66	33

MINIMUM RESTRAINED LENGTH (L)

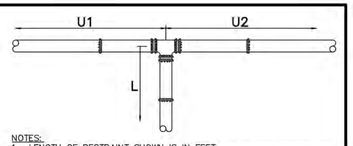
*RESTRAIN AT TEE ONLY.

TEE RESTRAINT (DUCTILE IRON LINE)

W32
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

RESTRAINED JOINTS DETAILS

NOT TO SCALE



NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.
3. U1 AND U2 = UNINTERRUPTED STRAIGHT RUNS OF PIPE IN EACH DIRECTION.
4. Ur = THE SMALLER OF U1 OR U2.
5. L = MINIMUM RESTRAINED LENGTH ALONG THE BRANCH.
6. WHERE Ur IS LESS THAN 5', RESTRAIN TEE AS A 90° HORIZONTAL BEND.

PVC LINE

TEE \ Ur	5'-10'	11'-20'	21'-35'	> 35'
4X4	43	28	4	*
6X4	38	17	*	*
6X6	64	49	25	*
8X4	34	6	*	*
8X6	61	42	10	*
8X8	87	72	48	12
10X4	29	*	*	*
10X6	58	34	*	*
10X8	84	66	35	*
10X10	106	91	67	31
12X4	24	*	*	*
12X6	54	26	*	*
12X8	82	60	23	*
12X10	104	86	57	13
12X12	126	112	87	51

MINIMUM RESTRAINED LENGTH (L)

*RESTRAIN AT TEE ONLY.

TEE RESTRAINT (PVC LINE)



DUCTILE IRON LINE

REDUCER	U	L
6X4	30	21
8X4	72	38
8X6	29	22
10X4	123	51
10X6	63	38
10X8	26	21
12X4	186	64
12X6	106	53
12X8	59	39
12X10	26	21
16X6	214	79
16X8	141	68
16X10	91	56
16X12	54	40
20X10	174	84
20X12	123	71
20X16	51	40
24X12	207	97
24X16	113	72
24X20	48	39

PVC LINE

REDUCER	U	L
6X4	56	38
8X4	134	69
8X6	53	40
10X4	227	94
10X6	117	71
10X8	49	39
12X4	343	118
12X6	196	99
12X8	109	72
12X10	48	40

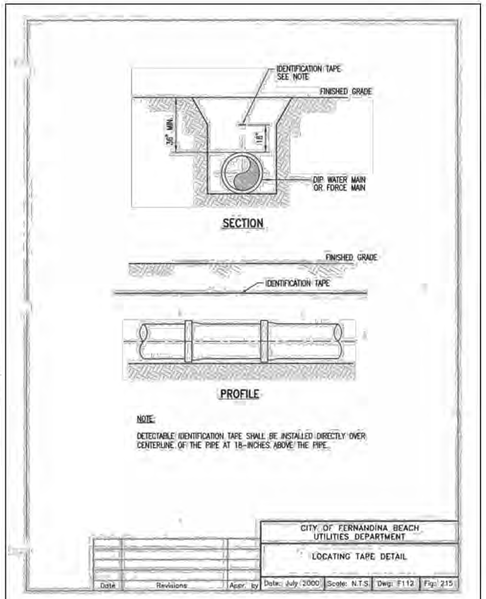
U = MINIMUM UNINTERRUPTED STRAIGHT RUN OF PIPE ON SMALL SIDE OF REDUCER.

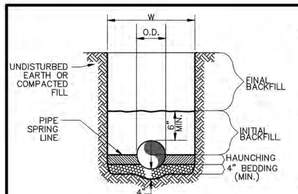
L = MINIMUM RESTRAINED LENGTH.

* WHERE MINIMUM "U" IS NOT MET, PIPE ON LARGE SIDE OF REDUCER SHALL BE RESTRAINED FOR A MINIMUM OF "L" FEET.

NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.

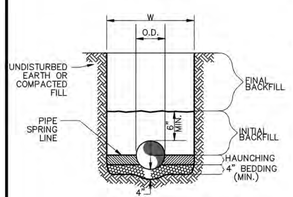
REDUCER RESTRAINT





WATER LINE

NOT TO SCALE



SANITARY SEWER

NOT TO SCALE

PIPE DIA.	W
≤12"	O.D. OF PIPE + (12" TO 18")
>12"	≥ O.D. OF PIPE + 18"

GENERAL NOTES
1. BEDDING SHALL BE CLASS I-A WORKED BY HAND. IF GROUNDWATER IS ANTICIPATED, THEN BEDDING SHALL BE CLASS I-B COMPACTED TO 85% STANDARD PROCTOR.
2. HAUNCHING SHALL BE WORKED AROUND THE PIPE BY HAND TO ELIMINATE VOIDS AND SHALL BE CLASS I-A OR CLASS I-B OR CLASS II COMPACTED TO 85% PROCTOR.
3. INITIAL BACKFILL SHALL BE CLASS I-A WORKED BY HAND, OR CLASS I-B OR CLASS II COMPACTED TO 85% STANDARD PROCTOR.
4. INITIAL BACKFILL NOT UNDER PAVED AREAS CAN BE CLASS III COMPACTED TO 90% STANDARD PROCTOR.
5. FINAL BACKFILL SHALL BE CLASS I, II, OR III COMPACTED AS NOTED IN NOTES 3 AND 4.
6. FINAL BACKFILL NOT UNDER PAVED AREAS CAN BE CLASS IV-A COMPACTED TO 95% STANDARD PROCTOR.
7. ALL MATERIALS ARE CLASSIFIED IN ACCORDANCE WITH ASTM D 2321-89.
8. ALL MATERIALS SHALL BE INSTALLED IN MAXIMUM 8" LOOSE LIFTS IN ACCORDANCE WITH ASTM D 698. CLASS III AND IV-A MATERIALS SHALL BE COMPACTED NEAR OPTIMUM MOISTURE CONTENT.
9. FILL SALVAGED FROM EXCAVATION SHALL BE FREE OF DEBRIS, ORGANICS AND ROCKS LARGER THAN 3".
10. ALL TRENCH EXCAVATIONS SHALL BE SLOPED, SHORED, SHEETED, BRACED, OR OTHERWISE SUPPORTED IN COMPLIANCE WITH OSHA REGULATIONS AND LOCAL ORDINANCES. (SEE SPECIFICATIONS)

W31
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

UTILITY TRENCH AND BEDDING

NOT TO SCALE

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ervin
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

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1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
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WATER & SEWER DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C2.2

BID SET - NOT FOR CONSTRUCTION

GENERAL NOTES & SPECIFICATIONS FOR WATER MAIN INSTALLATIONS

1. All materials and construction under this project shall be in strict accordance with the requirements of the City of Fernandina Beach Utilities Department (FBU) and/or Nassau County Public Works Department (NCPWD) and/or the Florida Department of Transportation (FDOT) and shall conform to the standards and specifications available and on file with the department. As a minimum requirement, the standards of the AWWA shall apply.

2. Minimum cover over water mains shall be 3'-0" unless specific written exception is issued or required by an authorized representative of FBU.

3. Detector tape shall be installed 18" above the centerline of water mains and services.

4. All water main line valves shall be installed complete with 10" riser pipes and No. 3 valve boxes. Fire hydrants and service valves shall be installed complete with 6" riser pipes and No. 2 valve boxes.

5. All water meters up to 2" will be installed by department personnel providing the appropriate charges have been pre-paid. Provision of service pipes, backflow preventers, valves and meter or pits will be in accordance with construction plans and specifications approved by FBU.

6. Fire hydrant requirements (number and location) shall be as required by the Fire Department or the appropriate fire agency with installations in accordance with FBU standards.

7. Contractor MUST call the FBU Inspection Division and all other applicable permitting agencies to arrange for a Pre-Construction Meeting at least 72 hours prior to proposed start of construction.

8. FBU personnel will inspect all facilities approved by the Engineering Department. All other requirements of the permitting agency shall be in accordance with their standards and requirements.

9. Work performed under this project will not be considered as complete until final acceptance of the system by the department and until the following documents are received and approved by FBU:

* Easements, if required (whether by deed or plat suitably recorded)
* Contractor's Waiver and Release of Lien
* Absolute Bill of Sale
* Contractor's Letter of Warranty (i.e. Letter Agreement)
* Contractor's Maintenance Bond (for 1 year)
* As-Built 3 mil mylar 24" x 36" showing specific locations, depths, etc. of all water facilities as located by a licensed surveyor, along with two (2) prints of the "As-Built" which have been signed and sealed by a registered surveyor or Engineer of record and endorsed by the Contractor in accordance with FBU standards.

10. All new connections from existing FBU mains to be inspected by FBU forces prior to backfill.

11. The Contractor shall be responsible for verifying all locations, dimensions, elevations and the locations of all underground structures and utilities prior to the start of construction. The locations shown on the plans are not guaranteed accurate or correct by the known utility companies.

12. Thrust blocks shall be provided at all bends, tees, and plugs in accordance with FBU standard details.

13. All new fittings at reaction points shall be fitted with megalug retainer glands or approved equal, meeting FBU requirements. All valves are to be restrained with retainer glands.

14. Pipe installation, cleaning, flushing, testing, and disinfecting, as per FBU and State of Florida Department of Health and Rehabilitative Services Standards for the installation of water mains by customer donation projects.

15. Preliminary cleaning of all water mains 12" and larger to be accomplished by use of a poly-pig per FBU standards.

16. The Contractor is responsible for the cost of inspections for any construction activities occurring outside normal working hours (8:00 a.m. to 5:00 p.m.) Saturdays and Sundays and holidays excluded and arrangements for inspections outside normal working hours must be made a minimum of 48 hours in advance of the construction activity.

17. All trenches to be over-excavated a minimum of 6" to provide for installation of rock bedding in accordance with FBU Standards.

18. Surface restoration, pavement replacement, sidewalk replacement, trench backfilling and compaction shall comply with the applicable, current FBU, NCPWD and FDOT Standards.

19. All gate valves to be resilient seat per AWWA-C509.

20. Where field conditions require, as determined by FBU, the water main shall be polyethylene encased in accordance with AWWA-C105.

21. The Contractor shall be responsible for providing FBU with HRS Letter of Clearance to Place a Public Drinking Water Facility into Service. The Engineer of record shall provide FBU with a signed and sealed pressure test report certifying pressure test results.

Date	Revisions	Appr. by

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

POTABLE WATER MAINS
GENERAL NOTES

Date: July 2000 | Scale: N.T.S. | Dwg: F101b | Fig: 300

GENERAL NOTES & SPECIFICATIONS FOR WATER MAIN INSTALLATIONS

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION NOTES

1. A horizontal distance of 10 feet shall be maintained between water and sewer mains. When a 10 feet horizontal distance criteria cannot be met due to an existing underground facility conflict, the sewer shall be constructed of ductile iron pipe with mechanical joints.

2. A vertical distance of at least 18 inches shall be maintained between any water and sewer mains. The sewer shall be ductile iron single 20 feet length centered on the crossing if the minimum vertical distance is less than 18 inches or the sewer is installed above the water main regardless of separation).

3. In highly congested areas, where either water or sewer facilities are existing and the separation requirements cannot be met, special consideration may be given subject to a complete evaluation of existing and proposed conditions.

4. The contractor shall verify nature, depth, character of existing underground utilities prior to start of construction.

NOTE: WHEN WATER CROSSES SEWER

1. Force mains must have an 18-inch vertical separation form water lines. No exceptions.
2. Sewer lines, including laterals, must have 18 inch vertical clearance between water mains and/or 6 inches minimum clearance if sewer line is DIP and has no joints within 10 feet of intersection (i.e. one 20 ft. joint DIP centered on intersection). Storm drainage lines are exempt if DIP water main separation of 6" is maintained and both pipes have no joints within 10 feet of intersection.

TRENCH PROTECTION

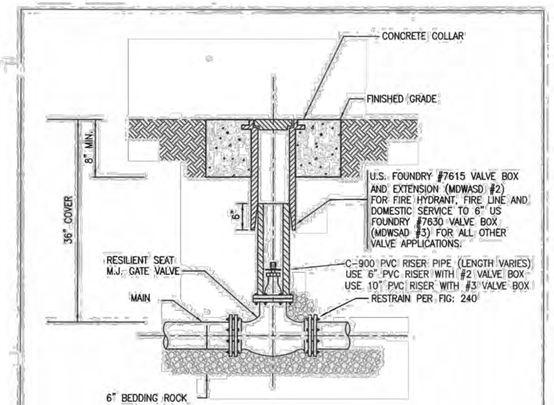
Trench excavation protection shall be accomplished as required by the provisions of Part 1926, Subpart P, Excavations, Trenching and Shoring of the Occupational Safety and Health Administrations Standards and Interpretations.

Date	Revisions	Appr. by

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

POTABLE WATER MAINS
GENERAL NOTES

Date: July 2000 | Scale: N.T.S. | Dwg: F101c | Fig: 300A



NOTES:

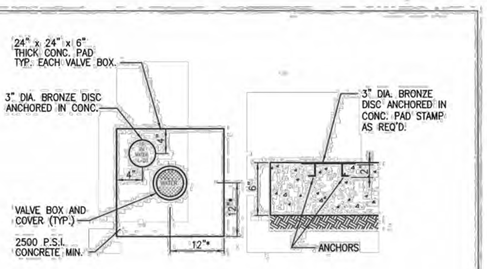
1. WHEN VALVE IS NOT LOCATED IN PAVEMENT, PLACE A WHITE PAVEMENT REFLECTOR MARKER IN THE DRIVE LANE, ADJACENT TO THE VALVE.
2. USE U.S. FOUNDRY #7630 VALVE BOX AND EXTENSION (MDWASD #3) FOR ALL OTHER VALVE APPLICATIONS.
3. FOR USE ON 2-INCH THROUGH 10-INCH PIPELINES.
4. RESILIENT SEAT AND OTHER RUBBER TYPE PARTS SHALL BE FORMED OF A SYNTHETIC ELASTOMER WHICH IS CORROSION AND CHLORAMINE RESISTANT.
5. OPERATOR EXTENSION SHAFT SHALL BE PROVIDED WHEN OPERATING NUT IS MORE THAN 48" BELOW TOP OF VALVE BOX.

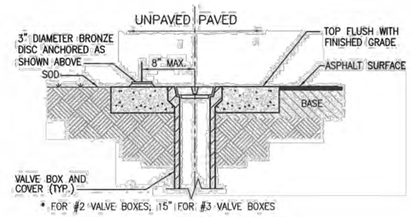
Date	Revisions	Appr. by

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

GATE VALVE AND BOX DETAIL

Date: July 2000 | Scale: N.T.S. | Dwg: F115 | Fig: 305





* FOR #2 VALVE BOXES; 15" FOR #3 VALVE BOXES

NOTES:

1. VALVE BOX AND EXTENSION (MDWASD #2) USE U.S. FOUNDRY #7615.
2. USE U.S. FOUNDRY #7630 VALVE BOX AND EXTENSION (MDWASD #3) FOR ALL OTHER VALVE APPLICATIONS.

Date	Revisions	Appr. by

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

VALVE COLLAR DETAIL

Date: July 2000 | Scale: N.T.S. | Dwg: F111 | Fig: 235

MINIMUM LENGTH (FT) TO BE RESTRAINED ON EACH SIDE OF FITTING(S). *	PIPE SIZE								
	6"	8"	10"	12"	16"	20"	24"	30"	36"
90° BEND	23	30	36	42	53	63	73	86	97
45° BEND	10	12	15	17	22	26	30	36	40
22-1/2° BEND	5	6	7	8	11	26	30	36	19
11-1/4° BEND	2	3	4	4	5	6	7	8	10
PLUG, BRANCH OF TEE OR DEAD END	23	30	36	42	53	63	73	86	97

NOTES:

1. FITTINGS SHALL BE RESTRAINED JOINTS UNLESS OTHERWISE INDICATED.
2. INSTALL FULL LENGTH JOINTS WITH TOTAL LENGTH EQUAL TO OR GREATER THAN SHOWN IN THE TABLE.
3. WHERE TWO OR MORE FITTINGS ARE TOGETHER, USE FITTING WHICH YIELDS GREATEST LENGTH OF RESTRAINED PIPE.
4. LENGTHS SHOWN IN THE TABLE HAVE BEEN CALCULATED IN ACCORDANCE WITH THE PROCEDURE OUTLINED IN "THRUST RESTRAINT DESIGN FOR DUCTILE IRON PIPE" AS PUBLISHED BY DIPRA, WITH THE FOLLOWING ASSUMPTIONS:

WORKING PRESSURE: 150 P.S.I.*
SOIL CONDITIONS: SAND / SILT *
MINIMUM COVER: 3 FT. *

ENGINEER OF RECORD SHALL CONFIRM ACTUAL LAYING CONDITIONS AND INCREASE RESTRAINED LENGTHS AS REQUIRED.

5. FOR PIPE ENCASED IN POLYETHYLENE, INCREASE THE GIVEN VALUE BY A FACTOR 1.5.
6. ALL FITTINGS AND PIPE JOINTS 6" OR SMALLER MAY BE RESTRAINED USING THRUST BLOCKS. ALL OTHERS MUST BE RESTRAINED AS FOLLOWS:

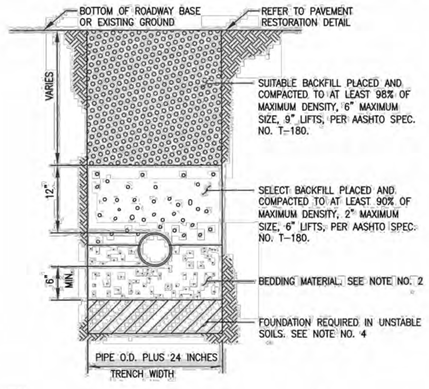
JOINT	RESTRAINT
PUSH-ON PVC	EBAA IRON SERIES 2800 HARNESS
PUSH-ON DIP	TR-FLEX BY U.S. PIPE OR FLEX RING BY AMERICAN
FITTINGS WITH DIP	EBAA IRON SERIES 1100 MEGALUG
FITTINGS WITH PVC	EBAA IRON SERIES 2000 MEGALUG

Date	Revisions	Appr. by

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

RESTRAINED PIPE DETAIL

Date: July 2000 | Scale: N.T.S. | Dwg: F108 | Fig: 240



NOTES:

1. FOR EXCAVATION AND BACKFILL AROUND MANHOLES, APPURTENANCES, OR IN WATER, REFER TO PROVISIONS WITHIN THE SPECIFICATIONS.
2. UNLESS OTHERWISE SPECIFIED, BEDDING MATERIAL SHALL CONSIST OF SELECT BACKFILL MATERIAL 2" MAX. SIZE, OR WASHED AND GRADED LIMEROCK (3/8" – 7/8"), COMPACTED TO AT LEAST 90% OF MAX. DENSITY, 6" LIFTS, PER AASHTO SPEC. NO. T-180.
3. WHERE REQUIRED, SHEETING AND SHORING SHALL BE IN ACCORDANCE WITH SPECIFICATION.
4. WHERE UNSTABLE SOILS ARE ENCOUNTERED, INCLUDING PEAT, MUCK OR OTHER ORGANIC SOILS, ELASTIC SILT AND CLAYS, A FOUNDATION IS REQUIRED, COMPACTED TO AT LEAST 90% OF MAX. DENSITY, 6" LIFTS PER AASHTO SPEC. NO. T-180. FOUNDATION MATERIAL SHALL BE SELECT BACKFILL MATERIAL, 2" MAXIMUM SIZE, 6" LIFTS. EXTEND EXCAVATION UNTIL A SUITABLE MATERIAL IS FOUND.

Date	Revisions	Appr. by

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

TYPICAL TRENCH BACKFILL

Date: Nov. 2000 | Scale: N.T.S. | Dwg: F314 | Fig: 250

NO.	REVISIONS	BY	DATE

Charles Jackson Bell
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

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1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

WATER & SEWER DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

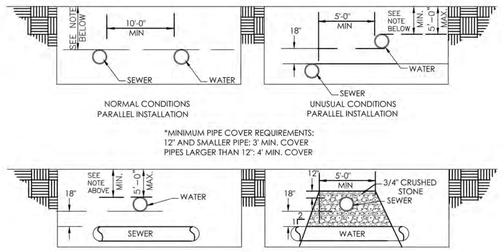
PROJECT LOCATION:
FERNANDINA BEACH, FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C2.3



*MINIMUM PIPE COVER REQUIREMENTS:
12" AND SMALLER PIPE: 3' MIN. COVER
PIPES LARGER THAN 12": 4' MIN. COVER

NORMAL CONDITIONS
CROSSINGS

UNUSUAL CONDITIONS
CROSSINGS

NOTES:
THE SEPARATION OF WATER MAINS AND SEWERS SHALL COMPLY WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION MINIMUM STANDARDS FOR PUBLIC WATER SYSTEMS. "WATER" LINES MAY REFER TO WATER MAINS OR WATER SERVICE LINES. "SEWER" LINES MAY REFER TO SANITARY SEWERS, STORM SEWERS, OR HOUSE SEWERS.

A. PARALLEL INSTALLATION:

1. NORMAL CONDITIONS: THE INSIDE EDGE OF A WATER LINE SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM THE INSIDE EDGE OF ANY SANITARY SEWER, STORM SEWER OR SEWER MANHOLE.

   MAXIMUM OBTAINABLE SEPARATION BETWEEN RECLAIMED WATER MAINS AND POTABLE WATER MAINS SHALL BE IMPLEMENTED. A MINIMUM HORIZONTAL SEPARATION OF 3 FEET, FROM OUTSIDE OF PIPE TO OUTSIDE OF PIPE, SHALL BE MAINTAINED BETWEEN RECLAIMED WATER MAINS AND EITHER POTABLE WATER MAINS OR SEWER COLLECTION MAINS.

2. UNUSUAL CONDITIONS: WHEN LOCAL CONDITIONS PREVENT A HORIZONTAL SEPARATION OF 10 FEET, AND WHEN APPROVED BY THE ENGINEER, THE INSIDE EDGE OF A WATER MAIN MAY BE LAID A MINIMUM OF 5 FEET FROM THE INSIDE EDGE OF A SEWER PROVIDED THAT THE BOTTOM OF THE WATER MAIN IS AT LEAST 18 INCHES HIGHER THAN THE TOP OF THE SEWER (SEE DETAIL), AND THE WATER MAIN IS LAID IN A SEPARATE TRENCH OR ON AN UNDISTURBED EARTH SHELF.

   A MINIMUM OF 18 INCHES SHALL BE MAINTAINED BETWEEN THE BOTTOM OF POTABLE WATER MAINS AND THE TOP OF RECLAIMED WATER MAINS.

B. CROSSINGS:

1. NORMAL CONDITIONS: WHENEVER POSSIBLE, THE BOTTOM OF THE WATER MAIN SHALL BE AT LEAST 18 INCHES HIGHER THAN THE TOP OF THE SEWER. AT CROSSINGS, ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE.

2. UNUSUAL CONDITIONS: IF A WATER MAIN MUST CROSS UNDER A SEWER, THE TOP OF THE WATER MAIN SHALL BE AT LEAST 18 INCHES LOWER THAN THE BOTTOM OF THE SEWER, THE WATER MAIN PIPE SHALL BE CONSTRUCTED OF WATER MAIN MATERIALS CENTERED AT THE CROSSING SO THAT THE JOINTS ARE EQUIDISTANT AND AS FAR AS POSSIBLE FROM THE SEWER, AND ADEQUATE STRUCTURAL SUPPORT SHALL BE PROVIDED FOR THE SEWER TO PREVENT EXCESSIVE DEFLECTION OF THE SEWER AT THE CROSSING. ADEQUATE STRUCTURAL SUPPORT SHALL INCLUDE BACKFILLING THE ENTIRE UTILITY CROSSING AREA WITH 3/4" CRUSHED STONE AS SHOWN IN THE DETAIL. IN ADDITION, ONE OF THE FOLLOWING MEASURES SHALL BE TAKEN:

   - BOTH WATER MAIN AND SEWER SHALL BE CONSTRUCTED OF WATER MAIN MATERIALS EXTENDING ON EACH SIDE OF THE CROSSING UNTIL AT LEAST 10 FEET SEPARATES THE TWO PIPES. WATER MAIN AND SEWER SHALL BE SUBJECTED TO HYDROSTATIC TESTING AS PRESCRIBED IN THE GEORGIA EPD MINIMUM STANDARDS FOR PUBLIC WATER SYSTEMS, LATEST EDITION.
   - WATER MAIN OR SEWER SHALL BE ENCASED IN A CASING PIPE CONSTRUCTED OF WATER MAIN MATERIALS EXTENDING ON EACH SIDE OF THE CROSSING UNTIL AT LEAST 10 FEET SEPARATES THE TWO PIPES.
   - SEWER SHALL HAVE STRUCTURAL LINING THAT MEETS ASTM F1216 STANDARDS AND EXTENDS ON EACH SIDE OF CROSSING UNTIL AT LEAST 10 FEET SEPARATES WATER MAIN AND SEWER PIPE.

MINIMUM WATER, SEWER, STORM, AND RECLAIMED PIPE SEPARATION REQUIREMENTS

GENERAL NOTES & SPECIFICATIONS FOR GRAVITY SEWER INSTALLATIONS

1. All materials and construction under this project shall be in strict accordance with the requirements of the City of Fernandina Beach Utility Department (FBU) and/or Nassau County Public Works Department (NCPWD) and/or the Florida Department of Transportation (FDOT) and shall conform to the standards and specifications available and on file with the department. As a minimum requirement, the standards of the Ten State Standards shall apply.

2. Minimum cover over main lines shall be 3'-0" unless specific written exception is issued or required by an authorized representative of NMB.

3. Detector tape shall be installed 18" above the centerline of main lines and services.

4. Contractor MUST call the FBU Inspection Division and all other applicable permitting agencies to arrange for a Pre-Construction Meeting at least 72 hours prior to proposed start of construction.

5. FBU personnel will inspect all facilities approved by the Utilities Department. All other requirements of the permitting agency shall be in accordance with their standards and requirements.

6. Work performed under this project will not be considered as complete until final acceptance of the system by the department and until the following documents are received and approved by FBU:

   * Easements, if required (whether by deed or plat suitably recorded)
   * Contractor's Waiver and Release of Lien
   * Absolute Bill of Sale
   * Contractor's Letter of Warranty (i.a. Letter Agreement)
   * Contractor's Maintenance Bond (for 1 year)
   * As-Built 3 mil mylar 24" x 36" showing specific locations, depths, etc. of all water facilities as located by a licensed surveyor, along with two (2) prints of the "As-Built" which have been signed and sealed by a registered surveyor or Engineer of record and endorsed by the Contractor in accordance with FBU standards.

7. All new connections from existing FBU lines to be inspected by FBU forces prior to backfill.

8. The Contractor shall be responsible for verifying all locations, dimensions, elevations and the locations of all underground structures and utilities prior to the start of construction. The locations shown on the plans are not guaranteed accurate or correct by the known utility companies.

9. Pipe installation, cleaning, flushing, and testing, as per FBU Standards for the installation of gravity sewer by customer donation projects.

10. The Contractor is responsible for the cost of inspections for any construction activities occurring outside normal working hours (8:00 a.m. to 5:00 p.m.) Saturdays and Sundays and holidays excluded and arrangements for inspections outside normal working hours must be made a minimum of 48 hours in advance of the construction activity.

11. All trenches to be over-excavated a minimum of 6" to provide for installation of rock bedding in accordance with FBU Standards.

12. Surface restoration, pavement replacement, sidewalk replacement, trench backfilling and compaction shall comply with the applicable current FBU, NCPWD and FDOT Standards.

13. Where field conditions require, as determined by FBU, the ductile iron lines shall be polyethylene encased in accordance with AWWA-C105.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION NOTES

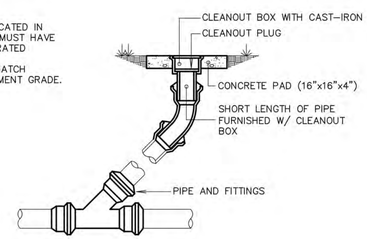
1. A horizontal distance of 10 feet shall be maintained between water and sewer mains. When a 10 feet horizontal distance criteria cannot be met due to an existing underground facility conflict, the sewer shall be constructed of ductile iron pipe with mechanical joints.
2. A vertical distance of at least 18 inches shall be maintained between any water and sewer mains, including laterals. The sewer shall be ductile iron single 20 feet length centered on the crossing if the minimum vertical distance is less than 18 inches or the sewer is installed above the water main regardless of separation).
3. In highly congested areas, where either water or sewer facilities are existing and the separation requirements cannot be met, special consideration may be given subject to a complete evaluation of existing and proposed conditions.
4. The contractor shall verify nature, depth, character of existing underground utilities prior to start of construction.

TRENCH PROTECTION

Trench excavation protection shall be accomplished as required by the provisions of Part 1926, Subpart P, Excavations, Trenching and Shoring of the Occupational Safety and Health Administrations Standards and Interpretations.

Date	Revisions	Appr. by	CITY OF FERNANDINA BEACH UTILITIES DEPARTMENT	
			GRAVITY SEWER MAINS GENERAL NOTES	
			Date: July 2000	Scale: N.T.S.	Dwg: F101	Fig: 400

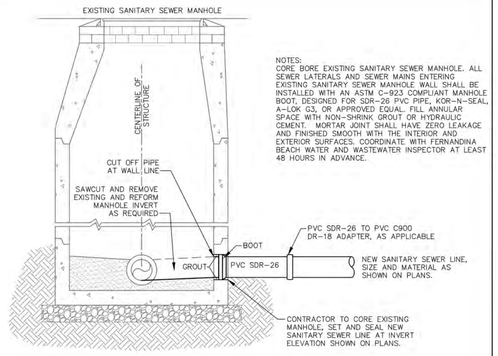
NOTE:
CLEANOUTS LOCATED IN PAVED AREAS MUST HAVE H20 TRAFFIC-RATED COVERS; COVERS WILL MATCH FINISHED PAVEMENT GRADE.



S10
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

CLEANOUT DETAIL

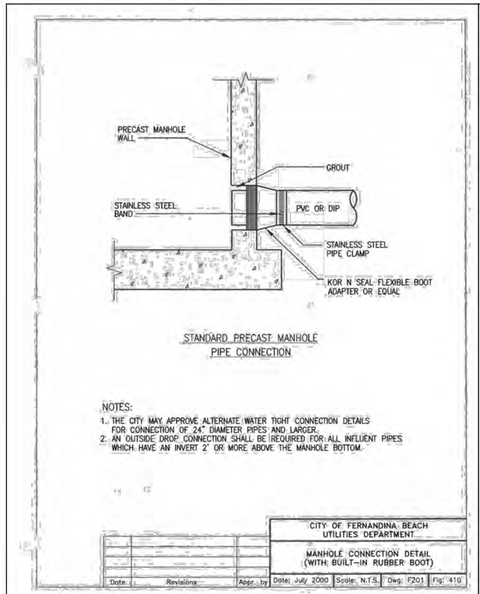
NOT TO SCALE



NOTES:
CORE BORE EXISTING SANITARY SEWER MANHOLE. ALL SEWER LATERALS AND SEWER MAINS ENTERING EXISTING SANITARY SEWER MANHOLE WALL SHALL BE INSTALLED WITH AN ASTM C-923 COMPLIANT MANHOLE BOOT, DESIGNED FOR SDR-26 PVC PIPE, KOR-N-SEAL, A-LOK G3, OR APPROVED EQUAL. FILL ANNULAR SPACE WITH NON-SHRINK GROUT OR HYDRAULIC CEMENT. MORTAR JOINT SHALL HAVE ZERO LEAKAGE AND FINISHED SMOOTH WITH THE INTERIOR AND EXTERIOR SURFACES. COORDINATE WITH FERNANDINA BEACH WATER AND WASTEWATER INSPECTOR AT LEAST 48 HOURS IN ADVANCE.

CONNECTION TO EXISTING MANHOLE

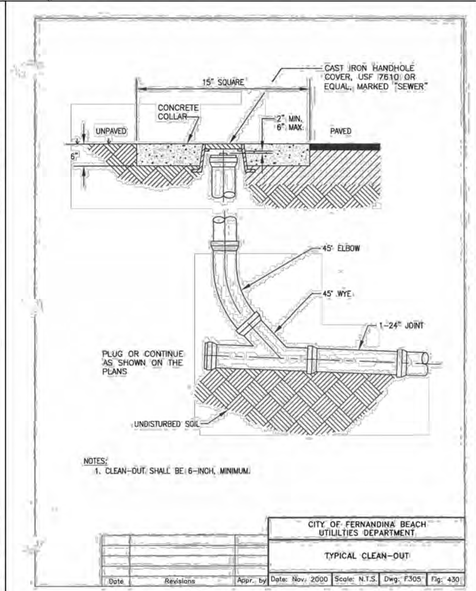
N.T.S.



STANDARD PRECAST MANHOLE PIPE CONNECTION

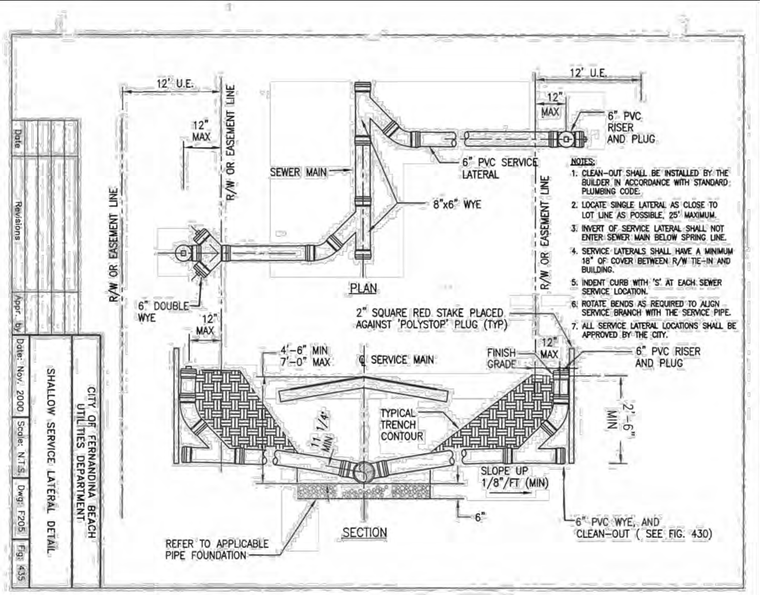
NOTES:
1. THE CITY MAY APPROVE ALTERNATE WATER TIGHT CONNECTION DETAILS FOR CONNECTION OF 24" DIAMETER PIPES AND LARGER.
2. AN OUTSIDE DROP CONNECTION SHALL BE REQUIRED FOR ALL INFLUENT PIPES WHICH HAVE AN INVERT 2' OR MORE ABOVE THE MANHOLE BOTTOM.

Date	Revisions	Appr. by	CITY OF FERNANDINA BEACH UTILITIES DEPARTMENT	
			MANHOLE CONNECTION DETAIL (WITH BUILT-IN RUBBER BOOT)	
			Date: July 2000	Scale: N.T.S.	Dwg: F201	Fig: 410



NOTES:
1. CLEAN-OUT SHALL BE 6-INCH, MINIMUM.

Date	Revisions	Appr. by	CITY OF FERNANDINA BEACH UTILITIES DEPARTMENT	
			TYPICAL CLEAN-OUT	
			Date: Nov. 2000	Scale: N.T.S.	Dwg: F305	Fig: 430



NOTES:
1. CLEAN-OUT SHALL BE INSTALLED BY THE BUILDER IN ACCORDANCE WITH STANDARD PLUMBING CODE.
2. LOCATE SINGLE LATERAL AS CLOSE TO LOT LINE AS POSSIBLE, 25" MAXIMUM.
3. INVERT OF SERVICE LATERAL SHALL NOT ENTER SEWER MAIN BELOW SPRING LINE.
4. SERVICE LATERALS SHALL HAVE A MINIMUM 18" OF COVER BETWEEN R/W TIE-IN AND BUILDING.
5. INDENT CURB WITH "S" AT EACH SEWER SERVICE LOCATION.
6. ROTATE BENDS AS REQUIRED TO ALIGN SERVICE BRANCH WITH THE SERVICE PIPE.
7. ALL SERVICE LATERAL LOCATIONS SHALL BE APPROVED BY THE CITY.

Date	Revisions	Appr. by	Date: Nov. 2000	Scale: N.T.S.	Dwg: F205	Fig: 435	SHALLOW SERVICE LATERAL DETAIL	CITY OF FERNANDINA BEACH UTILITIES DEPARTMENT

NO.	REVISIONS	BY	DATE

BID SET - NOT FOR CONSTRUCTION

THOMAS & HUTTON
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Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

WATER & SEWER DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH, FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C2.4

BID SET - NOT FOR CONSTRUCTION

WETLAND LINE (TYPICAL)
BY ENVIRONMENTAL
RESOURCE SOLUTIONS
(PROJECT NO. 20082)
DATED 05/19/2020
(FIELD LOCATED ON
06/18/2020)

PROJECT AREA:
±2.54 ACRES

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

8' CONCRETE LOOP WALKWAY
14' Ø CONCRETE PUBLIC ART CIRCLE
5' PERIMETER FENCE
CONCRETE WHEEL STOP (TYP.)
VEHICLE ENTRY
4' WIDE BRICK PAVER MEDIAN
6' CONCRETE SIDEWALK
CONCRETE SIDEWALK
ZONE VE-12'
ZONE AE-10'
ZONE AE-9'
WEST FRONT STREET
GOLF CART
ASPHALT ROADWAY
SANITARY MANHOLE
TOP ELEVATION=5.57'
RAILROAD TRACKS (TYPICAL)
FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)

MATCH LINE - SEE SHEET NO. C3.2

NO.	REVISIONS	BY	DATE

Charles Jackson Evans
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON

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PAVING & GRADING PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

GRAPHIC SCALE:
1 INCH = 10 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 10'

C3.1

MATCH LINE - SEE SHEET NO. C3.4

8' CONCRETE LOOP WALKWAY

14' Ø CONCRETE PUBLIC ART CIRCLE

ENTRY CIRCLE WITH RAISED CENTER PLANTER

FFE: 8.70
MULTI-PURPOSE PAVILION WITH STAGE (BY OTHERS)

APPROXIMATE FEMA LIMITS OF MODERATE WAVE ACTION (LMWA) LINE (TYP.)

8' CONCRETE LOOP WALKWAY

CONCRETE SEAWA... WIDE

ELEVATION = ... N.A.V.D. 198...

20' Ø CONCRETE CIRCLE WITH SHRIMPING MONUMENT

RESTROOMS WITH DRINKING FOUNTAINS (BY OTHERS)

FFE: 8.00

FFE: 8.00

4' WIDE BRICK PAVER MEDIAN

6' CONCRETE SIDEWALK

DOWN

DOWN

POLLINATOR GARDEN

MAIN ENTRY

MATCH LINE - SEE SHEET NO. C3.1

MATCH LINE - SEE SHEET NO. C3.3

GOLF CART

BFP

FDC

SANITARY MANHOLE
TOP ELEVATION=6.55'

RAILROAD TRACKS (TYPICAL)

RAILROAD TRACKS (TYPICAL)

FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

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PAVING & GRADING PLAN

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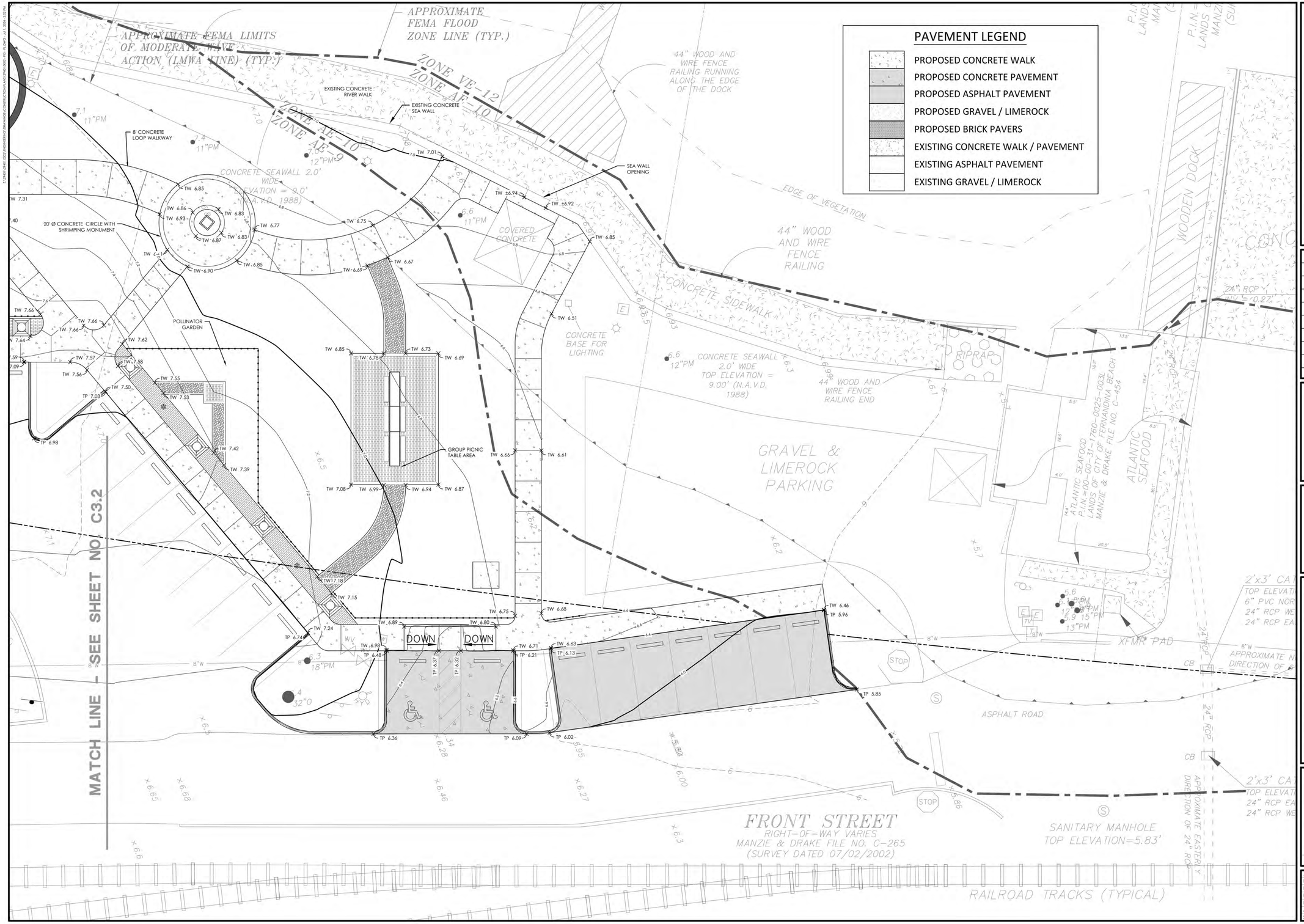
10 0 5 10
GRAPHIC SCALE:
1 INCH = 10 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 10'

C3.2



BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ezelle
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

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DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 10'

C3.3

BID SET - NOT FOR CONSTRUCTION

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

CONCRETE FLOATING DOCK

P.I.N.=00-00-31-1760-0031-0020
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)

P.I.N.=00-00-31-1760-0029-0010
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)

CONCRETE FLOATING DOCK

EDGE OF VEGETATION

EDGE OF VEGETATION

ZONE VE-12
ZONE AE-9

APPARENT EDGE OF MARSH

WETLAND EDGE

APPARENT EDGE OF MARSH

SEA WALL OPENING

CONCRETE SIDEWALK

CONCRETE SEAWALL
2.0' WIDE
TOP ELEVATION = 9.00' (N.A.V.D. 1988)

TP 7.75
TP 7.79
TP 7.93
TP 7.95
TP 8.01
TP 8.18
TP 8.23

COVERED CONCRETE

TW 7.43
TW 7.33
TW 7.47
TW 7.25
TW 7.20

SEATING AREA WIRED FOR ELECTRICITY AND WIFI WITH GAME TABLES AND OVERHEAD LIGHTING

44" WOOD AND WIRE FENCE RAILING ALONG TOP OF BANK

TW 7.50
TW 7.54
TW 7.60
TW 7.21
TW 7.10

FFE: 8.70
MULTI-PURPOSE PAVILION WITH STAGE (BY OTHERS)

TW 7.20
TW 7.26
TW 7.13

SEA WALL OPENING

CHILDREN'S PLAY AR

TW 6.97
TW 6.96

CONCRETE SIDEWALK

TP 8.50
TP 8.58

8' CONCRETE LOOP WALKWAY

MATCH LINE - SEE SHEET NO. C3.2

TW 7.89
TW 7.94
TW 7.94
TW 7.78
TW 7.73

ENTRY CIRCLE WITH RAISED CENTER PLANTER

TW 7.24
TW 7.31
TW 7.39
TW 7.18
TW 7.24
TW 7.28
TW 7.24

TW 8.10
TW 8.13
TW 8.01
TW 8.09

14' Ø CONCRETE PUBLIC ART CIRCLE

NO.	REVISIONS	BY	DATE

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10 0 5 10
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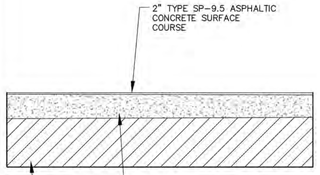
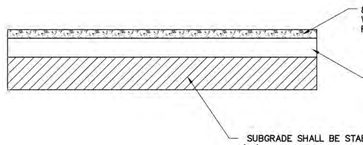
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 10'

C3.4



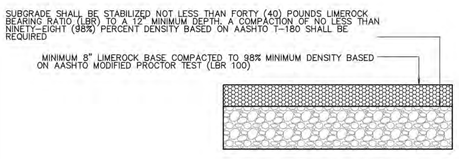
HEAVY DUTY ASPHALT PAVEMENT SECTION

NOT TO SCALE



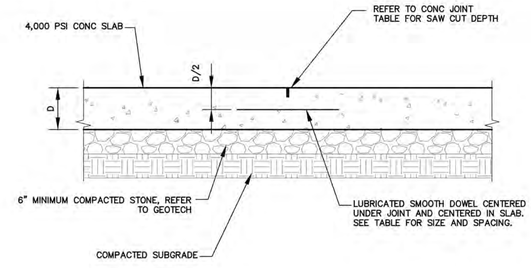
CONCRETE PAVEMENT SECTION

NOT TO SCALE



GRAVEL PAVEMENT SECTION

NOT TO SCALE

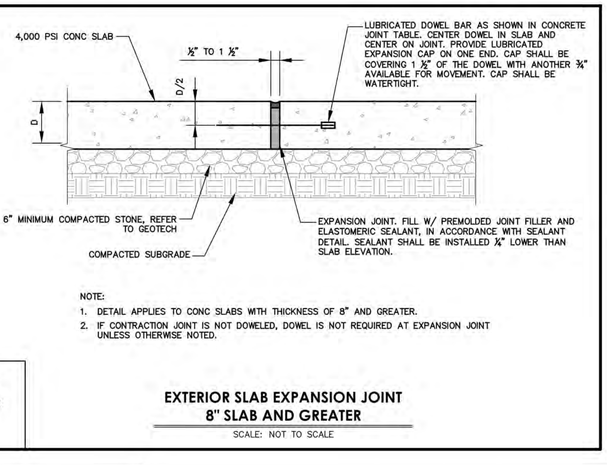


NOTE:
REFER TO TABLE BELOW FOR MAXIMUM JOINT SPACING IN ANY DIRECTION

P42
OCT 2022

EXTERIOR SLAB TRANSVERSE CONTRACTION JOINT

SCALE: NOT TO SCALE

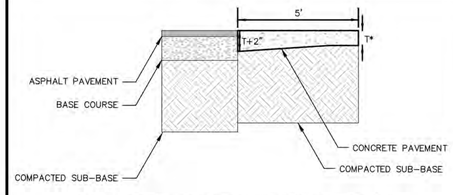


NOTE:
1. DETAIL APPLIES TO CONC SLABS WITH THICKNESS OF 8" AND GREATER.
2. IF CONTRACTION JOINT IS NOT DOWELED, DOWEL IS NOT REQUIRED AT EXPANSION JOINT UNLESS OTHERWISE NOTED.

P45
OCT 2022

EXTERIOR SLAB EXPANSION JOINT 8" SLAB AND GREATER

SCALE: NOT TO SCALE

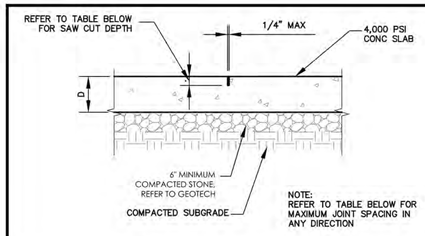


CONCRETE-ASPHALT TRANSITION DETAIL

NOT TO SCALE

P26
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

NOTE:
REFER TO PAVEMENT SECTION DETAIL FOR THICKNESS (T*) OF CONCRETE PAVEMENT



NOTE:
REFER TO TABLE BELOW FOR MAXIMUM JOINT SPACING IN ANY DIRECTION

d = slab thickness, inches	max contraction joint spacing for unreinforced slab[1] aspect ratio max 1.5 to 1	early entry sawcut[2] contraction joint depth, inch d/6 to d/5	conventional sawcut[3] contraction joint depth, inch d/4 to d/3
4	10	1	1
5 to < 6	12	1	1.25 to 2
6 to < 8	15	1 to 1.5	1.5 to 2.6
8 to < 10	15	1.3 to 2	2 to 3.3
10 to 12	15	1.6 to 2.4	2.5 to 4

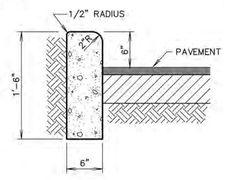
1. BASED UPON SOIL SUBGRADE MODULUS "K" LESS THAN 300 PCI.
2. EARLY ENTRY SAWING TO OCCUR WITHIN 3 HRS OF PLACEMENT AND 1 TO 2 HOURS AFTER FINISHING.
3. CONVENTIONAL SAWING TO BEGIN 8 TO 12 HRS AFTER PLACEMENT, AS SOON AS CONCRETE HAS HARDENED ENOUGH TO SUPPORT WEIGHT OF EQUIPMENT.

P41
OCT 2022

EXTERIOR SLAB CONTRACTION JOINT (CONTROL JOINT)

SCALE: NOT TO SCALE

NOTES:
1. ALL CONCRETE SHALL BE 3,000 PSI.
2. PROVIDE CONTROL JOINTS EVERY TEN FEET (10').
3. PROVIDE EXPANSION JOINTS EVERY FIFTY FEET (50).
4. PROVIDE EXPANSION JOINT WHERE CURB ABUTS SIDEWALKS, OR OTHER STRUCTURES.
5. PROVIDE LIGHT BROOM FINISH.



P23
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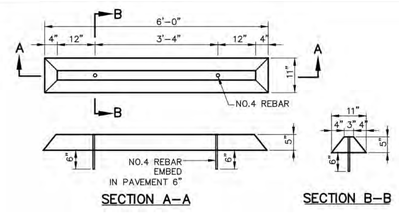
HEADER CURB

NOT TO SCALE



P27
OCT. 2008
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CONCRETE WHEEL STOP DETAIL

NOT TO SCALE

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

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PAVING & GRADING DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
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CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
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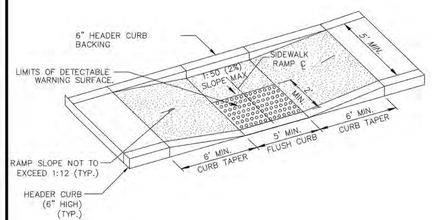
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C3.5



ISOMETRIC VIEW OF RAMP

NOTES:
1. CONSTRUCTION OF ACCESSIBLE CURB RAMP SHALL CONFORM TO ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES AND ORDINANCES.

2. TRANSITIONS FROM RAMPS TO WALKS, GUTTERS, OR STREETS SHALL BE FLUSH AND FREE OF ABRUPT CHANGES. MAXIMUM SLOPES OF ADJOINING GUTTERS, ROAD SURFACE IMMEDIATELY ADJACENT TO THE CURB RAMP, OR ACCESSIBLE ROUTE SHALL NOT EXCEED 1:20 (5%)

3. CURB RAMP SHALL HAVE A DETECTABLE WARNING THAT EXTENDS THE FULL WIDTH OF CURB RAMP. SEE DETECTABLE WARNING DETAIL.

CURB RAMP "TYPE B" WITH BACKER CURB

NOT TO SCALE

A1.2A

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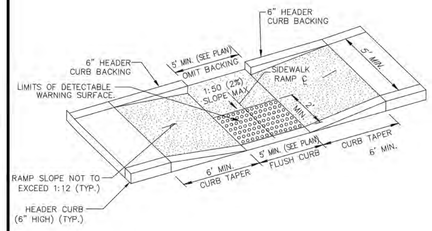

ISOMETRIC VIEW OF RAMP

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3. CURB RAMP SHALL HAVE A DETECTABLE WARNING THAT EXTENDS THE FULL WIDTH OF CURB RAMP. SEE DETECTABLE WARNING DETAIL.

CURB RAMP "TYPE B" WITH BACKER CURB CUT-OUT

NOT TO SCALE

A1.2B

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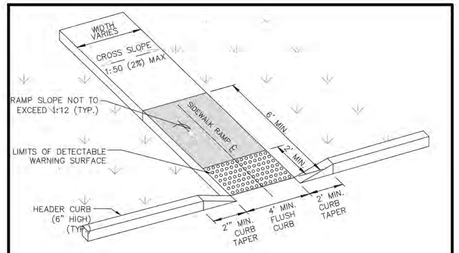

ISOMETRIC VIEW OF RAMP

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3. CURB RAMP SHALL HAVE A DETECTABLE WARNING THAT EXTENDS THE FULL WIDTH OF CURB RAMP. SEE DETECTABLE WARNING DETAIL.

4. LONGITUDINAL SLOPE OF SIDEWALK TO BE NO GREATER THAN 1:20 (5%).

CURB RAMP "TYPE D" W/ PERPENDICULAR SIDEWALK

NOT TO SCALE

A1.3

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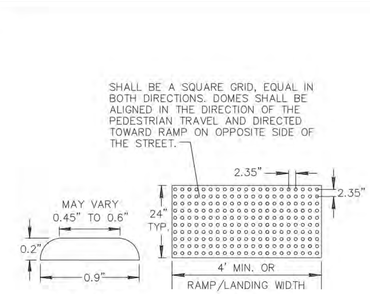


ELEVATION PLAN VIEW

NOTE:

1. DETECTABLE WARNING SHALL CONSIST OF RAISED TRUNCATED DOMES WITH A DIAMETER OF NOMINAL 0.9 INCHES, A HEIGHT OF NOMINAL 0.2 INCHES AND A CENTER TO CENTER SPACING OF NOMINAL 2.35 INCHES AND SHALL CONTRAST VISUALLY WITH ADJOINING SURFACES. IF THE SIDEWALK AND RAMP ARE CONSTRUCTED OF CONCRETE, THE WARNING AREA SHALL BE RED BRICK IN COLOR. IF THE SIDEWALK AND RAMP ARE CONSTRUCTED OF RED BRICK, THE WARNING AREA SHALL BE GRAY IN COLOR. THE COLOR USED TO PROVIDE CONTRAST SHALL BE AN INTEGRAL PART OF THE WALKING SURFACE.

2. BRICK PAVERS SHALL BE SET IN A WET MORTAR BED ON A 4" MIN. THICK CONCRETE FOUNDATION.

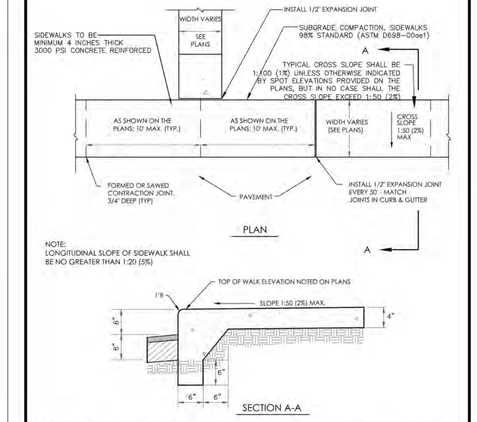
DETECTABLE WARNING DETAIL

NOT TO SCALE

A2.1

FEB. 2009

THOMAS & HUTTON ENGINEERING CO.



NOTES:
1. ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES AND SPECIFICATIONS, AND TO THE TECHNICAL SPECIFICATIONS INCLUDING, BUT NOT LIMITED TO, SECTION 02200 – EARTHWORK AND SECTION 03300 – CAST-IN-PLACE CONCRETE.

2. CURB RAMPS SHALL BE INSTALLED AT EACH INTERSECTION OR DESIGNATED CROSSWALK LOCATION AND MUST MEET THE MOST CURRENT ADA STANDARDS AND SPECIFICATIONS AT THE TIME OF CONSTRUCTION.

3. ON ACCESSIBLE ROUTES WHERE SIDEWALK IS LESS THAN 5' WIDE, PASSING SPACES AT LEAST 5'X5' SHALL BE LOCATED AT REASONABLE INTERVALS NOT TO EXCEED 200'.

ACCESSIBLE SIDEWALK WITH THICKENED EDGE DETAIL

NOT TO SCALE

A5.2

FEB. 2009

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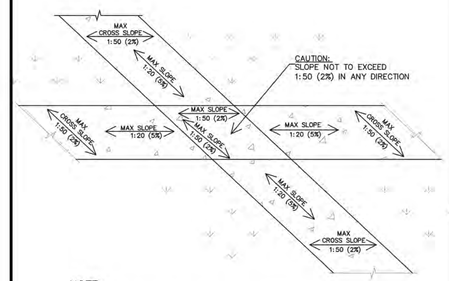

NOTE:

ALL SIDEWALKS TO MEET ADA STANDARDS

TYPICAL SIDEWALK INTERSECTION ON ACCESSIBLE ROUTE

NOT TO SCALE

A6.1

FEB. 2009

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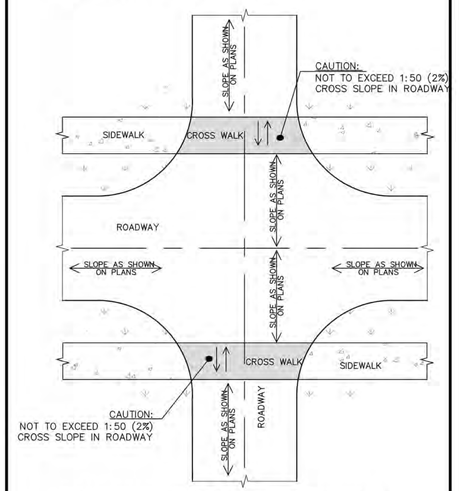
NOTE:
ALL SIDEWALKS TO MEET ADA STANDARDS



ROAD GRADING AT PEDESTRIAN CROSSING ON ACCESSIBLE ROUTE

NOT TO SCALE

A6.2

FEB. 2009

THOMAS & HUTTON ENGINEERING CO.

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Evans
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON

1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

PAVING & GRADING DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

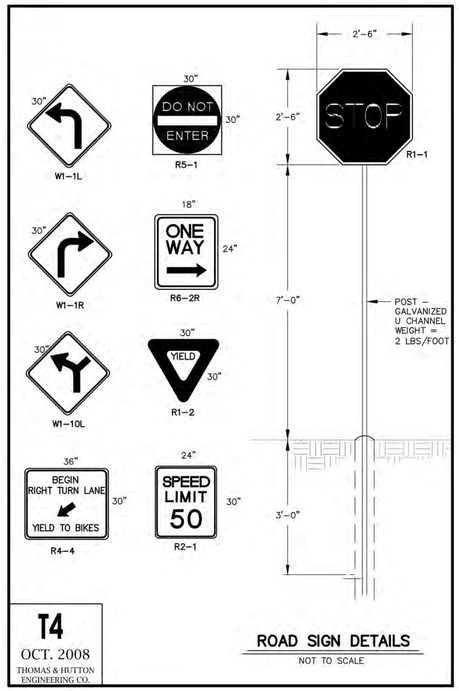
PROJECT LOCATION:
FERNANDINA BEACH, FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C3.6



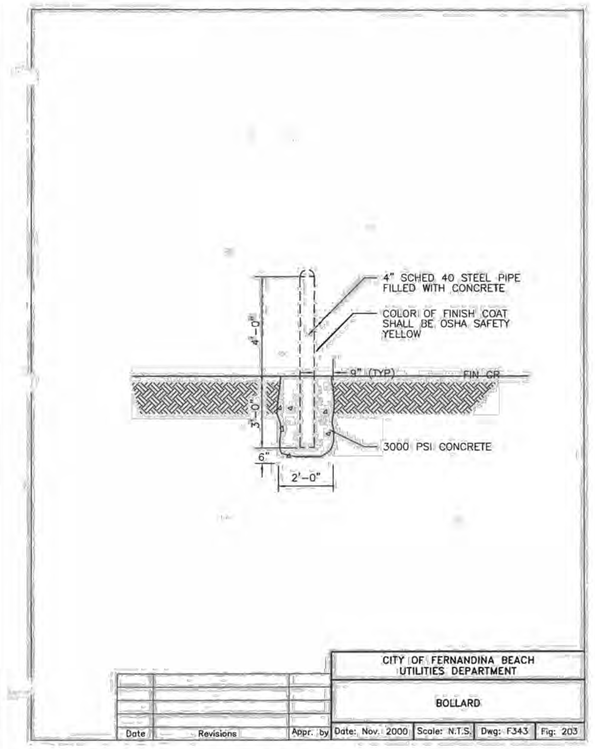
T4

OCT. 2008

THOMAS & HUTTON ENGINEERING CO.

ROAD SIGN DETAILS

NOT TO SCALE



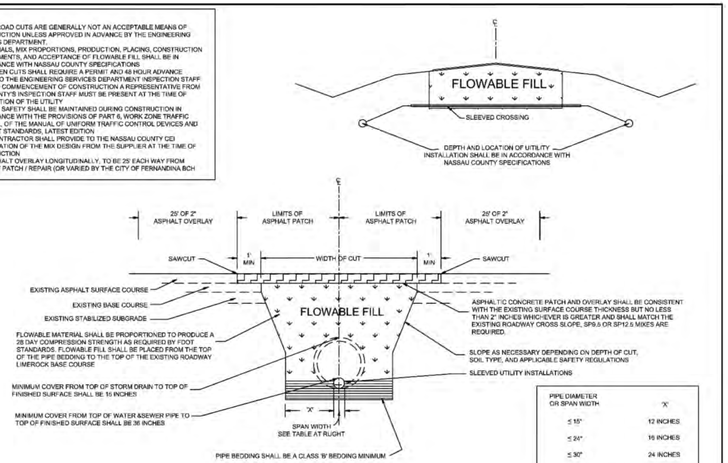
Date	Revisions	Appr. by	Date: Nov. 2000

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

BOLLARD

Scale: N.T.S. | Dwg: F343 | Fig: 203

NOTES:
1) OPEN ROAD CUTS ARE GENERALLY NOT AN ACCEPTABLE MEANS OF CONSTRUCTION UNLESS APPROVED IN ADVANCE BY THE ENGINEERING SERVICES DEPARTMENT.
2) MATERIALS, MIX PROPORTIONS, PRODUCTION, PLACING, CONSTRUCTION REQUIREMENTS, AND ACCEPTANCE OF FLOWABLE FILL SHALL BE IN ACCORDANCE WITH NASSAU COUNTY SPECIFICATIONS
3) ALL OPEN CUTS SHALL REQUIRE A PERMIT AND 48 HOUR ADVANCE NOTICE TO THE ENGINEERING SERVICES DEPARTMENT INSPECTION STAFF PRIOR TO COMMENCEMENT OF CONSTRUCTION A REPRESENTATIVE FROM THE COUNTY'S INSPECTION STAFF MUST BE PRESENT AT THE TIME OF INSTALLATION OF THE UTILITY
4) PUBLIC SAFETY SHALL BE MAINTAINED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF PART 6, WORK ZONE TRAFFIC CONTROL, OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND THE FDOT STANDARDS, LATEST EDITION
5)THE CONTRACTOR SHALL PROVIDE TO THE NASSAU COUNTY CEI CERTIFICATION OF THE MIX DESIGN FROM THE SUPPLIER AT THE TIME OF CONSTRUCTION.
6) 1" ASPHALT OVERLAY LONGITUDINALLY, TO BE 25' EACH WAY FROM LIMITS OF PATCH / REPAIR (OR VARIED BY THE CITY OF FERNANDINA BCH



PIPE DIAMETER OR SPAN WIDTH	"X"
≤ 15"	12 INCHES
≤ 24"	16 INCHES
≤ 30"	24 INCHES
≤ 30"	36 INCHES

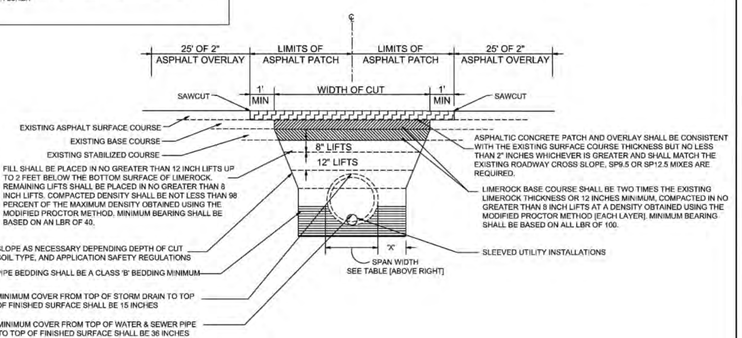
CITY OF FERNANDINA BEACH FLORIDA

OPEN ROAD CUTS / FLOWABLE FILL

ROADWAY STANDARD DETAILS
CITY OF FERNANDINA BEACH
195 S. 5TH STREET, FERNANDINA BEACH, FLORIDA

DATE: 2/27/19	RIGHT OF WAY TYP. 60'
ENGINEER: AD	SCALE: N.T.S.
DRAWN BY: BE	AUTHORIZED BY: AD
REVISED BY:	DRAWING #
REVISION DATE:	9 OF 12

NOTES:
1) TEST REPORTS FOR DENSITY AND BEARING SHALL BE REQUIRED FOR ALL COMPACTED LIFTS
2) SOIL BEARING MAY BE DETERMINED BY A STATIC CONE PENETROMETER
3) FLOWABLE FILL IS THE PREFERRED ALTERNATIVE FOR ALL BACKFILL REQUIREMENTS (SEE OPEN ROADWAY CUT DETAIL NO. 15V FOR USE OF FLOWABLE FILL.
4) PUBLIC SAFETY SHALL BE MAINTAINED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF PART 6, TEMPORARY TRAFFIC CONTROL, OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND THE NASSAU COUNTY ROAD CLOSURE POLICY
5) ALL OPEN ROADWAY CUTS SHALL REQUIRE A 24 HOUR ADVANCE NOTICE TO THE ENGINEERING SERVICES DEPARTMENT INSPECTION STAFF PRIOR TO COMMENCEMENT OF CONSTRUCTION. A REPRESENTATIVE FROM THE HIGHWAY INSPECTION STAFF MUST BE PRESENT AT THE TIME OF INSTALLATION OF THE UTILITY
6) 1" ASPHALT OVERLAY LONGITUDINALLY, TO BE 25' EACH WAY FROM LIMITS OF PATCH/ REPAIR (OR VARIED BY THE CITY OF FERNANDINA BEACH FLORIDA



PIPE DIAMETER OR SPAN WIDTH	"X"
≤ 15"	12 INCHES
≤ 30"	24 INCHES
≤ 42"	30 INCHES
≤ 48"	36 INCHES
≤ 60	42 INCHES
≤ 60"	48 INCHES

CITY OF FERNANDINA BEACH FLORIDA

OPEN ROAD CUTS / COMPACTED FILL

ROADWAY STANDARD DETAILS
CITY OF FERNANDINA BEACH
195 S. 5TH STREET, FERNANDINA BEACH, FLORIDA

DATE: 2/27/19	RIGHT OF WAY TYP. 60'
ENGINEER: AD	SCALE: N.T.S.
DRAWN BY: BE	AUTHORIZED BY: AD
REVISED BY:	DRAWING #
REVISION DATE:	10 OF 12

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ervin
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

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DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C3.7

BID SET - NOT FOR CONSTRUCTION

I. SITE DESCRIPTION

A. PROJECT DESCRIPTION

A.1.	PROJECT AREA	2.53 ACRES
A.2.	AREA DISTURBED	2.31 ACRES
A.3.	PERCENT IMPERVIOUS AREA BEFORE CONSTRUCTION	55.4 %
A.4.	RUNOFF COEFFICIENT BEFORE CONSTRUCTION	86 CN
A.5.	PERCENT IMPERVIOUS AREA AFTER CONSTRUCTION	54.8 %
A.6.	RUNOFF COEFFICIENT AFTER CONSTRUCTION	86 CN

B. DESCRIPTION OF CONSTRUCTION ACTIVITY

WORK CONSISTS OF GRADING, WATER LATERAL, SEWER LATERAL, RESTROOM AND PAVILLION CONSTRUCTION, SIDEWALKS, LANDSCAPING AND PARKING LOT.

C. RUNOFF DATA

C.1.	SOIL CLASSIFICATIONS:	TISONIA A/D
C.2.	LAND USE(S):	GRAVEL, GRASS COVER

D. RECEIVING WATERS

D.1.	CLOSEST RECEIVING WATERS:	AMELIA RIVER
D.2.	ULTIMATE RECEIVING WATERS:	AMELIA RIVER

E. FLOOD

E.1.	FEMA FLOOD ZONE(S):	VE-12; AE-10; AE-9
E.2.	FEMA FLOOD INSURANCE MAP(S):	FEMA PANEL 12089C0237G EFF. 8/2/2017

II. CONTROL MEASURES

1. EROSION and SEDIMENT CONTROLS

PRIOR TO START OF CONSTRUCTION, ALL EXTERIOR SILT FENCE WILL BE INSTALLED AS SHOWN ON THE PLANS.

1.1. CLEARING

1.1.1. AS CLEARING IS COMPLETED, ADDITIONAL SILT FENCE WILL BE INSTALLED WHERE NECESSARY, SUCH AS POINTS WHERE FLOWS BECOME CHANNELIZED, AND OTHER POINTS WHERE EXCESSIVE RUNOFF VELOCITIES MAY OCCUR.
1.1.2. INSTALL CONSTRUCTION ENTRANCES / EXITS BEFORE BEGINNING CLEARING
1.1.3. CONSTRUCTION DELAYS IN ANY ONE AREA GREATER THAN 14 DAYS PRIOR TO START OF ROUGH GRADING WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.
1.1.4. MAINTAIN EXISTING VEGETATION WHENEVER POSSIBLE AND MINIMIZE THE AREA OF DISTURBANCE. RETAIN AND PROTECT TREES TO ENHANCE FUTURE LANDSCAPING EFFORTS AND REDUCE RAINDROP IMPACT.
1.1.5. INSTALL ALL SEDIMENT CONTROL PRACTICES PRIOR TO ANY UP-SLOPE SOIL DISTURBING ACTIVITIES.
1.1.6. PHASE CONSTRUCTION ACTIVITIES TO MINIMIZE THE AREAS DISTURBED AT ONE TIME. THIS WILL ALSO ALLOW COMPLETED AREAS TO BE STABILIZED AND RE-VEGETATED BEFORE DISTURBING ADJACENT SITES. THE NEED FOR TEMPORARY EROSION CONTROL MEASURES MAY BE AVOIDED BY COMPLETING A PHASE AND INSTALLING PERMANENT EROSION CONTROL MEASURES WHEN THE FINAL GRADE IS ATTAINED.
1.1.7. MAINTAIN AND PROTECT ALL NATURAL WATERWAYS. RETAIN AT LEAST A 35-FOOT UNDISTURBED BUFFER OF NATURAL VEGETATION ALONG ALL WATERWAYS TO FILTER OUT SEDIMENT AND OTHER POLLUTANTS. MAINTAIN A 45-FOOT UNDISTURBED BUFFER AROUND SENSITIVE WATERS.
1.1.8. INSTALL SILT FENCE (OR BIO ROLLS/ROCK SOCK PRODUCTS) ON THE DOWN-SLOPE PERIMETER OF ALL DISTURBED AREAS PRIOR TO ANY SOIL DISTURBING ACTIVITIES (INCLUDING CLEARING AND GRUBBING). SILT FENCE CAN TREAT A MAXIMUM OF 100 SQUARE FEET PER LINEAL FOOT OF FENCE. INSTALL SILT FENCE IN SHORTER REACHES ON THE CONTOUR WITH EACH END TURNED UP-SLOPE . SWALES AND SHORELAND AREAS SHOULD ALSO BE PROTECTED WITH SILT FENCE, BIO ROLLS, OR ROCK SOCKS.
1.1.9. IN AREAS OF CONCENTRATED FLOW INSTALL STRAW BALE CHECKS, ROCK CHECK DAMS, TRIANGULAR DIKES, BIO ROLL BLANKETS, OR ROCK SOCKS TO SLOW RUNOFF AND TRAP SEDIMENT.
1.1.10. USE TEMPORARY SLOPE DRAINS OR ROCK CHUTES TO MOVE WATER DOWN STEEP SLOPES.
1.1.11. CONSTRUCT SEDIMENT BASINS FOR DRAINAGE AREAS GREATER THAN 10 ACRES

1.2. ROUGH GRADING

1.2.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING ROUGH GRADING, DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF NEXT ACTIVITY WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.
1.2.2. ALL AREAS NOT SUBJECT TO FURTHER CONSTRUCTION (DRAINAGE, SANITARY SEWER, ROADS, WATER DISTRIBUTION SYSTEMS, OR STORM WATER FACILITIES) SHALL BE GRASSED WITH A PERMANENT COVER.
1.2.3. COVER ANY STOCK PILED TOPSOIL WITH PLASTIC (OR OTHER IMPERVIOUS COVERING) OR USE A TEMPORARY SEED MIX. USE STOCKPILED TOPSOIL AS EARTHEN BERMS TO SERVE AS TEMPORARY SEDIMENT BASINS.

1.3. DRAINAGE

1.3.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING DRAINAGE INSTALLATION.
1.3.2. CONSTRUCTION DRAINAGE WILL BE ROUTED THROUGH LAKES, WHICH WILL ACT AS SEDIMENT BASINS OR OTHER ACCEPTABLE SEDIMENT BASINS/TRAPS.
1.3.3. STORM DRAIN INLET PROTECTION AS SHOWN ON DETAIL SHEET SHALL BE INSTALLED ON ALL CURB INLETS, STORM DRAIN MANHOLES, JUNCTION BOXES, AND GRATE INLETS.
1.3.4. DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF THE NEXT CONSTRUCTION SEQUENCE WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.
1.3.5. ALL STORM LINES NOT IN STREETS OR OTHER PAVED AREAS ARE TO BE MULCHED AND SEEDED WITHIN 5 DAYS AFTER BACKFILL.

1.4. WASTE DISTRIBUTION SYSTEM INSTALLATION

1.4.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING INSTALLATION OF THE WATER DISTRIBUTION SYSTEM.
1.4.2. DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF NEXT ACTIVITY WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.5. WASTEWATER COLLECTION SYSTEM INSTALLATION

1.5.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING INSTALLATION OF THE WASTEWATER SYSTEM.
1.5.2. DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF NEXT ACTIVITY WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.6. CONSTRUCTION OF ROADS

1.6.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING ROAD CONSTRUCTION.
1.6.2. DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF NEXT ACTIVITY WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.7. GRASSING

1.7.1. ALL EXISTING CONTROLS WILL BE MAINTAINED UNTIL GRASSING IS ESTABLISHED
1.7.2. ANY AREAS THAT ERODE OR WHERE GRASS DOES NOT ESTABLISH ITSELF SHALL BE RE-GRADED AND RE-GRASSED.

2. STORM WATER MANAGEMENT

RUNOFF FROM THIS PROJECT WILL REMAIN UNCHANGED FROM THE EXISTING CONDITIONS DRAINAGE PATTERN.

3. OTHER CONTROLS

3.1. WASTE DISPOSAL

3.1.1. NO SOLID MATERIALS, INCLUDING BUILDING MATERIALS, SHALL BE DISCHARGED TO ANY RECEIVING WATERS.
3.1.2. OFFSITE VEHICLE TRACKING OF SEDIMENTS AND THE GENERATION OF DUST SHALL BE MINIMIZED.
3.1.3. THIS PLAN SHALL COMPLY WITH STATE AND/OR LOCAL WASTE DISPOSAL, SANITARY SEWER OR SEPTIC SYSTEM REGULATIONS.
3.1.4. DUST CONTROL ON DISTURBED AREAS - CONTROLLING SURFACE AND AIR MOVEMENT OF DUST ON CONSTRUCTION SITE AND HAUL ROUTES. THE PURPOSE OF THE MEASURE IS TO REDUCE THE PRESENCE OF AIRBORNE SUBSTANCES, WHICH MAY BE HARMFUL OR INJURIOUS TO HUMAN HEALTH, WELFARE OR SAFETY, OR TO ANIMALS OR PLANT LIFE.

III. MAINTENANCE

1. MAINTENANCE PROGRAM

1.1. THE SITE SUPERINTENDENT, OR HIS/HER REPRESENTATIVE, SHALL MAKE VISUAL INSPECTIONS OF ALL MECHANICAL CONTROLS AND NEWLY STABILIZED AREAS (I.E. SEEDED AND MULCHED AND/OR SODDED AREAS) ON A DAILY BASIS; ESPECIALLY AFTER HEAVY RAINFALL EVENT TO INSURE THAT ALL CONTROLS ARE MAINTAINED AND PROPERLY FUNCTIONING. ANY DAMAGED CONTROLS SHALL BE REPAIRED PRIOR TO THE END OF THE WORK DAY INCLUDING RE-SEEDING AND MULCHING OR RE-SODDING IF NECESSARY.

1.2. EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE. ALL DRAINAGE SWALES, POCKETS, DEPRESSION, LOW LINES, AND OUTLET DITCHES SHALL DRAIN EFFECTIVELY AT ALL TIMES. SETTLEMENT OR WASHING THAT MAY OCCUR SHALL BE REPAIRED BY THE CONTRACTOR. SEDIMENT WILL BE REMOVED FROM BEHIND THE SEDIMENT FENCE WHEN IT REACHES 1/3 THE HEIGHT OF THE FENCE. THE SEDIMENT FENCE WILL BE REPAIRED AS NECESSARY TO MAINTAIN AN EFFECTIVE BARRIER. MAINTAIN THE CONSTRUCTION EXIT IN A CONDITION TO PREVENT MUD OR SEDIMENT FROM LEAVING THE SITE. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE. IMMEDIATELY REMOVE ALL OBJECTIONABLE MATERIALS SPILLED, WASHED, OR TACKED ONTO PUBLIC ROADWAYS. RESEED AND MULCH AREA WHERE SEEDING EMERGENCE IS POOR, OR WHERE EROSION OCCURS. PROTECT FROM TRAFFIC AS MUCH AS POSSIBLE. INSPECT ALL MULCHES PERIODICALLY, AND AFTER RAINSTORMS TO CHECK FOR EROSION, DISLOCATION OR FAILURE. IF WASHOUT OCCURS, REPAIR THE SLOPE GRADE, RESEED AND REINSTALL MULCH. FOLLOW THE CONSTRUCTION SEQUENCE THROUGHOUT THE PROJECT DEVELOPMENT. WHEN CHANGES IN CONSTRUCTION ACTIVITIES ARE NEEDED, AMEND THE SEQUENCE SCHEDULE IN ADVANCE TO MAINTAIN MANAGEMENT CONTROL. IF MAJOR CHANGES ARE NECESSARY, SEND A COPY OF THE MODIFIED SCHEDULE TO THE ENGINEER, SEDIMENT AND EROSION CONTROL MEASURES WILL REMAIN IN PLACE AND BE MAINTAINED UNTIL THE DISTURBED AREAS ARE STABILIZED.

2. SILT FENCE

SILT FENCES WILL BE MONITORED DURING CONSTRUCTION. ANY SILT FENCE WHICH IS NOT FUNCTIONING PROPERLY WILL BE PROMPTLY REPAIRED. CLEAN OUT THE SILT FENCE WHEN IT REACHES 1/3 THE HEIGHT OF THE FENCE OR REPLACE WITH FUNCTIONAL SILT FENCE WITHIN 24 HOURS. USE OF HOSES AND WATER TO FLUSH THE SEDIMENT INTO THE STORM INLETS IS UNACCEPTABLE.

3. SEDIMENTATION BASINS

SEDIMENTATION BASINS WHICH ARE AT 50% USED CAPACITY OR APPROACHING SUCH CAPACITY SHALL BE RE-EXCAVATED TO ORIGINAL DIMENSIONS AND THE SILT PROPERLY DISPOSED OF.

4. SEDIMENT LOGS/ROLLS

SEDIMENT LOGS/ROLLS OR OTHER CONTROL MEASURES WHICH BEGIN TO DISINTEGRATE OR FUNCTION INEFFECTIVELY SHALL BE PROMPTLY REPLACED.

5. VEGETATION COVER

ANY VEGETATION COVER SERVING TO STABILIZE DISTURBED SOILS WHICH IS ITSELF DISTURBED SHALL IMMEDIATELY BE REPLACED.

6. CONSTRUCTION ENTRANCE

MAINTAIN ROCK CONSTRUCTION ENTRANCE AND CLEAN ADJACENT ROADS OF ANY MUD TRACKED ONTO THEM.

IV. INSPECTIONS

1. QUALIFIED PERSONNEL WILL INSPECT DISTURBED AREAS OF THE CONSTRUCTION SITE, AREAS USED FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION THAT HAVE NOT BEEN FINALLY STABILIZED, STRUCTURAL CONTROL MEASURES, AND LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE AT LEAST ONCE EVERY SEVEN CALENDAR DAYS. WHERE SITES HAVE BEEN FINALLY STABILIZED SUCH INSPECTIONS SHALL BE CONDUCTED AT LEAST ONCE EVERY MONTH DURING THE WARRANTY PERIOD.

2. DISTURBED AREAS AND AREAS USED FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION SHALL BE INSPECTED FOR EVIDENCE OF, OR THE POTENTIAL FOR, POLLUTANTS ENTERING THE DRAINAGE SYSTEM. EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED IN THE PLAN SHALL BE OBSERVED TO ENSURE THAT THEY ARE OPERATING CORRECTLY. WHERE DISCHARGE LOCATIONS OR POINTS ARE ACCESSIBLE, THEY SHALL BE INSPECTED TO ASCERTAIN WHETHER EROSION CONTROL MEASURES ARE EFFECTIVE IN PREVENTING SIGNIFICANT IMPACTS TO RECEIVING WATERS. LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE SHALL BE INSPECTED FOR EVIDENCE OF OFFSITE SEDIMENT TRACKING.

3. A WRITTEN REPORT SUMMARIZING THE SCOPE OF THE INSPECTION, NAME(S) AND QUALIFICATIONS OF PERSONNEL MAKING THE INSPECTION, THE DATE(S) OF THE INSPECTION, WEATHER INFORMATION FOR THE PERIOD SINCE THE LAST INSPECTION (OR SINCE COMMENCEMENT OF CONSTRUCTION ACTIVITY) INCLUDING A BEST ESTIMATE OF THE BEGINNING OF EACH STORM EVENT, DURATION OF EACH STORM EVENT, APPROXIMATE AMOUNT OF RAINFALL FOR EACH STORM EVENT (IN INCHES) AND WHETHER ANY DISCHARGES OCCURRED, LOCATION(S) OF DISCHARGES OF SEDIMENT OR OTHER POLLUTANTS FROM THE SITE, LOCATION(S) OF BMP'S THAT NEED MAINTENANCE, LOCATION(S) OF BMP'S THAT FAILED TO OPERATE AS DESIGNED OR PROVED INADEQUATE FOR A PARTICULAR LOCATION, LOCATION(S) WHERE ADDITIONAL BMP'S ARE NEEDED THAT DID NOT EXIST AT THE TIME OF INSPECTION AND ANY CORRECTIVE ACTION REQUIRED INCLUDING ANY CHANGES TO SWPPP NECESSARY AND IMPLEMENTATION DATES.

4. THE REPORT SHALL BE MAINTAINED AT LEAST THREE YEARS FROM THE DATE THE SITE IS FINALLY STABILIZED. THE REPORT MUST BE SIGNED AND SHALL CONTAIN A CERTIFICATION THAT THE FACILITY IS IN COMPLIANCE WITH THE STORM WATER POLLUTION PREVENTION PLAN AND THE NPDES PERMIT REFERENCED ABOVE. THE CONTRACTOR SHALL MAINTAIN THIS REPORT. THE REPORT SHALL BE SUBMITTED TO THE ENGINEER AND OWNER.

V. LONG TERM MAINTENANCE OF DRAINAGE AND STORM WATER MANAGEMENT SYSTEM

THE ROADS AND DRAINAGE SYSTEM WILL BE OWNED AND MAINTAINED BY ## AFTER CONSTRUCTION IS COMPLETE.

VI. SC DHEC STANDARD NOTES

1. IF NECESSARY, SLOPES WHICH EXCEED EIGHT (8) VERTICAL FEET SHOULD BE STABILIZED WITH SYNTHETIC OR VEGETATIVE MATS, IN ADDITION TO GRASSING / HYDROSEEDING. IT MAY BE NECESSARY TO INSTALL TEMPORARY SLOPE DRAINS DURING CONSTRUCTION. TEMPORARY BERMS MAY BE NEEDED UNTIL THE SLOPE IS BROUGHT TO GRADE.

2. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN FOURTEEN (14) DAYS AFTER WORK HAS CEASED, EXCEPT AS STATED BELOW:

2.1. WHERE STABILIZATION BY THE 14TH DAY IS PRECLUDED BY SNOW COVER OR FROZEN GROUND CONDITIONS STABILIZATION MEASURES MUST BE INITIATED AS SOON AS PRACTICABLE.
2.2. WHERE CONSTRUCTION ACTIVITY ON A PORTION OF THE SITE IS TEMPORARILY CEASED, AND EARTH-DISTURBING ACTIVITIES WILL BE RESUMED WITHIN 14 DAYS, TEMPORARY STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF THE SITE.

3. ALL SEDIMENT AND EROSION CONTROL DEVICES SHALL BE INSPECTED ONCE EVERY CALENDAR WEEK. IF PERIODIC INSPECTION OR OTHER INFORMATION INDICATES THAT A BMP HAS BEEN USED INAPPROPRIATELY, OR INCORRECTLY, THE PERMITTEE MUST ADDRESS THE NECESSARY REPLACEMENT OR MODIFICATION REQUIRED TO CORRECT THE BMP WITHIN 48 HOURS OF IDENTIFICATION.

4. PROVIDE SILT FENCE AND/OR OTHER CONTROL DEVICES, AS MAY BE REQUIRED. TO CONTROL SOIL EROSION DURING UTILITY CONSTRUCTION. ALL DISTURBED AREAS SHALL BE CLEANED, GRADED AND STABILIZED WITH GRASSING IMMEDIATELY AFTER THE UTILITY INSTALLATION. FILL, COVER, AND TEMPORARY SEEDING AT THE END OF EACH DAY ARE RECOMMENDED. IF WATER IS ENCOUNTERED WHILE TRENCHING, THE WATER SHOULD BE FILTERED TO REMOVE ANY SEDIMENTS BEFORE BEING PUMPED INTO ANY WATERS OF THE STATE.

5. ALL EROSION CONTROL DEVICES SHALL BE PROPERLY MAINTAINED DURING ALL PHASES OF CONSTRUCTION UNTIL THE COMPLETION OF ALL CONSTRUCTION ACTIVITIES AND ALL DISTURBED AREAS HAVE BEEN STABILIZED. ADDITIONAL CONTROL DEVICES MAY BE REQUIRED DURING CONSTRUCTION IN ORDER TO CONTROL EROSION AND/OR OFFSITE SEDIMENTATION. ALL TEMPORARY CONTROL DEVICES SHALL BE REMOVED ONCE CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED.

6. THE CONTRACTOR MUST TAKE NECESSARY ACTION TO MINIMIZE THE TRACKING OF MUD ONTO THE PAVED ROADWAY FROM CONSTRUCTION AREAS AND THE GENERATION OF DUST. THE CONTRACTOR SHALL DAILY REMOVE MUD/SOIL FROM PAVEMENT AS MAY BE REQUIRED.

7. RESIDENTIAL SUBDIVISIONS REQUIRE EROSION CONTROL FEATURES FOR INFRASTRUCTURE AS WELL AS FOR INDIVIDUAL LOT CONSTRUCTION. INDIVIDUAL PROPERTY OWNERS SHALL FOLLOW THESE PLANS DURING CONSTRUCTION OR OBTAIN APPROVAL OF AN INDIVIDUAL PLAN IN ACCORDANCE WITH S.C. REG. 72-300 AND SCR100000.

8. TEMPORARY DIVERSION BERMS AND/OR DITCHES WILL BE PROVIDED AS NEEDED DURING CONSTRUCTION TO PROTECT WORK AREAS FROM UPSLOPE RUNOFF AND/OR TO DIVERT SEDIMENT LADEN WATER TO APPROPRIATE TRAPS OR STABLE OUTLETS.

9. ALL WATERS OF THE STATE (WOS), INCLUDING WETLANDS, ARE TO BE FLAGGED OR OTHERWISE CLEARLY MARKED IN THE FIELD. A DOUBLE ROW OF SILT FENCE IS TO BE INSTALLED IN ALL AREAS WHERE A 50-FOOT BUFFER CAN NOT BE MAINTAINED BETWEEN THE DISTURBED AREA AND ALL WOS. A 10-FOOT BUFFER SHOULD BE MAINTAINED BETWEEN THE LAST ROW OF SILT FENCE AND ALL WOS

10. LITTER, CONSTRUCTION DEBRIS, OILS, FUELS, AND BUILDING PRODUCTS WITH SIGNIFICANT POTENTIAL FOR IMPACT (SUCH AS STOCKPILES OF FRESHLY TREATED LUMBER) AND CONSTRUCTION CHEMICALS THAT COULD BE EXPOSED TO STORM WATER MUST BE PREVENTED FROM BECOMING A POLLUTANT SOURCE IN STORM WATER DISCHARGES.

11. A COPY OF THE SWPPP, INSPECTION RECORDS AND RAINFALL DATA MUST BE RETAINED AT THE CONSTRUCTION SITE OR A NEARBY LOCATION EASILY ACCESSIBLE DURING NORMAL BUSINESS HOURS, FROM THE DATE OF COMMENCEMENT OF CONSTRUCTION ACTIVITIES TO THE DATE THAT FINAL STABILIZATION IS REACHED.

12. INITIATE STABILIZATION MEASURES ON ANY EXPOSED STEEP SLOPE (3H:1V OR GREATER) WHERE LAND DISTURBING ACTIVITIES HAVE PERMANENTLY OR TEMPORARILY CEASED, AND WILL NOT RESUME FOR A PERIOD OF 7 CALENDAR DAYS.

13. MINIMIZE SOIL COMPACTION IN AREAS NOT UNDER PAVEMENTS AND /OR STRUCTURES AND, UNLESS INFEASIBLE, PRESERVE TOPSOIL.

14. MINIMIZE THE DISCHARGE OF POLLUTANTS FROM EQUIPMENT AND VEHICLE WASHING, WHEEL WASH WATER AND OTHER WASH WATERS. WASH WATERS MUST BE TREATED IN A SEDIMENT BASIN OR ALTERNATIVE CONTROL THAT PROVIDES EQUAL OR BETTER TREATMENT PRIOR TO DISCHARGE.

15. MINIMIZE THE DISCHARGE OF POLLUTANTS FROM DEWATERING OF TRENCHES AND EXCAVATED AREAS. THESE DISCHARGES ARE TO BE ROUTED THROUGH APPROPRIATE BMPS (SEDIMENT BASIN, FILTER BAG, ETC.).

16. THE FOLLOWING DISCHARGES ARE PROHIBITED:

16.1. WASTEWATER FROM WASHOUT OF CONCRETE, UNLESS MANAGED BY AN APPROPRIATE CONTROL;
16.2. WASTEWATER FROM WASHOUT AND CLEANOUT OF OF STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS;
16.3. FUELS, OILS OR OTHER POLLUTANTS USED IN VEHICLE AND EQUIPMENT OPERATION AND MAINTENANCE; AND
16.4. SOAPS OR SOLVENTS USED IN VEHICLE AND EQUIPMENT WASHING.

17. AFTER CONSTRUCTION ACTIVITIES BEGIN, INSPECTIONS MUST BE CONDUCTED AT A MINIMUM OF AT LEAST ONCE EVERY CALENDAR WEEK AND MUST BE CONDUCTED UNTIL FINAL STABILIZATION IS REACHED ON ALL AREAS OF THE CONSTRUCTION SITE.

18. IF EXISTING BMPS NEED TO BE MODIFIED OR IF ADDITIONAL BMPS ARE NECESSARY TO COMPLY WITH THE REQUIREMENTS OF PERMIT SCR100000 AND/OR SC'S WATER QUALITY STANDARDS, IMPLEMENTATION MUST BE COMPLETED BEFORE THE NEXT STORM EVENT WHENEVER PRACTICABLE. IF IMPLEMENTATION BEFORE THE NEXT STORM EVENT IS IMPRACTICABLE, THE SITUATION MUST BE DOCUMENTED IN THE SWPPP AND ALTERNATIVE BMPS MUST BE IMPLEMENTED AS SOON AS REASONABLY POSSIBLE.

19. A PRE-CONSTRUCTION CONFERENCE MUST BE HELD FOR EACH CONSTRUCTION SITE WITH AN APPROVED ON-SITE SWPPP PRIOR TO THE IMPLEMENTATION OF CONSTRUCTION ACTIVITIES. FOR NON-LINEAR PROJECTS THAT DISTURB 10 ACRES OR MORE, THIS CONFERENCE MUST BE HELD ON-SITE UNLESS THE DEPARTMENT HAS APPROVED OTHERWISE.

VII. EROSION, SEDIMENTATION & POLLUTION CONTROL NOTES

1. THE IMPLEMENTATION OF THESE EROSION SEDIMENT CONTROL (ESC) PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE ESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS COMPLETED AND APPROVED AND VEGETATION/LANDSCAPING IS ESTABLISHED.

2. THE ESC FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES, AND IN SUCH A MANNER AS TO INSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DO NOT ENTER THE DRAINAGE SYSTEM, ROADWAYS, OR VIOLATE APPLICABLE WATER STANDARDS.

3. THE ESC FACILITIES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE ESC FACILITIES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND TO ENSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DO NOT LEAVE THE SITE.

4. THE ESC FACILITIES SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND MAINTAINED AS NECESSARY TO ENSURE THEIR CONTINUED FUNCTIONING.

5. THE ESC FACILITIES ON INACTIVE SITES SHALL BE INSPECTED AND MAINTAINED A MINIMUM OF ONCE A MONTH OR WITHIN THE 24 HOURS FOLLOWING A MAJOR STORM EVENT.

6. AT NO TIME SHALL MORE THAN ONE FOOT OF SEDIMENT BE ALLOWED TO ACCUMULATE WITHIN A CATCH BASIN. ALL CATCH BASINS AND CONVEYANCE LINES SHALL BE CLEANED PRIOR TO PAVING AND PRIOR TO FINAL INSPECTION. THE CLEANING OPERATION SHALL NOT FLUSH SEDIMENT LADEN WATER INTO THE DOWNSTREAM SYSTEM.

7. STABILIZED CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES MAY BE REQUIRED TO INSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.

8. BEFORE COMMENCING ANY LAND DISTURBING ACTIVITY, THE EXISTING STORM WATER INLET(S) THAT RECEIVING RUNOFF FROM THE PROPOSED WORK AREA SHALL BE PROTECTED. THE TEMPORARY INLET PROTECTION MUST REMAIN IN PLACE UNTIL THE CONSTRUCTION ACTIVITY IS COMPLETED, THE STREET HAS BEEN SWEPT AND ANY EXPOSED SOILS ARE STABILIZED. THE CONTRACTOR IS ALSO RESPONSIBLE FOR REMOVING ANY TEMPORARY INLET PROTECTION INSTALLED, AFTER ALL DISTURBED AREAS ARE STABILIZED. TEMPORARY PROTECTION OF THE INLETS MAY BE ACCOMPLISHED BY ONE OR MORE OF THE FOLLOWING:

8.1. USE OF GRAVEL BAGS TO FILTER THE SEDIMENT FROM ANY RUNOFF. TO MAKE A GRAVEL BAG, USE A BAG MADE OF GEOTEXTILE FABRIC (NOT BURLAP) AND FILL WITH EITHER 3/4 INCH ROCK OR 1/4 INCH PEA GRAVEL.
8.2. USE OF SEDIMENT LOGS TO FILTER THE SEDIMENT FROM ANY RUNOFF (AVAILABLE THROUGH LOCAL EROSION CONTROL SUPPLIERS).
8.3. USE OF ABOVE OR UNDER-GRATE FILTER BAGS OR DEVICES TO FILTER THE SEDIMENT FROM ANY RUNOFF (AVAILABLE THROUGH EROSION CONTROL SUPPLIERS).

9. WATER MAY NOT BE DISCHARGED IN A MANNER THAT CAUSES EROSION, SEDIMENTATION, OR FLOODING ON THE SITE, ON DOWNSTREAM PROPERTIES, IN THE RECEIVING CHANNELS, OR IN ANY STORM WATER INLET. WHEN SITE DEWATERING, WATER PUMPED FROM THE SITE, INCLUDING TRENCHES, SHALL BE TREATED BY ONE OF THE FOLLOWING:

9.1. TEMPORARY SEDIMENTATION BASINS
9.2. SEDIMENT FILTERING BAGS

10. THE CONTRACTOR SHALL VERIFY THE SIZE AND LOCATION OF ALL EXISTING UTILITIES. EXISTING UTILITIES ARE ALL UTILITIES THAT EXIST ON THE PROJECT IN AN ORIGINAL, RELOCATED OR NEWLY INSTALLED POSITION. THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR THE COST OF REPAIRS TO DAMAGED UNDERGROUND OR OVERHEAD FACILITIES, EVEN IF THE UTILITY IS NOT SHOWN ON THE SITE DEVELOPMENT PLANS. THE CONTRACTOR SHALL CONTACT THE LOCAL UTILITIES PROTECTION CENTER TO COORDINATE THE MARKING OF EXISTING UTILITY LINES A MINIMUM OF 96 HOURS PRIOR TO COMMENCEMENT OF ANY WORK.

11. THE CONTRACTOR SHALL FLUSH ALL INLETS AND PIPE AT THE COMPLETION OF CONSTRUCTION TO REMOVE SILT AND DEBRIS. THE CLEANING AND FLUSHING OF INLETS AND PIPE (EXISTING AND PROPOSED) SHALL BE CONSIDERED PART OF THE COST FOR THE PROJECT.

12. EGRESS FROM THE SITE SHALL BE CONTROLLED SUCH THAT VEHICLES LEAVING THE SITE MUST TRAVERSE CONSTRUCTION EXITS TO REMOVE MUD FROM TIRES.

13. SCHEDULE CONSTRUCTION ACTIVITIES TO MINIMIZE THE EXPOSED AREA AND DURATION OF EXPOSURE. IN SCHEDULING, TAKE INTO ACCOUNT THE SEASON AND THE WEATHER FORECAST.

14. EROSION CONTROL MEASURES ARE THE MINIMUM REQUIRED. THE CONTRACTOR SHALL PROVIDE ADDITIONAL CONTROL MEASURES AS DICTATED BY ACTUAL FIELD CONDITIONS AT THE TIME OF CONSTRUCTION IN ORDER TO PREVENT EROSION AND CONTROL SEDIMENT. EROSION AND SEDIMENT CONTROL MEASURES WILL REMAIN IN PLACE AND BE MAINTAINED UNTIL THE ENTIRE PROJECT IS TERMINATED OR SUSPENDED FOR AND INDEFINITE LENGTH OF TIME, ALL DISTURBED AREAS SHALL BE PLANTED WITH PERMANENT VEGETATION.

15. THE DATA, TOGETHER WITH ALL OTHER INFORMATION SHOWN ON THESE PLANS, OR IN ANY WAY INDICATED THEREBY, WHETHER BY DRAWINGS OR NOTES, OR IN ANY OTHER MANNER, IS BASED UPON FIELD INVESTIGATIONS AND IS BELIEVED TO BE INDICATIVE OF ACTUAL CONDITIONS. HOWEVER, THE SAME IS SHOWN AS INFORMATION ONLY, IS NOT GUARANTEED AND DOES NOT BIND THOMAS & HUTTON, OR THE OWNER IN ANY WAY.

16. CONTRACTOR SHALL MAINTAIN SITE ON A DAILY BASIS TO PROVIDE FOR POSITIVE DRAINAGE. CONTRACTOR, AT HIS COST, SHALL GRADE SITE AND PROVIDE NECESSARY TEMPORARY DRAINAGE SWALES TO INSURE STORM WATER DOES NOT POND ON SITE.

17. SITE DRAINAGE SHALL BE ESTABLISHED TO PREVENT ANY PONDED WATER CONDITIONS WITHIN THE CONSTRUCTION AREA AND TO FACILITATE STORM WATER DISCHARGE.

18. THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND DISTURBING ACTIVITIES.

19. LIME RATES AND ANALYSIS:

19.1. AGRICULTURAL LIME SHALL BE APPLIED AT THE RATE SHOWN IN THE SEEDING SECTION UNLESS SOIL TESTS INDICATE OTHERWISE. GRADED AREAS REQUIRE LIME APPLICATION. IF LIME IS APPLIED WITHIN SIX MONTHS OF PLANTING PERMANENT PERENNIAL VEGETATION, ADDITIONAL LIME IS NOT REQUIRED. AGRICULTURAL LIME APPLICATION SHALL BE WITHIN THE SPECIFICAT

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Charles Jackson Ellis
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ES & PC PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

30 0 15 30
GRAPHIC SCALE:
1 INCH = 30 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 30'

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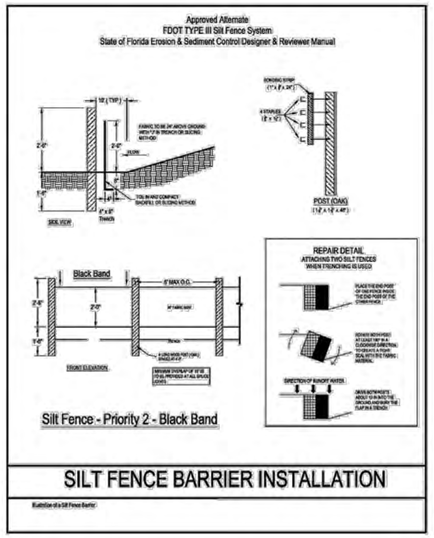

Figure V-3: Illustration of Silt Fence Priority 2 – Black Band

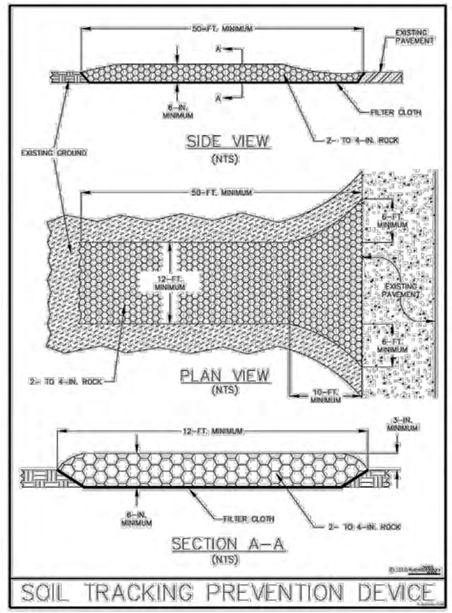

Figure V-19: Illustration of a Soil Tracking Prevention Device

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EC2.1

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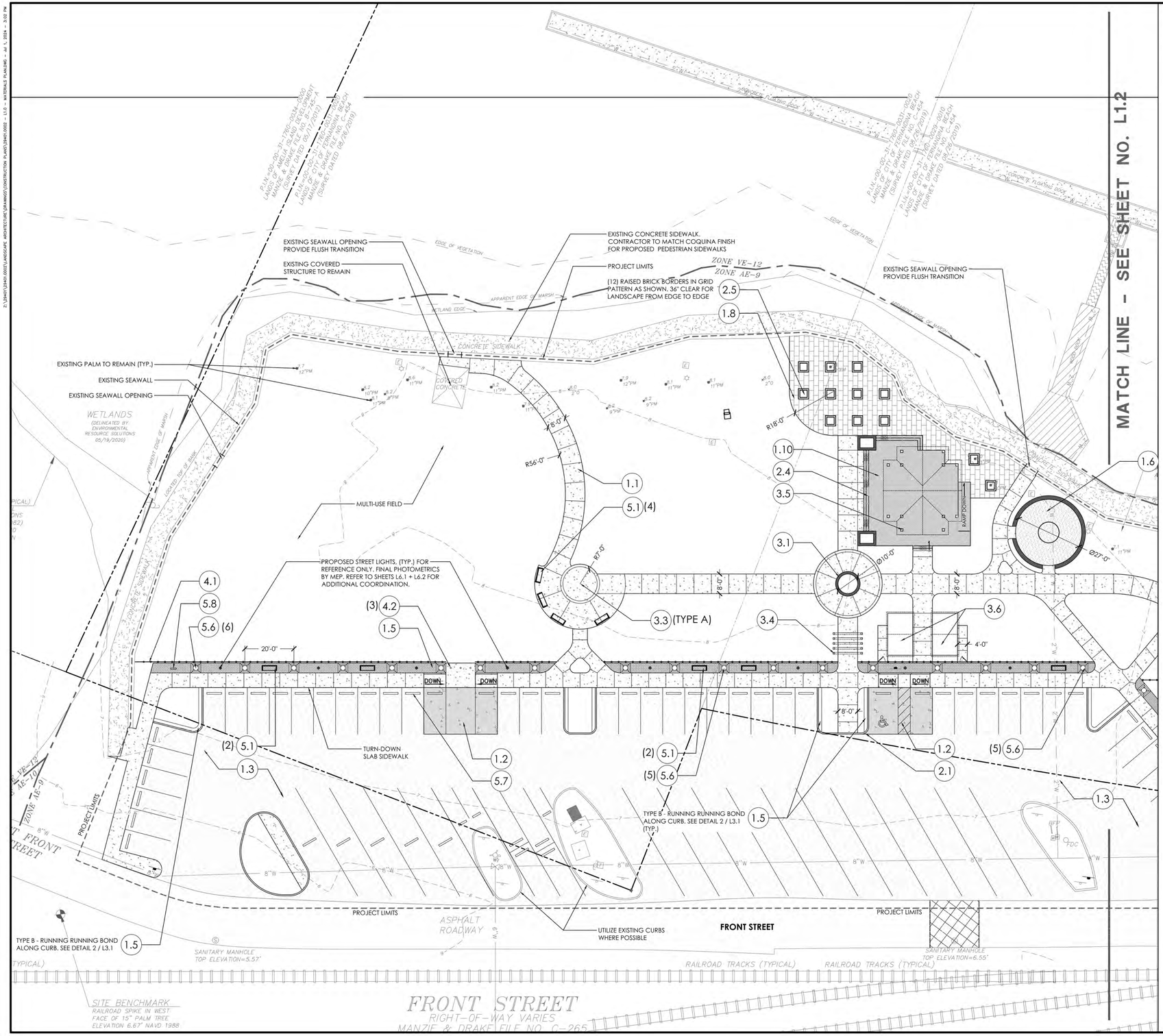

SITE DETAIL LEGEND

#	SHEET #	DETAIL	SYMBOL

1.0 PAVING & JOINTING

1.1	SEE CIVIL	CONCRETE SIDEWALK	COQUINA-FINISH TO MATCH EXISTING WATERFRONT WALK
1.1e	SEE CIVIL	EXPANSION JOINT	
1.1c	SEE CIVIL	CONTROL JOINT	
1.2	SEE CIVIL	VEHICULAR CONCRETE PAVING	
1.3	SEE CIVIL	VEHICULAR GRAVEL PAVING (TO MATCH EXISTING)	
1.4	SEE CIVIL	VEHICULAR ASPHALT PAVING	
1.5	1 + 2 / L3.1	BRICK PAVING TYPE A & B	
1.6	BY OTHERS	SPLASH PAD SURFACE (SHOWN FOR REFERENCE - SEE SPLASH PAD / POOL SHOP DRAWINGS FOR ADDITIONAL INFORMATION)	
1.7	3 / L3.1	CRUSHED GRAVEL PAVING	
1.8	4 / L3.1	LARGE CONCRETE PAVER PAVING	
1.9	SEE CIVIL	ADA TRUNCATED DOMES	
1.10	SEE ARCH.	ELEVATED DECK (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	

2.0 RAMPS, STAIRS, & CURBS

2.1	SEE CIVIL	VERTICAL CURB	
2.2	SEE CIVIL	CURB RAMPS	
2.3	SEE ARCH.	STAGE RAMP (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
2.4	SEE ARCH.	STAGE STAIRS (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
2.5	3 / L3.1	RAISED BRICK BORDER	

3.0 WALLS, MASONRY, ARCHITECTURE, & VERTICAL ELEMENTS

3.1	5 / L3.1	LOW PLANTER WALL	
3.2		NOT USED	
3.3	BY CITY	ART SCULPTURE BASE & MONUMENT - TYPE A (SHOWN FOR REFERENCE ONLY) - TYPE B (SHOWN FOR REFERENCE ONLY)	
3.4	4 / L3.2	ENTRY PERGOLA	
3.5	SEE ARCH.	MULTI-PURPOSE PAVILION WITH STAGE (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
3.6	BY CITY	RESTROOM BUILDING (SHOWN FOR REFERENCE - PREFAB SELECTION BY CITY)	

4.0 RAILINGS, BARRIERS, & FENCING

4.1	1 / L3.2	PERIMETER FENCE	
4.2	2 / L3.2	REMOVABLE BOLLARD	
4.3	SEE ARCH.	STAGE RAILINGS (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	

5.0 SITE FURNSHINGS

5.1	1 / L3.3	BENCH	
5.2	2 / L3.3	TRASH RECEPTACLE	
5.3	3 / L3.3	DOG WASTE STATION	
5.4	5 / L3.3	GROUP PICNIC TABLE	
5.5	6 / L3.3	MOVEABLE FURNITURE	
5.6	3 / L3.2	TREE GRATE	
5.7	SEE CIVIL	CONCRETE WHEEL STOPS	
5.8	4 / L3.3	BIKE RACK	

6.0 LIGHTING, ELECTRICAL, & MEP: FINAL DESIGN BY OTHERS

REFER TO SHEET L6.1 & L6.2 FOR MEP COORDINATION PLAN.

7.0 MISCELLANEOUS SITE FEATURES

NOT USED

SITE MATERIAL NOTES:

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2. ALL HARDSCAPE SHALL BE LAID OUT FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
3. PROVIDE CONDUIT FOR LIGHTING. REFER TO SHEETS L6.1 & L6.2 FOR CONDUIT PLAN.
4. NOTIFY LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE OF ANY DISCREPANCIES IN THE FIELD.

KEY MAP



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REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
FL LA 6666849
STATE OF FLORIDA

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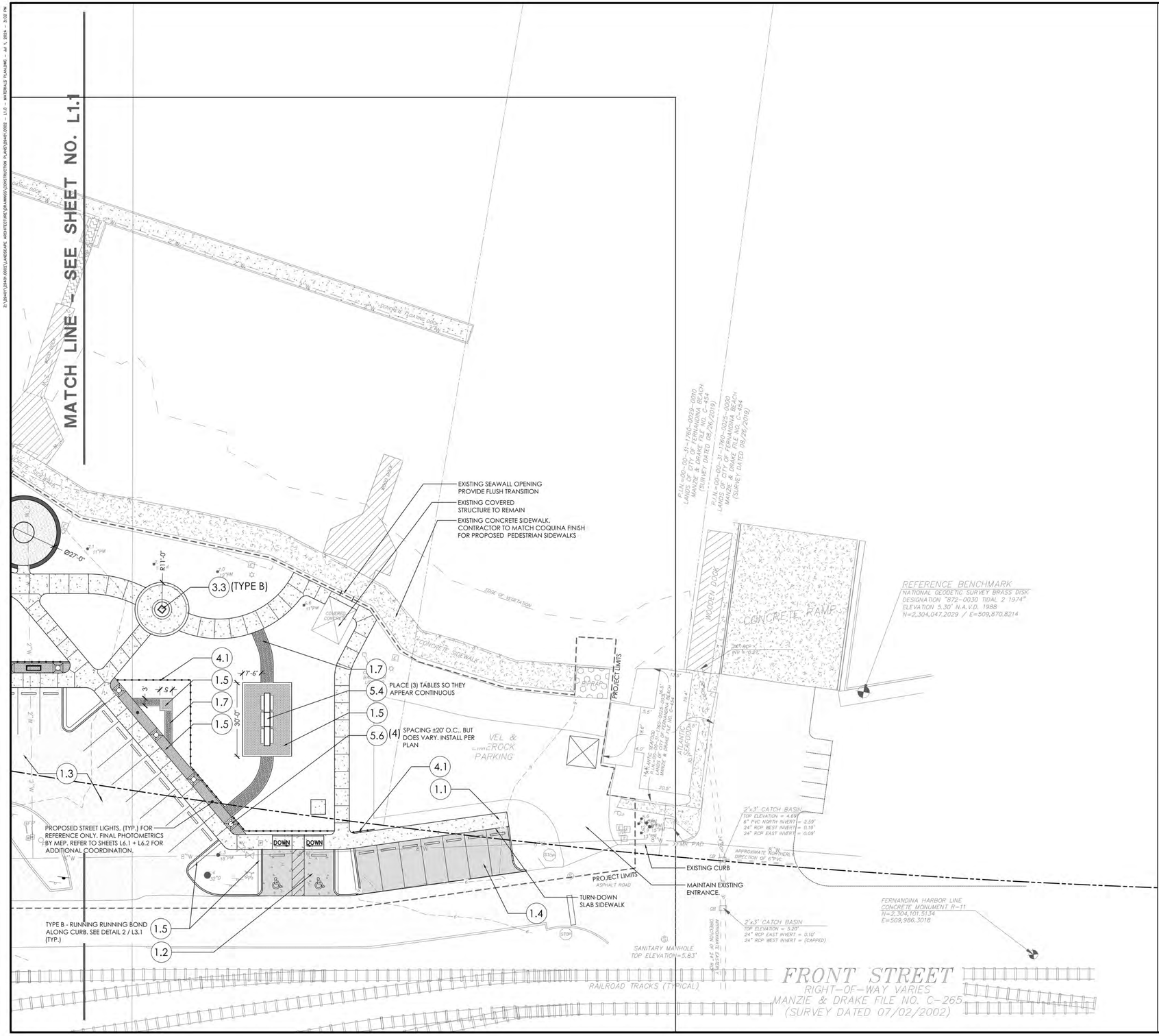

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5.0 SITE FURNSHINGS

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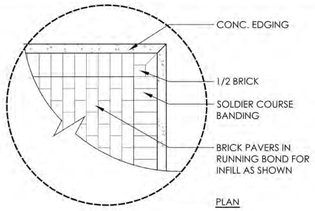
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

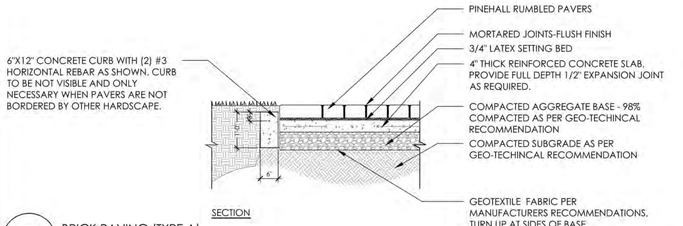
L1.2

Z:\DRAWINGS\29401.0002\LANDSCAPE ARCHITECTURE\PERMIT\CONSTRUCTION PLANS\SHEETS (PDS) - L3.1 - SITE DETAILS.DWG - L3.1 - 2024 - 7:55 PM

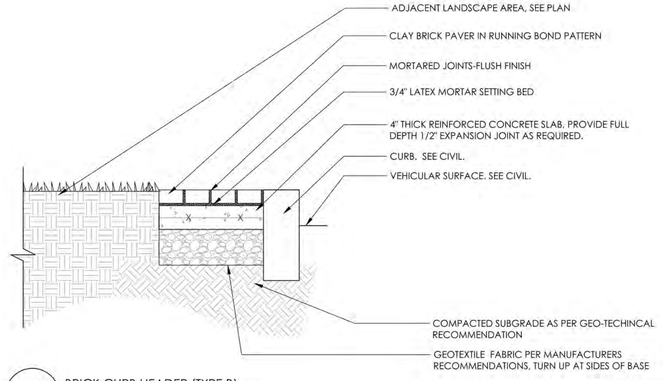
NOTES:

1. DRAIN PIPES BELOW THE BASE MAY BE NECESSARY IN SLOW DRAINING SUBGRADE
2. PAVER TO BE INSTALLED PER BRICK PAVER INSTITUTE TECH SPEC 2 FOR GUIDELINES AND SPECIFICATIONS FOR BASE MATERIALS, SUBGRADE SOIL AND BASE COMPACTION.
3. DO NOT COVER TOP OF AGGREGATE BASE WITH GEOTEXTILE.
4. PAVERS TO BE PINEHALL CLAY PAVERS.
   - 4.1. COLOR: RUMBLED PATHWAY - FULL RANGE. FINAL COLOR SELECTIONS TO BE CONFIRMED WITH CITY OF FERNANDINA BEACH PRIOR TO ORDERING.
   - 4.2. PATTERN: RUNNING BOND





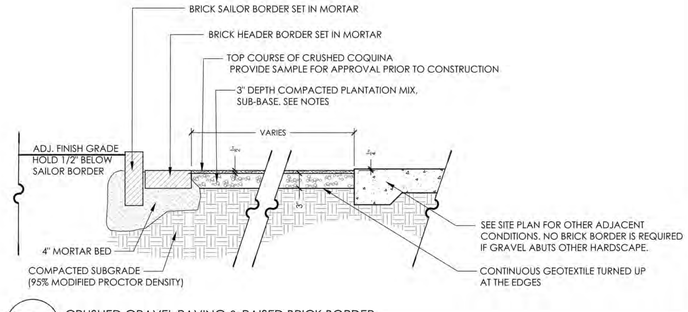
1 BRICK PAVING (TYPE A)
1/2" = 1'-0"



2 BRICK CURB HEADER (TYPE B)
1" = 1'-0"

NOTES:

1. BASE MIX SHALL BE 50% #789 STONE AND 50% UNWASHED GRANITE SCREENINGS, PRE-MIXED PRIOR TO BE DELIVERED ON SITE & TOPPED WITH COQUINA MIX. CONTRACTOR TO PROVIDE SAMPLE BAG OF CRUSHED COQUINA SHELL FOR APPROVAL PRIOR TO CONSTRUCTION.
2. GRAVEL MIX SHALL HAND-TAMPED.
3. CONTRACTOR SHALL MICRO-GRADE SITE SO THAT THERE IS NO WASHOUT OF AGGREGATE MATERIAL FROM PATHWAY EDGES.
4. BRICK EDGES TO MATCH BRICK SPECIFIED ON DETAIL 1/L3.1



3 CRUSHED GRAVEL PAVING & RAISED BRICK BORDER
1" = 1'-0"

NOTES:

1. ALL EDGES TO BE RESTRAINED WITH TURN DOWN CONCRETE SLAB, WALL, OR BE MORTARED IN PLACE. SEE NOTE #4 BELOW.
2. PAVERS TO BE HANOVER PREST PAVERS. 24" X 48" OR APPROVED EQUIVALENT.
   - 2.1. COLOR: NATURAL SUGGESTED. FINAL COLOR SELECTIONS TO BE CONFIRMED WITH CITY OF FERNANDINA BEACH PRIOR TO ORDERING.
   - 2.2. PATTERN: RUNNING BOND
3. FOR INFILL PAVERS: INSTALL WITH TIGHT BUTT JOINT PER MANUFACTURER RECOMMENDATIONS - NO MORTAR. VERIFY DIMENSIONS PRIOR TO POURING CONCRETE SIDEWALK PERIMETER.
4. FOR PERIMETER PAVERS THAT ARE NOT BOUNDED BY SIDEWALK OR WALL, MORTAR PAVERS IN PLACE TO SET EDGE.
5. REFER TO SHEETS L1.1 & L1.2 FOR LOCATION & DIRECTION OF RUNNING BOND.

4 LARGE CONCRETE PAVER PAVING
1" = 1'-0"

NOTES:

1. CONTRACTOR TO PROVIDE MOCK-UP OF ALL MATERIALS PRIOR TO ORDERING FOR APPROVAL BY CITY OF FERNANDINA BEACH PRIOR TO ORDERING. INCLUDING:
   - 1.1. CONCRETE CAP WITH JOINTING PATTERN.
   - 1.2. BRICK
   - 1.3. MORTAR
2. REFER TO MATERIALS PLAN FOR LOCATION.

5 LOW PLANTER WALL
1" = 1'-0"

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMSON
LA 6666849
STATE OF FLORIDA

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1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

SITE DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

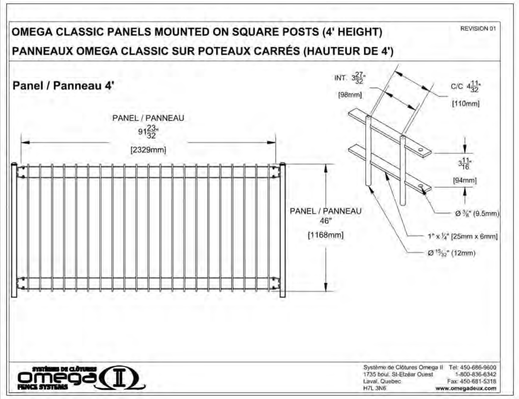
PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 24"

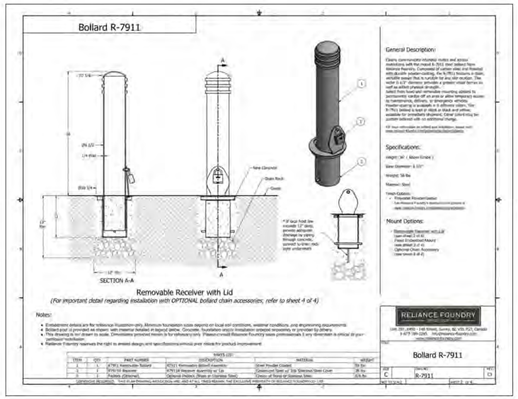
L3.1



NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
2. REFER TO MATERIALS PLAN FOR LOCATIONS.
3. CONTRACTOR MAY SUBMIT ALTERNATIVE FENCE TYPES FOR APPROVAL BY CITY'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION.

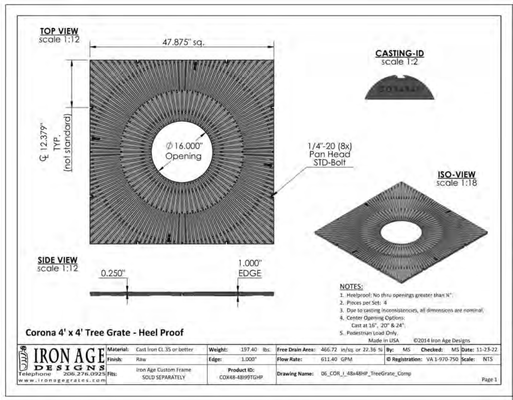
1 PERIMETER FENCE
NOT TO SCALE

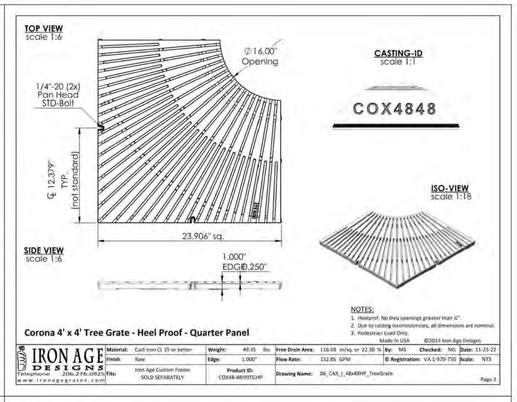


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
2. REFER TO MATERIALS PLAN FOR LOCATIONS.
3. CONTRACTOR MAY SUBMIT ALTERNATIVE BOLLARD TYPE FOR APPROVAL BY CITY'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION.

2 REMOVABLE BOLLARD
NOT TO SCALE

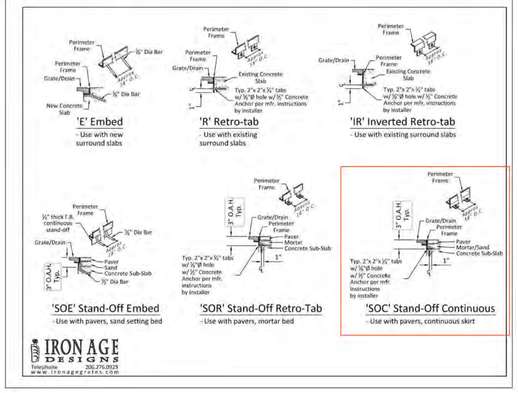


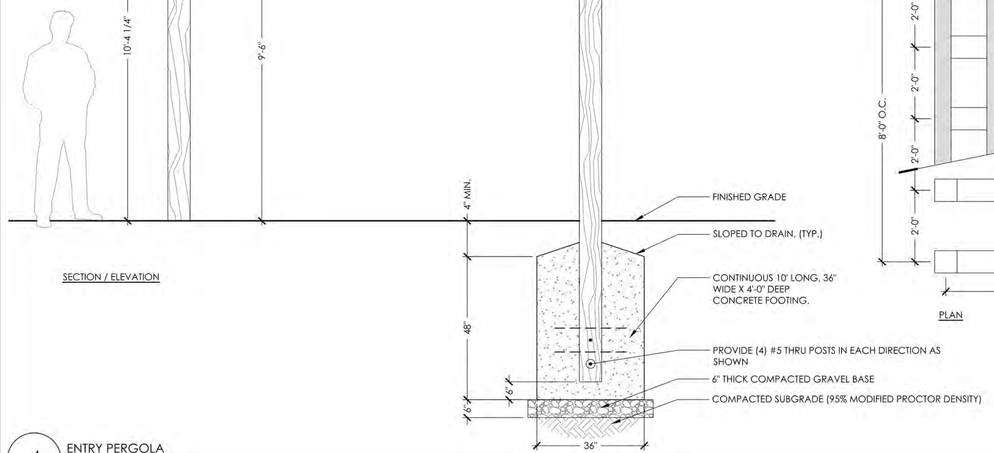


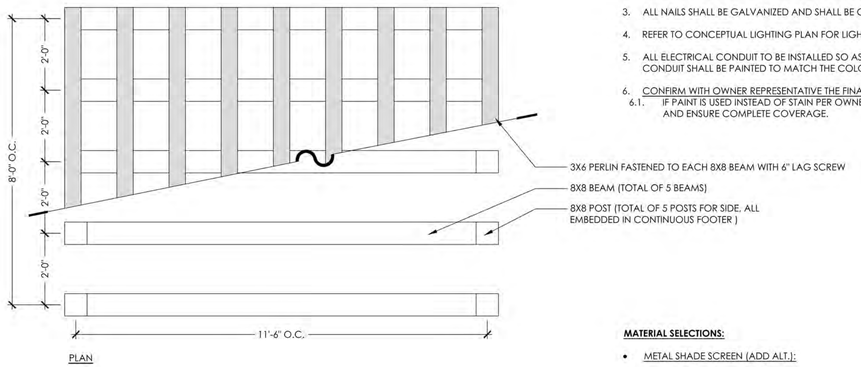
NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
2. CONTRACTOR MAY SUBMIT ALTERNATIVE TREE GRATE TYPE FOR APPROVAL BY CITY'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION. ANY TREE GRATE SPECIFIED MUST BE HEEL-PROOF WITH NO OPENINGS GREATER THAN 1/4".
3. UTILIZE 'SOC' DETAIL FOR ATTACHMENT OF TREE GRATE FRAME TO CONCRETE SUB-SLAB UNDER PAVERS. SUB-SLAB TO BE THICKENED TO ACCOMMODATE FRAME.

3 TREE GRATE
NOT TO SCALE







4 ENTRY PERGOLA
1/2" = 1'-0"

NOTES:

1. ALL TIMBER SHALL BE SOUTHERN PINE, NO. 1 OR BETTER IN ACCORDANCE WITH SPIB GRADING RULES, TREATED WITH ACQ PRESERVATIVE TREATMENT TO 0.25 POUNDS PER CUBIC FOOT.
2. ALL BOLTS, NUTS AND WASHERS SHALL BE HOT-DIPPED GALVANIZED IN ACCORDANCE WITH ASTM A123-GRADE 85.
3. ALL NAILS SHALL BE GALVANIZED AND SHALL BE CERTIFIED BY MANUFACTURER FOR USE IN ACQ TREATED LUMBER.
4. REFER TO CONCEPTUAL LIGHTING PLAN FOR LIGHT SUGGESTIONS
5. ALL ELECTRICAL CONDUIT TO BE INSTALLED SO AS TO APPEAR INTEGRATED INTO THE DESIGN AS MUCH AS POSSIBLE. ALL CONDUIT SHALL BE PAINTED TO MATCH THE COLOR OF THE MATERIAL IT IS INSTALLED AGAINST.
6. CONFIRM WITH OWNER REPRESENTATIVE THE FINAL STAIN OR PAINT COLOR & SUBMIT FINISH SAMPLES FOR APPROVAL
   6.1. IF PAINT IS USED INSTEAD OF STAIN PER OWNER REP DIRECTION - PROVIDE 1 COAT OF PRIMER AND 2 COATS OF PAINT AND ENSURE COMPLETE COVERAGE.

MATERIAL SELECTIONS:

- METAL SHADE SCREEN (ADD ALT.):

  ARTISAN PANELS, INC.
  FINISH: COPPER VEIN, PATTERN: #119 - SCATTERED LEAVES
  MOUNT PANELS TO JOISTS AND PERLONS VIA METAL NAILS PER MANUFACTURER'S MOUNTING & STRUCTURAL RECOMMENDATIONS.

  CONTRACTOR TO PROVIDE FINAL SHOP DRAWINGS FROM MANUFACTURER FOR APPROVAL BY CITY REPRESENTATIVE PRIOR TO PURCHASING.

  CONTACT: (E) SALES@ARTISANPANELS.COM / (P) 714.351.3234



ADD ALT.

METAL SHADE SCREEN
FINISH: COPPER VEIN
PATTERN: #119 SCATTERED LEAVES
CUSTOM PANELS

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

SITE DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	########

L3.2

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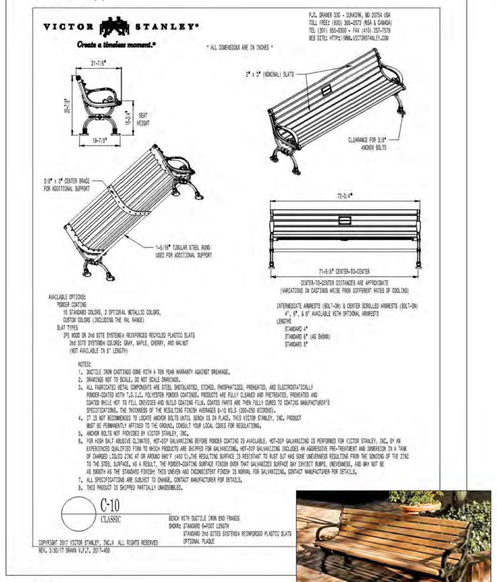
QTY SHOWN: (9)

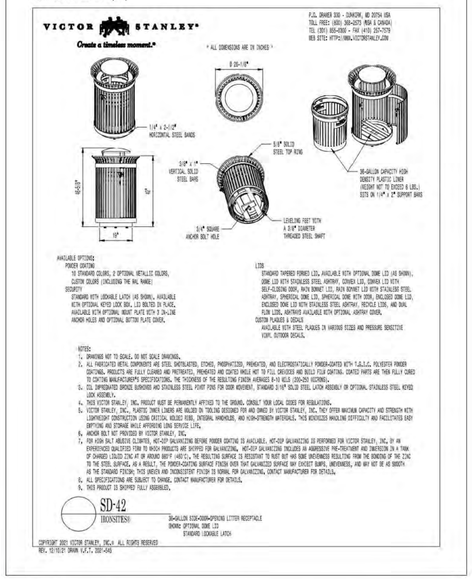


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.

1 BENCH
NOT TO SCALE

QTY SUGGESTED: (12)



NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS UTILIZING A CONCRETE FOOTER.

2 TRASH
NOT TO SCALE

QTY SUGGESTED: (4)

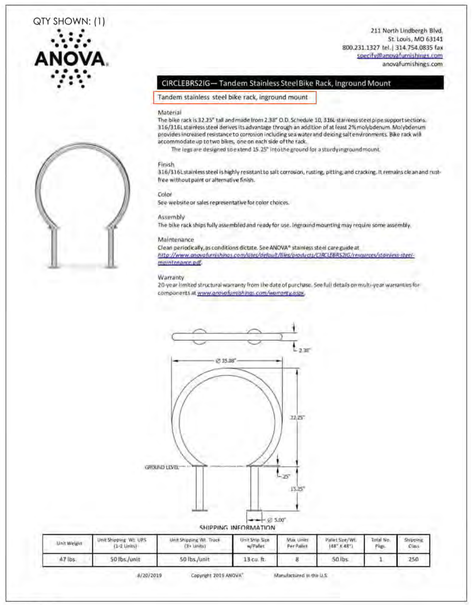


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS UTILIZING A CONCRETE FOOTER.

3 DOG WASTE STATION
NOT TO SCALE

QTY SHOWN: (1)

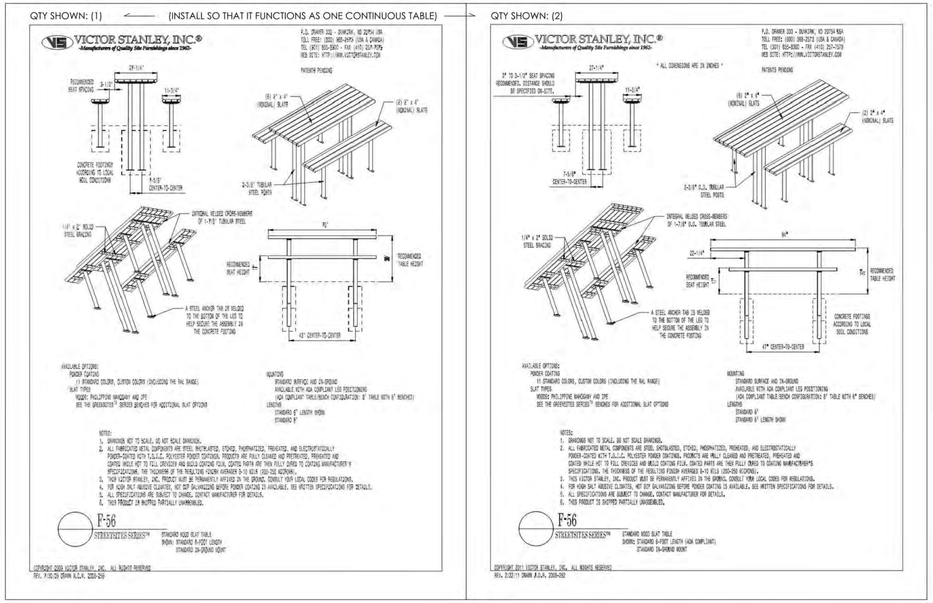


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
2. STAINLESS STEEL FINISH

4 BIKE RACK
NOT TO SCALE

QTY SHOWN: (1) ← (INSTALL SO THAT IT FUNCTIONS AS ONE CONTINUOUS TABLE) → QTY SHOWN: (2)

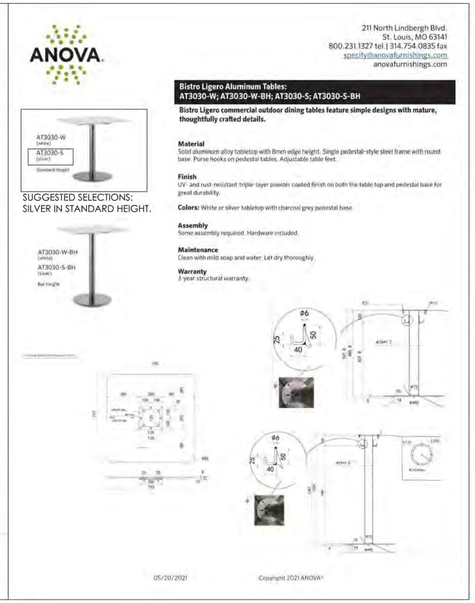


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS IN CONCRETE FOOTER.
2. INTENT IS FOR ALL THREE TABLES TO BE INSTALLED TOGETHER WITH ONE CONTINUES FOOTER. BUTT TABLES TOGETHER AS SHOWN ON SHEET L1.2
   2.1. PLACE (2) STANDARD 8-FOOT LENGTH, ADA-COMPLIANT TABLES WITH BENCHES ON ENDS
   2.2. PLACE (1) STANDARD 6-FOOT LENGTH TABLE WITH BENCHES IN CENTER

5 GROUP PICNIC TABLE
NOT TO SCALE





NOTES:

1. CONFIRM WITH CITY OF FERNANDINA BEACH PRIOR TO ORDERING. ABOVE IS FOR PRICING AND SUGGESTED MOVEABLE FURNITURE, IF DESIRED BY CITY.
2. PROVIDE UNIT COST TO CITY, INCLUDE LINE ITEM FOR SECURITY ENHANCEMENTS TO PARK TO LIMIT POTENTIAL THEFT OF MOVEABLE FURNITURE

6 MOVEABLE FURNITURE - ADD ALTERNATE
NOT TO SCALE

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
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STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

SITE DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 12"

L3.3

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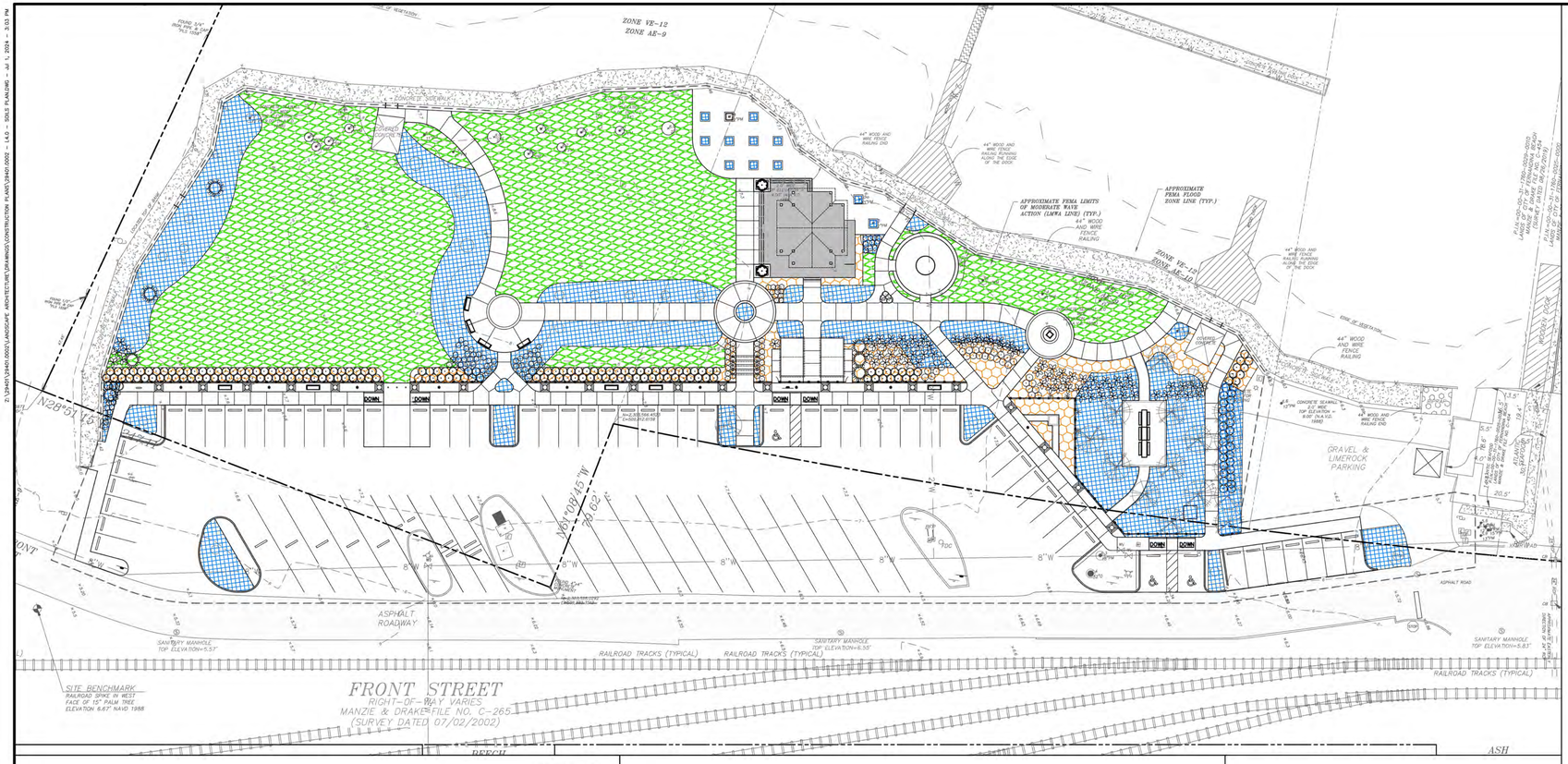
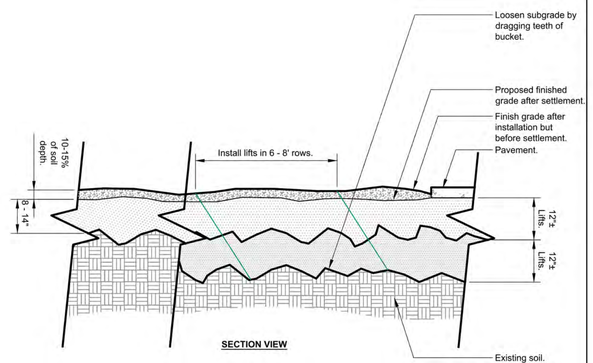


SOILS PLAN LEGEND

	SOIL ZONE 1	36" DEPTH MIN.
	± 11,749 SF	
	SOIL ZONE 2	24" DEPTH MIN.
	± 4,805 SF	
	SOIL ZONE 3	6" DEPTH MIN.
	± 24,594 SF	

SOIL NOTES:

1. CONTRACTOR HAS BEEN PUT ON NOTICE THAT SOILS PRESENT ON SITE DOES NOT EXHIBIT OPTIMAL PERCOLATION. REFER TO GENERAL LANDSCAPE NOTES ON SHEET L5.3. SPECIFICALLY NOTES #7 & #8.
2. CONTRACTOR SHALL PROVIDE AND OBTAIN SOIL TESTS PER THE LANDSCAPE SPECIFICATIONS ON SHEET L5.5 & NOTIFY THE CITY AND LANDSCAPE ARCHITECT OF THE PROPOSED SOIL REMEDIATION PLAN FOR THE OPTIMAL HEALTH AND SURVIVAL OF SPECIFIED PLANT MATERIAL.
3. AT A MINIMUM, THE RECOMMENDED SOIL PLAN AND CORRESPONDING DEPTHS OF IMPROVED SOILS SHOULD BE FOLLOWED. HOWEVER, FIELD CONDITIONS MAY VARY AND IT IS IMPORTANT THAT SUFFICIENT DRAINAGE AND APPROPRIATE TOP SOIL AS DEFINED IN THE LANDSCAPE SPECIFICATIONS ARE PROVIDED.



SECTION VIEW

Notes:
1- Means and methods of soil compaction shall be determined at time of soil mock up.

2- Soil compaction after installation shall be 75 - 250 PSI at soil moisture between field capacity and wilting point.

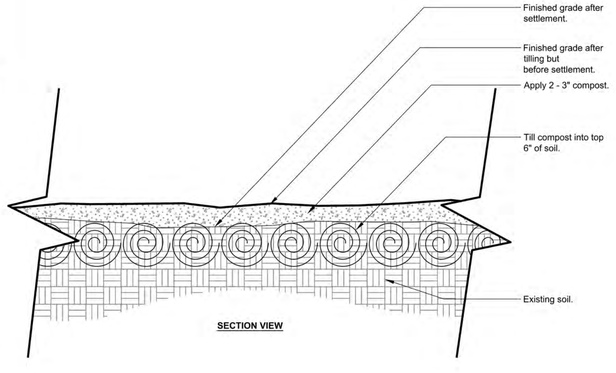
3- For soil depths see plan amobe.

4- See landscape and grassing specifications for additional requirements.

S-1 MODIFIED EXISTING SOIL - INSTALLED PLANTING MIX

URBAN TREE FOUNDATION ©2014 OPEN SOURCE FREE TO USE

1/2" = 1'-0" L_site preparation_soil modification_installed planting mix



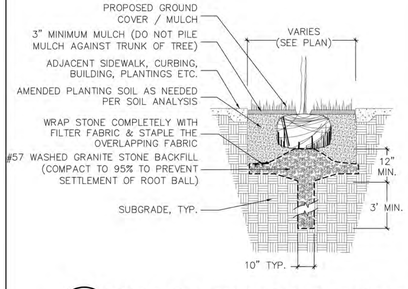
SECTION VIEW

Notes:
1- See planting soil specifications for additional requirements on sheet L5.5.
2- Use Detail S-1 if Existing Soil is too compacted for sufficient drainage.

S-2 MODIFIED EXISTING SOIL - COMPACTED SURFACE SOIL

URBAN TREE FOUNDATION © 2014 OPEN SOURCE FREE TO USE

3/4" = 1'-0" L_site preparation_compacted surface soil



NON PERCOLATING PLANT PIT
NOT TO SCALE

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
R. WADE P. THOMPSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

SOIL PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

GRAPHIC SCALE: 1 INCH 30 FEET (30 0 15 30)

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 30'

L4.1

Z:\29401\29401.0002\LANDSCAPE ARCHITECT\PLAN\BIM\01CONSTRUCTION PLANS\29401.0002 - L4.0 - SOILS PLAN.DWG - Jul 1, 2024 - 3:03 PM

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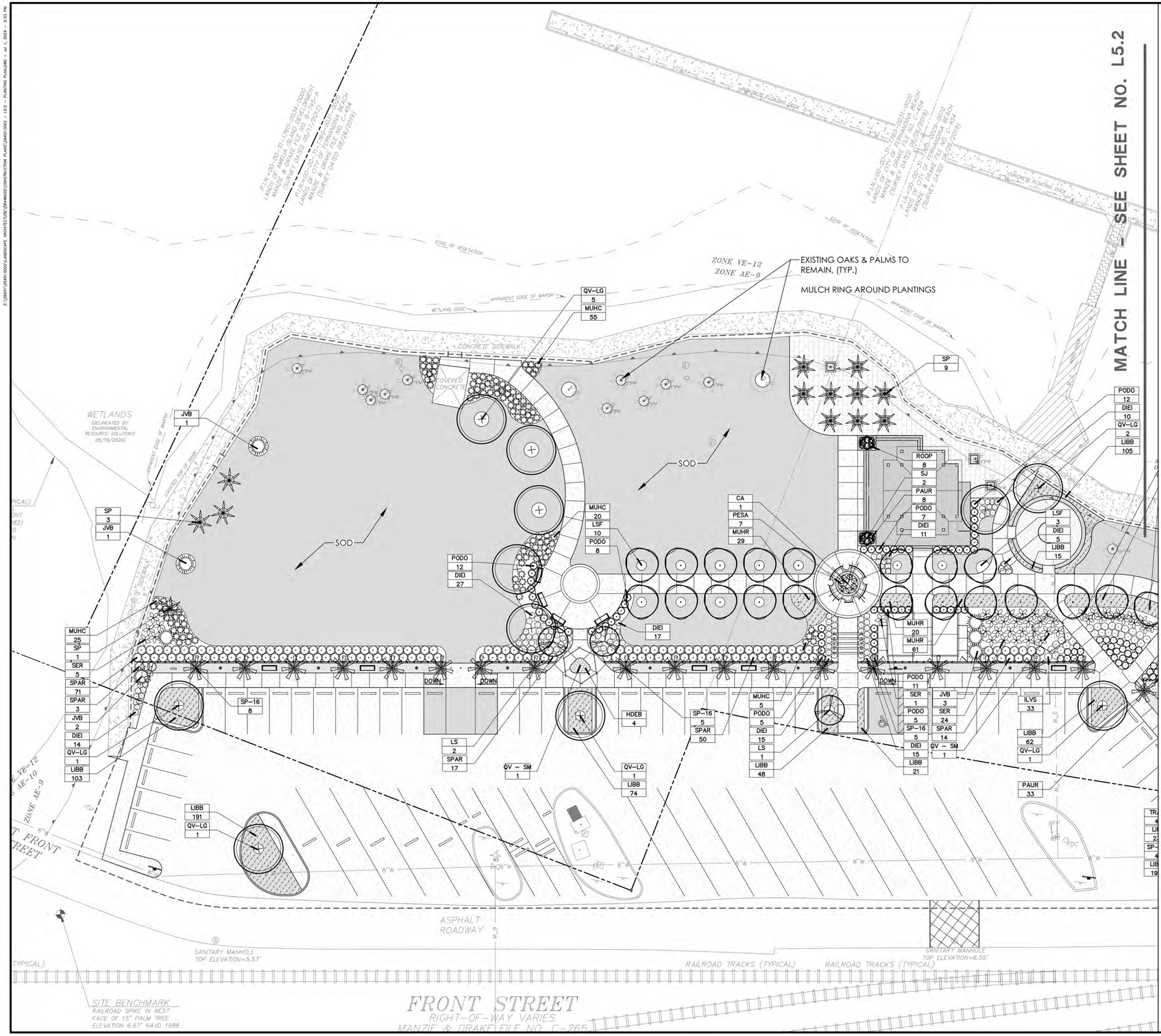

PLANTING PLAN LEGEND

TREES & PALMS

ABBRV	SCIENTIFIC NAME	COMMON NAME
CA	Cupressus arizonica 'Blue Ice'	Arizona Cypress 'Blue Ice'
IC	Ilex cassine	Dahoon Holly
SJ	Juniperus chinensis 'Spartan'	Spartan Juniper
JVB	Juniperus virginiana 'Brodie'	Brodie Eastern Red Cedar
LSF	Lagerstroemia indica 'Fauvorite'	Fauvorite Crape Myrtle
LS	Lagerstroemia indica 'Sioux'	Sioux Crape Myrtle
LIM	Lagerstroemia indica 'Muskogee'	'Muskogee' Crape Myrtle
QV-LG	Quercus virginiana	Live Oak
SM	Quercus virginiana	Live Oak
SP	Sabal palmetto	Sabal Palm
SP-16	Sabal palmetto	Sabal Palm

SHRUBS

ABBRV	SCIENTIFIC NAME	COMMON NAME
ILVS	Ilex vomitoria 'Stokes'	Dwarf Schillings Holly
PAUR	Plumbago auriculata	Plumbago
PODO	Podocarpus macrophyllus	Podocarpus
SER	Sereno repens	Saw Palmetto

ORNAMENTAL GRASSES AND GROUNDCOVERS

ABBRV	SCIENTIFIC NAME	COMMON NAME
DIEI	Dietes iridioides	African Iris
HDEB	Helianthus debilis	Dune Sunflower
LIBB	Liriope muscari 'Big Blue'	Big Blue Liriope
MUHC	Muhlenbergia capillaris	Pink Muhly Grass
MUHR	Muhlenbergia reverchonii	Rose Muhly
PESA	Pennisetum setaceum 'Alba'	Whie Fountain Grass
ROOP	"Prostratus'	Trailing Rosemary
SPAR	Spartina bakeri	Cord Grass
TRAJ	Trachelospermum jasminoides	Confederate Jasmine
SOD	Paspalum vaginatum	Seashore Paspalum

SCHEDULE NOTES:

1. ALL LANDSCAPE AREAS IN COMMON SPACE NOT COVERED BY HARDSCAPE OR SOD ARE TO BE MULCHED. REFER TO NOTE #19 ON SHEET L5.3 FOR TYPE.
2. ALL AREAS OF SITE TO BE FULLY STABILIZED. REFER TO ENGINEERING SHEETS FOR MORE INFORMATION.
3. CONTRACTOR TO ENSURE LANDSCAPE BEDS PERCOLATE. REFER TO SOILS PLAN FOR ADDITIONAL INFORMATION.

KEYNOTES

SPECIFIC INSTANCES ARE CALLED OUT, BUT THESE NOTES ARE INTENDED TO BE FOR ENTIRE PHASE ONE

1. MULCH & BEDLINE NOTE: PROVIDE A CLEAN AND CLEAR DELINEATION FROM LAWN AREAS AND MULCHED PLANTING AREAS. PROVIDE SHOVEL-CUT EDGE FOR TRANSITIONS. ALL MULCHED AREAS TO BE FREE AND CLEAR OF DEBRIS WITH A CONSISTENT AND EVEN COVERAGE OF HARDWOOD MULCH. NO SOIL BELOW SHALL BE VISIBLE.
2. PRUNING NOTE: ALL REMAINING TREES TO BE LIMBED UP & PRUNITED TO ANSI A300 PRUNING STANDARDS. FOR PALM TREES - REMOVE ANY DEAD FRONDS OR SEED PODS.

KEY MAP



SCALE: 1" = 200'

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

PLANTING PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

L5.1

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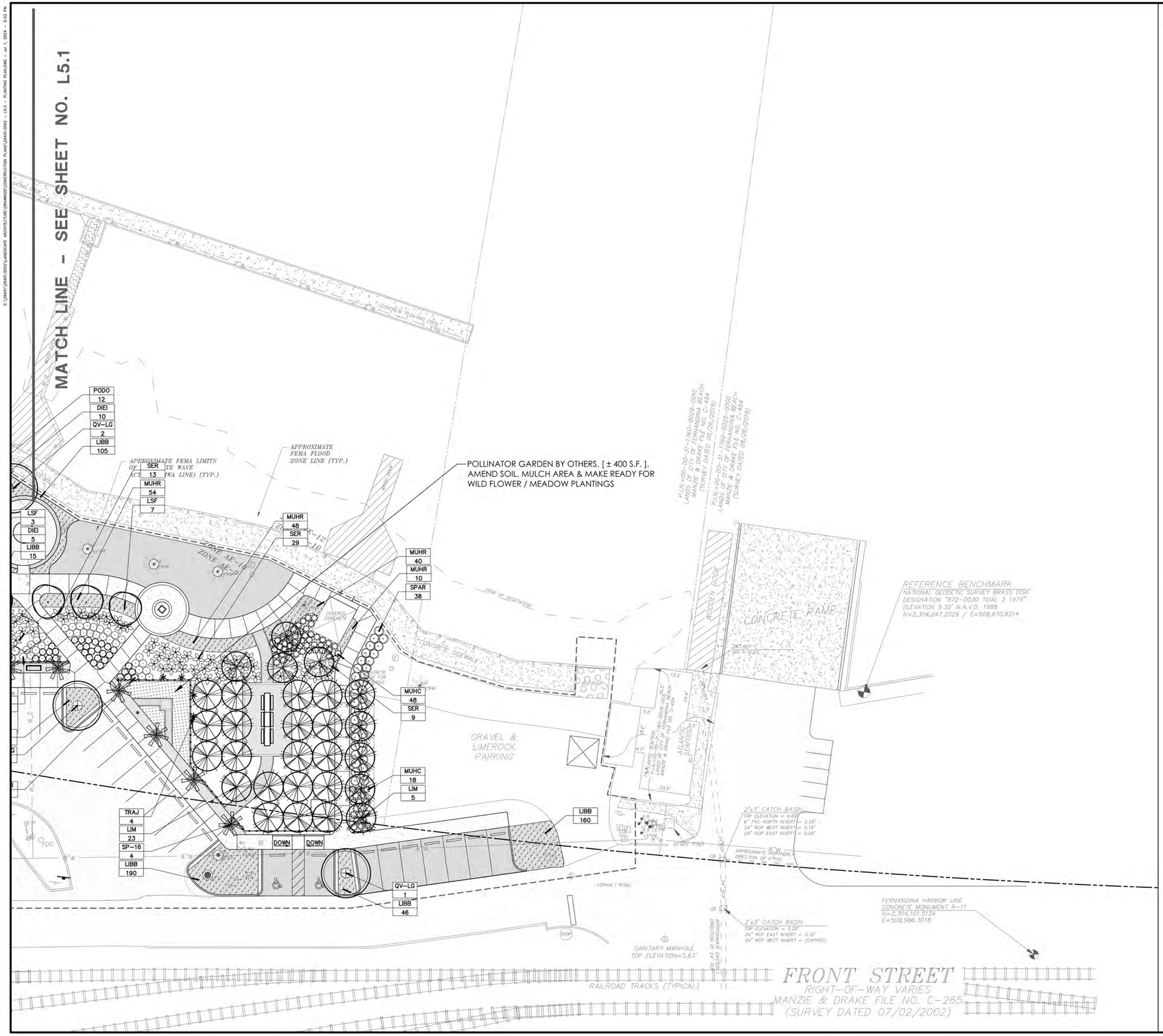

PLANTING PLAN LEGEND

TREES & PALMS

ABBRV	SCIENTIFIC NAME	COMMON NAME
CA	Cupressus arizonica 'Blue Ice'	Arizona Cypress 'Blue Ice'
IC	Ilex cassine	Dahoon Holly
SJ	Juniperus chinensis 'Spartan'	Spartan Juniper
JVB	Juniperus virginiana 'Brodie'	Red Cedar
LSF	Lagerstroemia 'Fauriei'	Favorite Crape Myrtle
LS	Lagerstroemia 'Sioux'	Sioux Crape Myrtle
LIM	'Muskogee'	'Muskogee' Crape Myrtle
QV-LG	Quercus virginiana	Live Oak
SM	Quercus virginiana	Live Oak
SP	Sabal palmetto	Sabal Palm
SP-16	Sabal palmetto	Sabal Palm

SHRUBS

ABBRV	SCIENTIFIC NAME	COMMON NAME
ILVS	Ilex vomitoria 'Stokes'	Dwarf Schillings Holly
PAUR	Plumbago auriculata	Plumbago
PODO	Podocarpus macrophyllus	Podocarpus
SER	Sereno repens	Saw Palmetto

ORNAMENTAL GRASSES AND GROUNDCOVERS

ABBRV	SCIENTIFIC NAME	COMMON NAME
DIEI	Dietes iridioides	African Iris
HDEB	Helianthus debilis	Dune Sunflower
LIBB	Liriope muscari 'Big Blue'	Big Blue Liriope
MUHC	Muhlenbergia capillaris	Pink Muhly Grass
MUHR	Muhlenbergia reverchonii	Rose Muhly
PESA	Pennisetum setaceum 'Alba'	Whie Fountain Grass
ROOP	'Prostratus'	Trailing Rosemary
SPAR	Spartina bakeri	Cord Grass
TRAJ	Trachelospermum jasminoides	Confederate Jasmine
SOD	Paspalum vaginatum	Seashore Paspalum

SCHEDULE NOTES:

1. ALL LANDSCAPE AREAS IN COMMON SPACE NOT COVERED BY HARDSCAPE OR SOD ARE TO BE MULCHED. REFER TO NOTE #19 ON SHEET L5.3 FOR TYPE.
2. ALL AREAS OF SITE TO BE FULLY STABILIZED. REFER TO ENGINEERING SHEETS FOR MORE INFORMATION.
3. CONTRACTOR TO ENSURE LANDSCAPE BEDS PERCOLATE. REFER TO SOILS PLAN FOR ADDITIONAL INFORMATION.

KEYNOTES

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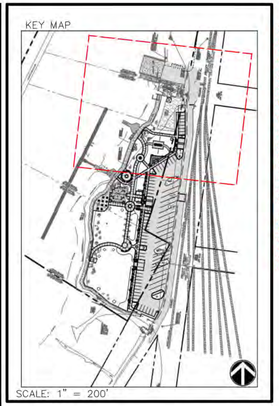
KEY MAP



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PLANT SCHEDULE

TREES

QNTY	ABBRV	SCIENTIFIC NAME	COMMON NAME	PLANTING SIZE	SPACING	MISCELLANEOUS / REMARKS
1	CA	Cupressus arizonica 'Blue Ice'	Arizona Cypress 'Blue Ice'	B & B OR CONT. ; 12' – 14' HT. MIN.	AS SHOWN	Specimen
2	SJ	Juniperus chinensis 'Spartan'	Spartan Juniper	B & B OR CONT. ; 6' – 8' HT.	AS SHOWN	Specimen
7	JVB	Juniperus virginiana 'Brodie'	Brodie Eastern Red Cedar	B & B OR CONT. ; 8' – 10' HT. – 22'	AS SHOWN	Specimen, Full to Ground
20	LSF	Lagerstroemia indica x fauriei 'Fantasy'	Fantasy Crape Myrtle	B & B OR CONT. ; 3" CAL. ; 12' HT.	AS SHOWN	Single Trunk, 7' Clear
3	LS	Lagerstroemia 'Sioux'	Sioux Crape Myrtle	B & B OR CONT. ; 5" CAL MIN., 20' HT. MIN.	AS SHOWN	Multi-Trunk
28	LIM	Lagerstroemia indica x fauriei 'Muskogee'	'Muskogee' Crape Myrtle	B & B OR CONT. ; 3" CAL. ; 12' HT.	AS SHOWN	Single Trunk, 7' Clear
12	QV-LG	Quercus virginiana	Live Oak	B & B OR CONT. ; 6" CAL. ; 10' HT.	AS SHOWN	Specimen
2	SM	Quercus virginiana	Live Oak	B & B OR CONT. ; 3" CAL. ; 12' HT.	AS SHOWN	Specimen

PALMS

QNTY	ABBRV	SCIENTIFIC NAME	COMMON NAME	PLANTING SIZE	SPACING	MISCELLANEOUS / REMARKS
13	SP	Sabal palmetto	Sabal Palm	BR ; 12' – 18' HT.	AS SHOWN	Staggar Hts., Reclined Heads
22	SP-16	Sabal palmetto	Sabal Palm	BR ; 12' – 18' HT.	AS SHOWN	Staggar Hts., Reclined Heads

SHRUBS

QNTY	ABBRV	SCIENTIFIC NAME	COMMON NAME	PLANTING SIZE	SPACING	MISCELLANEOUS / REMARKS
33	ILVS	Ilex vomitoria 'Stokes'	Dwarf Schillings Holly	CONT. ; 12" HT. MIN.	AS SHOWN	Full
41	PAUR	Plumbago auriculata	Plumbago	CONT. ; 12" HT. MIN.	AS SHOWN	Full
60	PODO	Podocarpus macrophyllus	Podocarpus	CONT. ; 42" HT. MIN.	AS SHOWN	Full, Well Formed
81	SER	Sereno repens	Saw Palmetto	CONT. ; 24" HT. MIN.	AS SHOWN	Full

ORNAMENTAL GRASSES AND GROUNDCOVERS

QNTY	ABBRV	SCIENTIFIC NAME	COMMON NAME	PLANTING SIZE	SPACING	MISCELLANEOUS / REMARKS
114	DIEI	Dietes iridioides	African Iris	1 GAL. 12" HT, MIN.	2.5'	Full and Well Formed
4	HDEB	Helianthus debilis	Dune Sunflower	1 GAL. 12" X 12"	3'	Full
1015	LIBB	Liriope muscari 'Big Blue'	Big Blue Liriope	1 GAL. ; 6" HT. MIN.	18"	Full and Well Formed
177	MUHC	Muhlenbergia capillaris	Pink Muhly Grass	1 GAL. ; 18" HT. MIN.	AS SHOWN	Full
262	MUHR	Muhlenbergia reverchonii	Rose Muhly	1 GAL. 12" HT. MIN.	2'	Full and Well Formed
7	PESA	Pennisetum setaceum 'Alba'	Whie Fountain Grass	1 GAL. ; 18" HT. MIN.	AS SHOWN	Full
8	ROOP	Rosmarinus officinalis 'Prostratus'	Trailing Rosemary	1 GAL. ; 6" X 6" MIN.	3'	Full
193	SPAR	Spartina bakeri	Cord Grass	1 GAL. 18" HT. MIN.	AS SHOWN	Full and Well Formed
4	TRAJ	Trachelospermum jasminoides	Confederate Jasmine	1 GAL.	AS SHOWN	Full, Train to Fence
± 28,000 S.F.	SOD	Paspalum vaginatum	Seashore Paspalum	± 28,000 S.F.		

GENERAL PLANTING / IRRIGATION NOTES

1. ALL TREES AND PALMS SHALL BE TAGGED IN THE FIELD AND SELECTED BY THE OWNER'S REPRESENTATIVE LANDSCAPE ARCHITECT. THE TREES AND PALMS SHALL BE FROM A CITY OF FERNANDINA BEACH PRE-QUALIFIED NURSERY OR ACCEPTED ALTERNATE.
2. REQUIREMENTS FOR THE MEASUREMENTS, BRANCHING, GRADING, QUALITY, BALLING AND BURLAPPING OF PLANTS IN THE PLANT LIST SHOULD FOLLOW OR EXCEED THE STANDARDS CURRENTLY RECOMMENDED BY THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. IN THE AMERICAN STANDARD FOR NURSERY STOCKS (ASNS). UNLESS OTHERWISE SPECIFIED, ANY SIZE SPECIFIED SHALL BE CONSIDERED MINIMUM. MINIMUMS FOR HEIGHT, SPREAD, CALIPER, ETC. SHALL TAKE PRECEDENT OVER A SPECIFIED CONTAINER SIZE. (I.E. – IF 7 GALLON IS REQUIRED, TO PROVIDE A SPECIFIED HEIGHT OR SPREAD THAT IS SPECIFIED AS A 3 GALLON, THEN THE 7 GALLON SHALL BE SHALL BE REQUIRED AND INCLUDED IN THE BASE BID AND SHALL NOT BE CONSIDERED A CHANGE ORDER.
3. ALL PLANTS SHALL BE FLORIDA FANCY GRADE AND HAVE A WELL FORMED HEAD WITH MINIMUM CALIPER, HEIGHT AND SPREAD OF THE SIDE BRANCHES AS SHOWN ON THE PLANT LIST. TRUNKS SHALL BE UNDAMAGED AND SHAPE SHALL BE TYPICAL OF THE SPECIES.
4. MEASUREMENT OF CONIFER HEIGHT SHALL INCLUDE NOT MORE THAN FIFTY (50) PER CENT OF THIS YEARS' VERTICAL GROWTH (TOP CANDLE).
5. THE LANDSCAPE CONTRACTOR IS HEREBY NOTIFIED OF THE EXISTENCE OF UNDERGROUND UTILITIES WITHIN THE LIMITS OF THE PROJECT AREA. THE CONTRACTOR SHOULD VERIFY THE EXACT LOCATION OF ALL UTILITY LINES PRIOR TO COMMENCEMENT OF DIGGING OPERATIONS. CONTRACTOR RESPONSIBLE FOR LOCATING, PROTECTING, AND REPAIRING ALL DAMAGE TO BUILDINGS, UTILITIES, PAVEMENT, AND CURB & GUTTER. ANY REPAIRS SHALL BE DONE PROMPTLY AT CONTRACTOR'S EXPENSE.
6. THE CONTRACTOR WILL BE RESPONSIBLE FOR STAKING AND LAYOUT OF PLANTINGS ON THIS PROJECT. THE LANDSCAPE ARCHITECT OR OWNER SHALL BE ADVISED WHEN STAKES ARE READY FOR INSPECTION ON VARIOUS PLANTING AREAS. ALL LAYOUT WORK SHALL BE INSPECTED AND APPROVED BY THE LANDSCAPE ARCHITECT AND OWNER PRIOR TO OPENING ANY PLANTING PITS.
7. IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO VERIFY THAT EACH EXCAVATED TREE OR SHRUB PIT WILL PERCOLATE (DRAIN) PRIOR TO ADDING TOPSOIL AND INSTALLING TREES OR SHRUBS. THE CONTRACTOR SHALL FILL THE BOTTOM OF HOLES WITH SIX (6) INCHES OF WATER. THIS WATER SHOULD PERCOLATE WITHIN A TWENTY-FOUR (24) HOUR PERIOD. IF WATER DOESN'T PERC, CONTRACTOR SHALL NOTIFY THE OWNER'S REP PRIOR TO INSTALLING PLANTS.
8. SHOULD THE LANDSCAPE CONTRACTOR ENCOUNTER UNSATISFACTORY SURFACE OR SUBSURFACE DRAINAGE CONDITIONS, SOIL DEPTH, LATENT SOILS, HARD PANS, STEAM OR OTHER UTILITY LINES OR OTHER CONDITIONS THAT WILL JEOPARDIZE THE HEALTH AND VIGOR OF THE PLANTS, HE MUST ADVISE THE LANDSCAPE ARCHITECT IN WRITING OF THE CONDITIONS PRIOR TO INSTALLING THE PLANTS. OTHERWISE, THE LANDSCAPE CONTRACTOR WARRANTS THAT THE PLANTING AREAS ARE SUITABLE FOR PROPER GROWTH AND DEVELOPMENT OF THE PLANTS TO BE INSTALLED.
9. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING UP THE SITE AT THE COMPLETION OF THE PROJECT AND SHALL MAINTAIN THE SITE IN A REASONABLY NEAT AND CLEAN STATE THROUGHOUT THE INSTALLATION PROCESS. STREETS AND PAVED AREAS SHALL BE CLEANED REGULARLY TO REMOVE CONSTRUCTION MATERIALS AND OTHER DEBRIS RESULTING FROM WORK OF THE PROJECT.
10. REPLACEMENTS OF DEAD OR UNSATISFACTORY MATERIAL SHALL BE MADE AS SPECIFIED IN THE PLANT LIST. THE OWNER OR LANDSCAPE ARCHITECT SHALL INSPECT REPLACED PLANTS WHEN ALL REPLACEMENTS HAVE BEEN MADE. REPLACEMENTS ARE TO BE ALIVE AND IN A HEALTHY CONDITION WHEN THE REPLACEMENTS ARE COMPLETE. REPLACEMENTS ARE NOT SUBJECT TO AN ADDITIONAL GUARANTEE, BUT THE LANDSCAPE CONTRACTOR SHALL CONSULT WITH THE LANDSCAPE ARCHITECT ON REASON FOR PLANT DECLINE/DEATH AND HOW TO AVOID FUTURE INSTANCES.
11. SHOULD THE CONTRACTOR NOT MAKE REPLACEMENTS IN A SATISFACTORY AND TIMELY FASHION IN ACCORD WITH THE PLANTING NOTES, THE OWNER, AFTER PROPER NOTIFICATION TO THE CONTRACTOR MAY UTILIZE THE FUNDS OF THE RETAINAGE TO HAVE THE REPLACEMENTS MADE IN ACCORDANCE WITH THE SPECIFICATIONS BY ANOTHER CONTRACTOR.
12. NO EXCAVATION OR PLANTING PIT SHALL BE LEFT UNATTENDED OVERNIGHT.
13. PLANT MATERIAL QUANTITIES PROVIDED IN THE PLANT LIST ARE FOR REFERENCE ONLY AND THE CONTRACTOR IS RESPONSIBLE FOR THE ACTUAL PLANT MATERIAL COUNTS. DISCREPANCIES BETWEEN QUANTITIES SHOWN ON THE PLANTING PLAN AND THOSE IN THE PLANT LIST SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT FOR CLARIFICATION. IF CLARIFICATION OF DISCREPANCIES FROM THE LANDSCAPE ARCHITECT IS NOT POSSIBLE, THEN QUANTITIES SHOWN ON THE PLANTING PLAN SHALL TAKE PRECEDENCE.
14. REMOVE BURLAP/STRAPPING AND WIRE BASKET FROM TOP 1/3 OF ROOT BALL ON TREES.
15. REMOVE PAPER, PLASTIC OR METAL AROUND ROOT BALLS OF SHRUBS.
16. DO NOT WRAP TREES.
17. WATER ALL PLANT MATERIAL IMMEDIATELY AFTER PLANTING.
18. TREE GUYING MATERIAL SHALL BE 'ARBOR-TIE' OR EQUIVALENT.
19. ALL PLANT BEDS TO BE MULCHED WITH 3" OF DOUBLE SHREDDED HARDWOOD MULCH.
20. ALL AREAS OF PLANTING, INCLUDING AREAS OF GRASS SEEDING AND SOD, SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE AND SHALL BE PROVIDED APPROPRIATE SOIL FOR THE PROPOSED PLANTINGS. THE LANDSCAPE CONTRACTOR SHALL ADJUST PH AND / OR SOIL FERTILITY BY UNIFORMLY INCORPORATING REQUIRED SOIL CONDITIONING MATERIALS AT THE RATE AND DEPTH DETERMINED BY THE ANALYSIS OF THE SOIL TEST (AS REQUIRED IN 3.02 AND 3.13 OF THE LANDSCAPING SPECIFICATIONS). EACH SOIL TEST SHALL BE SPECIFIC TO THE PROPOSED PLANT MATERIAL TO BE INSTALLED IN A GIVEN AREA.
21. ALL EXISTING VEGETATION WITHIN AREAS TO BE PLANTED / SODDED / SEEDED SHALL BE REMOVED PRIOR TO PLANTING / SODDING / SEEDING. ALL AREAS INDICATED TO BE GRASS SEED SHALL BE HYDROSEEDED PER EROSION SEDIMENT CONTROL SPECIFICATIONS FOR PERMANENT STABILIZATION.
22. CONTRACTOR TO SUPPLY AUTOMATIC IRRIGATION SYSTEMS, COMPLETE AND INSTALLED. SYSTEM TO INCLUDE ALL VALVES, PIPES, HEADS, FITTINGS, RAIN SENSOR, AND CLOCK AND TO PROVIDE 100% COVERAGE OF ALL NEW SODDED AND IMPROVED EXISTING GRASS AREAS, TREES, SHRUBS AND PLANTING BEDS. COORDINATE IRRIGATION WITH OWNER'S REPRESENTATIVE. (CONTRACTOR SHALL PROVIDE A SHOP DRAWING AND SUBMITTALS FOR THE IRRIGATION SYSTEM)
23. WHERE IRRIGATION SYSTEM WILL BE INSTALLED WITH ANY WATER SOURCE OTHER THAN DOMESTIC POTABLE WATER, LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR IRRIGATION WATER TESTING. IRRIGATION WATER SHALL BE TESTED FOR LEVELS OF pH, ALKALINITY AND SOLUBLE SALTS. SUBMIT TEST RESULTS TO OWNER'S REPRESENTATIVE FOR REVIEW PRIOR TO INSTALLATION OR ORDERING OF IRRIGATION EQUIPMENT, PUMPS OR WELL DIGGING.
24. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR AUTOMATIC IRRIGATION SYSTEMS. CONTRACTOR SHALL PROVIDE ELECTRIC METER AND SERVICE IN ACCORDANCE WITH STATE AND LOCAL CODES FOR IRRIGATION SYSTEM. LOCATION OF METERS AND CONTROL PANELS FOR IRRIGATION SHALL BE APPROVED BY OWNER'S REP. PRIOR TO INSTALLATION.
25. ALL TREES SHALL BE INSTALLED PER THE REQUIREMENTS OF THE FERNANDINA BEACH APPLICABLE ORDINANCES.
26. ALL PLANT BEDS TO RECEIVE WEED INHIBITOR OF PREEN OR ACCEPTED ALTERNATE.
27. FOR SUMMERTIME PLANTINGS, CONTRACTOR TO USE EITHER CONTAINERIZED OR PRE-DUG B & B PLANT MATERIAL.
28. AS AN ADD ALTERNATE BID, THE CONTRACTOR SHALL PROVIDE "SOIL MOIST TRANSPLANT" (OR ACCEPTED EQUIVALENT) AT THE APPLICATION RATES SHOWN BELOW FOR ALL NEWLY INSTALLED PLANTINGS.

Container Size/Amount	Caliper Size/Amount
1 Gallon/.75 oz.	1"/3.0 oz.
2 Gallon/1.5 oz.	2" /6.0 oz.
3 Gallon/1.5 oz.	3" /9.0 oz.
5 Gallon/2.0 oz.	4" /12.0 oz.
7 Gallon/3.0 oz.	5" /15.0 oz
10 Gallon/3.0 oz.	6" /18.0 oz
15 Gallon/5.0 oz.	7" /21.0 oz
20 Gallon/7.0 oz.	8" /24.0 oz
Plant Height/Amount	**Box Size/Amount**
2'/1.5 oz.	16"/5.0 oz.
3'/2.0 oz.	20"/6.0 oz.
4'/3.0 oz.	24"/9.0 oz.
5'/4.0 oz.	30"/12.0 oz.
6'/5.0 oz.	36"/18.0 oz
7'/6.0 oz.	42"/27.0 oz
	60"/30.0 oz.

811 Know what's below. Call before you dig.

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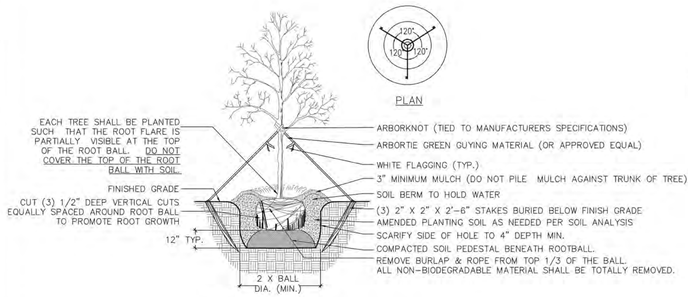
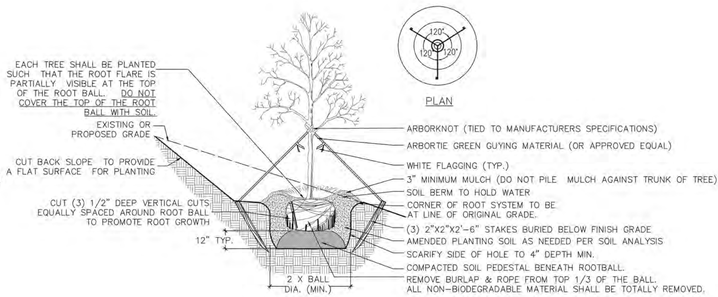


NOTES:
1) SEE LANDSCAPE NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
2) ONLY GUY TREES WHEN SITE CONDITIONS REQUIRE IT.
3) PLANT ROOT BALL FLUSH WITH FINISHED GRADE UNLESS AREA HAS POOR DRAINAGE, IN WHICH CASE PLANT ROOTBALL 2" ABOVE GRADE.
4) REMOVE ALL BRANCHES THAT ARE DAMAGED, RUBBING, OR CROSSING OTHER BRANCHES.
5) NEVER CUT A CENTRAL LEADER.
6) FINAL TREE STAKING AND PLACEMENT TO BE APPROVED BY OWNER'S REP.
7) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

TREE PLANTING
NOT TO SCALE



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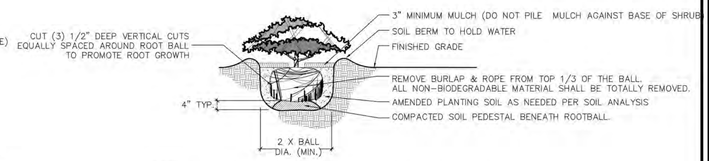
5) NEVER CUT A CENTRAL LEADER.
6) FINAL TREE STAKING AND PLACEMENT TO BE APPROVED BY OWNER'S REP.
7) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

TREE PLANTING ON A SLOPE
NOT TO SCALE



NOTES:
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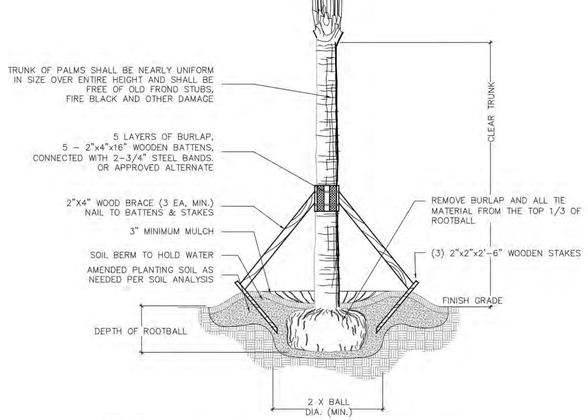
2) WHEN GROUNDCOVER AND SHRUBS ARE USED IN MASSES, DO NOT FORM SOIL BERMS ON INDIVIDUAL PLANTS AND ENTIRE PLANTING BED SHALL BE EXCAVATED TO RECEIVE PLANTING SOIL AND PLANT MATERIAL.
3) PLANT ROOT BALL FLUSH WITH FINISHED GRADE UNLESS AREA HAS POOR DRAINAGE, IN WHICH CASE PLANT ROOTBALL 2" ABOVE GRADE. COORDINATE WITH OWNER'S REP. PRIOR TO SETTING ROOTBALL ELEVATIONS.
4) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

SHRUB PLANTING
NOT TO SCALE



NOTES:
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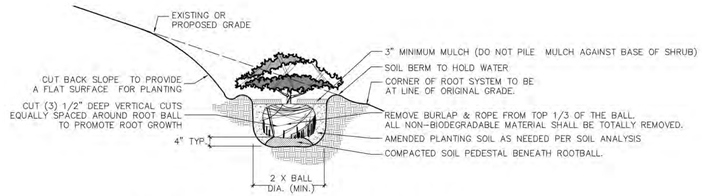
2) PLANT ROOT BALL FLUSH WITH FINISHED GRADE UNLESS AREA HAS POOR DRAINAGE, IN WHICH CASE PLANT ROOTBALL 2" ABOVE GRADE.
3) SABAL PALMETTOS SHALL BE DEFOLIATED, PROTECT CABBAGE HEAD FROM DAMAGE. ALL OTHER PALM SPECIES MUST HAVE FRONDS TIED W/BIODEGRADABLE STRAP OR TWINE.
4) FINAL TREE STAKING AND PLACEMENT TO BE APPROVED BY OWNER'S REP.
5) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

PALM TREE PLANTING
NOT TO SCALE



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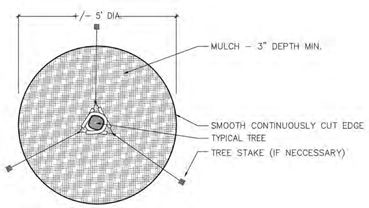
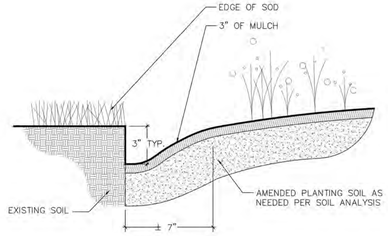
1) SEE LANDSCAPE NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
2) WHEN GROUNDCOVER AND SHRUBS ARE USED IN MASSES, DO NOT FORM SOIL BERMS ON INDIVIDUAL PLANTS AND ENTIRE PLANTING BED SHALL BE EXCAVATED TO RECEIVE PLANTING SOIL AND PLANT MATERIAL.
3) PLANT ROOT BALL FLUSH WITH FINISHED GRADE UNLESS AREA HAS POOR DRAINAGE, IN WHICH CASE PLANT ROOTBALL 2" ABOVE GRADE. COORDINATE WITH OWNER'S REP. PRIOR TO SETTING ROOTBALL ELEVATIONS.
4) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

SHRUB PLANTING ON A SLOPE
NOT TO SCALE



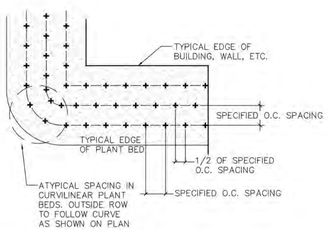
NOTES:
1) SEE LANDSCAPE NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
2) APPLY MULCH IN A +/- 5' DIAMETER WHERE PROPOSED TREE PLANTINGS OCCUR IN SOD OR SEEDED AREA.

TREE RING
NOT TO SCALE



NOTES:
1) TRENCH EDGE TO BE LOCATED BETWEEN PLANTING BEDS AND ALL LAWN AREAS.

SOD TO PLANT BED EDGE
NOT TO SCALE



NOTES:
1) EXCAVATE ENTIRE BED SPECIFIED FOR GROUNDCOVER PLANTING TO A DEPTH OF 12".

PLANT SPACING DETAIL
NOT TO SCALE

811 Know what's below. Call before you dig.

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT RYAN P. THOMPSON LA 6666849 STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

PLANTING DETAILS

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	

L5.4

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LANDSCAPING SPECIFICATIONS

LANDSCAPING

PART 1 - GENERAL

1.1 DESCRIPTION

A. The work covered in this section consists of soil preparation, fine grading, lawns, trees, shrubs and ground cover plantings, their protection and maintenance of planted areas until acceptance.

1.2 RELATED WORK

A. See Civil and Landscape plans and specifications.

1.3 QUALITY ASSURANCE

A. Qualifications of Workmen: Contractor shall provide at least one person present at all times during execution of work that is thoroughly familiar with the type of materials being installed and proper equipment and methods for their installation and who shall direct all work performed under this section.

B. Standards: All seed, sod, trees, shrubs, and ground covers shall meet or exceed the specifications of Federal, State, County and / or Municipality laws requiring inspection for disease and insect control.

1. Plants and planting methods shall conform to the latest edition of American Standard for Nursery Stock, American Nursery & Landscape Association, 1000 Vermont Avenue, NW, Suite 300, Washington, DC 20005

2. Plants shall be true and representative of their genus, species, cultivar, or variety. Nursery stock shipped in accordance with the required specifications shall be deemed to be acceptable within the terms of this section if it is typical in size and habit for the species in the region of the country in which it is grown unless the specifications include additional details.

3. **Prior to ordering any plant material, representative photos of each species shall be provided for review and acceptance.**

4. One of each bundle or lot shall be tagged with name and size of the plant in accordance with American Nursery & Landscape Association standards. In all cases, botanical names shall take precedence over common names. Landscape Architect should be consulted in the event questions arise about nomenclature of plants to be used and their availability.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Deliver grass seed in original containers showing analysis of seed mixture, percentage of pure seed, year of production, net weight, date of packaging and location of packaging. Damaged packages are not acceptable.

B. Deliver fertilizer in waterproof bags showing weight, chemical analysis, and name of manufacturer.

C. Deliver sod on pallets.

D. Handling of plants shall be by lifting the root mass or container and not by lifting plant by trunk or branches. Handling of plants in an improper fashion shall be cause for rejection of plant materials. Care must be taken during all phases of the location and planting procedures not to damage root system, trunk or branches. All plant materials shall be planted as soon after arrival at the site as possible. Contractor is responsible for keeping plants safe from injury by the construction activity and watered to prevent drying out before planting. Balled and burlapped plants shall be "Healed-in" and protected with burlap or other accepted material if they cannot be planted upon delivery. Plants with broken major branches, badly bruised or damaged bark are not acceptable and will be rejected.

1.5 PLANTING DATES

A. The planting season for trees, shrubs and groundcovers is between October 1st and June 1st of the following year. Do not plant if temperature is below freezing or above 90 degrees. Planting at any other time other than the planting season is the Contractor's option and full responsibility and without additional compensation. Planting may, at the option of the Contractor, be postponed into the following planting season but without additional compensation provided the Owner and local governing jurisdiction have approved.

C. Planting dates for sod, sprigging or seeding shall be per the grassing specification.

1.6 MEASUREMENT AND PAYMENT

A. Measurement - The items listed in the proposal shall be considered as sufficient to complete the work in accordance with the plans and specifications. Any portion of the work not listed in bid form, but required to complete the work, shall be deemed to be a part of the item with which it is associated and shall be included in the cost of the unit shown on the bid form.

B. Payment - Payment for the unit shown on the bid form shall be considered to cover the cost of all labor, material, equipment, and performing all operations necessary to complete the work in place. No payment will be made for any material wasted, used for the convenience of the Contractor, unused or rejected.

1. Trees, Shrubs, and Groundcovers - Will be paid for at the contract unit price for planted/installed and accepted trees, shrubs, and groundcovers.

2. Payment for grassing will be made per the grassing specification.

3. Clearing - Will be paid for at the lump sum price for clearing.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Contractor shall, at time of delivery, furnish Owner and / or Landscape Architect with invoices of all materials received; in order the quality and source of materials may be reviewed.

2.2 TOPSOIL

A. TOPSOIL SHALL BE FERTILE, FRIABLE SOIL CONTAINING LESS THAN 5% TOTAL VOLUME OF THE COMBINATION OF SUBSOIL, REFUSE, ROOTS LARGER THAN 1 INCH DIAMETER, HEAVY, STICKY OR STIFF CLAY, STONES LARGER THAN 2 INCHES IN DIAMETER, NOXIOUS SEEDS, STICKS, BRUSH, LITTER, OR ANY SUBSTANCES DELETERIOUS TO PLANT GROWTH. THE PERCENT (%) OF THE ABOVE OBJECTS SHALL BE CONTROLLED BY SOURCE SELECTION NOT BY SCREENING THE SOIL. TOPSOIL SHALL BE SUITABLE FOR THE GERMINATION OF SEEDS AND THE SUPPORT OF VEGETATIVE GROWTH. IMPORTED TOPSOIL SHALL NOT CONTAIN WEED SEEDS IN QUANTITIES THAT CAUSE NOTICEABLE WEED INFESTATIONS IN THE FINAL PLANTING BEDS. IMPORTED TOPSOIL SHALL MEET THE FOLLOWING PHYSICAL AND CHEMICAL CRITERIA:

1. SOIL TEXTURE: USDA LOAM, SANDY CLAY LOAM OR SANDY LOAM WITH CLAY CONTENT BETWEEN 15 AND 25%, AND A COMBINED CLAY/SILT CONTENT OF NO MORE THAN 55%.
2. PH VALUE SHALL BE BETWEEN 5.5 AND 7.0.
3. PERCENT ORGANIC MATTER (OM): 2.0-5.0% BY DRY WEIGHT.
4. SOLUBLE SALT LEVEL: LESS THAN 2 MMHO/CM.
5. SOIL CHEMISTRY SUITABLE FOR GROWING THE PLANTS SPECIFIED.

B. IMPORTED TOPSOIL SHALL BE A HARVESTED SOIL FROM FIELDS OR DEVELOPMENT SITES. THE ORGANIC CONTENT AND PARTICLE SIZE DISTRIBUTION SHALL BE THE RESULT OF NATURAL SOIL FORMATION. MANUFACTURED SOILS WHERE COARSE SAND, COMPOSTED ORGANIC MATERIAL OR CHEMICAL ADDITIVES HAS BEEN ADDED TO THE SOIL TO MEET THE REQUIREMENTS OF THIS SPECIFICATION SECTION SHALL NOT BE ACCEPTABLE. RETAINED SOIL PEDS SHALL BE THE SAME COLOR ON THE INSIDE AS IS VISIBLE ON THE OUTSIDE.

C. IMPORTED TOPSOIL FOR PLANTING SOIL SHALL NOT HAVE BEEN SCREENED AND SHALL RETAIN SOIL PEDS OR CLODS LARGER THAN 2 INCHES IN DIAMETER THROUGHOUT THE STOCKPILE AFTER HARVESTING.

D. STOCKPILED EXISTING TOPSOIL AT THE SITE MEETING THE ABOVE CRITERIA MAY BE ACCEPTABLE.

E. PROVIDE A ONE GALLON SAMPLE FROM EACH IMPORTED TOPSOIL SOURCE(S) WITH REQUIRED SOIL TESTING RESULTS OF ALL EXISTING TOPSOIL TO BE USED. THE SAMPLE SHALL BE A MIXTURE OF THE RANDOM SAMPLES TAKEN AROUND THE SOURCE STOCKPILE OR FIELD.

2.3 SEED

A. See grassing specification.

2.4 SPRIG

A. See grassing specification.

2.5 SOD

A. See grassing specification.

2.6 PLANT MATERIALS

A. Provide all plant materials as indicated on the plans. In the event of any discrepancies between quantities of plants indicated on the plant schedule and those indicated on the plan, plan quantities shall govern.

B. Plants shall be sound, healthy and vigorous, well branched and densely foliated when in leaf. They shall be free of disease, insect pests, eggs or larvae, and shall have healthy, well developed root systems. Plants shall be from a nursery within 300 miles north or south of the project location and shall have been grown under climate conditions similar to those in the locality of project. Trees for planting in rows shall be uniform in size and shape.

B. Plants shall possess a normal balance between height and width. Plants shall be measured when branches are in their normal position. Height and spread dimensions specified refer to the main body of plant and not from branch tip to tip. Plants larger in size than specified may be used with no change in contract price.

C. Plants shall be dug with firm natural balls of earth, of diameter not less than recommended by American Standard for Nursery Stock and of sufficient depth to include fibrous and feeding roots. Plants will not be accepted if ball is cracked or broken before or during planting operations.

D. Trees specified for Street Tree Grade shall conform to standards of the A.N.L.A.:

1. Suitable for planting as street trees.

2. Free of branches to approximately 50% of height from ground.

3. Crown of tree shall be in good balance with the trunk.

2.7 FERTILIZER

A. Commercial fertilizer shall be slow release 5-10-10 or 6-12-12 (or as recommended by soil test), uniform in composition, free flowing, and suitable for application with appropriate equipment. Deliver to site unopened in manufacturer's standard containers showing weight, analysis and name of manufacturer. If stored on site, protect from the elements.

2.8 PEAT MOSS

A. Peat moss shall be finely shredded, 90% organic moss peat, brown in color and suitable for horticultural purposes. Peat shall be measured in air dry condition, containing not more than 35% moisture by weight. Ash content shall not exceed 10%.

2.9 MULCH FOR TREES, SHRUBS, AND GROUND COVERS

A. Mulch for non bio-retention areas shall be as shown on plans.

B. Mulch for bio-retention areas shall be shredded hardwood.

2.10 STAKING EQUIPMENT

A. Trees and palms shall be staked as shown in landscape plans.

2.11 WATER

A. Contractor shall provide water to the project via the installation of a new irrigation system for the area shown on the plans. For bidding purposes, the contractor shall assume drilling a new well with associated pumps and controls as needed for irrigation.

PART 3 - EXECUTION

3.1 FINE GRADING

A. All areas within limits of construction shall be fine graded to the desired grades. All areas within limits of construction are to be fine graded, free of roots, debris and/or other objectionable material, before planting or grassing commence. Any additional fill material needed to fill low or uneven areas shall be provided by the Contractor. Positive drainage away from structures shall be provided in all plant beds so standing water does not occur. Planting beds shall be raised above adjacent lawn areas to provide good drainage conditions.

B. Planting and grassed areas, if not loose, shall be loosened to a minimum depth of 3-inches before fertilizer, seed or sod is applied.

3.2 FERTILIZER AND SOIL AMENDMENTS

A. Contractor shall provide Topsoil Analysis Tests that has been performed by a State Agricultural Experiment Station, Soil and Water Conservation District, State University, or other qualified private testing laboratory, as approved by Landscape Architect.

B. Apply fertilizer and soil amendments after fine grading and mix thoroughly into upper 2 inches of soil.

C. Fertilizer and other necessary soil amendments shall be applied at the rate recommended by Topsoil Analysis Test.

3.3 SODDING

A. See grassing specification.

3.4 SPRIGGING

A. See grassing specification.

3.5 SEEDING

A. See grassing specification.

3.6 SEED PROTECTION

A. See grassing specification.

3.7 LAYOUT OF TREES, SHRUBS, AND GROUND COVERS

A. All plants shall be placed in the proper location as shown on construction plans, allowing Landscape Architect to review all plant locations prior to actual planting. Landscape Architect may make minor adjustments which shall not be cause for changes to the contract price.

3.8 OBSTRUCTIONS BELOW GROUND

A. Prior to excavating planting holes, Contractor shall determine the exact location of electrical, phone, or television cables or conduits, water, drainage or sewer lines, and any other subsurface structures and take precautions to protect them. Any damage to underground utilities shall be repaired immediately at the Contractor's expense.

B. In the event rock, underground construction work, or other obstructions are encountered in any plant hole excavation under this contract, alternate locations may be selected. Where locations cannot be changed, the obstructions shall be removed to a depth of not less than three (3) feet below grade and not less than six (6) inches below bottom of ball or roots when plant is properly set at the required grade. The Contractor shall be responsible for the removal of such rock or other underground obstructions encountered.

3.9 PLANTING HOLES

A. For trees, shrubs and ground covers the planting hole shall be as shown on planting details in the plans. Do not leave planting holes open overnight. In the event that plant holes are dug and not planted in a timely manner, install four (4) foot high orange safety fencing around all excavated areas.

3.10 PLANTING TREES AND SHRUBS

A. Shall be same as grown in the nursery and/or container soil level. Adjust bottom soil mix to insure proper planting level with the proposed surrounding grades. Check plants to insure proper vertical alignment.

B. Fill holes to proper height to receive plant, and thoroughly tamp before setting the plant. Set plant in upright position in the center of the hole, and compact the backfill mixture around the ball or roots. Add soil amendments as required to improve fertility of existing soil and plant growing conditions.

1. When balled or burlapped plants are set, compact topsoil around base of ball to fill all voids. All bindings shall be removed and the top half of burlap removed from around root ball. If burlap is made of natural fibers it can be laid back from the root mass or can be cut away. Remove all burlap if it is made of non-degradable material/fabric. All weeds growing on the root mass shall be removed prior to planting.

2. Containerized plants shall have the container removed prior to planting. Care shall be taken to protect root mass from injury and the root mass intact. If root mass shows evidence of being bound or matted, three vertical 1/2" deep cuts shall be made on alternate sides of the root mass and roots pulled away slightly. This is to untangle roots which have begun to "circle" the root mass and to encourage new root growth. All weeds growing in the root mass shall be removed prior to planting.

3. Roots of bare root plants shall be spread out and topsoil carefully worked in among them. Remove with a clean cut, any broken or frayed roots.

3.11 PLANTING GROUND COVERS

A. Planting beds shall be thoroughly worked to a depth of twelve (12) inches incorporating fertilizer and other soil improvements at the recommended rate suggest by the soils test. Rake prepared planting bed until level, smooth and free from all soil, lumps, rocks, sticks and other deleterious materials. Bed area should be neatly outlined. Space the plants evenly as indicated on the drawings. Plant only in soil that is moist and friable, and not wet or soggy. In the case of planting in the open on hot days, shorten the time between planting and watering.

3.12 WATERING

A. Thoroughly water each plant when the hole is 1/3 full, again at 2/3 full and then complete backfilling. Once backfilling is complete, water again, then tamp the soil in place until the surface of the backfill is level with the surrounding area and the plant bears the same relation of finished grade as it bore to existing grade before being dug.

B. Earth saucers shall be constructed around the perimeter of planting holes of all trees and all single planted shrubs. Earth saucers shall be minimum 3" high and compacted to retain water. Earth saucers shall not be installed in areas where the subsoil is very poorly drained or around mass shrub / groundcover plantings.

C. All trees and shrubs to be hand watered on a regular basis as necessary during the warranty period.

3.13 SOIL MIX

A. Shall be existing or imported topsoil as specified in Section 2.2 and amended, as necessary, as specified in Section 3.2, unless otherwise specified on Plans

3.14 STAKING OF TALL PLANTS

A. Shall be done only if site / environment conditions make if required. If required, trees and palms shall be staked as indicated on the plans.

3.15 MULCHING

A. All plants shall be mulched with an evenly thick layer of clean mulch immediately after planting. Mass plant beds shall be completely mulched to the limits of the bed as shown on the plans. Limit of mulching for individual trees and shrubs shall be slightly beyond the saucer berm. The areas mulched shall be tidy and clean in appearance.

3.16 PRUNING

A. Remove dead, broken or bruised branches after planting using clean, sharp tools.

3.17 WEEDING

A. All planted areas shall be kept free from weeds and undesirable grasses until final acceptance by the Owner. See General notes on plans for additional information.

3.18 INSECT AND DISEASE CONTROL

A. All plant materials shall be disease or insect free upon arrival to the site, however, should any plants show signs of insect or disease infestations, Contractor shall identify nature of infestation and submit to Landscape Architect a proposed method of control. Contractor shall treat all infested plants at its expense. Should the infestation be wide spread and uncontrollable, plants affected shall be removed from site, fresh plants brought in and all other plants treated to prevent infestation of remaining plants at Contractor's expense.

3.19 CLEAN UP

A. Contractor is responsible for removing all trash, debris, rubbish and all other materials associated with the construction from site on a daily basis. All tags, flags, and labels will be removed from plants and trees. The site shall be left broom clean and tidy. Clean up of the site is a prerequisite to final acceptance by the Owner.

PART 4 - MAINTENANCE AND WARRANTY

4.1 MAINTENANCE

A. Protect all plantings (grass, plants and trees) until accepted by Owner. All damage, regardless of cause, shall be immediately repaired and plants replaced if necessary. Erect temporary fences, barricades, signs and other protection as needed to prevent trampling. Contractor is not responsible for replacement of damaged or missing plants and plant materials due to vandalism or other acts beyond the control of the Contractor if proper barriers or other safeguards have been maintained.

B. Maintenance shall include but is not limited to watering, weeding, cultivating, removal of dead material, mulch reapplication, resetting plants to proper grades or upright position, lawn mowing, fertilizing, and other necessary operations.

C. The Contractor shall repair immediately any areas damaged as a result of construction operations or erosion.

E. The Contractor shall maintain all proposed plantings until final acceptance is issued by the Owner.

F. At the end of the maintenance period, all plants shall be in a healthy growing condition. During the maintenance period, should the appearance of any plant indicate weakness and probability of dying, immediately replace without additional cost to the Owner. Replacements required because of vandalism or other causes beyond the control of the Contractor are not part of this contract.

4.2 WARRANTY

A. All shrubs, ground cover, and trees shall be guaranteed by the Contractor to be alive and healthy for a one year period after substantial completion is issued by the Owner. A final inspection with the Owner shall be conducted at the end of the warranty period to determine if any plants will be required to be replaced.

B. Any lawn, plant, or tree which is dead or not showing satisfactory growth shall be replaced at Contractor's expense at the end of warranty period. All replacements shall be of original quality and of a size equal to adjacent plants or trees of the same kind.

END OF SECTION

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMSON
FL LA 6666849
STATE OF FLORIDA

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www.thomasandhutton.com

LANDSCAPE SPECIFICATIONS

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
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CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83–EF VERT.: NAVD–1988

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APPROVED:	JLG
SCALE:	

L5.5

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GRASSING SPECIFICATIONS

PART 1 - GENERAL

1.1 SECTION INCLUDES

A. Seeding, planting grass, and fertilizing graded areas around buildings, structures, soccer fields and sidewalk shoulders and other disturbed areas.

B. Seed protection.

C. Maintaining grassed areas until final acceptance.

1.2 RELATED WORK

A. Civil and Landscape plans and specifications.

1.3 DELIVERY, STORAGE, AND HANDLING

A. Deliver grass seed in original containers showing analysis of seed mixture, percentage of pure seed, year of production, net weight, date of packaging, and location of packaging. Damaged packages are not acceptable. Store in cool, dry locations away from contaminants.

B. Deliver fertilizer in waterproof bags showing weight, chemical analysis, and name of manufacturer. Damaged bags are not acceptable. Store in cool, dry locations away from contaminants.

C. Deliver sod on pallets.

D. All material shall be acceptable to Engineer prior to use.

1.4 PLANTING DATES

A. This specification provides for establishment of a permanent grass cover between the dates of March 1 and September 30. If finished earth grades are not completed in time to permit planting and establishment of permanent grass during the favorable season between dates specified above unless otherwise accepted, Contractor will be required to plant a temporary cover to protect new graded areas from erosion and to keep windborne dust to a minimum. The temporary cover shall be planted between October 1 and February 28 unless otherwise permitted.

1.5 MEASUREMENT AND PAYMENT

A. When the season or stage of project is such results of grassing work cannot be determined, conditional acceptance will be made on work completed. When conditional acceptance is made for items of work covered, Contractor shall be entitled to 50% of bid price for the actual work placed and shall receive remaining 50% of bid price when final acceptance is made. Conditional acceptance shall not apply to the remaining items of work, and full bid price payment shall be made when work is acceptably placed and completed in accordance with specifications.

B. Payment for grassing will be made at contract unit price for the item "Grassing" and such payment shall constitute full compensation for furnishing and placing seed and fertilizer or sod where directed and protecting and maintaining seed and sod in all graded and disturbed areas.

PART 2 - PRODUCTS

Contractor shall submit source and species certification documents to Engineer and Owner's Representative for review prior to installation. Supply complete information on all analysis / test methodologies and results; laboratory certifications, manufacturer's specifications, and agency approvals to the Landscape Architect prior to placement of soil mixtures. In addition, provide the Landscape Architect with thoroughly mixed sample of soil mixes for approval prior to placement. Landscape Contractor shall make modifications and improvements to soil mixes deemed necessary by the soil analysis to meet requirements specified here in before, and to ensure proper growing medium for plant material.

2.1 SEED

A. All seed shall conform to all State Laws and to all requirements and regulations of the State Department of Agriculture.

B. The varieties of seed, as specified in Section 2.2, shall be individually packaged or bagged, and tagged to show name of seed, net weight, origin, germination, lot number, and other information required by the State Department of Agriculture.

C. The Engineer reserves the right to test, reject, or accept all seed before seeding.

2.2 SEEDING SCHEDULE

A. SEED	RATE	PLANTING DATES
1Pure Dynasty Seashore Paspalum	65 - 130 lbs/ acre	April - October
Annual Rye (Temp only)	75 lbs/acre	October 1 - February 28

2.3 FERTILIZER

A. Commercial fertilizer of approved type, conforming to state fertilizer laws at the rate as recommended by soils test.

2.4 LIME

A. Agricultural grade, ground limestone at the rate as recommended by soils test.

2.5 SPRIG

A. Healthy living stems, stolons, or rhizomes and attached roots of locally adapted grass without adhering soil, including two to three nodes and from 4 to 6 inches long. Obtain from heavy, dense certified sod. Provide sprigs which have been grown under climatic conditions similar to those in the locality of the project. Coordinate harvesting and planting operations to prevent exposure of sprigs to the sun for more than 30 minutes before covering and moistening. Sprigs showing signs of wilt, mold, containing weeds or other detrimental material or that are heat damaged will be rejected.

B. The varieties of sprig, as specified in section 2.6, shall be individually packaged or bagged, and tagged to show name of sprig, net weight, origin and other information required by the State Department of Agriculture.

C. Sprigs shall be pure to variety specified and shall be free of other grass species, weeds or foreign matter.

D. Sprigs shall be harvested by digging (not collected above soil level) shredding sod, by rototilling sod and raking, by vericutting or by a sprig harvester. Sprigs shall consist of mostly rhizomes and crowns with only a few green leaves.

2.6 SPRIGGING SCHEDULE

A. SPRIG	RATE	PLANTING DATES
Sprigging Seashore Paspalum is not recommended, submit shop drawings for consideration if considering sprigging.		
Stabilize site with temporary grass seed (See section 2.2)		September 1 - March 31

B. In areas where existing grass is to be matched, Contractor shall sprig at the rate and dates recommended by sprig distributor.

2.7 SOD

A. Sod shall be premium grade, densely rooted, good quality grass of the species and certified variety as shown on the plans, free from noxious weeds with no surface soil being visible. The sod shall be obtained from areas where the soil is reasonably fertile. Sod of specified species with not less than 95 percent germination, not less than 85 percent pure seed, and not more than 0.5 percent weed seed. The sod shall be machine cut to a uniform soil thickness that shall contain practically all of the dense root system and not be less than 1-inch thick.

B. Before cutting, sod shall be mowed to a height of not less that 1-1/2" or more than 2". Sod shall be cut in uniform widths min. 12" and in lengths min. 24 inches.

C. Sod shall be delivered to site in a fresh, moist condition with healthy green foliage. It shall be unloaded from delivery trucks on pallets or rolls and placed in final position within 24 hours of delivery. Sod shall be protected from wind and sun and shall not be allowed to dry out before planting.

D. Sod shall be strong enough to support its own weight and retain its size and shape when suspended vertically from a firm grasp on the upper 10 percent of the section.

2.8 ACCESSORIES

A. Straw Mulch: Oat or wheat straw, reasonably free from weeds, foreign matter detrimental to plant life, and in dry condition.

B. Excelsior Mulch: Excelsior mulch shall consist of wood fibers cut from sound, green timber. The average length of fibers shall be 4 to 6 inches. Cut shall be made in such a manner as to provide maximum strength of fiber, but at a slight angle to natural grain of the wood to cause splintering of fibers when weathering in order to provide adherence to each other and to soil.

C. Wood cellulose fiber shall be made from wood chip particles manufactured particularly for discharging uniformly on the ground surface when dispersed by a hydraulic water sprayer. It shall remain in uniform suspension in water under agitation and blend with grass seed and fertilizer to form a homogenous slurry. Mulch fibers shall intertwine physically to form a strong moisture holding mat on the ground surface and allow rainfall to percolate into underlying soil. The mulch shall be heat processed to contain no germination or growth-inhibiting factors. It shall be dyed (non-toxic) an appropriate color to facilitate metering of material.

2.9 PRODUCT REVIEW

A. Contractor shall provide the Engineer with a complete description of all products before ordering. The Engineer will review all products before they are ordered.

PART 3 - EXECUTION

3.1 PREPARATION

A. Areas to be seeded or sprigged shall be made smooth and uniform and shall conform to the finished grade indicated on plans.

B. Remove foreign materials, plants, roots, stones, and debris from surfaces to be seeded.

C. Grassing areas, if not loose, shall be loosened to a minimum depth of 3 inches before fertilizer, seed, sprig or sod is applied.

D. Amendments to soils shall be incorporated into loosened 3 inch top soil layer as recommended by soils test.

E. **No seeding shall occur until acceptance of the seed bed preparation has occurred. Contractor shall notify owner and landscape architect once seed bed is prepared for review and acceptance.**

3.2 STAND OF GRASS

A. Before acceptance of seeding or sprigging is performed for the establishment of permanent vegetation, Contractor will be required to produce a satisfactory stand of perennial grass whose root system shall be developed sufficiently to survive dry periods and winter weather and be capable of re-establishment in spring.

B. Before acceptance of seeding performed for the establishment of temporary vegetation, Contractor will be required to produce a stand of grass sufficient to control erosion for a given area and length of time before the next phase of construction or establishment of permanent vegetation is to commence.

3.3 SEEDING AND SPRIGGING DATES

A. Seeding and sprigging shall be performed during periods and at rates specified in their respective schedules. Seeding and sprigging work may, at discretion of Contractor, be performed throughout the year using schedule prescribed for given period. Seeding and sprigging work shall not be conducted when the ground is frozen or excessively wet. Contractor will be required to produce a satisfactory stand of grass regardless of the period of year work is performed.

3.4 APPLYING LIME AND FERTILIZER

A. Following advance preparation and placing selected material for shoulders and slopes, lime and fertilizer, if called for based on soil tests, shall be spread uniformly over the designated areas, and shall be thoroughly mixed with the soil to a depth of approximately 2 inches. Fertilizer and lime shall be applied at the rate at the rate recommended by required soils test. Unless otherwise provided, lime will not be applied for temporary seeding. In all cases where practicable, acceptable mechanical spreaders shall be used for spreading fertilizer. On steep slopes subject to slides and inaccessible to power equipment, the slopes shall be adequately scarified. Fertilizer may be applied on steep slopes by hydraulic methods as a mixture of fertilizer and seed. When fertilizer is applied with combination seed and fertilizer drills, no further incorporation will be necessary. The fertilizer and seed shall be applied together when Wood Cellulose Fiber Mulch is used. Any stones larger than 2 ½ inches in any dimension, larger clods, roots, or other debris brought to the surface shall be removed.

3.5 SEEDING

A. Seed shall be sown within 24 hours following application of fertilizer and lime and preparation of the seedbed as specified in Section 3.4. Seed shall be uniformly sown at rate specified by the use of acceptable mechanical seed drills. Rotary hand seeders, power sprayers or other satisfactory equipment may be used on steep slopes or on other areas inaccessible to seed drills.

B. Seeds shall be covered and lightly compacted by means of cultipacker or light roller if the drill does not perform this operation. On slopes inaccessible to compaction equipment, the seed shall be covered by dragging spiked chains, by light harrowing or by other satisfactory methods.

C. Apply water with fine spray immediately after each area has been sown.

D. Do not sow seed when ground is too dry, during windy periods or immediately following a rain.

E. If permitted by the special provisions, wood cellulose fiber mulch or excelsior fiber mulch may be used.

3.6 SEED PROTECTION (STRAW MULCH)

A. All seeded areas seeded with permanent grasses shall be uniformly mulched in a continuous blanket immediately following seeding and compacting operations, using at least 2 tons of straw per acre.

3.7 SEED PROTECTION (EXCELSIOR MULCH)

A. Seed shall be sown as specified in Section 3.5. Within 24 hours after covering of seed, excelsior mulch shall be uniformly applied at the rate of 2 tons per acre. The mulch may be applied hydraulically or by other acceptable methods. Should the mulch be placed in a dry condition, it shall be thoroughly wetted immediately after placing. Engineer may require light rolling of the mulch to form a tight mat.

3.8 SEED PROTECTION (WOOD CELLULOSE FIBER MULCH)

A. After the lime has been applied and ground prepared as specified in Section 3.4, wood cellulose fiber mulch shall be applied at a rate of 1,500 pounds per acre in a mixture of seed and fertilizer. Hydraulic equipment shall be used for application of fertilizer, seed, and slurry of the prepared wood pulp. This equipment shall have a built-in agitation system with an operating capacity sufficient to agitate, suspend, and homogeneously mix a slurry of the specified amount of fiber, fertilizer, seed, and water. The slurry distribution lines shall be large enough to prevent stoppage. The discharge line shall be equipped with a set of hydraulic spray nozzles which will provide an even distribution of slurry on various areas to be seeded. The slurry tank shall have a minimum capacity of 1,000 gallons.

Seed, fertilizer, wood pulp mulch, and water shall all be combined into the slurry tank for distribution of all ingredients in one operation by hydraulic seeding method specified herein. Materials shall be combined in a manner recommended by the manufacturer. The slurry mixture shall be regulated so amounts and rates of application shall result in a uniform application of all materials at rates not less than amount specified. Using the color of wood pulp as a guide, equipment operator shall spray prepared seedbed with a uniform visible coat. The slurry shall be applied in a sweeping motion, in an arched stream to fall like rain, allowing wood fibers to build upon each other until an even coat is achieved.

3.9 SPRIGGING

A. Sprigs shall be placed at the date and rates as shown in section 2.6. The sprigging method shall be by broadcast sprigging, hydroplanting or row planter. Sprigging procedure shall ensure even coverage.

B. Sprigs applied by broadcast over the site with a distributor or hydroseeder shall be planted at the rates listed in section 2.6. Cover broadcast sprigs with straw mulch immediately after broadcast and water in immediately (within 2 hours).

C. Sprigs installed by row planter creating a narrow furrow that covers 50 to 80% of the sprig with soil may use less sprig material. Rate shall be as recommended by sprig supplier to provide a solid stand of turf within the time required in Section 2.6. Water in immediately (within 1 hour).

3.10 SODDING

A. Sod shall be placed between March 1st and December 1st. However, if sod is to be placed during periods of temperatures over 90 degrees F., the contractor shall take extra care for quick placement of sod with adequate, consistent watering necessary to ensure sod thrives as planted.

B. Sod shall be placed within 24 hours of cutting.

C. Place top elevation of sod 1/2 inch below adjoining paving or curbs.

D. All areas to be sodded shall be brought to the proper line grade or cross section as was existing prior to construction. Sod shall be placed so that, upon completion, the edges of the sodded areas will be smooth and will conform to the proposed finished grade. Sod shall be laid smooth, edge to edge, with staggered joints. Sod shall be immediately pressed firmly into contact with the sod bed by tamping or rolling, to eliminate any air pockets. A true and even surface shall be provided, to insure knitting without displacement of the sod or deformation of the surfaces of the sodded areas. Do not stretch or overlap sod pieces. Following compaction, screened soil of good quality shall be used to fill all cracks, and excess soil shall be worked into the grass with rakes or other suitable equipment. On slopes steeper than 4 to1, the sod shall be fastened in place with suitable wood or metal pins to hold the sod in place. Any damage by erosion or other causes that may have occurred after completion of grading operations shall be repaired, before commencing with the sodding operations.

E. Immediately before sodding, moisten topsoil with a fine spray to a minimum 1" depth. Sod shall not be laid on soil that is dry and powdery.

F. Sod shall be moist when laid and placed on moist ground. The sod shall be carefully placed by hand, beginning at the toe of slopes and working upwards. The length of the strips shall be at right angles to the flow of surface water. All joints shall be tightly butted and end joints shall be staggered at least 12 inches. The sod shall be immediately pressed firmly into the ground by tamping or rolling. Fill all joints between strips with fine screened soil. Sod on slopes shall be pegged with sod pegs to prevent movement. The sod shall be watered, mowed, weeded, repaired, or otherwise maintained, to insure the establishment of a uniform healthy stand of grass until acceptance.

G. Within 2 hours after sod has been placed, thoroughly water to a minimum depth of 4". After sod and soil have dried, roll sodded areas to ensure good bond between sod and soil and to remove depressions and irregularities. Roll sodded areas with a roller not exceeding 150 lbs. per foot of roller width. Top dress and roll again as necessary to create a smooth even surface.

PART 4 - MAINTENANCE, WARRANTY AND ACCEPTANCE

4.1 MAINTENANCE

A. Maintenance shall consist of providing protection against traffic, watering to ensure uniform seed germination and to keep surface of soil damp, and repairing any areas damaged as a result of construction operations or erosion. Maintenance shall also include, but is not limited to, watering, weeding, cultivating, removal of dead material, lawn mowing, fertilizing, and other necessary operations.

B. The Contractor shall maintain all proposed plantings until the date of final acceptance by the Owner.

4.2 WARRANTY

A. All grassed areas shall be guaranteed by the Contractor to be alive and healthy for a one year period from the date of substantial completion issued by the Owner. A final inspection with the Owner shall be conducted at the end of the warranty period to determine if any areas require replanting. At the end of the warranty period, the sod shall show evidence of rooting to the underlying soil and shall have no competitive weed growth from either the sod or from between the sod joints.

B. Any grassed area which is dead or not showing satisfactory growth shall be replaced at Contractor's expense at the end of warranty period. All replacements shall be of original quality and of a size equal to adjacent plants or trees of the same kind. Replacements required because of vandalism, excessive use or other causes beyond the control of the Contractor are not part of this contract.

4.3 ACCEPTANCE

A. Before acceptance of seeding performed for the establishment of permanent vegetation, Contractor will be required to produce a satisfactory stand of perennial grass whose root system shall be developed sufficiently to survive dry periods and winter weather and be capable of reestablishment in spring.

B. A minimum coverage of 80% density over 100% of the disturbed area is required for seeded areas before project acceptance. Sprig and sod areas shall have 95 % coverage over 100% of the disturbed area prior project acceptance.

END OF SECTION

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

GRASSING SPECIFICATIONS

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

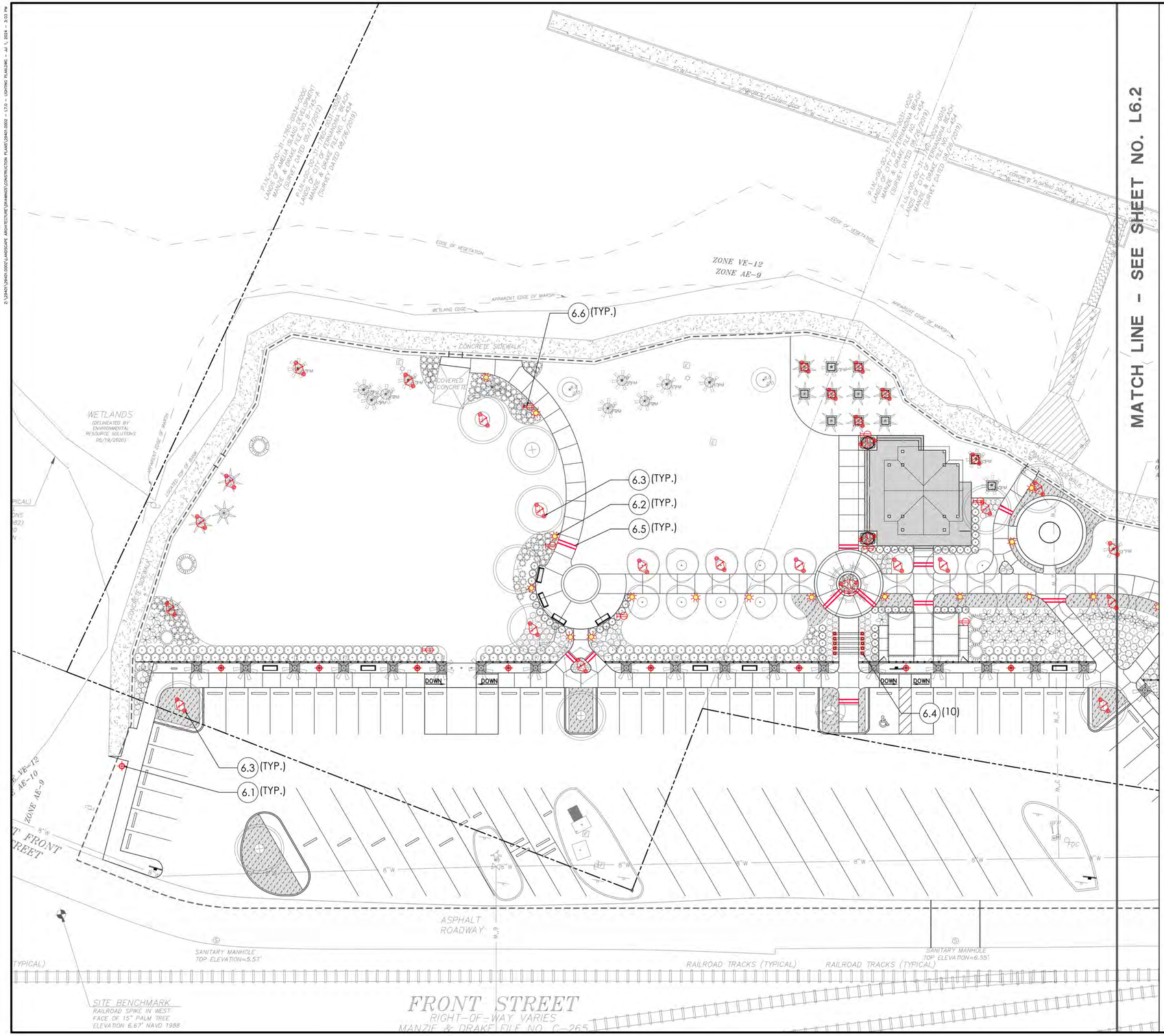
CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	########

L5.6

P:\29401\29401.0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - L7.0 - LIGHTING PLAN.DWG - Jul 1, 2024 - 3:03 PM



MATCH LINE - SEE SHEET NO. L6.2

LIGHTING LEGEND

	Detail	Symbol
	LIGHTING & ELECTRICAL - FINAL DESIGN INCLUDING PHOTOMETRICS BY OTHERS	
6.1	PEDESTRIAN POLE LIGHT TO MATCH CITY STANDARD SHOWN FOR REFERENCE ONLY (QTY - 12)	
6.2	BOLLARD LIGHT / PATH LIGHT - 120V HADCO D830 H A0 E (QTY - 20)	
6.3	DECORATIVE UP LIGHT - LOW VOLTAGE FX LUMINAIRE, BRONZE FINISH MODEL # NP-9LED-BZ (89) QTY.	
6.4	DECORATIVE ARCHITECTURE SCONCES DOWN LIGHT - DE - 9LED - BZ (10)QTY.- TO HIGHLIGHT POSTS.	
6.5	4" CONDUIT - WATER AND ELECTRICAL SEPARATED BY 12" HORIZONTAL SPACING (18 PAIRS) QTY.	
6.6	OUTDOOR GFCI OUTLET & COVER (10) QTY.	
	(NOT SHOWN, BUT LIGHTING ON RESTROOMS, PAVILION, & EXISTING STRUCTURES)	

GENERAL LIGHTING NOTES:

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2. FINAL DESIGN TO BE DONE BY QUALIFIED ELECTRICIAN. ABOVE PLAN IS FOR PRICING AND INITIAL DISCUSSIONS ONLY.
3. CONTRACTOR MAY PROVIDE CUT SHEETS FOR APPROVAL BY LANDSCAPE ARCHITECT AND OWNER'S REP OF EQUIVALENT PRODUCTS.
4. INSTALLATION OF LIGHTING SHALL COMPLY WITH ALL APPLICABLE STATE, COUNTY, AND CITY CODES AND SHALL MEET OR EXCEED THE NATIONAL ELECTRICAL CODE. CONTRACTOR IS RESPONSIBLE FOR ACQUIRING ALL PERMITS AND APPROVALS REQUIRED. SYSTEM INSTALLATION SHALL BE GUARANTEED FOR ONE YEAR, PARTS AND LABOR, DUE TO FAILURE BASED ON FAULTY WORKMANSHIP OR EQUIPMENT FAILURE.
5. CONTRACTOR SHALL PROVIDE PHOTOCELL CONTROLLED LIGHTING SYSTEM.
6. ALL EQUIPMENT PANELS SHALL BE INSTALLED PER MANUFACTURER'S INSTRUCTIONS AND RECOMMENDATIONS.
7. SHOULD ELECTRICAL DESIGN BE REQUIRED, CONTRACTOR SHALL PROVIDE ELECTRICAL ENGINEER DESIGN.
8. LOCATION OF METERS AND POWER SOURCE BY OTHERS, SEE OWNERS REP FOR FINAL CONNECTION LOCATION.
9. CONTRACTOR SHALL PROVIDE OWNER WITH FIXTURE SAMPLES FOR APPROVAL PRIOR TO INSTALLATION.
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13. THE INTENT OF THIS PLAN IS TO PROVIDE LOW-LEVEL UNOBTRUSIVE SITE LIGHT FOR ENTRY AND LIGHTING OF SELECTED SIGNAGE AND PLANT MATERIAL. CONTRACTOR SHALL MAKE EVERY EFFORT TO CREATE THIS EFFECT BY CLOSE COORDINATION WITH WITH OWNER'S REPRESENTATIVE AND CAREFUL PLACEMENT OF FIXTURES. FINAL AIMING AND ADJUSTMENT SHALL BE MADE AT NIGHT WITH OWNER'S REPRESENTATIVE PRESENT TO GIVE FINAL APPROVAL.
14. CONTRACTOR SHALL SUBMIT LANDSCAPE LIGHTING RECORD DRAWINGS TO OWNER FOR REVIEW AND ACCEPTANCE.

MISCELLANEOUS

Detail	Symbol
FINAL DESIGN BY OTHERS	
OUTDOOR WIFI CAPABILITIES	
A/V (AUDIO VIDEO CAPABILITIES WITH ENCLOSURE) RELATED TO THE PAVILION AND/ OR AROUND THE PARK	
SECURITY SYSTEM / CAMERAS	
EMERGENCY CALL BOX	
MEDICAL FIRST AID / AEDs (SUGGEST LOCATING IN RESTROOMS)	
SIGNAGE & WAYFINDING FOR PARK	

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2. AT A MINIMUM, CONTRACTOR TO PROVIDE LINE ITEMS FOR BUDGETING & PRICING AND/OR RECOMMEND SUBCONTRACTORS AS PART OF THEIR BID PACKAGE.

KEY MAP



BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
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MEP COORDINATION & CONDUIT PLAN

LOTS C & D
FERNANDINA BEACH
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FERNANDINA BEACH,
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CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

GRAPHIC SCALE:
1 INCH 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

L6.1

Z:\29401\29401.0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - L7.0 - LIGHTING PLAN.DWG - Jul 1, 2024 - 3:03 PM

MATCH LINE - SEE SHEET NO. L6.1

APPROXIMATE FEMA LIMITS OF MODERATE WAVE ACTION (LIMWA LINE) (TYP.)

APPROXIMATE FEMA FLOOD ZONE LINE (TYP.)

ZONE VE-12
ZONE AE-10
ZONE AE-9

EDGE OF VEGETATION

CONCRETE SIDEWALK

CONCRETE FLOATING DOCK

WOODEN DOCK

CONCRETE RAMP

REFERENCE BENCHMARK
NATIONAL GEODETIC SURVEY BRASS DISK
DESIGNATION "872-0030 TIDAL 2 1974"
ELEVATION 5.30' N.A.V.D. 1988
N=2,304,047.2029 / E=509,870.8214

6.2 (TYP.)
6.6 (TYP.)
6.5 (TYP.)
6.3 (TYP.)
6.1 (TYP.)

GRAVEL & LIMEROCK PARKING

RIPRAP

ATLANTIC OCEAN

MEAN HIGH WATER (MHW) 4.5' NAVD88, P.R.M.S. STATION ID: 8720030, LAT: 30° 40.4' LON: 81° 27.9' MANZIE & DRAKE FILE NO. C-454

MEAN LOW WATER (MLW) 0.5' NAVD88, P.R.M.S. STATION ID: 8720030, LAT: 30° 40.4' LON: 81° 27.9' MANZIE & DRAKE FILE NO. C-454

F.I.N.=00-01-51-1760-0028-0010
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)

F.I.N.=00-01-31-1760-0025-0020
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)

DOWN DOWN

2'x3' CATCH BASIN
TOP ELEVATION = 4.69'
8" PVC NORTH INVERT = 2.59'
24" RCP WEST INVERT = 0.19'
24" RCP EAST INVERT = 0.09'

XYMC PAD

APPROXIMATE NORTHERLY DIRECTION OF STORM

2'x3' CATCH BASIN
TOP ELEVATION = 5.20'
24" RCP EAST INVERT = 0.10'
24" RCP WEST INVERT = (CAPPED)

FERNANDINA HARBOR LINE
CONCRETE MONUMENT R-11
N=2,304,101.5134
E=509,986.3018

SANITARY MANHOLE
TOP ELEVATION=5.83'

ASPHALT ROAD

RAILROAD TRACKS (TYPICAL)

FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)

LIGHTING LEGEND

	Detail	Symbol
	LIGHTING & ELECTRICAL - FINAL DESIGN INCLUDING PHOTOMETRICS BY OTHERS	
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KEY MAP



BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
R. WADE P. THOMPSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
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MEP COORDINATION & CONDUIT PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
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204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

L6.2

From: Jeremiah Glisson
To: Caroline Best
Subject: FW: COFB Lots C & D Park Plan
Date: Tuesday, July 9, 2024 8:21:05 AM
Attachments: image001.jpg
image002.png
image003.png
image004.png
image171196.jpg
image046993.png
image297227.png
image646700.png

Jeremiah Glisson
Interim City Manager
City of Fernandina Beach
1017 South 5th Street Ext.
Fernandina Beach, Florida 32034
(904) 310-3314 | jglisson@fbfl.org
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Garceau, John <garceau.j@tandh.com>
Sent: Monday, July 8, 2024 3:41 PM
To: Charles L George <cgeorge@fbfl.org>
Cc: Jeremiah Glisson <jglisson@fbfl.org>; Ezelle, Charles <ezelle.c@tandh.com>; Solomon, Jesse <solomon.j@tandh.com>; Montgomery, Rebecca <montgomery.r@tandh.com>
Subject: RE: COFB Lots C & D Park Plan

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Charlie,

Please see below for a general opinion of probable construction cost (OPC) for site improvements of Lots C& D park. Please note this OPC is a general ROM.

- Site Civil: +/- $610,000.00
- Landscape and Hardscape: +/- $1,250,000.00
- Landscape Lighting Allowance: +/- $90,000.00
- Splash Pad Allowance: +/- $100,000.00

Contingency (20%) *+/- $392,000.00*
Total (ROM) ***+/- $2,352,000.00***

This conceptual opinion of cost does not include the covered pavilion, restrooms, etc.

Feel free to give us a call if you have any questions or need to discuss.

Thanks,
John

JOHN GARCEAU, PLA | Principal/Landscape Architect
THOMAS & HUTTON
p 912-721-4167 m 912-313-2664
e garceau.j@tandh.com
a 50 Park of Commerce Way | Savannah, GA 31405
vCard | **Website** | **LinkedIn** | **Facebook** | **Instagram**

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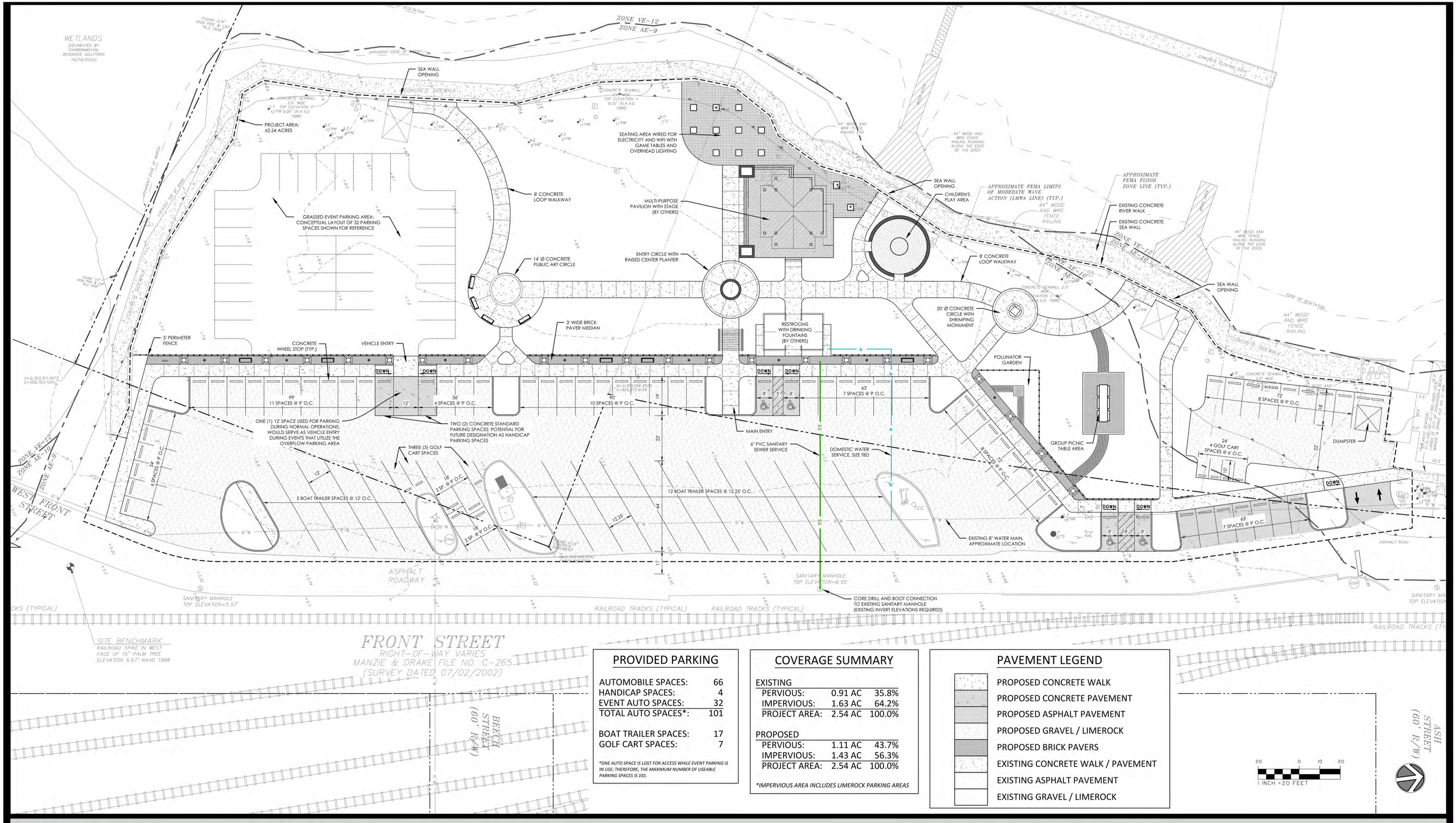
From: Charles L George <cgeorge@fbfl.org>
Sent: Monday, July 8, 2024 9:55 AM
To: Garceau, John <garceau.j@tandh.com>
Cc: Jeremiah Glisson <jglisson@fbfl.org>
Subject: COFB Lots C & D Park Plan

John, can you give me a "swag" of what you think the construction cost will be for the sitework, landscaping, etc. that T& H is responsible for.

Need as soon as possible.

Charles L George, P.E.
Interim City Manager/City Engineer
City of Fernandina Beach
204 Ash St.
Fernandina Beach, Florida 32034
(904) 310-3101 | cgeorge@fbfl.org
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.
Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



PROVIDED PARKING

AUTOMOBILE SPACES:	66
HANDICAP SPACES:	4
EVENT AUTO SPACES:	32
TOTAL AUTO SPACES*:	101
BOAT TRAILER SPACES:	17
GOLF CART SPACES:	7

**ONE AUTO SPACE IS LOST FOR ACCESS WHILE EVENT PARKING IS IN USE; THEREFORE, THE MAXIMUM NUMBER OF USEABLE PARKING SPACES IS 101.*

COVERAGE SUMMARY

EXISTING		
PERVIOUS:	0.91 AC	35.8%
IMPERVIOUS:	1.63 AC	64.2%
PROJECT AREA:	2.54 AC	100.0%
PROPOSED		
PERVIOUS:	1.11 AC	43.7%
IMPERVIOUS:	1.43 AC	56.3%
PROJECT AREA:	2.54 AC	100.0%

**IMPERVIOUS AREA INCLUDES LIMEROCK PARKING AREAS*

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

PREPARED FOR:

CITY OF FERNANDINA BEACH FLORIDA 1821

CIVIL SITE PLAN

FERNANDINA BEACH WATER FRONT PARK

FERNANDINA BEACH, FLORIDA

JUNE 12, 2024

THOMAS & HUTTON

www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.

COPYRIGHT © 2020 THOMAS & HUTTON

Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

September 18, 2024

Mr. Jeremiah Glisson
Interim City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Re: Waterfront Park – Construction/Project Management
Front Street – Lots C & D
Fernandina Beach, Florida

Dear Mr. Glisson:

Gillette & Associates, Inc. is pleased to submit this proposal for Professional Management Services for the Waterfront Park located at Lots C & D on Front Street in Fernandina Beach, Florida. The following scope of services outlines the tasks proposed as part of this contract. This agreement is made as of the date of signature of this contract between the **City of Fernandina Beach** (Client) or assigns and **Gillette & Associates, Inc.**

SCOPE OF SERVICES

The Client and Gillette & Associates, Inc. have agreed to a list of Basic Services Gillette & Associates, Inc. will provide listed below:

Task 1 – Construction and Project Management

Task 1 – Construction and Project Management

At the direction of the client, Gillette & Associates, Inc. will employ professional construction management services with supplemental project management services for the construction and installation of the waterfront park project (lots C&D, Front Street) based on the plans and specifications by Thomas and Hutton, dated 07/01/2024 and as listed on the City of Fernandina Beach's website. The scope of services would be limited, in part, to the following items per the site drawings and specifications.

- Project Meetings: Gillette & Associates, Inc. will schedule and coordinate weekly project meetings with the contractor to provide coordination of drawings with construction. Scope of work changes ("Change Orders") will be forwarded to the Client for review and approval after review from Gillette & Associates, Inc..
- Project Schedule: Detailed scheduling of the project shall be furnished by the contractor and/or owner. We include initial review of the contractor's schedule, but we are not responsible for updates of the contractor's schedule that may be specified as part of the bid process.
- Project Coordination: Gillette & Associates, Inc. will coordinate daily activities as required with City personnel and subcontractors to allow for continuous construction. Coordination to include contract extras, submittal data, scheduling items, etc.
- Gillette & Associates, Inc. was not part of development of the scope of work for the project and management of said project is based on the scope documents.

We do not include the following:

- Assessment and approval of contract extras. All contract extras presented by the contractor will be forwarded to the engineer of record for review and approval and then forwarded to the City of Fernendina Beach for payment approval.
- Approval of pay applications. Payment applications will be sent to the engineer of record for approval.
- Contractor scheduling and/or maintenance of the project schedule(s).

PROFESSIONAL FEES

Task 1	Site/Civil Project/Construction Management (fixed fee)	$ 48,700.00
	Total	$ 48,700.00

FEE SCHEDULE

Upon agreement by both parties, any additional work to be performed outside the scope of services listed within this contract will adhere to the following hourly rates:

Standard Hourly Rates:

Principal	$ 250.00
Sr. Professional	$ 230.00
Professional	$ 210.00
Engineer	$ 175.00
Technical	$ 125.00
Drafting / CADD	$ 75.00
Secretarial	$ 65.00
Outside Services and Items	cost plus 10%

PAYMENT

Due to our working relationship with the City of Fernandina Beach, a retainer is not required to commence work on the project. Invoicing for the tasks outlined above will be submitted at least once a month and in proportion to the amount of work performed (by percentage on Fixed Fee items) or actual costs (time and materials on Hourly Estimate items). Client shall notify Gillette & Associates, Inc., in writing, of any and all objections, if any, to an invoice within ten (10) days of the date of invoice. Otherwise, the invoice shall be deemed proper and acceptable by the Client. Amounts indicated on invoices are due and payable in accordance with the Florida Prompt Payment Act. Payment for work completed is not contingent upon receipt of Governmental or other approvals.

If a delinquency by Client occurs, Gillette & Associates, Inc. may choose to suspend work. If such a decision to suspend work is made, Gillette & Associates, Inc. shall notify Client in writing Gillette & Associates, Inc. may choose to recommence work once a delinquency is completely cured and any and all attendant collection costs, fees, or other amounts required to be paid by Client under this agreement are paid in full. If a delinquency by Client occurs and Gillette & Associates, Inc. chooses not to suspend work, no waiver or estoppel shall be implied or inferred. Client agrees and understands that if Gillette & Associates, Inc. decides to so suspend its work, Gillette & Associates, Inc. shall not be liable for any costs or damages, including but not limited to delay and consequential damages, to the Owner, Client, or any other party, that may arise from or be related to such a work suspension.

CLIENT RESPONSIBILITIES

Client agrees to provide full, reliable information regarding its requirements for the project. In addition, the Client agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to the project as may be required from time to time by Gillette & Associates, Inc. in the performance of our work. The Client shall designate a Project Representative authorized to act on behalf of the Client with respect to this Agreement and agrees to render any decisions promptly to avoid unreasonable delay to the project and the performance of Gillette & Associates, Inc.'s work.

ACCESS TO SITE

Gillette & Associates, Inc. and Gillette & Associates, Inc.'s employees and consultants shall have access to the project site at all reasonable times and shall be permitted to photograph the project during construction and upon completion for its records and future use. See Indemnification section of this contract.

DESIGN APPROVALS

Mr. Jeremiah Glisson or his approved representative has been designated as the Client Representative who will be responsible for design direction for this project and has authority for management approval. In the event that the project direction, as approved by Mr. Glisson or his representatives, is rejected by others, and redesign is required, such redesign services shall be compensated for as extra services at our Standard Hourly Rates.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the Project to both the Client and Gillette & Associates, Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Gillette & Associates, Inc. to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of Gillette & Associates, Inc. to the Client shall not exceed the total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

It is intended by the parties to this Agreement that Gillette & Associates, Inc.'s services in connection with the Project shall not subject Gillette & Associates, Inc.'s individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and not withstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Gillette & Associates, Inc., a Florida corporation, and not against any of Gillette & Associates, Inc.'s individual employees, officers or directors.

The Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Gillette & Associates, Inc. unless the Client has first provided Gillette & Associates, Inc. with a written certification executed by an independent consultant currently practicing in the same discipline as Gillette & Associates, Inc. and licensed in the State of Florida. This certification shall: a.) contain the name and license number of the certifier; b.) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and c.) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. This certificate shall be provided to Gillette & Associates, Inc. not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding. This Certificate of Merit clause will take precedence over any state law in force at the time of the claim or demand for arbitration.

INDEMNIFICATION

To the extent permitted by Florida law and subject to the indemnification provision in the continuing services contract between City and Engineer, the City agrees to indemnify, hold harmless, and defend the Engineer, its officers, directors, employees, agents and representatives from and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of the City, its commissioners, mayor, officers, employees, agents, and representatives; provided however, the City shall have no obligation hereunder to indemnify, defend or hold harmless Engineer for any such losses, damages, and claims of any kind arising out of, directly or indirectly, or in connection with the negligent and/or deliberate acts of omissions of Engineer. The City's liability hereunder shall include all reasonable attorney's fees and costs incurred by the Engineer in the enforcement of this indemnification provision in the event the Engineer prevails in such enforcement action. The obligations contained in this provision shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement or other contract or written instrument between the parties. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CONSTRUCTION MEANS AND METHODS

It is expressly understood and agreed that Gillette & Associates, Inc. shall not have control of and shall in no event be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions in connection with the project or for the acts or omissions of any contractor, subcontractor or other persons performing work for the project. See Indemnification section of this contract.

We are excited about working with you on this project and trust that this proposal is responsive to your needs. If so, please return a signed copy to us as authorization to proceed.

Sincerely,

Asa R. Gillette, P.E.
Principal
Gillette & Associates, Inc.

PLEASE NOTE: THIS PROPOSAL IS VALID FOR 30 DAYS

CONFIRMED AND ACCEPTED FOR CITY OF FERNANDINA BEACH
PROJECT: ATLANTIC RECREATION CENTER – WATERFRONT PARK – PROJECT/CONSTRUCTION MANAGEMENT

Accepted by: _____
Interim City Manager
Title: _____
Date: 9/24/2024

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

September 18, 2024

Mr. Jeremiah Glisson
Interim City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Re: Waterfront Park – Construction/Project Management
Front Street – Lots C & D
Fernandina Beach, Florida

Dear Mr. Glisson:

Gillette & Associates, Inc. is pleased to submit this proposal for Professional Management Services for the Waterfront Park located at Lots C & D on Front Street in Fernandina Beach, Florida. The following scope of services outlines the tasks proposed as part of this contract. This agreement is made as of the date of signature of this contract between the **City of Fernandina Beach** (Client) or assigns and **Gillette & Associates, Inc.**

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INDEMNIFICATION

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CONSTRUCTION MEANS AND METHODS

It is expressly understood and agreed that Gillette & Associates, Inc. shall not have control of and shall in no event be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions in connection with the project or for the acts or omissions of any contractor, subcontractor or other persons performing work for the project. See Indemnification section of this contract.

We are excited about working with you on this project and trust that this proposal is responsive to your needs. If so, please return a signed copy to us as authorization to proceed.

Sincerely,

Asa R. Gillette, P.E.
Principal
Gillette & Associates, Inc.

PLEASE NOTE: THIS PROPOSAL IS VALID FOR 30 DAYS

CONFIRMED AND ACCEPTED FOR CITY OF FERNANDINA BEACH
PROJECT: ATLANTIC RECREATION CENTER – WATERFRONT PARK – PROJECT/CONSTRUCTION MANAGEMENT

Accepted by: _____
Interim City Manager
Title: _____
Date: 9/24/2024

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

RESOLUTION 2024-46

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A PROPOSAL FROM THOMAS & HUTTON ENGINEERING CO. FOR THE AMELIA RIVER WATERFRONT PARK LOTS C AND D DESIGN PHASE, PERMIT PHASE, AND CONSTRUCTION PHASE IN THE AMOUNT OF $95,500; AUTHORIZING A TOTAL PROJECT BUDGET OF $120,000; APPROVING A BUDGET TRANSFER; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park Lots C and D have been a long standing City Commission area of focus; and

WHEREAS, over the last several decades, numerous conceptual plans have been developed to provide improvements in this area along the Amelia River waterfront; and

WHEREAS, the Community Redevelopment Agency Advisory Board (CRAAB) recently developed, and unanimously endorsed, an Amelia River Waterfront Park Lots C and D conceptual plan which includes additional parking spaces, landscaping, ADA accessibility, a pavilion, restrooms, and multi-use areas for recreational activities and special events, to name a few. These elements will provide for an attractive, accessible downtown feature and destination; and

WHEREAS, City staff requested a proposal to provide consulting services for the Amelia River Waterfront Park Lots C and D Design Phase, Permit Phase, and Construction Phase from Thomas & Hutton Engineering Co., a well-known and established landscape architecture, planning, and civil engineering firm, previously approved by the City Commission as a consultant through the procedures in Section 287.055(2)(g), Fla. Stats. and having an approved continuing contract with the City. Thomas & Hutton Engineering provided a proposal in the amount of $95,500, attached hereto as Exhibit 1; and

WHEREAS, staff further recommends a total Project budget of $120,000 to cover any unforeseen contingencies. This project was not budgeted for this Fiscal Year; however, funding is available in the Capital Expansion Fund Reserve account, 3107200 59990. A transfer from the Capital Expansion Fund Reserve account in the amount of $120,000 to the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 Project #24050 is required. Funds within the Capital Expansion account are collected from impact fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the proposal from Thomas & Hutton Engineering Co. for the Amelia River Waterfront Park Lots C and D Design Phase, Permit Phase, and Construction Phase in the amount of $95,500, attached hereto as Exhibit 1.

SECTION 2. The City Commission hereby approves a total Project #24050 cost of $120,000 to include any unforeseen contingencies.

SECTION 3. The City Commission further approves a budget transfer from the Capital Expansion Fund Reserve Account in the amount of $120,000 to the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050.

SECTION 4. The City Clerk and Interim City Manager are hereby authorized to execute any documents related to the Project, upon review and approval of the City Attorney.

SECTION 5. This Resolution is effective immediately upon passage.

ADOPTED this 5th day of March, 2024.

CITY OF FERNANDINA BEACH



BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:



CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH
City Attorney

THOMAS & HUTTON
1208 NEWCASTLE STREET, SUITE 201
BRUNSWICK, GA 31520 | 912.466.0536
WWW.THOMASANDHUTTON.COM

February 23, 2024

Mr. Charles L. George, PE
Interim City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

Re: Amelia River Waterfront Park
Lots C and D
Fernandina Beach, Florida
Letter Agreement for Services

Dear Mr. George:

Thank you for requesting our consulting services for the Amelia River Waterfront Park revitalization project located in Fernandina Beach, Florida.

Our services will consist of the Design Phase, Permit Phase, and Construction Services Phase as set forth in the General Provisions and supplemental exhibits attached hereto, and such additional services as you may request during the course of the Project. We understand that you will furnish Thomas & Hutton with full information as to your requirements, including any special or extraordinary considerations for the Project and will make all pertinent existing data available to us.

Payment for our services will be as described in the attached General Provisions. You will be billed monthly for our services rendered and for Reimbursable Expenses.

We propose that payment for our services will be as follows:

Phase	Fee Structure	Fee or Time & Expense Budget
Design Phase		
Schematic Landscape / Hardscape Design:	Lump Sum	$ 9,500.00
Schematic Civil Site Design:	Lump Sum	$ 8,500.00
Design Development LS/HS:	Lump Sum	$ 25,500.00
Design Development Civil:	Lump Sum	$ 19,500.00
Construction Documents LS/HS & Irrigation:	Lump Sum	$ 17,500.00
Civil Construction Documents	Lump Sum	$ 15,000.00
Project Team Meetings:	Time & Expense – See Consulting Services Rate Sheet	

_____ CLIENT'S INITIALS

_____ CONSULTANT'S INITIALS

Phase	Fee Structure	Fee or Time & Expense Budget
Permit Phase		
Site Permitting:	Time & Expense – See Consulting Services Rate Sheet	
Construction Phase		
Bid Process:	Time & Expense – See Consulting Services Rate Sheet	
Construction Services:	Time & Expense – See Consulting Services Rate Sheet	
Record Drawings:	Time & Expense	$ 2,000.00
Project Closeout:	Time & Expense – See Consulting Services Rate Sheet	
Reimbursable Expenses:	Time & Expense – See Consulting Services Rate Sheet	

The above fee arrangements are based on prompt payment of our invoices and the orderly and continuous progress of the Project through completion.

It is necessary that you advise us in writing at an early date if you have budgetary limitations for the overall Project cost or Construction Cost. We will endeavor to work within those limitations. At appropriate times during the Design Phase, we can submit to you our opinions as to the probable Construction Cost of the Project. We do not guarantee that our opinions will not differ materially from bids or negotiated prices.

This proposal between the City of Fernandina Beach ("Client"), and Thomas & Hutton Engineering Co. ("Consultant" or "Thomas & Hutton"), consisting of the Scope of Services, Exhibit A, General Provisions, Consulting Services Rate Sheet, and this Letter Agreement with authorizing signatures, represents the entire understanding between Client and Thomas & Hutton with respect to the Project. This Letter Agreement may only be modified if completed in writing and signed by both parties.

If the arrangements set forth in this Letter Agreement are acceptable to you, *please sign and initial the enclosed documents in the spaces provided below and return to Thomas & Hutton*. This proposal will be open for acceptance until March 30, 2024, unless changed by Thomas & Hutton in writing. We appreciate the opportunity to prepare this proposal and look forward to working with you on the Project.


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

The parties agree and acknowledge that this Agreement may be executed by electronic signature, and the parties may rely upon such electronic signatures as an original record of signature.

Respectfully,

THOMAS & HUTTON ENGINEERING CO.

By _____
Charles J. Ezelle, PE
Principal / Regional Director

By _____
Ryan P. Thompson, PLA
Principal / Landscape Architecture Manager

CJE/kts

Enclosures: Scope of Services
General Provisions
Consulting Services Rate Sheet

CITY OF FERNANDINA BEACH

ACCEPTED: March 5, , 2024

By _____
Charles L. George

Interim City Manager
TITLE

APPROVED AS TO FORM AND LEGALITY:
CITY ATTORNEY

ATTEST:
By:
Printed Name: Caroline Best
Title: City Clerk

_____ CLIENT'S INITIALS

_____ CONSULTANT'S INITIALS

SCOPE OF SERVICES

Thomas & Hutton will provide consulting design services for the Amelia River Waterfront Park revitalization project located in Fernandina Beach, Florida.

Survey Note: Client shall provide the existing conditions topographic/tree survey and utility locations for use as base mapping and design.

1. SCOPE OF SERVICES

A. Civil Site Design and Landscape/Hardscape Design Phase

1. Schematic Design & Programming (Civil and Landscape Architecture)

The Consultant will work with the Owner to develop the conceptual schematic improvement plan.

Items included are:

- Design Kick–Off Meeting: 2–3-hour meeting with Client team to discuss site, landscape and hardscape program, budget, and establish design concepts. Both the Civil Project Manager and Lead Landscape Architect will attend this meeting.
- Consultant shall gather information and prepare black & white concept sketches of the program elements in an effort to capture the vision discussed. Sketches will include items such as:
  - Study internal and external pedestrian and vehicular circulation
  - Streetscape and social interaction spaces.
  - Courtyard concept with access control
  - Specialty paving areas.
  - Planting areas.
  - Concepts for drainage and soil improvements.
  - Recommendations for potential focal areas and other areas of key importance
  - Other activity areas based on design kick–off meeting.
- Concept Sketch Review meeting: 2–3-hour meeting to concept sketches and information
- Revise concept sketches-based client review and comment.
- Create an overall landscape and hardscape Illustrative Exhibit with Precedent Images to graphically portray design intent.
- Review Illustrative with Client. Make minor revisions and create final concept sketch plan/Illustrative exhibit to be the basis of creating the Site Plan in AutoCAD.

2. LS/HS Design Development

Consultant will complete a set of landscape and hardscape design development plans based on the Client–approved Schematic Illustrative developed in the previous scope. The Design Development plan swill incorporate information upon receipt of the DD Architectural Drawings during this Phase. The design development scope of work and plans will include:

- Coordinate with civil for final civil drawings and adjust landscape plan as required.
- Preliminary landscape Design Development documents including a planting plan showing canopy, shrub, and groundcover locations. This plan will show the overall planting strategy.
- Planting details and specifications.
- Materials plan with call outs of all proposed hardscape elements such as paving patterns, site furnishings, custom detailed elements and materials.
- Cross sections and preliminary details outlining the general character, aesthetics, and type of elements.
- Imagery and modeling that further defines the final desired look and feel of project elements.

3. *LS/HS Construction Documents*

The fee for the Construction Drawings is based on the Client approval of the Design Development plans developed in the previous task. In general, the following is a brief description of the services to be provided:

- Based on project team comment from the conceptual design phase revise the landscape and hardscape plans while further refining / inputting the design into AutoCAD.
- Coordinate preliminary landscape and hardscape surface grading and drainage with civil.

Based on the project team approved Conceptual site design drawings, provide detailed design for the site. Elements of the design include:

- Detailed planting plans and irrigation plans focusing on the use of native species and water conscious irrigation practices.
- Entry elements such as pergola, fencing/walls, columns and other area defining features. (Scope assumes signage and lighting of such signage to be designed by sign contractor)
- Pedestrian Seating Plaza with a focus on views to the pavilion and out to the marina.
- Children play area to be identified with assistance to establish a preferred play structure vendor to develop a specialized play accessible play structure for the park.
- Establish details for history timeline structures. The specific information, maps and graphics of such structures will be developed and designed by others and is not included in this scope.
- Establish an area for the future installation of shrimp boat replica.
- Develop details for the picnic area and Pétanque courts.
- Looped walkway and destination area details.

Project tasks include:

a) Coordinate with civil for landscape area grading and drainage.
b) Coordinate with City's selected Architect, MEP, Structural/Marine Engineer, and other consultants as necessary during the design process.

c) Team review and plan revision

LS/HS Construction Documents and Specifications:

a) Prepare plans, details, and specifications to illustrate the proposed site improvements of the project team approved development plan. The construction plan shall fix and describe the size, character and materials and be suitable for bidding and construction of the elements of the plans.
b) Prepare site landscape/hardscape layout and call out plans.
c) Coordinate with civil for site grading concepts and connections to the site civil drainage system.
d) Plan sheet landscape and hardscape specifications.
e) MEP coordination plan. Covers suggested lighting and electrical outlet/fixtures in the area (fixture selection and preliminary location of fixtures only, photometric, and electrical engineering by others). Assistance with review of utility company and / or Owner's MEPs design of site (parking and street) lighting poles. *Lighting design is not included in this proposal. Should Owner need lighting design assistance, we will provide the Owner with contacts for lighting design consultants that our clients have successfully used in the past.*

Civil Site – Design Development and Final Construction Documents:

Following Owner approval of the Schematic Design, the Consultant shall prepare site development plans for the proposed renovations and parking to serve the waterfront park. These plans shall be submitted to the Owner for review. The site development plans will include:

- Grading – finish elevations, finish contours, parking lot, and grading information.
- Parking Lot –geometry, layout, and elevations.
- Drainage – structure locations, pipe route and size, inverts and slopes, including preparation of design calculation.
- Water Distribution – pipe route and size, valve location, hydrant location, and building connection, including preparation of design calculations to serve the proposed facilities. City's Architect shall provide building stub–out location & depth.
- Sanitary Sewer – structure location, pipe size slope, and invert and building connection, including preparation of design calculations to serve the proposed locker room & concession stand facilities. City's Architect shall provide building stub–out location & depth.
- Three phases of Erosion, Sedimentation, and Pollution Control Plans for the prosed development
- Profiles –sanitary sewer (water and drainage are not included).
- Construction Details – roads, drainage, water distribution, sanitary sewer, and erosion control.
- Quantity Takeoff and Opinion of Probable Construction Cost for water and sewer drainage systems and parking lot, including cut and fill calculations for earthwork.
- Technical specifications for water, clearing, earthwork, sewer, drainage systems, and paving.

- Design calculations – storm drainage, water distribution, and sanitary sewer systems.
- Coordinate with Geotechnical Consultant – The Owner will retain a geotechnical consultant to perform subsurface investigations and pavement design for the project. The Consultant will coordinate with the geotechnical consultant regarding needs of the project and preliminary design information for the project.

Project Team Meetings

Consultant shall attend project meetings and/or conference calls at the request of the Owner. Services will be provided on a Time & Expense basis.

B. Permit Phase

1. Site Permits

It is assumed since the City of Fernandina Beach is the Owner of the project that they will take the lead in permitting as it relates to City Permitting. Consultant will assist the City of Fernandina Beach with the City permitting process if required. Consultant shall assist Owner with the preparation of submittal packages for the development approval. The payment of fees associated with the application process is the responsibility of the Owner. Consultant shall submit final plans and specifications to the applicable local, state, and federal agencies for review. Agency submittals anticipated for this project include:

- City of Fernandina Beach

Submittal fees are not included in our fee schedule and shall be provided by the Owner at the time of submittal. Consultant will assist Owner in obtaining construction permits for the project. This phase includes revising plans and specifications according to agency comments and if requested, meeting with the agencies on behalf of the Owner.

2. Erosion Control Permit

Consultant will assist the Owner in compliance with the requirements of the permit to Discharge Storm Water Associated with Construction Activity. This assistance may include, when requested by the Owner:

- Submit Notice of Intent (NOI) to the State on behalf of the Owner (as a Primary Permittee). This will include a certification that the Erosion, Sedimentation, and Pollution Control Plan (ES&PCP) has been prepared in accordance with the General Permit.
- Develop a Comprehensive Monitoring Plan (CMP). The ES&PCP will indicate monitoring locations and may be used in the CMP.
- Provide an initial observation of the measures installed under the ES&PC within one (1) week after construction activities commence. Additional observations will be conducted as other measures required by the Plan are installed.
- Prepare and submit, as warranted, amendments to the ES&PCP.

The Consultant's services do not include:

- Qualified personnel to monitor maintenance of ES&PC measures.
- Continuous monitoring of maintenance of ES&PC measures
- Monitoring of NTU's at outfalls or receiving streams
- Submittal of monthly reports to EPD
- Submittal of Notice of Termination (NOT) and certification

C. Construction Phase

Consultant will provide the following services for the Construction Phase:

1. Bid Process

As directed by the Client, Consultant shall assist Client during the Bid Phase. The service shall be provided on a Time & Expense basis. Typical services provided during this phase include preparation of contract documents, assembling bid packages, attending, or conducting pre–bid meetings, responding to contractor questions, and preparation of the Consultant's recommendation letter for award of bid. Personnel time will be detailed on monthly invoices.

2. Construction Services

LS/HS Construction Observation

As directed by the Client, Consultant shall provide the services listed below for the Construction Phase. Services required beyond the duration for each phase shall be considered as Additional Services and shall require separate authorization.

- Review material data and shop drawings provided by the Contractor as it pertains to landscape and hardscape contract documents. – *Estimated*
- Review and respond to RFI's related to landscape and hardscape.
- Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the landscape and hardscape contract documents and with the design intent.
- Attend final field inspections with Owner's representative. Issue project deficiency memo to Owner and contractor of items not in accordance with landscape and hardscape plans and specifications.

Construction observation and monitoring does not include exhaustive or continuous on–site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. Both parties understand that the Contractor has notification requirements at specific intervals of the construction process. Consultant does not provide accessibility construction compliance verification. This service can be provided at the request of the Owner with specific scopes and fees.

The Consultant provides construction services as defined above for the work designed by the Consultant. Other construction work that may occur on site is the responsibility of other design professionals or the Owner and expressly not the responsibility of the Consultant.

Owner will retain services of a construction testing laboratory for the purpose of obtaining tests required in construction specifications. Copies of test results will be provided to the Consultant.

Civil Construction Observation:

During the course of construction, the Consultant will provide the following services:

- Review material data, shop drawings, and construction schedules provided by the Contractor.
- Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent.
- Review record drawings provided by Contractor.

Construction observation and monitoring does not include exhaustive or continuous on–site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. Both parties understand that the Contractor has notification requirements at specific intervals of the construction process. Consultant does not provide accessibility construction compliance verification. This service can be provided at the request of the Owner with specific scopes and fees.

The Consultant provides construction services as defined above for the work designed by the Consultant. Other construction work that may occur on site is the responsibility of other design professionals or the Owner and expressly not the responsibility of the Consultant.

3. Record Drawing Preparation

Consultant shall prepare record drawings based on information supplied by the Contractor. The Contractor will provide a survey regarding the constructed facilities. The survey provided by Contractor shall be certified by a registered surveyor licensed in the state in which the work is performed, if required by the governing agency. The scope does not include fieldwork on the part of the Consultant. The information will be compiled in an AutoCAD format by the Contractor and submitted to the Consultant. The Consultant will review this information to ensure that the information submitted meets the intended design. The Consultant shall not verify or certify that the information submitted by the Contractor or Contractor Representative is correct. The Consultant will submit this information to the reviewing agency. The record drawings will meet the

requirements of The City of Fernandina Beach record drawing specifications at the time this contract is executed. In addition, the Record Drawings will include:

- Storm drainage structures, inverts, and frame elevations
- The scope does not include the location or depth of any power, telephone, cable television, or natural gas lines.
- The record drawing will be compiled from field information collected during the survey phase, water and sewer lateral locations as determined in the pad elevation survey, contractor's notes, and observations made by Consultant. The data will be presented in a format for the reviewing agency's review.

    - Additional information required by the reviewing agency beyond what is reasonable and customary for record drawings, shall be billed as additional services. Examples are as follows:

        ~ Geodetic coordinates for structures, fittings, or pipes
        ~ Profiles for sanitary sewer, water, or storm drainage
        ~ Roadway profiles
        ~ Testing locations for roadway on the plan view

4. *Project Closeout*

During the course of construction, the Consultant will provide the following services:

- Submit Record Drawings and make revisions as requested by City of Fernandina Beach
- Attend final field inspections by regulating agencies for the project.
- Bond Coordination (if required)
- Request project acceptance by applicable agencies including necessary documents as required by City of Fernandina Beach

D. Exclusions

Items not included in the scope of services are as follows:

- Geotechnical investigation or report
- Landscape Record Drawings
- Fountain or Pool Design
- Variance Request(s)
- ADA Accessibility Plan
- Accessibility construction compliance verification
- Rezoning
- Lighting Design
- Architectural, Structural, Mechanical or Electrical Design
- Fire Suppression System Design
- Archaeological survey and report
- Wetland delineation, surveys, or permits
- Geotechnical investigation or report
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Off–site work unless specifically covered in the scope of services

- Building or encroachment approvals or permits
- Florida Department of Transportation Permits or Approvals
- CSX Right of Way encroachment permitting
- Act as an expert witness for legal activities
- Telephones, cable television, gas, and power distribution systems

These items can be coordinated or provided, if requested by the Client in writing.

*** *Any plan revisions required after the issuance of For Construction Plans will be billed on a Time and Expense basis.*

2. PERIODS OF SERVICE

A. Design Phase

After receipt of a written notice to proceed from the Owner, Consultant will commence and complete work upon a mutually agreed upon schedule between Owner and Consultant.

B. Permit Phase

After receipt of a written notice to proceed from the Owner, Consultant will commence and complete work upon a mutually agreed upon schedule between Owner and Consultant.

C. Construction Phase

After receipt of a written notice to proceed from the Owner, Consultant will commence and complete work upon a mutually agreed upon schedule between Owner and Consultant.

EXHIBIT A

THOMAS & HUTTON DESIGN PROPOSAL. SEE PAGES 3, 4 AND 5 FOR SCOPE CLARIFICATION NOTES



City of Fernandina Beach
Charles L. George, P.E.
Office of the City Manager
cgeorge@fbfl.org

City of Fernandina Beach
Lots C & D Waterfront Park
Partial Design Considerations

The following are a few of the primary features per the attached Concept Plan for you touse in development of your proposal:

Multi-purpose Pavilion with Stage: 32' x 36' open sided structure with a perimeter elevated timber deck. Decking material to be IPE or similar approved composite deck material. Pavilion to have a "coastal" look to accentuate the river front atmosphere. (similar to Tybee Pier & Pavilion) with possible glu-laminated heavy framing. Pavilion to have provisions for water service, lighting electricity for events, and WiFi connections.

Parking Lot, Adjacent Sidewalk, and Curbing: In the parking area, the parking surface is to be pervious limerock surface course. Sidewalk to be 6 ft wide, brushed concrete with appropriate jointing. Concrete curb to have standard 6" wide with brushed finish.

Existing Pétanque Courts: Existing layout to be adjusted to accommodate new Park features. One court area on the north group, east end to be removed and a new court added to the western end of the south court.

Interior Pedestrian sidewalks: 8 ft wide concrete with tinted coquina shell surface course. (tint to be Mesa beige or equivalent)

Restroom facility: see attached photos for possible concepts

Potential Trees to be installed: Phoenix Sylvestris palms
17 mature Bald Cypress trees
29 Cabbage palms
Miscellaneous trees to be Cedar
Arizona Cypress

T&H Scope

Future or others Scope

PARK ELEMENTS 01/03/24 DRAFT

LANDSCAPE PLAN	**- Priority is shade, low cost, low maintenance.** - A successful park is one that is well used. - Destinations within the park encourage use.
① RIVERWALK	- Riverwalk to run the entire length of the public waterfront. - Currently interrupted by Atlantic Seafood building and Simmons property. - Riverwalk connects everything to Centre St.
② Existing TREE	- Existing tree west of building retained.
③ BOAT RAMP PLAZA	- Open space next to boat ramp for bike racks and ???
④ ATLANTIC SEAFOOD	- Moves south, opening Ash St. view corridor. - New location allows Lots C&D Riverwalk to connect to rest of Riverwalk. - Design and footprint of the building to be determined.
⑤ Floodwall OPENINGS	- Allows for connecting walkways between the parking lot and Riverwalk.
⑥ OVERLOOK	- Overlooks the river. - A destination that provides a reason to walk south on the Riverwalk. - Provides excellent views of river, sunsets, shrimp boats.
⑦ PETANQUE COURTS	- 16 courts allows for annual & other tournaments. - Used daily Oct - May - Can be seating area for larger concerts. - Can be used for special events. Vendors set up booths on courts.
⑧ LOOP WALKWAY	- Provides alternative to retracing steps on Riverwalk. - 8' wide coquina concrete walkway. - Shade trees to be determined (possibly Phoenix Sylvestris palms).
⑨ Loop Walkway DESTINATIONS	- Destinations add interest and encourage use. - 9A: Temporary Public Art space. - 9B: Main Entrance with iconic landscape element. - 9C: To be determined.
⑩ VEHICLE ENTRY	- Entrance for maintenance, event set up, Shrimpfest parking. - Grass pavers at entrance double as landscape island.
⑪ FENCE	- Controls access to the park, providing security.

3

⑫ Entrance PERGOLA	- Identifies and defines Main Entrance to park. - Vine covered for shade. - Not a vehicle entrance.
⑬ Multi-Purpose PAVILION with STAGE	- Rentable for Concerts, Birthday Parties, Weddings, Receptions, Group Picnics, Reunions, Meetings, Yoga, Special Events. - Open Air with water, electricity, roll-up blinds for weather protection. - 32' x 36' plus surrounding deck. (Central Park pavilion is 20' x 20') - Elevated 21" to prevent flooding and to make the stage more functional. - Located away from parking makes use more pleasant. - Vehicle accessible. - To be designed by an Architect. - STAGE is both Open Air and Covered. - Inside Seating for small concerts - seats 120 + performers - Lawn Seating for larger concerts. - Sound projects toward mill, not toward residences.
⑭ SEATING PLAZA	- Next to Multi-Purpose Pavilion - they work together. - Great views of river and Marina. - Overlooks lawn activities. - Shaded with palms. - Comfortable seating and game tables. - Direct walkway to Main Entrance and parking.
⑮ Marsh GAZEBO	- Small, intimate, over-marsh picnic & wedding gazebo. - Wedding ceremonies with receptions at Multi-Purpose Pavilion. - Views of Marina boats and river. - Access walk and gazebo oriented away from mill view.
⑯ LAWN	- Seating area for larger concerts. - 14,000 sq. ft. is space for 1,200 people (Sounds On Centre = 10,000 sq. ft. - used by 800 people) - Frisbee, dog running, pickup sports games. etc. - Shrimpfest parking. - Can be used for special events - vendors set up booths on lawn.
⑰ Children's PLAY AREA	- Small play area. - Located away from parking lot. - Landscape Structures' "Global Motion" spinner. ADA accessible.

⑱ RESTROOMS	- Close to Multi-Purpose Pavilion, Play Area, Parking Lot - Similar to Egan's Creek Park, Simmons Rd. Park restrooms. - Includes drinking fountains.
⑲ POLLINATOR GARDEN	- 3 Bs: Birds, Bees, Butterflies.
⑳ TREE GROVE & GROUP PICNIC SPOT	- Set within a grove of Bald Cypress or Slash Pine trees. - 20 foot long Picnic Table for group picnics in wooded, shaded setting. - Location minimally blocks view of river from street. - Similar to St. Simon's popular waterfront park group picnic tables.
㉑ HISTORY TIMELINE	- Information plaques provide FB and island history milestones. - Plaques mounted on top of floodwall for easy reading. - CRA guidelines call for history and culture information like this.
⑨A Alternate: SHRIMP BOAT DISPLAY	- Retired shrimp boat. - Elevated "dock" viewing platform with gangway ADA ramp - Tall hedge provides separation from Petanque courts. - Informational graphics depicting Fernandina shrimping history. - CRA guidelines call for history and culture information like this. - Privately financed. No cost to City. - Volunteers to provide maintenance.
BENCHES TRASH CONTANERS BIKE RACKS STREET LIGHTS WALKWAY LIGHTS TREE UPLIGHTING FESTOON LIGHTING ELECTRIC OUTLETS SIGNAGE WIFI	- Locations to be determined. T&H to provide locations and suggestions for these items on our plans. The final design of electrical and signage details will be by others.

PAYMENT FOR SERVICES

For services rendered, CLIENT shall pay CONSULTANT as outlined in the Letter Agreement for Services.

Payment for services on the basis of "Time & Expense" shall be paid according to the Consulting Services Rate Sheet attached hereto.

Project related costs for printing, reproductions, materials, and travel will be billed as reimbursable expenses.

Projects will be billed monthly or at the completion of the work, whichever comes sooner, with payment due upon receipt. Payment will be considered overdue after forty–five (45) days from date of invoice, with interest charged at a monthly rate of 1.5 percent (18 percent annual rate).

CONSULTANT reserves the right to suspend work hereunder or any other work to be performed by CONSULTANT for CLIENT or any of its affiliates under a separate agreement or agreements with CONSULTANT in the event of delinquent payment by CLIENT to CONSULTANT hereunder or in the event of delinquent payment by CLIENT or its affiliates to CONSULTANT under a separate agreement or agreements. For all purposes hereof, affiliate means (i) in the case of an individual, any relative of any person listed among the following, (ii) any officer, director, trustee, partner, manager, employee or holder of 5 percent or more of any class of the voting securities of or equity interest in CLIENT; (iii) any corporation, partnership, limited liability company, trust, or other entity controlling, controlled by, or under common control with CLIENT; or (iv) any officer, director, trustee, partner, manager, employee, or holder of 5 percent or more of the outstanding voting securities of any corporation, partnership, limited liability company, trust, or other entity controlling, controlled by, or under common control with CLIENT.

In the event legal action is necessary to enforce the payment terms of this Agreement, CONSULTANT will be entitled to collect from CLIENT any judgment or settlement sums due, plus reasonable attorneys' fees, court costs, and other expenses incurred by CONSULTANT for such collection action, and, in addition, the reasonable value of CONSULTANT's time and expenses spent for such collection action, computed according to CONSULTANT's prevailing fee schedule and expense policies.

ASSIGNMENT

Neither party to this Agreement may transfer, sublet, or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by CONSULTANT as a generally accepted business practice, is not considered an assignment for purposes of this Agreement.

CLIENT'S RESPONSIBILITIES

A. Access

CLIENT shall make provisions for CONSULTANT to enter upon public and private lands as required to perform such work as surveys and inspections in development of the Project.

B. CLIENT's Representative

CLIENT shall designate in writing one person to act as CLIENT's Representative with respect to the work to be performed under this Agreement. This Representative will have complete authority to transmit instructions, receive information, and interpret and define CLIENT's policy and decisions, with respect to the product, materials, equipment, elements, and systems pertinent to the work covered by this Agreement.

C. Fees

CLIENT is responsible for payment of fees associated with the project. Such fees include permit review and application fees, impact fees, and capacity fees. CONSULTANT will notify CLIENT regarding the amount of fees and timing of payment.

CONSULTANT'S RESPONSIBILITIES

In providing services under this Agreement, CONSULTANT will perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. No other representation expressed or implied, and no warranty or guarantee is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

OWNERSHIP OF INSTRUMENTS OF SERVICE

All reports, drawings, specifications, computer files, electronic files, BIM models, field data, notes and other documents and instruments prepared by CONSULTANT as instruments of service remain the property of CONSULTANT. CONSULTANT retains all common law, statutory, and other reserved rights, including, without limitation, the copyrights thereto. CONSULTANT will retain these records for a period of two (2) years following their completion during which period paper copies will be made available to CLIENT at reasonable times.

ELECTRONIC FILES

In accepting and utilizing any drawings, reports, and data on any form of electronic media generated and furnished by CONSULTANT, CLIENT agrees that all such electronic files are instruments of service of CONSULTANT, who will be deemed the author, and will retain all common law, statutory law, and other rights, without limitation, including copyrights.

CLIENT agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. CLIENT agrees not to transfer these electronic files to others without the prior written consent of CONSULTANT. CLIENT further agrees to waive all claims against CONSULTANT resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than CONSULTANT.

CLIENT is aware that differences may exist between the electronic files delivered and the printed hard–copy construction documents. In the event of a conflict between the signed construction documents prepared by CONSULTANT and electronic files, the signed or sealed hard–copy construction documents will govern.

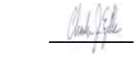
In addition, CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT, its officers, directors, employees, and subconsultants (collectively, CONSULTANT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than CONSULTANT or from any reuse of the electronic files without the prior written consent of CONSULTANT.

Under no circumstances will delivery of electronic files for use by CLIENT be deemed a sale by CONSULTANT, and CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event will CONSULTANT be liable for indirect or consequential damages as a result of CLIENT's use or reuse of the electronic files.

CERTIFICATIONS, GUARANTEES, AND WARRANTIES

CONSULTANT will not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT having to certify, guarantee, or warrant the existence of conditions whose existence CONSULTANT cannot ascertain, or any way might, in the sole judgment of CONSULTANT, increase CONSULTANT's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance. CLIENT also agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to CONSULTANT in any way contingent upon CONSULTANT signing any such certification.


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

ACCESSIBILITY

CLIENT acknowledges that the requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state, and local accessibility laws, rules, codes, ordinances, and regulations will be subject to various and possibly contradictory interpretations. CONSULTANT, therefore, will use reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of the execution of this Agreement and as they apply to the Project. CONSULTANT, however, cannot and does not warrant or guarantee that CLIENT's Project will comply with all interpretations of the accessibility requirements and/or the requirements of other federal, state, and local laws, rules, codes, ordinances, and regulations as they apply to the Project. Any changes in the applicable law or contrary interpretations of existing law subsequent to the issuance of permits that requires CONSULTANT to perform redesign will be considered an additional service.

SUBSTITUTIONS

Upon the written request or direction of CLIENT, CONSULTANT will evaluate and advise CLIENT with respect to proposed or requested changes in materials, products, or equipment. CONSULTANT will be entitled to rely on the accuracy and completeness of the information provided in conjunction with the requested substitution. CONSULTANT will not be responsible for errors, omissions, or inconsistencies in information by others or in any way resulting from incorporating such substitution into the Project. CLIENT will be invoiced for this service on a Time & Expense basis unless both parties mutually agree on a lump sum fee.

OPINIONS OF PROBABLE COSTS

Since CONSULTANT has no control over the cost of labor, materials, or equipment, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, opinions of probable construction costs provided for herein are to be made on the basis of experience and qualifications. These opinions represent CONSULTANT's best judgment as a design professional familiar with the construction industry.

However, CONSULTANT cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable construction costs prepared by CONSULTANT.

BETTERMENT

If, due to CONSULTANT's negligence, a required item or component of the Project is omitted from CONSULTANT's construction documents, CONSULTANT will not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will CONSULTANT be responsible for any cost or expense that provides betterment, upgrades, or enhances the value of the Project.

CHANGED CONDITIONS

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, CONSULTANT may call for renegotiation of appropriate portions of this Agreement. CONSULTANT shall notify CLIENT of the changed conditions necessitating renegotiation, and CONSULTANT and CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement in accordance with the Termination provision hereof.

CODE COMPLIANCE

CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes, and regulations in effect as of the date this agreement was written. Design changes made necessary by newly enacted laws, codes, and regulations after this date will entitle CONSULTANT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

In the event of a conflict between laws, codes, and regulations of various governmental entities having jurisdiction over the Project, CONSULTANT shall notify CLIENT of the nature and impact of such conflict. CLIENT agrees to cooperate and work with CONSULTANT in an effort to resolve this conflict.

VALUE ENGINEERING

(If) CLIENT has elected to engage in value engineering of the Project, CLIENT has established cost as a primary project objective over other programming, performance, and aesthetic objectives and recognizes that in doing so, it has limited the available design and product options. These limitations may impact the overall project cost, schedule, and performance. CLIENT has accepted these risks and impacts in recognition of the importance it has placed on project cost.

DELEGATED DESIGN

Where any design services are provided by persons or entities not under CONSULTANT's direct control, CONSULTANT's role will be limited to its evaluation of the general conformance with the design intent and the interface with CONSULTANT's design and portion of the Project. Except to the extent, it is actually aware of a deficiency, error, or omission in such design by others, CONSULTANT will have no responsibility for such design and may rely upon its adequacy, accuracy, and completeness in all respects.

LIMITS OF LIABILITY

Nothing contained in this Agreement will create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or CONSULTANT. CONSULTANT's services under this Agreement are being performed solely for CLIENT's benefit, and no other party or entity will have any claim against CONSULTANT because of this Agreement or the performance or nonperformance of services hereunder. CLIENT and CONSULTANT agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this Project to carry out the intent of this provision.

To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of CONSULTANT and CONSULTANT's officers, directors, partners, employees, and sub–consultants, and any of them, to CLIENT and anyone claiming by or through CLIENT (including, but not limited to construction contractors & subcontractors), for any and all claims, losses, costs, or damages, including attorneys' fees and costs and expert–witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed $100,000 or CONSULTANT's fee for services rendered, under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. This liability cap may be increased by mutual consent of both parties and in exchange for additional compensation.

It is our understanding CLIENT has elected to exclude Construction Observation and Monitoring from this contract. Based on this understanding, CLIENT assumes all responsibility for interpretation of the documents and for construction observation and supervision activities and waives any claims against CONSULTANT that may in any way connected thereto. In addition, CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT from any loss, claim, or cost including reasonable attorneys' fees resulting from the performance of such services by


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

other persons or entities and all claims arising from clarifications, interpretations, or changes made to the contract documents or work specified therein to reflect field or other changes made except for sole negligence or willful misconduct of CONSULTANT. Any requests for specific construction observation services and agreed to by CONSULTANT will be paid as Additional Services by CLIENT.

TIME BAR TO LEGAL ACTION

All legal actions by either party against the other arising out of or in any way connected with this Agreement or the services to be performed hereunder will be barred and under no circumstances will any such legal action be initiated by either party after five (5) years from the date of Substantial Completion, unless this Agreement is terminated earlier, in which case the date of termination of this Agreement will be the date on which such period commences. Nothing in this Agreement is construed to waive any protections granted under existing laws of the state in which the work is performed.

ACTS OF OTHERS

CONSULTANT will not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractor(s) or the safety precautions and programs incident to the work of contractor(s). CONSULTANT will not be responsible for the failure of contractor(s) to perform the work in accordance with the Contract Documents.

CONSULTANT will not be responsible for the acts or omissions of any contractor, or sub–contractor, or any of the contractor(s)', or sub–contractor(s)' agents, or employees or any other persons (except CONSULTANT's own employees and agents) at the site or otherwise performing any of the contractor(s)' work. However, nothing contained herein will be construed to release CONSULTANT from liability for failure to perform properly the duties undertaken by CONSULTANT in the Contract Documents.

CONSULTANT will not be responsible for the acts, omissions, means, methods, or specifications of other design professionals not directly retained by CONSULTANT. Unless specifically stated otherwise, CONSULTANT's work and responsibility *under this Agreement terminates* at the building pad or within five (5) feet of the building, whichever is greater, for any proposed building shown on the plans. CLIENT/Architect/Contractor is responsible for compliance with codes, regulations, manufacturer specifications, and construction methods related to the building structure. In no circumstance is CONSULTANT responsible for any portion of the building, especially as it relates to moisture or mold.

INDEMNIFICATION

CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CLIENT, its officers, directors, and employees (collectively, CLIENT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by CONSULTANT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom CONSULTANT is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT, its officers, directors, employees, and subconsultants (collectively, CONSULTANT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by CLIENT's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants or anyone for whom CLIENT is legally liable.

Neither CLIENT nor CONSULTANT will be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor CONSULTANT, their respective officers, directors, partners, employees, contractors, or subconsultants will be liable to the other or will make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages includes, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both CLIENT and CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

INSURANCE

Consultant will provide and maintain, until the services are completed and accepted by Client, the following minimum insurance coverage:

(1) Workers' Compensation – As per Statutory requirements.

(2) Employer's Liability – $1,000,000 per occurrence and $2,000,000 in aggregate.

(3) Commercial General Liability – $1,000,000 per occurrence and $2,000,000 in aggregate.

(4) Automobile Liability – $1,000,000 per occurrence and $2,000,000 in aggregate.

(5) Professional Liability – $1,000,000 per claim and $2,000,000 in aggregate.

Any insurance on a "claims made" basis will be maintained for three (3) years after completion of the Services or any period required by this Agreement, whichever is longer. Consultant will include these minimum insurance requirements in its subcontracts.

DISPUTE RESOLUTION

Any dispute or claim arising out of or relating to this Agreement will be determined as follows: CONSULTANT and CLIENT will negotiate in good faith to reach agreement. If negotiations are unsuccessful, CONSULTANT and CLIENT agree the dispute will be settled by mediation. In the event the dispute or any issues remain unresolved after the above steps, the disagreement will be decided by such remedies of law as they are available to the parties. The appointment of a mediator and location will be subject to agreement between CONSULTANT and CLIENT with each party being responsible for their portion of those costs.

JOBSITE SAFETY

Neither the professional activities of CONSULTANT, nor the presence of CONSULTANT or its employees and subconsultants at a project site, imposes any duty on CONSULTANT, nor relieve a general contractor of its obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. CONSULTANT and its personnel have no authority to exercise any control over any contractor or its employees in connection with their work or any health or safety programs or procedures. CLIENT agrees that the general contractor will be solely responsible for jobsite and worker safety and warrants that this intent will be carried out in CLIENT's contract with the general contractor. CLIENT also agrees that the general contractor will indemnify and hold harmless CLIENT, CONSULTANT, and CONSULTANT's subconsultants. CLIENT also agrees that CLIENT, CONSULTANT, and CONSULTANT's subconsultants will be made additional insureds under the general contractor's policies of general liability insurance.


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

DELAYS

CLIENT agrees that CONSULTANT is not responsible for damages arising directly or indirectly from any delays for causes beyond CONSULTANTS's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war, or other emergencies; failure of any government agency to act in timely manner; failure of performance by CLIENT or CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by CONSULTANT to perform its services in an orderly and efficient manner, CONSULTANT will be entitled to a reasonable adjustment in schedule and compensation.

HAZARDOUS MATERIAL

Both parties acknowledge that CONSULTANT's Scope of Services does not include any services related to the presence of any hazardous or toxic materials and/or mold. In the event CONSULTANT or any other person or entity involved in the project, encounters any hazardous or toxic materials and/or mold, or should it become known to CONSULTANT that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of CONSULTANT's services, CONSULTANT may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

CLIMATE CHANGE

In no event will CONSULTANT be responsible or liable for any failure or delay in the performance of its obligations or impact to the project in any way hereunder arising out of or caused by, directly or indirectly, climate change, including but not limited to sea level rise.

APPLICATIONS FOR PERMITS AND CERTIFICATES REQUESTED ON BEHALF OF CLIENT

CLIENT shall indemnify and hold harmless CONSULTANT from and against any and all judgments, losses, damages, and expenses (including attorney's fees and defense costs) arising from or related to claims by third parties to challenge the issuance of permits or certificates for the Project by agencies with jurisdiction over the project. Defense costs include the time and expenses of CONSULTANT's personnel to assist in the defense of the issuance of the permit or certificate.

TERMINATION

In the event of termination of this Agreement by either party, within fifteen (15) calendar days of termination CLIENT shall pay CONSULTANT for all services rendered and all reimbursable costs incurred by CONSULTANT up to the date of termination, in accordance with the payment provisions of this Agreement.

Either party may terminate this Agreement for the convenience and without cause upon giving the other party not less than fifteen (15) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or CONSULTANT's services by CLIENT for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of CONSULTANT, CLIENT shall pay CONSULTANT, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by CONSULTANT in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

SIGNAGE

CLIENT agrees to allow CONSULTANT to place a sign on the project site during construction. The sign will include general information relative to CONSULTANT. CONSULTANT will be responsible for the sign installation and removal.

AMENDMENT

This Agreement can be amended by addenda if agreed to in writing and signed by both parties.


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

CONSULTANT'S INITIALS

CLIENT'S INITIALS

THOMAS & HUTTON

2024 CONSULTING SERVICES RATE SHEET

Thomas & Hutton provides services on a time and expense basis as follows:

1. This basis includes allowance for direct salary expenses and for direct non–salary expenses. It also provides for services we may subcontract to others.
2. Direct salary expenses are generally based upon our payroll costs. The payroll costs include the cost of salaries and wages (including sick leave, vacation, and holiday pay) for time directly chargeable to the project; plus, unemployment, excise, payroll taxes, and contributions for social security, employment compensation insurance, retirement benefits, and medical and insurance benefits.

   The current hourly rate charges for each skill position for 2024 are as follows:

Hourly Rate	Engineer	Survey	Landscape	GIS	Quality Control	Business/ Administrative
$ 305.00	Consultant	Consultant	Consultant	Consultant	Consultant	
$ 280.00	Senior Manager	Senior Manager Survey Party (3–Men)	Senior Manager	Senior Manager	Senior Manager	Senior Manager
$ 255.00	Project Manager V Project Engineer V	Survey Manager V Project Surveyor V	Landscape Architect V LA Project Manager V	GIS Manager V		
$ 230.00	Project Manager IV Project Engineer IV	Survey Manager IV Project Surveyor IV	Landscape Architect IV LA Project Manager IV	GIS Manager IV		Senior Application Developer IV, Software/Computer Consultant IV
$ 220.00	Project Manager III Project Engineer III	Survey Manager III Project Surveyor III	Landscape Architect III LA Project Manager III	GIS Manager III		Senior Application Developer III, Software/Computer Consultant III
$ 205.00	Project Manager II Project Engineer II	Survey Manager II Project Surveyor II Survey Party (2–Men)	Landscape Architect II LA Project Manager II	GIS Manager II	Construction Administrator II	Senior Application Developer II, Software/Computer Consultant II
$ 190.00	Project Manager I Project Engineer I	Survey Manager I Project Surveyor I	Landscape Architect I LA Project Manager I	GIS Manager I	Construction Administrator I	Grant Administrator, Senior Application Developer I, Software/Computer Consultant I
$ 175.00	Designer IV Engineering Technician IV	Staff Surveyor V Survey Field Supervisor	Landscape Designer IV	GIS Analyst IV	Field Representative V	Application Developer IV
$ 165.00	Designer III Engineering Technician III	Staff Surveyor IV	Landscape Designer III	GIS Analyst III	Field Representative IV	Application Developer III
$ 150.00	Designer II Engineering Technician II	Staff Surveyor III Survey Party (1–Man)	Landscape Designer II	GIS Analyst II		Permit Coordinator III Application Developer II
$ 135.00	Designer I Engineering Technician I	Staff Surveyor II	Landscape Designer I	GIS Analyst I	Field Representative III	Application Developer I, Permit Coordinator II, Admin IV
$ 120.00	CADD Technician III	Staff Surveyor I Survey Technician III	Landscape Technician III	GIS Technician III	Field Representative II	Permit Coordinator I
$ 110.00	CADD Technician II	Survey Technician II	Landscape Technician II	GIS Technician II		
$ 105.00	CADD Technician I	Survey Technician I	Landscape Technician I	GIS Technician I		Admin III
$ 100.00					Field Representative I	Admin II
$ 95.00						Admin I
$ 465.00	Expert Witness					

3. When warranted, overtime will be charged for any non–salary employees. Overtime hours will be billed at 1.5 times the individual's charge rate.
4. Direct non–salary (reimbursable) expenses, including printing, reproduction, air travel, lodging, and meals are billed at cost. Travel in company or private vehicles will be billed at the IRS Standard Mileage Rate and may be revised based on fuel pricing. Outside consultant fees will be billed at 1.15 times the cost.
5. All rates and charges are effective through December 31st, 2024, including printing, reproductions, materials, and travel and are subject to change at that time. New rates and costs will become immediately effective to contracts in effect at the time of rate changes.

AGREEMENT TO FURNISH PROFESSIONAL SERVICES TO THE

CITY OF FERNANDINA BEACH, FLORIDA

CONTINUING CONTRACT

This AGREEMENT made on the 16th day of November, 2021 between the **City of Fernandina Beach**, a municipal corporation whose address at 204 Ash Street, Fernandina Beach, Florida 32034 ("CITY") and the consultant, **Thomas & Hutton,** whose address is 2501 Newcastle Street, Brunswick, Georgia 32806, ("CONSULTANT").

For the consideration hereinafter set forth, **Thomas & Hutton**, hereinafter referred to as the CONSULTANT, agrees to provide professional services to the City of Fernandina Beach, as follows:

ARTICLE 1 - SCOPE OF SERVICES

The parties hereto agree that under this Agreement, the CONSULTANT will provide professional services of a specified nature as described in Exhibit "A" - Scope of Services, attached hereto and incorporated as if fully set forth herein, when and if the City of Fernandina Beach requests the CONSULTANT to provide such services.

ARTICLE 2 - TERM OF AGREEMENT (CONTINUING CONTRACT)

The CITY enters into this AGREEMENT in accordance with all the procedures of the Consultants' Competitive Negotiation Act, Sec. 287.055, Fla. Stats. ("CCNA"). The CITY issued Request for Qualifications 21-01 on June 25, 2021. The CITY qualified the CONSULTANT using an evaluation committee process. The CONSULTANT understands and agrees that this AGREEMENT is defined as a "continuing contract" undr the CCNA and is non-exclusive. A "continuing contract" under CCNA is for professional services provided to the CITY for projects in which the estimated construction cost of each individual project under the contract does not exceed $4 Million or for study activity if the fee for professional services for each individual study under the contract does not exceed $300,000. This AGREEMENT provides a termination clause in subsection 4(M) below.

A. Fees

As consideration for providing the services enumerated in Article I, the City of Fernandina Beach shall pay the CONSULTANT fees as defined in the purchase or task order. The CONSULTANT's fees shall be based on one of the following as requested by the City of Fernandina Beach and as determined in each purchase or task order:

1. Lump Sum Method - Wherein the City of Fernandina Beach shall pay the CONSULTANT an agreed upon lump sum amount, which includes all of the CONSULTANT's Direct Salary, Overhead Costs, Direct Expenses, Sub-contractors, and Profit.

2. Standard Hourly Rate Method (Time and Material Not to Exceed) - Wherein the City of Fernandina Beach shall pay the CONSULTANT the agreed upon hourly rates for time actually engaged on the work covered by this agreement.

3. Other methods of payment as agreed to by both parties and as described in the purchase or task order.

B. Direct Project Expenses

Charges for printing, reproduction, field equipment, and any laboratory analysis performed by the CONSULTANT, and the use of the CONSULTANT's and employee's automobiles will be charged in accordance with the CONSULTANT's standard rates as determined in each purchase or task order.

C. Status Report

The CONSULTANT shall complete and submit a technical summary and budgetary status report with each invoice (format to be provided by City). In no case shall the CONSULTANT bill the City of Fernandina Beach for more than one hundred (100) percent of the previously agreed upon purchase order or task order fee, unless authorized by the City of Fernandina Beach in writing.

D. Standard Hourly-Rate--Definition

The CONSULTANT's standard hourly and overtime rates shall be provided to the City of Fernandina Beach if required for future purchase or task orders. The CONSULTANT's hourly rates will be negotiated for each individual task order, and will be applicable through the duration of the task or purchase order.

ARTICLE 3 - TERMS OF PAYMENT

A. Monthly Invoices

The CONSULTANT shall submit invoices once each month to the City of Fernandina Beach for the services performed and the expenses and other charges accounted for under this agreement during the preceding month. Separate invoices shall be submitted for each task order or purchase order. Payment as prescribed in Article 2 for services rendered by the CONSULTANT during the previous billing period shall be processed in accordance with the Florida Prompt Payment Act, Section 218.70, Florida Statutes.

B. Payment of Expenses

Payments on account of expenses shall be made monthly upon presentation of the statement of expenses incurred. Documentation supporting the reimbursable expenses must be attached to the statement. The documentation may include, but is not limited to, copies of invoices and log sheets. The City Manager or his designee shall make a final determination as to whether documentation is sufficient to process invoices for payment.

C. Sales Tax

The CONSULTANT shall pay all applicable sales taxes; or the City of Fernandina Beach shall provide to the CONSULTANT the tax exemption information, where appropriate.

ARTICLE 4 - TERMS OF PERFORMANCE

It is further mutually agreed by the parties hereto that:

A. Starting Work

The CONSULTANT will not begin work on any of the services listed in Article I and Exhibit "A" until issuance of a Notice to Proceed by the City.

B. Information Provided by Owner

The City of Fernandina Beach shall make available to the CONSULTANT all technical data in the City of Fernandina Beach's possession, including previous plans, studies, analytical data, maps, surveys, borings, and

other information required by the CONSULTANT. The City shall not be liable for the accuracy of information supplied to the CONSULTANT.

C. Cost Estimating

The estimates of project or construction cost for any task(s) provided for herein are to be prepared by the CONSULTANT through exercise of their experience and judgment in applying presently available cost data, but it is recognized that the CONSULTANT has no control over the cost of labor and materials or over competitive bidding procedures and market conditions, so that the CONSULTANT cannot warrant that the project or construction costs will not vary from the CONSULTANT's cost estimates.

D. Suspension of Work

If any services covered by this agreement to be carried out by the CONSULTANT shall be suspended, abated, or abandoned at the direction of the City of Fernandina Beach for reasons unrelated to the quality of work provided by the CONSULTANT, the City of Fernandina Beach shall pay the CONSULTANT for services actually rendered for such suspended, abated, or abandoned work, and any reasonable additional documented costs incurred in an orderly closing of its activities, with the payment to be based on the fees as established in this agreement.

E. Adjustment for Extended Services

Unless otherwise provided in a task order or purchase order issued under this agreement, if the services covered under this agreement have not been completed upon the expiration of a twelve (12) month period from the date of execution of any purchase order or task order, the CONSULTANT may, upon, written notice, request a renegotiation for the fee compensation for services rendered to allow for changes in the cost of service.

F. Services in Connection with Claims and Litigation

The scope and extent of services to be provided under a purchase order or task order does not include personnel time of the CONSULTANT or time of personnel working under subagreements and related expenses required or requested to support, document, bring, defend, or assist in litigation and/or claims undertaken by or defended by the City of Fernandina Beach. All such services required or requested of the CONSULTANT shall be considered additional services entitling the CONSULTANT to additional compensation under this agreement. The amount of such additional compensation shall be set forth in a separate task order as reviewed and approved by the City. The CONSULTANT shall be entitled to such additional compensation until and unless there is a finding by a court of competent jurisdiction that the CONSULTANT is liable for damages to the City of Fernandina Beach for the acts giving rise to and requiring the requested services and expenses.

G. Ownership of Documents

If applicable, the drawings, specifications, reports, calculations, supporting documents, or other work products which are listed as deliverables in a purchase order or task order shall become the property of the City of Fernandina Beach upon delivery. The CONSULTANT may keep copies or samples thereof and shall have the right to use such drawings, specifications, calculations, supporting documents, or other documents. The City of Fernandina Beach Accepts sole responsibility for the City's reuse of any such documents in a manner other than as initially intended, or for any use of incomplete documents unless prior written approval is obtained from the CONSULTANT.

H. Account Records

The CONSULTANT's accounting records, insofar as they pertain to invoicing the City of Fernandina Beach or to disbursements made from the CONSULTANT's account for work under this agreement, shall be open to City of Fernandina Beach's inspection and audit at the CONSULTANT's office upon reasonable prior notice and during normal business hours. Backup documentation for out-of-pocket expenses exceeding Twenty-Five and

00/100 Dollars ($25.00) each shall be available at the CONSULTANT's office. These records will be retained by the CONSULTANT for three (3) years after the calendar year in which the services to which they pertain were rendered or the disbursements were made.

I. Force Majeure

Neither party hereto shall be liable for its failure to perform hereunder due to any circumstances beyond its reasonable control, such as acts of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. The CONSULTANT or City of Fernandina Beach may suspend its performance on any assignment because of a force majeure without being in default of this agreement, but upon the removal of such force majeure, the CONSULTANT or City of Fernandina Beach shall resume its performance as soon as is reasonably possible.

J. Approval of Changes

The City of Fernandina Beach must approve in writing any changes in the scope, specifications, or other conditions under which the services specified or referred to herein are to be performed which result in additional costs or expenses to the City of Fernandina Beach or which would change the purpose of the purchase or task order. Changes include, but are not limited to: issuing additional instructions, requesting additional work, direct omission of work previously ordered, or changes in time of performance.

K. Authorized Representative

Before starting work the CONSULTANT shall designate an authorized representative acceptable to the City of Fernandina Beach to represent and act for the CONSULTANT and shall inform the City of Fernandina Beach in writing of the name and address of such representative together with a clear definition of the scope of their authority. The CONSULTANT shall keep the City of Fernandina Beach informed of any subsequent changes in the foregoing. All notices, determinations, instructions, and other communications given to the authorized representative by the City of Fernandina Beach shall be binding upon the CONSULTANT and City of Fernandina Beach. The authorized representative of the City of Fernandina Beach shall be the City Manager or his designee.

L. Construction Phase Services (if applicable)

Visits to construction sites and observations made by the CONSULTANT as part of construction phase services authorized by purchase order or task order, if any, shall not relieve the construction contractor(s) of obligation to conduct comprehensive inspections of the work sufficient to insure conformance with the intent of the contract documents, and shall not relieve the construction contractor(s) of full responsibility for all construction means, methods, techniques, sequences, and procedures necessary for coordinating and completing all portions of the work under the construction contract(s) and for all safety precautions incidental thereto. Safety precautions administered by the CONSULTANT shall meet or exceed those policies enacted by the City.

If on-site Resident Project Representative (RPR) services are provided by the CONSULTANT pursuant to a purchase order or task order issued hereunder, such RPR shall endeavor to make reasonable efforts to guard the City of Fernandina Beach against defects and deficiencies in the work of the contractor(s) and to help determine if the provisions of the contract documents prepared by the CONSULTANT are being fulfilled. The obligations of the RPR shall be set forth in the purchase order or task order which authorizes RPR services. Construction phase services by the CONSULTANT will not, however, cause the CONSULTANT to be responsible for those duties and responsibilities which belong to the construction contractor(s) and which include, but are not limited to, the obligations set forth above. This paragraph does not, however, release the CONSULTANT from any liability which might be attributable to negligent acts, errors, or omissions, including but not limited to design, construction phase services, or other work efforts as defined in the Scope of Services. The City of Fernandina Beach reserves the right to request replacement of any RPR personnel furnished by the CONSULTANT.

M. Termination

The City of Fernandina Beach or the CONSULTANT may terminate, suspend, or delay this agreement for any reason by giving at least thirty (30) days written notice to the other party of their intent to terminate, suspend, or delay. In the event the agreement is terminated, suspended or delayed by the City of Fernandina Beach for reasons unrelated to the quality of work provided by the CONSULTANT, the City of Fernandina Beach shall forthwith pay the CONSULTANT in full for all work previously authorized and actually performed prior to the Notice of Termination, Suspension or Delay. This payment shall be the sole financial obligation or responsibility of the City of Fernandina Beach for compensation hereunder in the event of termination, suspension or delay in accordance with the provisions of this paragraph. This agreement shall continue in effect until a Notice of Termination, Suspension or Delay is given by either party as set forth above. Upon termination, suspension or delay, at the City of Fernandina Beach's request, the CONSULTANT shall turn over to the City of Fernandina Beach all work products and deliverables completed or partially completed up to the date of termination, suspension or delay, including but not limited to, subcontractor work products, reports, surveys, drawings, model results, and specifications. The City of Fernandina Beach shall have full rights to use all such work products and deliverables for any project, and in any manner, in the sole discretion of the City. The City of Fernandina Beach accepts sole responsibility for the use of the above-referenced work products and deliverables unless prior written approval is obtained from the CONSULTANT.

ARTICLE 5 - ADDITIONAL COSTS

The parties agree that any additional costs for work or services to be provided under a purchase or task order issued pursuant to this agreement, or pursuant to any other method or manner utilized by the parties for determining the cost of services or work to be provided by the CONSULTANT, must be approved in writing by the City of Fernandina Beach. If such additional costs are not authorized by the City of Fernandina Beach in writing, no payment for such additional costs shall be made.

SubCONSULTANTs

Charges for the services of outside CONSULTANTs and specialists (hereinafter called SUBCONSULTANTS) are as follows:

1. Labor Services - The labor services of approved SubCONSULTANTs, whose expertise is required within the scope of the CONSULTANT's work, will be invoiced in accordance with the executed task or purchase order.

2. Out of Scope Expertise - The services of approved SubCONSULTANTs, including but not limited to construction managers, engineers and architects, whose expertise is outside the scope of the CONSULTANT's work and/or who are retained by the CONSULTANT as a convenience to the City of Fernandina Beach, will be charged at the cost of such services to the CONSULTANT plus an administrative handling fee, as negotiated with, and agreed to, by the City of Fernandina Beach.

3. Approval - The use of any SubCONSULTANT, professional service or specialist referenced in Paragraphs 1 and 2 above must be approved by the City of Fernandina Beach in writing before such SubCONSULTANTs or specialists may be retained by the CONSULTANT.

ARTICLE 6 - CITY OF FERNANDINA BEACH'S RESPONSIBILITIES

A. Criteria

Provide all criteria and full information concerning the City of Fernandina Beach's requirements of the purchase order or task order, including objectives and constraints, performance requirements, and any budgetary limitations; and furnish copies of all design and construction standards which the City of Fernandina Beach will require to be included in the drawings and specifications.

B. Available Information

Assist the CONSULTANT by placing at their disposal all pertinent available information including previous reports and data relevant to the CONSULTANT's services.

C. Service of Others

Furnish to the CONSULTANT, as required for performance of the CONSULTANT's services, those services identified as City responsibilities in the Scope of Services.

D. Examine Work of the CONSULTANT

Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by the CONSULTANT, obtain advice of an attorney, insurance counselor, and other CONSULTANTs as City of Fernandina Beach deems appropriate for such examination, and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of the CONSULTANT.

E. Approvals and Permits

Unless otherwise provided in a purchase or task order, furnish approvals and permits from all governmental authorities having jurisdiction over the project(s) and such approvals and consents from others as may be necessary for completion of the project(s).

F. Costs

Bear all costs incidental to compliance with the requirements of this Article.

ARTICLE 7 INSURANCE AND INDEMNIFICATION

A. Indemnification

The parties recognize that the CONSULTANT is an independent contractor. The CONSULTANT agrees to indemnify and hold harmless the City, its commissioners, mayor, officers and employees, from and against liability and reasonable expense, including reasonable attorney's fees, in connection with claims, demands, damages, actions, causes of action, and suits, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT, its agents, officers, contractors, subcontractors, employees, or anyone else employed by the CONSULTANT in the performance of this Agreement. This includes claims made by the employees of the CONSULTANT against the City and the CONSULTANT hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.08, Florida Statutes, as amended. CONSULTANT expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.08, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

B. CONSULTANT's Status as an Independent Contractor

That status of the CONSULTANT under this agreement is that of an independent contractor. Nothing in this agreement shall create or be construed as creating a partnership between the City of Fernandina Beach and the CONSULTANT, nor shall the CONSULTANT be an agent of the City of Fernandina Beach.

C. Waiver of Subrogation

The City of Fernandina Beach and the CONSULTANT waive all rights against each other for damages caused by perils covered by insurance provided under this agreement to the extent covered by such insurance, except such rights as they may have to the proceeds of such insurance held by the City of Fernandina Beach and the CONSULTANT as trustees. The CONSULTANT shall require similar waivers from all subCONSULTANTs and their subcontractors and suppliers.

The City of Fernandina Beach and the CONSULTANT waive all rights against each other for loss or damage to any equipment used in connection with performance under this agreement and covered by any property insurance. The CONSULTANT shall require similar waivers from all subCONSULTANTs and their subcontractors and suppliers.

If the insurance policies referred to in this article require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owner of such policies will cause them to be so endorsed; failure to obtain endorsement nullifies the waiver of subrogation.

D. CONSULTANT's Insurance

The CONSULTANT shall not commence any work in connection with this agreement until he has obtained all of the following types of insurance and such insurance has been approved by the City of Fernandina Beach, and has named the City of Fernandina Beach as an additional insured, except for Worker's Compensation Coverage and Professional Liability, nor shall the CONSULTANT allow any SubCONSULTANT to commence work under this agreement until all similar insurance required of the SubCONSULTANT has been so obtained.

Such insurer shall have a currently valid Certificate of Authority issued by the State of Florida, Department of Insurance authorizing it to write insurance policies in the State of Florida and be doing business in the State of Florida. Insurers shall have at least a Policy Holders Rating of A-, and Financial Rating of Class IV as identified in the latest issue of "Bests Key Rating Guide" unless otherwise accepted by the City of Fernandina Beach in writing.

The CONSULTANT's insurance, and the insurance of any other party bound to the CONSULTANT shall be considered primary for the additional insureds stated above. The City of Fernandina Beach's insurance, if any, shall be considered excess, as may be applicable to claims which arise out of indemnifications, insurance, certificates of insurance and any additional insurance provisions of this agreement.

E. Loss Deductible

The City of Fernandina Beach shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of the CONSULTANT.

F. SubCONSULTANT's Insurance

The CONSULTANT shall require each of his SubCONSULTANTs to procure and maintain, during the life of the subcontract, insurance of the types specified in this Article or insure the activities of his subCONSULTANTs in his policy as required in this Article.

G. Certificate of Insurance

The City of Fernandina Beach shall be furnished proof of insurance coverage as follows:

- The name of the insured, the name of the insurer, the number of the policy, its effective date, and its termination date;

- Statement that the insurer will endeavor to mail notice to the City of Fernandina Beach and will mail a copy to the CONSULTANT at least thirty (30) days prior to any cancellation, or non-renewal of the policy, a 10-day notice applies in the event of cancellation due to non-payment of premium;
- Certificate of Insurance shall be in the form as approved by the City of Fernandina Beach and such Certificate shall clearly state all the coverage required in this Article;
- If requested by the City of Fernandina Beach, the CONSULTANT and all subcontractors/subCONSULTANTs shall furnish complete copies of all insurance policies, forms and endorsements; and
- Receipt of certificates or other documentation of insurance or policies or copies of policies by the City of Fernandina Beach or by any of its representatives which indicate less coverage than required by this agreement does not constitute a waiver of the CONSULTANT's obligations to fulfill the requirements of this Article.

H. Workers' Compensation Insurance

The CONSULTANT shall have in full force, during the life of this agreement, Workers' Compensation and Employer's Liability Insurance for all their employees connected with work under this agreement, and in the event any work is subcontracted, the CONSULTANT shall require the SubCONSULTANT similarly to provide Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT. The CONSULTANT may provide a workers' compensation waiver in lieu of workers' compensation insurance where such waiver is properly approved by the Florida Department of Labor and Employment Security and accepted by the City of Fernandina Beach in writing. Such insurance or waiver shall comply with the Florida Workers' Compensation Law. In case any class of work conducted under this agreement is not protected under the Workers' Compensation statute, the CONSULTANT shall provide adequate insurance, satisfactory to the City of Fernandina Beach, for the protection of employees not otherwise protected.

I. Liability Insurance

The CONSULTANT shall have in full force, during the life of this agreement, Commercial General Liability and Commercial Automobile Liability Insurance and the amount of such insurance shall be minimum limits as follows:

- Commercial General Liability:
  – Minimum Coverage is $1,000,000 per occurrence
  – Coverage shall include premises, operations, products, completed operations, independent contractors, Insured Contracts coverage, broad form property damage coverage, personal injury and bodily injury.
  – If Umbrella or Excess liability coverage is used to satisfy the requirements of this Article, it shall not be more restrictive than the underlying insurance policy coverage.
- Commercial Automobile Liability:
  – Minimum Coverage is $1,000,000 per occurrence
  – Coverage shall include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

J. Professional Liability Insurance

During the term of this agreement and if specifically requested by City, the CONSULTANT will carry Errors and Omission insurance which will cover liability for negligent acts, errors or omissions, caused by the CONSULTANT. The amount of insurance shall not be less than $1,000,000 per occurrence and aggregate. The City of Fernandina Beach may require a higher limit as mutually agreed with the CONSULTANT for specific task orders.

ARTICLE 8 - SUCCESSORS AND ASSIGNS

The City of Fernandina Beach and CONSULTANT each binds themselves and their partners, successors, executors, administrators, and assigns to the other party of this agreement and to the partners, successors, executors, administrators, and assignees of such other party in respect to all covenants of this agreement. Neither the City of Fernandina Beach nor the CONSULTANT shall assign, sublet, or transfer any interest in this agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any elected official, officer, employee or agent of the City of Fernandina Beach, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City of Fernandina Beach and CONSULTANT.

ARTICLE 9 - REMEDIES

A. Claims, Counter-Claims, Disputes, Etc.

All claims, counter-claims, disputes, and other matters in questions between the CONSULTANT and the City of Fernandina Beach will be first reviewed by authorized representatives of both parties for a recommended solution. If no solution or resolution is forthcoming, such disputes will be decided by a court of competent jurisdiction convened in the State of Florida.

B. Governing Laws

This agreement shall be governed by the laws of the State of Florida

C: Venue

This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Florida. Each of the parties hereto (a) irrevocably submits itself to the exclusive jurisdiction of the Fourth Judicial Circuit Court, in and for Nassau County, Florida, and the jurisdiction of the United States District Court for the Middle District of Florida, Jacksonville Division, for the purposes of any suit, action or other proceeding arising out of, or relating to, this Agreement; (b) waives and agrees not to assert against any party hereto, by way of motion, as a defense or otherwise in any suit, action or other proceeding, (i) any claim that it is not personally subject to the jurisdiction of the above-named courts for any reason whatsoever, and (ii) to the extent permitted by applicable law, any claim that such suit, action or proceeding by any party hereto is brought in an inconvenient forum, or that the venue of such suit, action or proceeding is improper or that this Agreement or the subject matter hereof may not be enforced in or by such courts.

D. Attorney's Fees and Costs

In the event of any action brought by either party against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs, and expenses, including attorney's fees, as may be set by the Court.

ARTICLE 10 - NONEXCLUSIVE AGREEMENT

This Agreement is not intended to be and shall not be construed as an exclusive contract, and the City of Fernandina Beach may employ additional or other professional consulting firms to perform work contemplated by this agreement without liability to the City of Fernandina Beach.

ARTICLE 11 - CLOSING

A. Validity, Severability and Reformation

The validity, interpretation, construction, and effect of this agreement shall be in accordance with and be governed by the laws of the State of Florida. Any provision or part of this agreement held to be void or

unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

B. Headings

The headings of the sections of this agreement and capitalizations are for the purpose of convenience only and shall not be deemed to expand or limit the provisions contained in such sections.

C. Entire Agreement

This agreement, including the exhibits hereto, constitutes the entire agreement between the parties hereto and supersedes any prior negotiations, representations, agreements, and understandings, either written or oral.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the day and date first above written:

CITY OF FERNANDINA BEACH, FLORIDA,
a municipal corporation

Dale L. Martin, City Manager

Approved as to Form and Legality:

Tammi Bach, City Attorney

Caroline Best

Caroline Best, City Clerk

THOMAS & HUTTON
CONSULTANT

By: Bonny K. Jones, Jr.

Title: Chief Operating Officer

WITNESS:

Name: LAMAR MEEKS

Sign: GROUP LEADER

Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

September 18, 2024

Mr. Jeremiah Glisson
Interim City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Re: Waterfront Park – Construction/Project Management
Front Street – Lots C & D
Fernandina Beach, Florida

Dear Mr. Glisson:

Gillette & Associates, Inc. is pleased to submit this proposal for Professional Management Services for the Waterfront Park located at Lots C & D on Front Street in Fernandina Beach, Florida. The following scope of services outlines the tasks proposed as part of this contract. This agreement is made as of the date of signature of this contract between the **City of Fernandina Beach** (Client) or assigns and **Gillette & Associates, Inc.**

SCOPE OF SERVICES

The Client and Gillette & Associates, Inc. have agreed to a list of Basic Services Gillette & Associates, Inc. will provide listed below:

Task 1 – Construction and Project Management

Task 1 – Construction and Project Management

At the direction of the client, Gillette & Associates, Inc. will employ professional construction management services with supplemental project management services for the construction and installation of the waterfront park project (lots C&D, Front Street) based on the plans and specifications by Thomas and Hutton, dated 07/01/2024 and as listed on the City of Fernandina Beach's website. The scope of services would be limited, in part, to the following items per the site drawings and specifications.

- Project Meetings: Gillette & Associates, Inc. will schedule and coordinate weekly project meetings with the contractor to provide coordination of drawings with construction. Scope of work changes ("Change Orders") will be forwarded to the Client for review and approval after review from Gillette & Associates, Inc..
- Project Schedule: Detailed scheduling of the project shall be furnished by the contractor and/or owner. We include initial review of the contractor's schedule, but we are not responsible for updates of the contractor's schedule that may be specified as part of the bid process.
- Project Coordination: Gillette & Associates, Inc. will coordinate daily activities as required with City personnel and subcontractors to allow for continuous construction. Coordination to include contract extras, submittal data, scheduling items, etc.
- Gillette & Associates, Inc. was not part of development of the scope of work for the project and management of said project is based on the scope documents.

We do not include the following:

- Assessment and approval of contract extras. All contract extras presented by the contractor will be forwarded to the engineer of record for review and approval and then forwarded to the City of Fernendina Beach for payment approval.
- Approval of pay applications. Payment applications will be sent to the engineer of record for approval.
- Contractor scheduling and/or maintenance of the project schedule(s).

PROFESSIONAL FEES

Task 1	Site/Civil Project/Construction Management (fixed fee)	$ 48,700.00
	Total	$ 48,700.00

FEE SCHEDULE

Upon agreement by both parties, any additional work to be performed outside the scope of services listed within this contract will adhere to the following hourly rates:

Standard Hourly Rates:

Principal	$ 250.00
Sr. Professional	$ 230.00
Professional	$ 210.00
Engineer	$ 175.00
Technical	$ 125.00
Drafting / CADD	$ 75.00
Secretarial	$ 65.00
Outside Services and Items	cost plus 10%

PAYMENT

Due to our working relationship with the City of Fernandina Beach, a retainer is not required to commence work on the project. Invoicing for the tasks outlined above will be submitted at least once a month and in proportion to the amount of work performed (by percentage on Fixed Fee items) or actual costs (time and materials on Hourly Estimate items). Client shall notify Gillette & Associates, Inc., in writing, of any and all objections, if any, to an invoice within ten (10) days of the date of invoice. Otherwise, the invoice shall be deemed proper and acceptable by the Client. Amounts indicated on invoices are due and payable in accordance with the Florida Prompt Payment Act. Payment for work completed is not contingent upon receipt of Governmental or other approvals.

If a delinquency by Client occurs, Gillette & Associates, Inc. may choose to suspend work. If such a decision to suspend work is made, Gillette & Associates, Inc. shall notify Client in writing Gillette & Associates, Inc. may choose to recommence work once a delinquency is completely cured and any and all attendant collection costs, fees, or other amounts required to be paid by Client under this agreement are paid in full. If a delinquency by Client occurs and Gillette & Associates, Inc. chooses not to suspend work, no waiver or estoppel shall be implied or inferred. Client agrees and understands that if Gillette & Associates, Inc. decides to so suspend its work, Gillette & Associates, Inc. shall not be liable for any costs or damages, including but not limited to delay and consequential damages, to the Owner, Client, or any other party, that may arise from or be related to such a work suspension.

CLIENT RESPONSIBILITIES

Client agrees to provide full, reliable information regarding its requirements for the project. In addition, the Client agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to the project as may be required from time to time by Gillette & Associates, Inc. in the performance of our work. The Client shall designate a Project Representative authorized to act on behalf of the Client with respect to this Agreement and agrees to render any decisions promptly to avoid unreasonable delay to the project and the performance of Gillette & Associates, Inc.'s work.

ACCESS TO SITE

Gillette & Associates, Inc. and Gillette & Associates, Inc.'s employees and consultants shall have access to the project site at all reasonable times and shall be permitted to photograph the project during construction and upon completion for its records and future use. See Indemnification section of this contract.

DESIGN APPROVALS

Mr. Jeremiah Glisson or his approved representative has been designated as the Client Representative who will be responsible for design direction for this project and has authority for management approval. In the event that the project direction, as approved by Mr. Glisson or his representatives, is rejected by others, and redesign is required, such redesign services shall be compensated for as extra services at our Standard Hourly Rates.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the Project to both the Client and Gillette & Associates, Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Gillette & Associates, Inc. to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of Gillette & Associates, Inc. to the Client shall not exceed the total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

It is intended by the parties to this Agreement that Gillette & Associates, Inc.'s services in connection with the Project shall not subject Gillette & Associates, Inc.'s individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and not withstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Gillette & Associates, Inc., a Florida corporation, and not against any of Gillette & Associates, Inc.'s individual employees, officers or directors.

The Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Gillette & Associates, Inc. unless the Client has first provided Gillette & Associates, Inc. with a written certification executed by an independent consultant currently practicing in the same discipline as Gillette & Associates, Inc. and licensed in the State of Florida. This certification shall: a.) contain the name and license number of the certifier; b.) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and c.) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. This certificate shall be provided to Gillette & Associates, Inc. not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding. This Certificate of Merit clause will take precedence over any state law in force at the time of the claim or demand for arbitration.

INDEMNIFICATION

To the extent permitted by Florida law and subject to the indemnification provision in the continuing services contract between City and Engineer, the City agrees to indemnify, hold harmless, and defend the Engineer, its officers, directors, employees, agents and representatives from and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of the City, its commissioners, mayor, officers, employees, agents, and representatives; provided however, the City shall have no obligation hereunder to indemnify, defend or hold harmless Engineer for any such losses, damages, and claims of any kind arising out of, directly or indirectly, or in connection with the negligent and/or deliberate acts of omissions of Engineer. The City's liability hereunder shall include all reasonable attorney's fees and costs incurred by the Engineer in the enforcement of this indemnification provision in the event the Engineer prevails in such enforcement action. The obligations contained in this provision shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement or other contract or written instrument between the parties. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CONSTRUCTION MEANS AND METHODS

It is expressly understood and agreed that Gillette & Associates, Inc. shall not have control of and shall in no event be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions in connection with the project or for the acts or omissions of any contractor, subcontractor or other persons performing work for the project. See Indemnification section of this contract.

We are excited about working with you on this project and trust that this proposal is responsive to your needs. If so, please return a signed copy to us as authorization to proceed.

Sincerely,

Asa R. Gillette, P.E.
Principal
Gillette & Associates, Inc.

PLEASE NOTE: THIS PROPOSAL IS VALID FOR 30 DAYS

CONFIRMED AND ACCEPTED FOR CITY OF FERNANDINA BEACH
PROJECT: ATLANTIC RECREATION CENTER – WATERFRONT PARK – PROJECT/CONSTRUCTION MANAGEMENT

Accepted by: _____
Interim City Manager
Title: _____
Date: 9/24/2024

APPROVED AS TO FORM AND LEGALITY:
CITY ATTORNEY

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

RESOLUTION 2025-19

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING RESOLUTION 2024-126 TO CLARIFY THE AMELIA RIVER WATERFRONT PARK PROJECT ELEMENTS; AUTHORIZING CONSTRUCTION IN AN AMOUNT NOT TO EXCEED $2,359,084; APPROVING THE NECESSARY BUDGET AMENDMENTS/TRANSFERS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park, known as Parking Lots C and D, have been a long standing City Commission area of focus. Over the course of the past several decades, numerous conceptual plans were developed to improve and eliminate blight in this waterfront area; and

WHEREAS, the City Commission, at their March 5, 2024, Regular Meeting, approved Resolution 2024-46, authorizing Thomas & Hutton Engineering Co. to provide Amelia River Waterfront Park Design Phase services; and

WHEREAS, the City Commission, at their July 16, 2024, Regular Meeting, approved Resolution 2024-126, authorizing the Amelia River Waterfront Park final design, permitting and construction phases, known as Project #24050; and

WHEREAS, the City Commission, at their January 7, 2025, Workshop held discussion to discuss costs and various elements of the Amelia Waterfront Park; and

WHEREAS, the initial Amelia River Waterfront Park estimated cost was $2,000,000, which is budgeted in FY25 in the Capital Expansion Fund Parks and Recreation Improvements account, 3107200 56300 for Project #24050. Staff has since identified additional deductions and costs associated with the project and recommends authorization of construction in the amount of $2,359,084, as detailed in Exhibit A, Waterfront Park Project Summary; and

WHEREAS, a budget transfer is needed to increase the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 Project #24050 and decrease the Capital Expansion Fund, Land account, 3107200 56100 Project #24043 by $446,246.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Amelia River Waterfront Park construction in an amount not to exceed $2,359,084 as detailed in the final plans presented by Resolution 2024-126 and changes detailed in the Project Summary sheet, attached hereto as Exhibit A.

SECTION 2. The City Commission hereby approves a budget transfer to increase the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 Project #24050 and decrease the Capital Expansion Fund, Land account, 3107200 56100 Project #24043 by $446,246.

SECTION 3. The City Clerk and City Manager are hereby authorized to execute documentation pertaining to the Amelia River Waterfront Park project elements, upon review and approval of the City Attorney Pro Tem.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 2nd day of February, 2025.

CITY OF FERNANDINA BEACH



_____

JAMES ANTUN
Commissioner - Mayor

ATTEST:



_____

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



_____

HARRISON W. POOLE, ESQ.
City Attorney Pro Tem

CITY OF FERNANDINA BEACH - WATERFRONT PARK PROJECT

ITB #24-21 - Civil Construction
ITB #25-04 - Facilities Construction

KBT Contracting (Civil)	**Construction of Park**	**$1,550,973**
Bid Additive	Pergola feature	$24,765
Bid Deduct	Trees (4" +, City to purchase through Tree Fund)	-$136,000
Project deducts outside of bid	Curb stops (COFB to provide)	-$16,000
	Grass/Irrigation for flex space area	-$46,680
	Tree grates	-$45,000
KBT Contracting (Facilities)	**Construction of Pavilion & Restrooms**	**$687,026**
	Project Total	**$2,019,084**
Project Contingencies	Contingency:	$225,000
	Utility work, curb stops, electrical, artwork, unknowns	
	Playground feature - TBD (City to Complete)	$115,000
Project Grand Total		**$2,359,084**

RESOLUTION 2024-46

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A PROPOSAL FROM THOMAS & HUTTON ENGINEERING CO. FOR THE AMELIA RIVER WATERFRONT PARK LOTS C AND D DESIGN PHASE, PERMIT PHASE, AND CONSTRUCTION PHASE IN THE AMOUNT OF $95,500; AUTHORIZING A TOTAL PROJECT BUDGET OF $120,000; APPROVING A BUDGET TRANSFER; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park Lots C and D have been a long standing City Commission area of focus; and

WHEREAS, over the last several decades, numerous conceptual plans have been developed to provide improvements in this area along the Amelia River waterfront; and

WHEREAS, the Community Redevelopment Agency Advisory Board (CRAAB) recently developed, and unanimously endorsed, an Amelia River Waterfront Park Lots C and D conceptual plan which includes additional parking spaces, landscaping, ADA accessibility, a pavilion, restrooms, and multi-use areas for recreational activities and special events, to name a few. These elements will provide for an attractive, accessible downtown feature and destination; and

WHEREAS, City staff requested a proposal to provide consulting services for the Amelia River Waterfront Park Lots C and D Design Phase, Permit Phase, and Construction Phase from Thomas & Hutton Engineering Co., a well-known and established landscape architecture, planning, and civil engineering firm, previously approved by the City Commission as a consultant through the procedures in Section 287.055(2)(g), Fla. Stats. and having an approved continuing contract with the City. Thomas & Hutton Engineering provided a proposal in the amount of $95,500, attached hereto as Exhibit 1; and

WHEREAS, staff further recommends a total Project budget of $120,000 to cover any unforeseen contingencies. This project was not budgeted for this Fiscal Year; however, funding is available in the Capital Expansion Fund Reserve account, 3107200 59990. A transfer from the Capital Expansion Fund Reserve account in the amount of $120,000 to the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 Project #24050 is required. Funds within the Capital Expansion account are collected from impact fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the proposal from Thomas & Hutton Engineering Co. for the Amelia River Waterfront Park Lots C and D Design Phase, Permit Phase, and Construction Phase in the amount of $95,500, attached hereto as Exhibit 1.

SECTION 2. The City Commission hereby approves a total Project #24050 cost of $120,000 to include any unforeseen contingencies.

SECTION 3. The City Commission further approves a budget transfer from the Capital Expansion Fund Reserve Account in the amount of $120,000 to the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050.

SECTION 4. The City Clerk and Interim City Manager are hereby authorized to execute any documents related to the Project, upon review and approval of the City Attorney.

SECTION 5. This Resolution is effective immediately upon passage.

ADOPTED this 5th day of March, 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

RESOLUTION 2024-126

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ADOPTING THE AMELIA RIVER WATERFRONT PARK, KNOWN AS PARKING LOTS C AND D, FINAL DESIGN, PERMITTING AND CONSTRUCTION PHASES OF PROJECT #24050; APPROVING A BUDGET TRANSFER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park, known as Parking Lots C and D, have been a long standing City Commission area of focus. Over the course of the past several decades, numerous conceptual plans were developed to improve and eliminate blight in this waterfront area; and

WHEREAS, the City Commission, at their March 5, 2024, Regular Meeting, approved Resolution 2024-46, authorizing Thomas & Hutton Engineering Co. to provide Amelia River Waterfront Park Design Phase services; and

WHEREAS, the City Commission at their May 7, 2024, Regular Meeting, were presented the Thomas and Hutton Engineering Co. *conceptual* design plan and received feedback from the City Commission and citizens; and

WHEREAS, Thomas and Hutton Engineering Co. subsequently revised the Amelia River Waterfront Park *conceptual* design plan and now presents a Final Design, attached hereto as Exhibit A, for Commission approval; and

WHEREAS, the estimated Project #24050 cost is $2,000,000, attached hereto as Exhibit B. Funds are available in the Capital Expansion Fund Reserve account, 3107200 59990. A transfer from the Capital Expansion Fund Reserve account, in the amount of $2,000,000, into the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050 is required. Funds within the Capital Expansion account are collected from impact fees; and

WHEREAS, approval of this Resolution authorizes staff to proceed with the Final Design, permitting and construction phases of Project #24050; the Amelia River Waterfront Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Amelia River Waterfront Park, known as Parking Lots C and D, Final Design, permitting, and construction phases, attached hereto as Exhibit A, for Project #24050

SECTION 2. The City Commission hereby approves a budget transfer from the Capital Expansion Fund Reserve account, 3107200 59990 in the amount of $2,000,000 into the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050.

SECTION 3. The City Clerk and Interim City Manager are authorized to execute documentation pertaining to the Final Design, permitting, and construction phase of Project #24050, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 16th day of July, 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner - Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

RESOLUTION 2024-126

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ADOPTING THE AMELIA RIVER WATERFRONT PARK, KNOWN AS PARKING LOTS C AND D, FINAL DESIGN, PERMITTING AND CONSTRUCTION PHASES OF PROJECT #24050; APPROVING A BUDGET TRANSFER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park, known as Parking Lots C and D, have been a long standing City Commission area of focus. Over the course of the past several decades, numerous conceptual plans were developed to improve and eliminate blight in this waterfront area; and

WHEREAS, the City Commission, at their March 5, 2024, Regular Meeting, approved Resolution 2024-46, authorizing Thomas & Hutton Engineering Co. to provide Amelia River Waterfront Park Design Phase services; and

WHEREAS, the City Commission at their May 7, 2024, Regular Meeting, were presented the Thomas and Hutton Engineering Co. *conceptual* design plan and received feedback from the City Commission and citizens; and

WHEREAS, Thomas and Hutton Engineering Co. subsequently revised the Amelia River Waterfront Park *conceptual* design plan and now presents a Final Design, attached hereto as Exhibit A, for Commission approval; and

WHEREAS, the estimated Project #24050 cost is $2,000,000, attached hereto as Exhibit B. Funds are available in the Capital Expansion Fund Reserve account, 3107200 59990. A transfer from the Capital Expansion Fund Reserve account, in the amount of $2,000,000, into the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050 is required. Funds within the Capital Expansion account are collected from impact fees; and

WHEREAS, approval of this Resolution authorizes staff to proceed with the Final Design, permitting and construction phases of Project #24050; the Amelia River Waterfront Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Amelia River Waterfront Park, known as Parking Lots C and D, Final Design, permitting, and construction phases, attached hereto as Exhibit A, for Project #24050

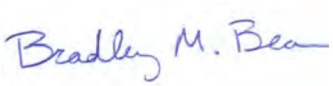
SECTION 2. The City Commission hereby approves a budget transfer from the Capital Expansion Fund Reserve account, 3107200 59990 in the amount of $2,000,000 into the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050.

SECTION 3. The City Clerk and Interim City Manager are authorized to execute documentation pertaining to the Final Design, permitting, and construction phase of Project #24050, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 16th day of July, 2024.

CITY OF FERNANDINA BEACH



BRADLEY M. BEAN
Commissioner - Mayor

ATTEST:



CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH
City Attorney

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DEVELOPMENT PLANS

OF

FERNANDINA BEACH WATER FRONT PARK

LOTS C & D

FERNANDINA BEACH,
FLORIDA

PREPARED FOR:

CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

TM# 00-00-31-1760-0029-0010
00-00-31-1760-0031-0020

JULY 1, 2024

J-29401.0002

PREPARED BY:

THOMAS & HUTTON

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C1.2	LAYOUT PLAN
C1.3	LAYOUT PLAN
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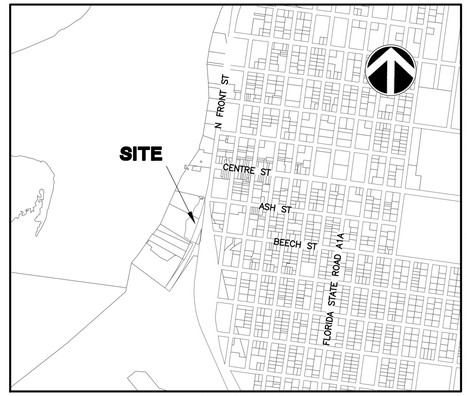
L6.2	MEP COORDINATION & CONDUIT PLAN

Charles Jackson Ellis III — LICENSE — No 67077 — STATE OF FLORIDA — PROFESSIONAL ENGINEER

REGISTERED LANDSCAPE ARCHITECT — RYAN P. THOMPSON — LA 6666849 — STATE OF FLORIDA



VICINITY MAP
SCALE: 1" = 1000'

FERNANDINA BEACH WATER FRONT PARK
LOTS C & D
J-29401.0002
07/01/2024

BID SET - NOT FOR CONSTRUCTION

REVISION HISTORY			
REV. NO.	REVISION	BY	DATE

SUBMITTAL HISTORY	
ISSUED FOR PERMIT	07.01.2024
SCHEMATIC DESIGN SUBMITTAL	05.07.2024
SUBMITTED TO	DATE

811 Know what's below. Call before you dig.

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520
p.912.466.0536
www.thomasandhutton.com

Z:\29401\1.0\0401.0002\1.0\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - CLEAN - Jul 1, 2024 - 3:00 PM

DRAINAGE LEGEND

	EXISTING	PROPOSED
PIPE		
DITCH		
CURB INLET (CI) CATCH BASIN (CB)		
CURB INLET – RIGHT (CI) OR CATCH BASIN – RIGHT (CB)	OR	OR
CURB INLET – LEFT (CI) OR CATCH BASIN – LEFT (CB)	OR	OR
CURB INLET – BOTH (CI) OR CATCH BASIN – BOTH (CB)	OR	OR
CONTROL STRUCTURE (CS)		
DITCH INLET (DI)		
GRATE INLET (GI)		
HOODED INLET (HI)	OR	OR
JUNCTION BOX (JB)		
MANHOLE (SDMH)		
ROLL CURB INLET (RC)		
ROOF INLET (RI)		
VALLEY INLET (VI)		
YARD INLET (YI)		
BEVELED END SECTION (BES)		
END SECTION (ES)		
FLARED END SECTION (FES)		
11-¼° BEND – HORIZONTAL		
22-½° BEND – HORIZONTAL		
45° BEND – HORIZONTAL		
90° BEND – HORIZONTAL		
CLEANOUT		
PLUG		
TEE		
WYE		

OTHER UTILITIES LEGEND

	EXISTING
NATURAL GAS	UGG
TELEPHONE	OHT
UNDERGROUND TELEPHONE	UTL
ELECTRICITY	OHP
UNDERGROUND ELECTRICITY	UGP

ABBREVIATIONS

DBL	DOUBLE		FM	FORCE MAIN (SANITARY SEWER)		PC	POINT OF CURVE		TC	TOP OF CURB
BOT	BOTTOM		FP	FINISH PAD		PH	POST HYDRANT		TH	THROAT ELEVATION
CB	CATCH BASIN		FR	FRAME		PT	POINT OF TANGENT		TG	TOP OF GUTTER
CI	CURB INLET		GI	GRATE INLET		PVC	POLYVINYL CHLORIDE		TP	TOP OF PAVEMENT
CO	CLEAN OUT		GV	GATE VALVE		RCP	REINFORCED CONCRETE PIPE		TW	TOP OF WALK
CPP	CORRUGATED PLASTIC PIPE		HDPE	HIGH DENSITY POLYETHYLENE		RC	ROLL CURB INLET		TYP	TYPICAL
DBL	DOUBLE		HI	HOODED INLET		RCP	REINFORCED CONCRETE PIPE		VI	VALLEY INLET
DI	DITCH INLET		INV	INVERT ELEVATION		RI	ROOF INLET		W	WATER
DIP	DUCTILE IRON PIPE		JB	JUNCTION BOX		RJP	RESTRAINED JOINT PIPE		W/	WITH
EL	ELEVATION		LF	LINEAR FEET		R/W	RIGHT-OF-WAY		WV	WATER VALVE
ES	END SECTION		MAX	MAXIMUM		SD	STORM DRAINAGE		YI	YARD INLET
FES	FLARED END SECTION		MIN	MINIMUM		SDMH	STORM DRAINAGE MANHOLE		YI	YARD INLET
FG	FINISH GRADE		MH	MANHOLE		SF	SQUARE FEET			
FH	FIRE HYDRANT		OC	ON CENTER		SS	SANITARY SEWER			

SEWER LEGEND

	EXISTING	PROPOSED
GRAVITY PIPE	SS	
SINGLE SERVICE LATERAL		
DOUBLE SERVICE LATERAL		
DROP MANHOLE (DMH)		
MANHOLE (MH)		
CLEANOUT (CO)		
FORCEMAIN	10"FM	10"FM
AIR RELEASE VALVE (ARV)		
CHECK VALVE (CV)		
PLUG VALVE AND BOX (PV)		
FLUSH HYDRANT		
PUMP CONNECTION (PC)		
REDUCER		
TRACER WIRE ACCESS BOX (TWAB)		
CROSS		
TEE		
TAPPING SLEEVE (TS)		
90° BEND HORIZONTAL		
45° BEND HORIZONTAL		
22-½° BEND HORIZONTAL		
11-¼° BEND HORIZONTAL		
BEND VERTICAL		
PLUG \ CAP		

WATER LEGEND

	EXISTING	PROPOSED
WATER MAIN	10"W	10"W
SINGLE SERVICE LATERAL		
DOUBLE SERVICE LATERAL		
BUTTERFLY VALVE (BV)		
DOUBLE CHECK DETECTOR ASSEMBLY (DCDA)		
GATE VALVE AND BOX (GV)		
POST INDICATOR VALVE (PIV)		
TAPPING SLEEVE AND VALVE (TSV)		
REDUCED PRESSURE ZONE BACKFLOW (RPZ)		
WATER METER (WM)		

WATER LEGEND

	EXISTING	PROPOSED
TRACER WIRE ACCESS BOX (TWAB)		
FIRE HYDRANT W/TEE, VALVE & BOX (FHA)		
POST HYDRANT (PH)		
REDUCER		
CROSS		
TEE		
90° BEND – HORIZONTAL		
45° BEND – HORIZONTAL		
22-½° BEND – HORIZONTAL		
11-¼° BEND – HORIZONTAL		
BEND – VERTICAL		
CAP		

GENERAL NOTES

1. CONTRACTOR SHALL COORDINATE TIE-IN OF NEW WATER AND SEWER FACILITIES TO THE CITY OF FERNANDINA BEACH. CONTRACTOR SHALL MAINTAIN MINIMUM COVER OVER THE WATER MAIN PIPE BARREL OF 3'-0" UNLESS OTHERWISE INDICATED. TOP OF PIPE ELEVATIONS ARE SHOWN FOR CASES WHERE FUTURE STORM SEWERS ARE TO BE INSTALLED. IN NO CASE SHALL THE WATER MAIN BE INSTALLED AT A LOWER ELEVATION THAN THAT SHOWN.
2. SHOULD PIPE, FITTINGS, AND OTHER MATERIALS BE NEEDED IN ADDITION TO THAT SHOWN ON THE DRAWINGS BECAUSE PIPELINE WAS NOT INSTALLED TO THE ALIGNMENT AND PROFILE SHOWN, THEN THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING THOSE NECESSARY MATERIALS AND PROVIDING THE EQUIPMENT AND LABOR TO INSTALL THEM TO MEET THE DESIGN INTENT OF THE WATERMAIN AT NO ADDITIONAL COST TO THE OWNER.
3. THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE ENGINEER 48 HOURS IN ADVANCE OF ALL REQUIRED TESTS AND INSPECTIONS.
4. THE CONTRACTOR WILL NOTIFY THE ENGINEER IF UNSUITABLE MATERIAL IS DISCOVERED PRIOR TO BEGINNING ANY REMOVAL OPERATION.
5. ALL WATERMAINS SHALL BE POLYVINYL CHLORIDE (PVC C900) UNLESS OTHERWISE INDICATED. ALL WATER SERVICES SHALL BE PVC SDR-21 UNLESS OTHERWISE INDICATED.
6. ALL GRAVITY SEWER MAINS AND SERVICES SHALL BE POLYVINYL CHLORIDE (PVC SDR26) UNLESS OTHERWISE INDICATED.
7. SURVEYING AND BOUNDARY INFORMATION BY MANZIE & DRAKE.
8. ALL ELEVATIONS SHOWN ARE BASED ON NAVD88.
9. TOPOGRAPHIC SURVEY BY MANZIE & DRAKE..
10. CONTRACTOR IS TO VERIFY ACCURACY OF ANY TEMPORARY BENCHMARKS SHOWN PRIOR TO UTILIZING THEM FOR CONSTRUCTION.
11. THE EXISTING UNDERGROUND UTILITIES SHOWN HEREON ARE BASED UPON AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL UTILITIES OTHER THAN THOSE SHOWN ARE ENCOUNTERED DURING CONSTRUCTION , THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY AND TAKE STEPS TO PROTECT THE LINE(S) AND ENSURE CONTINUED SERVICE. DAMAGE CAUSED TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE REPAIRED BY THE CONTRACTOR. ADDITIONALLY, THE CONTRACTOR SHALL CONFIRM THE CONNECTION POINTS OF NEW UTILITIES TO EXISTING UTILITIES PRIOR TO BEGINNING NEW CONSTRUCTION.
12. IF WORK IS SUSPENDED OR DELAYED FOR 14 DAYS, THE CONTRACTOR SHALL TEMPORARILY STABILIZE THE DISTURBED AREA AT NO ADDITIONAL COST TO THE OWNER.
13. THE CONTRACTOR SHALL INSTALL ANY BARRICADES PRIOR TO BEGINNING CONSTRUCTION
14. THE FOLLOWING NOTES ARE SPECIFIED BY THE COUNTY ENGINEER AND ARE TO BE EXECUTED BY THE CONTRACTOR FOR STREETS IN THE PROJECT WHICH ARE TO BE DEEDED TO THE CITY OF FERNANDINA BEACH:
    a. ANY DAMAGE TO EXISTING PAVEMENT MUST BE REPAIRED AT CONTRACTORS EXPENSE AND TO THE SATISFACTION OF THE COUNTY ENGINEER AND THE PROJECT ENGINEER.
    b. ALL RIGHT-OF-WAY AND DRAINAGE EASEMENT CONSTRUCTION SHALL MEET FDOT STANDARD SPECIFICATIONS UNLESS SPECIFIED ELSEWHERE AND APPROVED IN WRITING BY THE COUNTY ENGINEER.
    c. ALL LOTS WITHIN THE DEVELOPMENT SHALL BE FILLED AND HAVE POSITIVE DRAINAGE TO THE APPROPRIATE EASEMENT OR RIGHT-OF-WAY AS APPROVED ON THE PLANS PRIOR TO THE ISSUANCE OF ANY BUILDING PERMITS OR FINAL ACCEPTANCE OF THE RIGHT-OF-WAYS BY THE COUNTY
    d. WHERE FIELD INSPECTIONS ARE REQUIRED BY THE COUNTY, THE CONTRACTOR SHALL NOTIFY THE ENGINEERING DIVISION A MINIMUM OF 48 HOURS IN ADVANCE TO SCHEDULE SUCH INSPECTIONS.
    e. A COMPLETE SET OF APPROVED DRAWINGS AND SPECIFICATIONS MUST BE MAINTAINED ON SITE AT ALL TIMES THAT THE CONTRACTOR IS PERFORMING WORK. THESE DRAWINGS SHALL BE MADE AVAILABLE UPON REQUEST.
    f. ANY REVISIONS DURING CONSTRUCTION WHICH ALTER THE ROAD LAYOUT, CONSTRUCTION METHODS, RIGHT-OF-WAY LOCATION OR DRAINAGE MUST BE SUBMITTED AND APPROVED IN WRITING BY THE COUNTY ENGINEER.
    g. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL CONSTRUCTION PERMITS NECESSARY FROM OTHER RESPONSIBLE AGENCIES.
    h. ALL TREES SHOWING DISTURBANCE WITHIN THE PROTECTED ROOT ZONE SHALL BE PRUNED AND FERTILIZED BY A CERTIFIED ARBORIST PRIOR TO RECEIVING FINAL PLAT APPROVAL (THIS WORK WILL BE DONE BY THE OWNER OUTSIDE OF THE CONTRACT.)
    i. LAKE CONTOURS SHOWN HEREIN WILL PROVIDE A DEPTH ONE FOOT GREATER THAN NECESSARY FOR STORM WATER MANAGEMENT. THIS IS TO PROVIDE FOR ONE FOOT OF SILT BUILDUP DURING CONSTRUCTION OF ANY AREA OF ANY POND WHICH SILTS MORE THAN ONE FOOT ABOVE DESIGNED BOTTOM ELEVATION SHALL BE RESTORED TO THE MINIMUM ACCEPTABLE DEPTH OF ONE FOOT LESS THAN ORIGINAL CONSTRUCTED DEPTH.
    j. ALL ABOVE GROUND UTILITIES ARE TO BE OUTSIDE OF THE R/W AND ALL AT GRADE UTILITIES ARE TO BE OUT OF THE CURB LINE.
16. THE CONTRACTOR SHALL INSTALL ALL EROSION CONTROL AND PREVENTION STRUCTURES SHOWN ON THE PLANS. BOTH MUST BE APPROVED BY THE CITY OF FERNANDINA BEACH PRIOR TO BEGINNING ANY LAND DISTURBING ACTIVITIES.
17. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF UNSUITABLE MATERIAL IS DISCOVERED PRIOR TO BEGINNING ANY REMOVAL OPERATION.
18. CONTRACTOR WILL BE REQUIRED TO ADJUST MANHOLE FRAMES TO MATCH FINAL GRADE AT NO ADDITIONAL COST.
19. THE FOLLOWING NOTES ARE SPECIFIED BY THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT AND ARE TO BE EXECUTED BY THE CONTRACTOR:
    a. ALL SEDIMENT CONTROL MEASURES SHALL BE INSPECTED AT LEAST ONCE EVERY SEVEN CALENDAR DAYS AND AFTER ANY STORM EVENT OF GREATER THAN 0.5 INCHES OF PRECIPITATION DURING ANY 24-HOUR PERIOD. ALL SEDIMENT CONTROL FEATURES SHALL BE MAINTAINED UNTIL FINAL STABILIZATION HAS BEEN OBTAINED.
    b. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED, UNLESS ACTIVITY IN THAT PORTION OF THE SITE WILL RESUME WITHIN 14 DAYS.
    c. RESIDENTIAL SUBDIVISIONS REQUIRE EROSION CONTROL FEATURES FOR INFRASTRUCTURE AS WELL AS FOR INDIVIDUAL LOT CONSTRUCTION. INDIVIDUAL PROPERTY OWNERS SHALL FOLLOW THESE PLANS DURING LOT CONSTRUCTION OR PROVIDE AN INDIVIDUAL PLAN MEETING SECTION R.72-307 OF THE STORM WATER MANAGEMENT AND SEDIMENT REDUCTION ACT REQUIREMENTS.
20. ALL EROSION AND SEDIMENT CONTROL DEVICES SHALL BE CONSTRUCTED SIMULTANEOUSLY WITH THE DISTURBANCE OF THE LAND AND SHALL REMAIN FUNCTIONAL UNTIL THE CONTRIBUTING DISTURBED AREAS ARE STABILIZED. SILT BARRIERS WILL BE INSTALLED AS NECESSARY TO PREVENT EXCESSIVE SEDIMENTATION OF DOWNSTREAM AREAS. FLORIDA STORMWATER EROSION AND SEDIMENTATION CONTROL INSPECTORS MANUAL BY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION. CONTRACTOR SHALL GRADE AREAS TO DRAIN FOR POSITIVE FLOW PRIOR TO FINAL APPROVAL.
21. ALL TRAFFIC CONTROL SIGNS AND PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE MANUAL ON "UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS CURRENT EDITION.
22. ALL AREAS DISTURBED WILL BE GRASSED IMMEDIATELY AFTER THE INSTALLATION. GRASSING SHALL BE IN ACCORDANCE WITH SECTION 810 OF THE FDOT STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION CURRENT EDITION. PAYMENT SHALL BE AS SHOWN IN THE BID FORM AND SHALL BE COMPENSATION FOR ALL NECESSARY WORK AND MATERIALS TO COMPLETE THE SEEDING IN ACCORDANCE WITH THESE SPECIFICATIONS. (SEE SPECIFICATIONS BELOW)
23. ALL DRAINAGE WILL BE MADE FUNCTIONAL DAILY AS WORK PROGRESSES.
24. EACH EXISTING ROAD WILL BE CLEANED UP AND RESTORED DAILY.
25. NEW PAVEMENT TO BE FLUSH WITH EDGE OF EXISTING PAVEMENT.
26. ALL STORM DRAIN PIPE INVERTS IN AND OUT ARE THE SAME AS THE BOX INVERT UNLESS OTHERWISE NOTED ON THE PLAN SHEETS AND/OR PROFILES.
27. ALL SEWER VALVES SHALL COMPLY WITH THE CITY OF FERNANDINA BEACH UTILITY CONSTRUCTION SPECIFICATIONS.
28. ALL WATER VALVES SHALL COMPLY WITH THE CITY OF FERNANDINA BEACH UTILITY CONSTRUCTION SPECIFICATIONS.
29. ONLY TYPE S AND M MORTAR IS TO BE USED IN STORMWATER SYSTEM CONSTRUCTION AND ALL BRICKWORK AND BRICK MUST MEET FDOT SPECIFICATIONS.
30. THE DESIGN OF THE PAVEMENT AND EARTHWORK MATERIALS, PROCEDURES AND METHODS SPECIFIED ARE BASED ON THE CITY OF FERNANDINA BEACH MINIMUM STANDARDS.

GENERAL INFORMATION

COUNTY	NASSAU COUNTY
TOWN	FERNANDINA BEACH
ZONING	INDUSTRIAL

OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034
904.277.7300

ENGINEER:
THOMAS & HUTTON
1208 NEWCASTLE STREET, SUITE 201
BRUNSWICK, GA 31520
912.466.0536

SURVEYOR:
MANZIE & DRAKE
117 S 9TH STREET
FERNANDINA BEACH, FL 32034

UTILITY:
NASSAU-AMEILA UTILITIES
5390 1ST COAST HWY
FERNANDINA BEACH, FL 32034
904.530.6030

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ennis
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

GENERAL NOTES AND INDEX

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N/A

G0.1

Notes:

1. EXISTING UTILITIES ARE SHOWN BASED ON AVAILABLE INFORMATION AND MAY NOT NECESSARILY BE ACCURATE OR COMPLETE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL VERIFY LOCATION, SIZE, DEPTH, MATERIAL, AND INVERT OF ALL EXISTING UNDERGROUND UTILITIES WITHIN THE WORK AREA AND SHALL NOTIFY THE ENGINEER OR ANY DISCREPANCY WITH THIS PLAN PRIOR TO CONSTRUCTION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING FROM DAMAGE DURING CONSTRUCTION EXISTING UTILITIES, TREES, AND OTHER ELEMENTS TO REMAIN.
3. EXISTING TREES TO REMAIN OR TO BE REMOVED ON THIS PLAN ARE SHOWN FOR GENERAL INFORMATIONAL PURPOSES ONLY. SEE LANDSCAPE SHEETS FOR FINAL DETERMINATION OF TREES TO BE REMOVED AND TO REMAIN.
4. UNLESS OTHERWISE NOTED, ALL EXISTING UTILITIES, TREES, AND OTHER ELEMENTS WITHIN THE EXISTING PARKING AREA ISLANDS ARE TO REMAIN. THE CONTRACTOR SHALL COORDINATE WITH THE CITY OF FERNANDINA BEACH PUBLIC WORKS DEPARTMENT FOR DETERMINATION OF EXISTING SIGNS TO BE REMOVED, REMAIN, OR TO BE RELOCATED.
5. EXISTING ELECTRICAL AND COMMUNICATIONS UTILITIES SHALL REMAIN UNLESS OTHERWISE NOTED. WHERE SUCH EXISTING UTILITIES AS SHOWN ON THIS SHEET CONFLICT WITH PROPOSED SITE IMPROVEMENTS, THE EXISTING UTILITIES ARE SHOWN ON THIS PLAN TO BE REMOVED FOR GENERAL INFORMATIONAL PURPOSES ONLY. REMOVAL AND/OR RELOCATION OF EXISTING UTILITIES OTHER THAN POTABLE WATER AND SANITARY SEWER ARE OUTSIDE OF THE SCOPE OF THESE PLANS. THE CONTRACTOR SHALL REFER TO THE MEP PLANS. THE CONTRACTOR SHALL NOT DISCONNECT OR INTERRUPT ANY SERVICE WITHOUT PRIOR AUTHORIZATION FROM THE CITY OF FERNANDINA BEACH AND THE UTILITY PROVIDER.
6. THE EXISTING GRAVEL AND LIMEROCK PARKING AREA SHALL BE REMOVED UNLESS INDICATED OTHERWISE. WHERE THE FOOTPRINT OF THE PROPOSED GRAVEL PARKING AREA OVERLAYS THAT OF THE EXISTING GRAVEL PARKING AREA, THE EXISTING MATERIAL MAY BE REUSED ON SITE PROVIDED THAT THE MATERIAL MEETS OR EXCEEDS THE CURRENT SPECIFICATIONS FOR THE PARKING AREA AND THAT IT IS GRADED PER THE PAVING AND GRADING PLAN.

SURVEY NOTES:

1.) Reproductions of this sketch are not valid unless sealed with an embossed surveyor's seal.
2.) Bearings and coordinates shown hereon are relative to Florida State Plane Coordinate System, East Zone, North American Datum 1983 / 1990.
3.) Elevations shown hereon are based on the North American Vertical Datum of 1988. The source benchmark is National Geodetic Survey monument "872–0030 Tidal No. 2" (Elev. 5.30'). The Site Benchmark is the same reference point.
4.) The Mean High Water Line shown hereon was established per the Department of Environmental Protection by extending the published tidal datum (Tide Guage 872–0030). Mean High Water Elevation = 2.40' NAVD 1988
5.) This firms "Certificate of Authorization" number is "LB 7039".
6.) This is not a boundary survey. For boundary information of any of the parcels shown hereon, refer to the boundary surveys, by this firm, listed on the individual parcels.

SURVEY LEGEND

FDC = FIRE DEPARTMENT CONNECTION
BFP = BACKFLOW PREVENTER
XFMR = TRANSFORMER
= STOP SIGN
= SIGN
= CABLE TELEVISION PEDESTAL
= CONCRETE FLATWORK
= ELECTRICITY METER
= FIRE HYDRANT
= ALUMINUM LIGHT POLE
= COVERED AREA
= SEWER MANHOLE
= TELEPHONE PEDESTAL
= WATER METER
= WOOD FLATWORK
WV = WATER VALVE
ICV = IRRIGATION CONTROL VALVE
= BENCHMARK
= WETLAND FLAG
℄ = CENTERLINE
Δ = CENTRAL ANGLE
CB = CHORD BEARING
CD = CHORD DISTANCE
CH = CHORD
x–x–x= CHAIN LINK OR WIRE FENCE
o–o–o= METAL RAIL FENCE
–o–o–o– = WOOD OR VINYL FENCE
RCP = REINFORCED CONCRETE PIPE
HDPE = HIGH–DENSITY POLYETHYLENE
ELEV = ELEVATION
NAVD = NORTH AMERICAN VERTICAL DATUM
O.R.B. = OFFICIAL RECORDS BOOK
R = RADIUS
R/W = RIGHT–OF–WAY
P.I.N. = PARCEL IDENTIFICATION NUMBER

MATCH LINE – SEE SHEET NO. EX1.2

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Evans
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

EXISTING CONDITIONS AND DEMOLITION PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

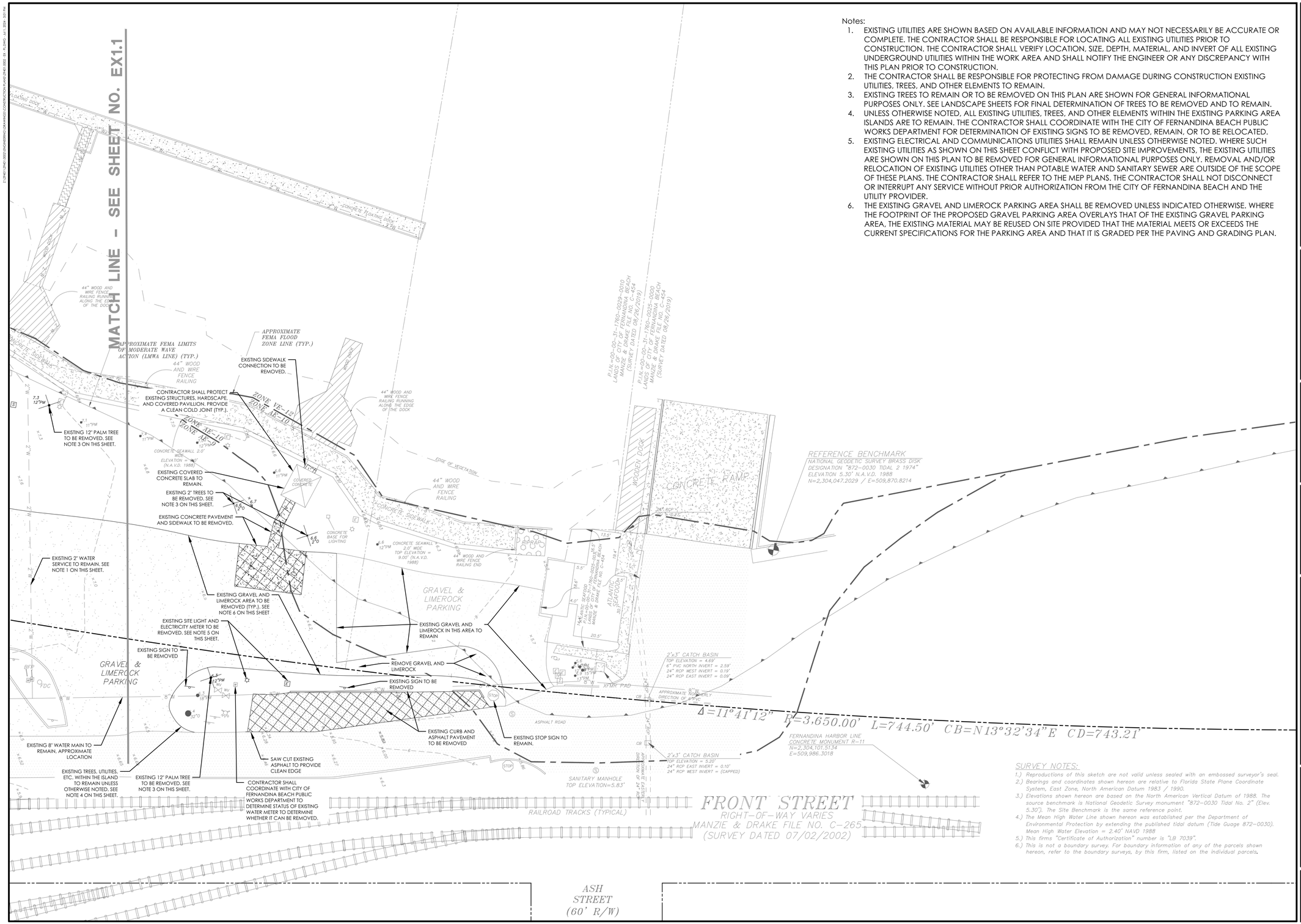
JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 20'

EX1.1

Z:\SHELL\ONCL\0003\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\ONCL0003 - EX - R_ONCL - J.A.T. 2024 7:51 PM

Z:\SHELL\ONC\1003\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\ONC-1003 - EX - R.DWG - Lt 1 - 2024 7:51 PM

MATCH LINE - SEE SHEET NO. EX1.1



Notes:

1. EXISTING UTILITIES ARE SHOWN BASED ON AVAILABLE INFORMATION AND MAY NOT NECESSARILY BE ACCURATE OR COMPLETE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL VERIFY LOCATION, SIZE, DEPTH, MATERIAL, AND INVERT OF ALL EXISTING UNDERGROUND UTILITIES WITHIN THE WORK AREA AND SHALL NOTIFY THE ENGINEER OR ANY DISCREPANCY WITH THIS PLAN PRIOR TO CONSTRUCTION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING FROM DAMAGE DURING CONSTRUCTION EXISTING UTILITIES, TREES, AND OTHER ELEMENTS TO REMAIN.
3. EXISTING TREES TO REMAIN OR TO BE REMOVED ON THIS PLAN ARE SHOWN FOR GENERAL INFORMATIONAL PURPOSES ONLY. SEE LANDSCAPE SHEETS FOR FINAL DETERMINATION OF TREES TO BE REMOVED AND TO REMAIN.
4. UNLESS OTHERWISE NOTED, ALL EXISTING UTILITIES, TREES, AND OTHER ELEMENTS WITHIN THE EXISTING PARKING AREA ISLANDS ARE TO REMAIN. THE CONTRACTOR SHALL COORDINATE WITH THE CITY OF FERNANDINA BEACH PUBLIC WORKS DEPARTMENT FOR DETERMINATION OF EXISTING SIGNS TO BE REMOVED, REMAIN, OR TO BE RELOCATED.
5. EXISTING ELECTRICAL AND COMMUNICATIONS UTILITIES SHALL REMAIN UNLESS OTHERWISE NOTED. WHERE SUCH EXISTING UTILITIES AS SHOWN ON THIS SHEET CONFLICT WITH PROPOSED SITE IMPROVEMENTS, THE EXISTING UTILITIES ARE SHOWN ON THIS PLAN TO BE REMOVED FOR GENERAL INFORMATIONAL PURPOSES ONLY. REMOVAL AND/OR RELOCATION OF EXISTING UTILITIES OTHER THAN POTABLE WATER AND SANITARY SEWER ARE OUTSIDE OF THE SCOPE OF THESE PLANS. THE CONTRACTOR SHALL REFER TO THE MEP PLANS. THE CONTRACTOR SHALL NOT DISCONNECT OR INTERRUPT ANY SERVICE WITHOUT PRIOR AUTHORIZATION FROM THE CITY OF FERNANDINA BEACH AND THE UTILITY PROVIDER.
6. THE EXISTING GRAVEL AND LIMEROCK PARKING AREA SHALL BE REMOVED UNLESS INDICATED OTHERWISE. WHERE THE FOOTPRINT OF THE PROPOSED GRAVEL PARKING AREA OVERLAYS THAT OF THE EXISTING GRAVEL PARKING AREA, THE EXISTING MATERIAL MAY BE REUSED ON SITE PROVIDED THAT THE MATERIAL MEETS OR EXCEEDS THE CURRENT SPECIFICATIONS FOR THE PARKING AREA AND THAT IT IS GRADED PER THE PAVING AND GRADING PLAN.

SURVEY LEGEND

FDC = FIRE DEPARTMENT CONNECTION
BFP = BACKFLOW PREVENTER
XFMR = TRANSFORMER
= STOP SIGN
= SIGN
= CABLE TELEVISION PEDESTAL
= CONCRETE FLATWORK
= ELECTRICITY METER
= FIRE HYDRANT
= ALUMINUM LIGHT POLE
= COVERED AREA
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BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ellis
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
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EXISTING CONDITIONS AND DEMOLITION PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

SURVEY NOTES:

1.) Reproductions of this sketch are not valid unless sealed with an embossed surveyor's seal.
2.) Bearings and coordinates shown hereon are relative to Florida State Plane Coordinate System, East Zone, North American Datum 1983 / 1990.
3.) Elevations shown hereon are based on the North American Vertical Datum of 1988. The source benchmark is National Geodetic Survey monument "872-0030 Tidal No. 2" (Elev. 5.30'). The Site Benchmark is the same reference point.
4.) The Mean High Water Line shown hereon was established per the Department of Environmental Protection by extending the published tidal datum (Tide Guage 872-0030). Mean High Water Elevation = 2.40' NAVD 1988
5.) This firms "Certificate of Authorization" number is "LB 7039".
6.) This is not a boundary survey. For boundary information of any of the parcels shown hereon, refer to the boundary surveys, by this firm, listed on the individual parcels.

20 0 10 20
GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 20'

EX1.2

Z:\29401\29401.0002\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - ST - PLDWG - Jul 1, 2024 - 3:01 PM

PROVIDED PARKING

AUTOMOBILE SPACES:	59
HANDICAP SPACES:	3
TOTAL AUTO SPACES*:	62
BOAT TRAILER SPACES:	12
FLEX SPACES**:	5
GOLF CART SPACES:	3
EVENT AUTO SPACES:	32

*ONE AUTO SPACE IS LOST FOR ACCESS WHILE EVENT PARKING IS IN USE; THEREFORE, THE MAXIMUM NUMBER OF USEABLE PARKING SPACES IS 101.
** EACH FLEX SPACE MAY BE USED FOR ONE BOAT TRAILER SPACE OR TWO AUTOMOBILE SPACES

COVERAGE SUMMARY

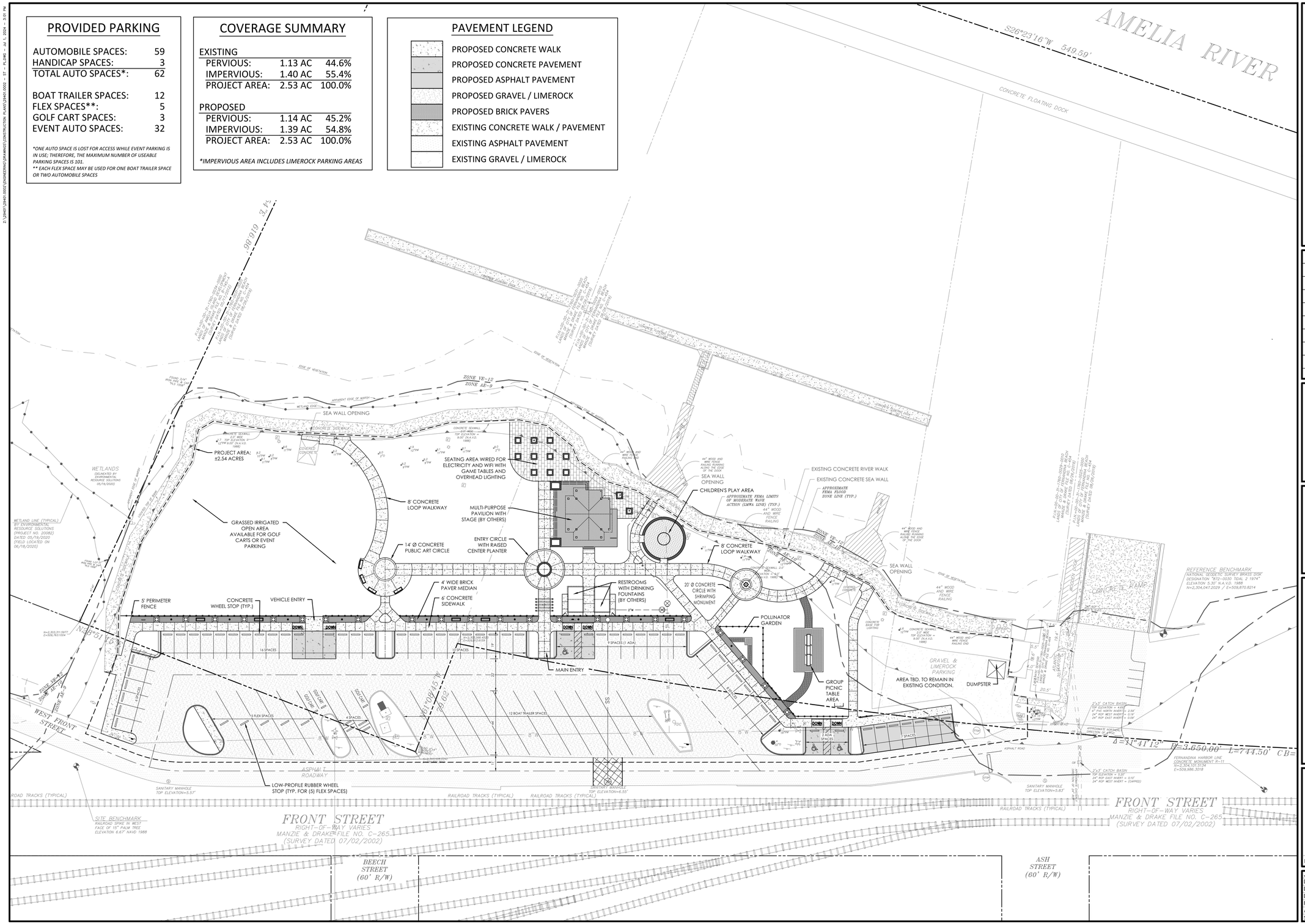
EXISTING		
PERVIOUS:	1.13 AC	44.6%
IMPERVIOUS:	1.40 AC	55.4%
PROJECT AREA:	2.53 AC	100.0%

PROPOSED		
PERVIOUS:	1.14 AC	45.2%
IMPERVIOUS:	1.39 AC	54.8%
PROJECT AREA:	2.53 AC	100.0%

*IMPERVIOUS AREA INCLUDES LIMEROCK PARKING AREAS

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK



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PROFESSIONAL ENGINEER

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Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

OVERALL SITE PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

30 0 15 30
GRAPHIC SCALE:
1 INCH 30 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 30'

C1.1

PROVIDED PARKING

AUTOMOBILE SPACES:	59
HANDICAP SPACES:	3
TOTAL AUTO SPACES*:	62
BOAT TRAILER SPACES:	12
FLEX SPACES**:	5
GOLF CART SPACES:	3
EVENT AUTO SPACES:	32

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** EACH FLEX SPACE MAY BE USED FOR ONE BOAT TRAILER SPACE OR TWO AUTOMOBILE SPACES

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

*SEE HARDSCAPE PLANS AND PLANS BY OTHERS FOR ADDITIONAL SURFACE TREATMENTS AND PATTERNS

MATCH LINE - SEE SHEET NO. C1.3

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LAYOUT PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 20'

C1.2

Z:\2401\CIVIL\2025\ENGINEERING DRAWINGS\CONSTRUCTION PLANS\SHEETS\2025-01-31 11:22AM by CJE

MATCH LINE – SEE SHEET NO. C1.2

PROVIDED PARKING

AUTOMOBILE SPACES:	59
HANDICAP SPACES:	3
TOTAL AUTO SPACES*:	62
BOAT TRAILER SPACES:	12
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*ONE AUTO SPACE IS LOST FOR ACCESS WHILE EVENT PARKING IS IN USE; THEREFORE, THE MAXIMUM NUMBER OF USEABLE PARKING SPACES IS 101.
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PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

*SEE HARDSCAPE PLANS AND PLANS BY OTHERS FOR ADDITIONAL SURFACE TREATMENTS AND PATTERNS

EXISTING SEA WALL OPENING
CHILDREN'S PLAY AREA
APPROXIMATE FEMA LIMITS OF MODERATE WAVE ACTION (LiMWA LINE) (TYP.)
44" WOOD AND WIRE FENCE RAILING
APPROXIMATE FEMA FLOOD ZONE LINE (TYP.)
EXISTING CONCRETE RIVER WALK
EXISTING CONCRETE SEA WALL
ZONE VE-12'
ZONE AE-10'
ZONE AE-10'
44" WOOD AND WIRE FENCE RAILING RUNNING ALONG THE EDGE OF THE DOCK
8' CONCRETE LOOP WALKWAY
N: 2,303,716.3207
E: 509,760.4941
SEA WALL OPENING
20' Ø CONCRETE CIRCLE WITH SHRUMPING MONUMENT
N: 2,303,767.9794
E: 509,799.1656
POLLINATOR GARDEN
6" HEADER CURB
8 SPACES @ 9' O.C.
GROUP PICNIC TABLE AREA
TYPE 'B' RAMP WITH DETECTABLE WARNING PER DETAIL A1.2A
6' WIDE CONCRETE SIDEWALK; INCLUDE MONOLITHIC TURN-DOWN PER DETAIL FOR ALL SIDEWALK ADJACENT TO PARKING AREAS (TYP.)
CONCRETE WHEEL STOP (TYP.)
DOWN
DOWN
12'
5'
12'
63'
7 SPACES @ 9' O.C.
6" HEADER CURB
2' CURB TAPER DOWN; FLUSH HEADER CURB THROUGH RADIUS
4" SOLID WHITE PAINT PARKING LINE (TYP.)
EXISTING 8" WATER MAIN, APPROXIMATE LOCATION
HANDICAP PARKING SYMBOL, STRIPING, & SIGNAGE; PER DETAIL
R1-1 (30)30
STOP
6" HEADER CURB
P.I.N.=00-07-31-1760-0029-0010 LANDS OF CITY OF FERNANDINA BEACH MANZIE & DRAKE FILE NO. C-454 (SURVEY DATED 08/26/2019)
P.I.N.=00-07-31-1760-0025-0000 LANDS OF CITY OF FERNANDINA BEACH MANZIE & DRAKE FILE NO. C-454 (SURVEY DATED 08/26/2019)
EDGE OF VEGETATION
44" WOOD AND WIRE FENCE RAILING
CONCRETE SEAWALL 2.0' WIDE TOP ELEVATION = 9.00' (N.A.V.D. 1988)
44" WOOD AND WIRE FENCE RAILING END
CONCRETE BASE FOR LIGHTING
GRAVEL & LIMEROCK
RIP-RAP
WOODEN DOCK
CONCRETE RAMP
24' RCP
REFERENCE BENCHMARK
NATIONAL GEODETIC SURVEY BRASS DISK
DESIGNATION "872-0030 TIDAL 2 1974"
ELEVATION 5.30' N.A.V.D. 1988
N=2,304,047.2029 / E=509,870.8214
ATLANTIC SEAFOODS
P.I.N.=00-07-31-1760-0026-0020 LANDS OF CITY OF FERNANDINA BEACH MANZIE & DRAKE FILE NO. C-454
DUMPSTER
2'x3' CATCH BASIN
TOP ELEVATION = 4.69'
6" PVC NORTH INVERT = 2.59'
24" RCP WEST INVERT = 0.19'
24" RCP EAST INVERT = 0.09'
12'x8' PAD
APPROXIMATE NORTHERLY DIRECTION OF FLOW
Δ=11°41'12" R=3,650.00' L=744.50' CB=N13°32'34"E CD=743.2T
FERNANDINA HARBOR LINE CONCRETE MONUMENT R-11
N=2,304,101.5134
E=509,986.3018
2'x3' CATCH BASIN
TOP ELEVATION = 5.20'
24" RCP EAST INVERT = 0.10'
24" RCP WEST INVERT = (CAPPED)
SANITARY MANHOLE
TOP ELEVATION=5.83'
ASPHALT ROAD
RAILROAD TRACKS (TYPICAL)
FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)
ASH STREET (60' R/W)

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ellis
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
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Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

LAYOUT PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 20'

C1.3

NOTES:

1. EXISTING UTILITIES ARE SHOWN BASED ON AVAILABLE INFORMATION AND MAY NOT NECESSARILY BE ACCURATE OR COMPLETE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL VERIFY LOCATION, SIZE, DEPTH, MATERIAL, AND INVERT OF ALL EXISTING UNDERGROUND UTILITIES WITHIN THE WORK AREA AND SHALL NOTIFY THE ENGINEER OR ANY DISCREPANCY WITH THIS PLAN PRIOR TO CONSTRUCTION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING FROM DAMAGE DURING CONSTRUCTION EXISTING UTILITIES, TREES, AND OTHER ELEMENTS TO REMAIN.
3. THE EXISTING SANITARY SEWER SYSTEM IN THE FRONT STREET RIGHT-OF-WAY IS CURRENTLY OUT OF SERVICE. THE CONTRACTOR SHALL COORDINATE WITH THE CITY OF FERNANDINA BEACH FOR THE SCHEDULE OF PLACING THIS SYSTEM BACK INTO SERVICE. THE CITY OF FERNANDINA BEACH SHALL PROVIDE DIRECTION TO THE CONTRACTOR AS IT RELATES TO THE CONNECTIONS OF THE PROPOSED WATER AND SEWER SERVICES TO THE EXISTING UTILITIES WETHER THOSE PROPOSED SERVICES ARE TO BE MADE ACTIVE AS PART OF THIS PROJECT, ETC.
4. SEE MEP PLANS BY OTHERS FOR INFORMATION RELATING TO THE EXISTING AND PROPOSED SITE LIGHTING AND OTHER ELECTRICAL COMPONENT. SEE MEP PLANS BY OTHERS FOR MECHANICAL AND ELECTRICAL UTILITIES ASSOCIATED WITH THE STAGE AND RESTROOMS. SEE MEP PLANS FOR WATER AND SEWER UTILITIES WITHIN FIVE (5) FEET OF THE RESTROOM FOOTING.
5. A PLACEHOLDER LOCATION FOR THE PROPOSED TRANSFORMER PAD IS SHOWN ON THIS PLAN FOR GENERAL REFERENCE ONLY. FINAL TRANSFORMER PAD LOCATION, SIZE AND ROUTING OF ELECTRICAL LINES TO AND FROM THE TRANSFORMER, AND ANY REQUIRED EASEMENTS SHALL BE DETERMINED BY OTHERS THROUGH COORDINATION AMONG THE CITY OF FERNANDINA BEACH, MEP CONSULTANTS, AND THE UTILITY PROVIDER.

WETLANDS
(DELINEATED BY ENVIRONMENTAL RESOURCE SOLUTIONS 05/19/2020)

WETLAND LINE (TYPICAL) BY ENVIRONMENTAL RESOURCE SOLUTIONS (PROJECT NO. 20082) DATED 05/19/2020 (FIELD LOCATED ON 06/18/2020)

APPARENT EDGE OF MARSH

DELINEATED TOP OF BANK

EDGE OF MARSH

WETLAND EDGE

EDGE OF VEGETATION

CONCRETE SIDEWALK

CONCRETE SEAWALL 2.0' WIDE TOP ELEVATION = 12'PM 9.00' (N.A.V.D. 1988)

CONCRETE SEAWALL 2.0' WIDE TOP ELEVATION = 9.00' (N.A.V.D. 1988)

COVERED CONCRETE

ZONE VE-12
ZONE AE-9

ZONE VE-12
ZONE AE-10
ZONE AE-9

CONCRETE FLOATING DOCK

P.I.N.=00-00-31-1004-0000-0010
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
SURVEY DATED 10/28/2019)

P.I.N.=00-00-31-1004-0000-0010
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/20/2019)

44" WOOD AND WIRE FENCE RAILING AND

44" WOOD AND WIRE FENCE RAILING RUNNING ALONG THE EDGE OF THE DOCK

APPROXIMATE FEMA LIMITS OF MODERATE WAVE ACTION (LIMWA LINE) (TYP.)

APPROXIMATE FEMA FLOOD ZONE LINE (TYP.)

44" WOOD AND WIRE FENCE RAILING

CONCRETE SEAWALL 2.0' WIDE TOP ELEVATION = 10'PM (N.A.V.D. 1988)

STAGE

ART CIRCLE

CHILDREN'S PLAY AREA

RESTROOMS WITH DRINKING FOUNTAINS (BY OTHERS) FFE: 8.00

2" GATE VALVE IN BOX ON EXISTING LINE

CONNECT TO EXISTING 2" WATER LINE WITH 2" X 2" TEE
2" GATE VALVE IN BOX ±35 LF
2" PVC SDR-21

SHRIMPING MONUMENT

4" CO #1
FR: 7.69
INV. OUT: 2.11 (E)

111 LF 4" PVC - SDR 26
@ 1.00%

EXISTING IRRIGATION WATER METER AND BACKFLOW PREVENTER

EXISTING 2" WATER SERVICE TO DOCK (APPROXIMATE LOCATION)

EXISTING 2" DOMESTIC WATER METER AND BACKFLOW PREVENTER

PICNIC TABLES

EXISTING 8" WATER MAIN (APPROXIMATE LOCATION)

WEST FRONT STREET

ASPHALT ROADWAY

SANITARY MANHOLE TOP ELEVATION=5.57'

EX. SSMH
FR: 6.55
INV. IN: 1.00 (W)
INV. OUT: 0.45 (N)

SANITARY MANHOLE TOP ELEVATION=6.55'

CORE DRILL AND BOOT CONNECTION TO EXISTING MANTHOLE AT INV.: 1.00

CONTRACTOR SHALL COORDINATE WITH CITY OF FERNANDINA BEACH PUBLIC WORKS DEPARTMENT TO DETERMINE STATUS OF EXISTING WATER METER TO DETERMINE WHETHER IT CAN BE REMOVED.

TRANSFORMER PAD (BY OTHERS); SEE NOTE 5

SAW CUT, REMOVE, AND REPLACE ASPHALT PAVEMENT AS NECESSARY FOR UTILITY INSTALLATION

CONTRACTOR SHALL PROVIDE FIELD-VERIFIED MANHOLE TOP AND INVERT ELEVATIONS TO ENGINEER PRIOR TO CONSTRUCTION

RAILROAD TRACKS (TYPICAL)

RAILROAD TRACKS (TYPICAL)

RAILROAD TRACKS (TYPICAL)

SITE BENCHMARK
RAILROAD SPIKE IN WEST FACE OF 15" PALM TREE
ELEVATION 6.67' NAVD 1988

FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)

BEECH STREET (60' R/W)

DOWN

NO.	REVISIONS	BY	DATE

Charles Jackson Ervin
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON

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WATER & SEWER PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

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DESIGNED:	RLM
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SCALE:	1" = 20'

C2.1

BID SET - NOT FOR CONSTRUCTION

Z:\29401.0002\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - WS - R_DWG - J.J.T. 7/2024 7:51 PM

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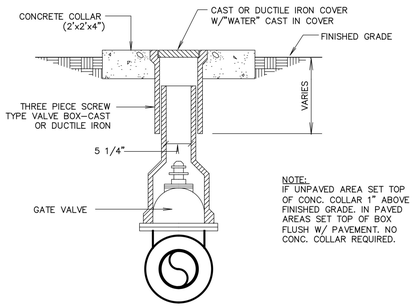
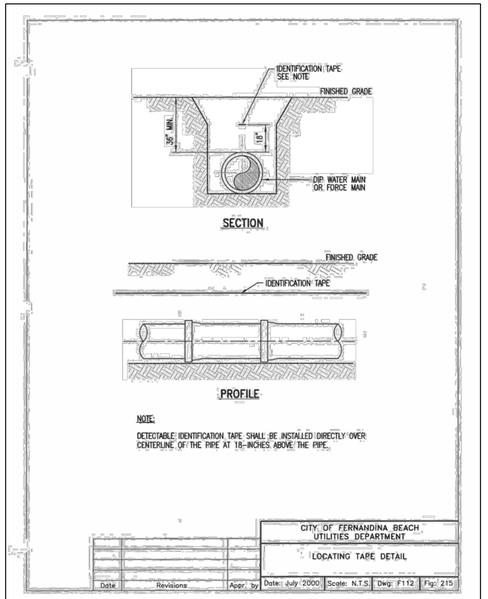
BID SET - NOT FOR CONSTRUCTION



W10
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

VALVE BOX DETAIL

NOT TO SCALE





DUCTILE IRON LINE

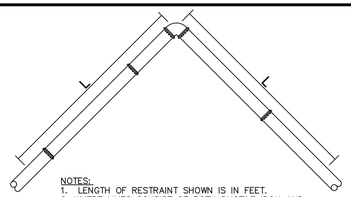
PIPE DIA.	L
4	28
6	40
8	52
10	62
12	73
16	94
20	114
24	132

PVC LINE

PIPE DIA.	L
4	52
6	74
8	96
10	115
12	136

NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.

DEAD END RESTRAINT



NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.

PVC LINE

PIPE DIA.	BEND ANGLE 11 1/4°	22 1/2°	45°	90°
4	3	6	12	29
6	4	8	17	41
8	5	11	22	53
10	6	13	26	64
12	7	15	31	75

DUCTILE IRON LINE

PIPE DIA.	BEND ANGLE 11 1/4°	22 1/2°	45°	90°
4	2	4	8	20
6	3	6	12	28
8	4	7	15	36
10	4	9	18	43
12	5	10	21	51
16	6	13	27	65
20	8	16	33	79
24	9	18	38	92

MINIMUM RESTRAINED LENGTH (L)

HORIZONTAL BEND RESTRAINT

NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.
3. U1 AND U2 = UNINTERRUPTED STRAIGHT RUNS OF PIPE IN EACH DIRECTION.
4. Ur = THE SMALLER OF U1 OR U2.
5. L = MINIMUM RESTRAINED LENGTH ALONG THE BRANCH.
6. WHERE Ur IS LESS THAN 5', RESTRAIN TEE AS A 90° HORIZONTAL BEND.

DUCTILE IRON LINE

TEE \ Ur	5'–10'	11'–20'	21'–35'	36'–50'	50'–75'	75'–100'
4X4	23	15	2	*	*	*
6X4	21	9	*	*	*	*
6X6	35	27	14	*	*	*
8X4	18	3	*	*	*	*
8X6	33	23	5	*	*	*
8X8	47	39	26	6	*	*
10X4	16	*	*	*	*	*
10X6	31	18	*	*	*	*
10X8	46	36	19	*	*	*
10X10	57	49	36	17	*	*
12X4	13	*	*	*	*	*
12X6	30	14	*	*	*	*
12X8	44	32	13	*	*	*
12X10	56	47	31	7	*	*
12X12	68	60	47	28	*	*
16X6	26	4	*	*	*	*
16X8	41	25	*	*	*	*

DUCTILE IRON LINE

TEE \ Ur	5'–10'	11'–20'	21'–35'	36'–50'	50'–75'	75'–100'
16X10	54	41	20	*	*	*
16X12	66	56	38	*	*	*
16X16	89	81	38	*	*	*
20X6	22	*	*	*	*	*
20X8	38	18	*	*	*	*
20X10	51	35	8	*	*	*
20X12	64	51	28	*	*	*
20X16	87	77	60	35	10	*
20X20	108	100	87	67	48	*
24X6	18	*	*	*	*	*
24X8	35	10	*	*	*	*
24X10	49	29	*	*	*	*
24X12	62	45	17	*	*	*
24X16	86	73	53	22	*	*
24X20	107	97	81	57	33	*
24X24	127	119	106	86	66	33

MINIMUM RESTRAINED LENGTH (L)

*RESTRAIN AT TEE ONLY.

TEE RESTRAINT (DUCTILE IRON LINE)

W32
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.

PVC LINE

PIPE DIA.	BEND ANGLE 11 1/4°	22 1/2°	45°	90°
4	3	6	12	29
6	4	8	17	41
8	5	11	22	53
10	6	13	26	64
12	7	15	31	75

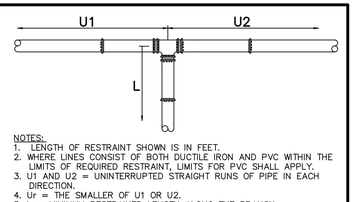
DUCTILE IRON LINE

PIPE DIA.	BEND ANGLE 11 1/4°	22 1/2°	45°	90°
4	2	4	8	20
6	3	6	12	28
8	4	7	15	36
10	4	9	18	43
12	5	10	21	51
16	6	13	27	65
20	8	16	33	79
24	9	18	38	92

MINIMUM RESTRAINED LENGTH (L)

RESTRAINED JOINTS DETAILS

NOT TO SCALE



NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.
3. U1 AND U2 = UNINTERRUPTED STRAIGHT RUNS OF PIPE IN EACH DIRECTION.
4. Ur = THE SMALLER OF U1 OR U2.
5. L = MINIMUM RESTRAINED LENGTH ALONG THE BRANCH.
6. WHERE Ur IS LESS THAN 5', RESTRAIN TEE AS A 90° HORIZONTAL BEND.

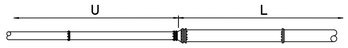
PVC LINE

TEE \ Ur	5'–10'	11'–20'	21'–35'	> 35'
4X4	43	28	4	*
6X4	38	17	*	*
6X6	64	49	25	*
8X4	34	6	*	*
8X6	61	42	10	*
8X8	87	72	48	12
10X4	29	*	*	*
10X6	58	34	*	*
10X8	84	66	35	*
10X10	106	91	67	31
12X4	24	*	*	*
12X6	54	26	*	*
12X8	82	60	23	*
12X10	104	86	57	13
12X12	126	112	87	51

MINIMUM RESTRAINED LENGTH (L)

*RESTRAIN AT TEE ONLY.

TEE RESTRAINT (PVC LINE)



DUCTILE IRON LINE

REDUCER	U	L
6X4	30	21
8X4	72	38
8X6	29	22
10X4	123	51
10X6	63	38
10X8	26	21
12X4	186	64
12X6	106	53
12X8	59	39
12X10	26	21
16X6	214	79
16X8	141	68
16X10	91	56
16X12	54	40
20X10	174	84
20X12	123	71
20X16	51	40
24X12	207	97
24X16	113	72
24X20	48	39

PVC LINE

REDUCER	U	L
6X4	56	38
8X4	134	69
8X6	53	40
10X4	227	94
10X6	117	71
10X8	49	39
12X4	343	118
12X6	196	99
12X8	109	72
12X10	48	40

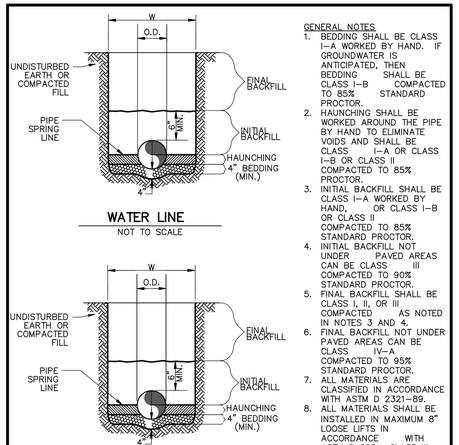
U = MINIMUM UNINTERRUPTED STRAIGHT RUN OF PIPE ON SMALL SIDE OF REDUCER.

L = MINIMUM RESTRAINED LENGTH.

* WHERE MINIMUM "U" IS NOT MET, PIPE ON LARGE SIDE OF REDUCER SHALL BE RESTRAINED FOR A MINIMUM OF "L" FEET.

NOTES:
1. LENGTH OF RESTRAINT SHOWN IS IN FEET.
2. WHERE LINES CONSIST OF BOTH DUCTILE IRON AND PVC WITHIN THE LIMITS OF REQUIRED RESTRAINT, LIMITS FOR PVC SHALL APPLY.

REDUCER RESTRAINT



PIPE DIA.	W
≤12"	O.D. OF PIPE + (12" TO 18")
>12"	≥ O.D. OF PIPE + 18"

GENERAL NOTES
1. BEDDING SHALL BE CLASS I–A WORKED BY HAND. IF GROUNDWATER IS ANTICIPATED, THEN BEDDING SHALL BE CLASS I–B COMPACTED TO 85% STANDARD PROCTOR.
2. HAUNCHING SHALL BE WORKED AROUND THE PIPE BY HAND TO ELIMINATE VOIDS AND SHALL BE CLASS I–A OR CLASS I–B OR CLASS II COMPACTED TO 85% PROCTOR.
3. INITIAL BACKFILL SHALL BE CLASS I–A WORKED BY HAND, OR CLASS I–B OR CLASS II COMPACTED TO 85% STANDARD PROCTOR.
4. INITIAL BACKFILL NOT UNDER PAVED AREAS CAN BE CLASS III COMPACTED TO 90% STANDARD PROCTOR.
5. FINAL BACKFILL SHALL BE CLASS I, II, OR III COMPACTED AS NOTED IN NOTES 3 AND 4.
6. FINAL BACKFILL NOT UNDER PAVED AREAS CAN BE CLASS IV–A COMPACTED TO 95% STANDARD PROCTOR.
7. ALL MATERIALS ARE CLASSIFIED IN ACCORDANCE WITH ASTM D 2321–89.
8. ALL MATERIALS SHALL BE INSTALLED IN MAXIMUM 8" LOOSE LIFTS IN ACCORDANCE WITH ASTM D 698. CLASS III AND IV–A MATERIALS SHALL BE COMPACTED NEAR OPTIMUM MOISTURE CONTENT.
9. FILL SALVAGED FROM EXCAVATION SHALL BE FREE OF DEBRIS, ORGANICS AND ROCKS LARGER THAN 3".
10. ALL TRENCH EXCAVATIONS SHALL BE SLOPED, SHORED, SHEETED, BRACED, OR OTHERWISE SUPPORTED IN COMPLIANCE WITH OSHA REGULATIONS AND LOCAL ORDINANCES. (SEE SPECIFICATIONS)

W31
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

UTILITY TRENCH AND BEDDING

NOT TO SCALE

NO.	REVISIONS	BY	DATE

Charles Jackson Ervin
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

WATER & SEWER DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C2.2

BID SET - NOT FOR CONSTRUCTION

GENERAL NOTES & SPECIFICATIONS FOR WATER MAIN INSTALLATIONS

1. All materials and construction under this project shall be in strict accordance with the requirements of the City of Fernandina Beach Utilities Department (FBU) and/or Nassau County Public Works Department (NCPWD) and/or the Florida Department of Transportation (FDOT) and shall conform to the standards and specifications available and on file with the department. As a minimum requirement, the standards of the AWWA shall apply.

2. Minimum cover over water mains shall be 3'-0" unless specific written exception is issued or required by an authorized representative of FBU.

3. Detector tape shall be installed 18" above the centerline of water mains and services.

4. All water main line valves shall be installed complete with 10" riser pipes and No. 3 valve boxes. Fire hydrants and service valves shall be installed complete with 6" riser pipes and No. 2 valve boxes.

5. All water meters up to 2" will be installed by department personnel providing the appropriate charges have been pre-paid. Provision of service pipes, backflow preventers, valves and meter or pits will be in accordance with construction plans and specifications approved by FBU.

6. Fire hydrant requirements (number and location) shall be as required by the Fire Department or the appropriate fire agency with installations in accordance with FBU standards.

7. Contractor MUST call the FBU Inspection Division and all other applicable permitting agencies to arrange for a Pre-Construction Meeting at least 72 hours prior to proposed start of construction.

8. FBU personnel will inspect all facilities approved by the Engineering Department. All other requirements of the permitting agency shall be in accordance with their standards and requirements.

9. Work performed under this project will not be considered as complete until final acceptance of the system by the department and until the following documents are received and approved by FBU:

* Easements, if required (whether by deed or plat suitably recorded)
* Contractor's Waiver and Release of Lien
* Absolute Bill of Sale
* Contractor's Letter of Warranty (i.e. Letter Agreement)
* Contractor's Maintenance Bond (for 1 year)
* As-Built 3 mil mylar 24" x 36" showing specific locations, depths, etc. of all water facilities as located by a licensed surveyor, along with two (2) prints of the "As-Built" which have been signed and sealed by a registered surveyor or Engineer of record and endorsed by the Contractor in accordance with FBU standards.

10. All new connections from existing FBU mains to be inspected by FBU forces prior to backfill.

11. The Contractor shall be responsible for verifying all locations, dimensions, elevations and the locations of all underground structures and utilities prior to the start of construction. The locations shown on the plans are not guaranteed accurate or correct by the known utility companies.

12. Thrust blocks shall be provided at all bends, tees, and plugs in accordance with FBU standard details.

13. All new fittings at reaction points shall be fitted with megalug retainer glands or approved equal, meeting FBU requirements. All valves are to be restrained with retainer glands.

14. Pipe installation, cleaning, flushing, testing, and disinfecting, as per FBU and State of Florida Department of Health and Rehabilitative Services Standards for the installation of water mains by customer donation projects.

15. Preliminary cleaning of all water mains 12" and larger to be accomplished by use of a poly-pig per FBU standards.

16. The Contractor is responsible for the cost of inspections for any construction activities occurring outside normal working hours (8:00 a.m. to 5:00 p.m.) Saturdays and Sundays and holidays excluded and arrangements for inspections outside normal working hours must be made a minimum of 48 hours in advance of the construction activity.

17. All trenches to be over-excavated a minimum of 6" to provide for installation of rock bedding in accordance with FBU Standards.

18. Surface restoration, pavement replacement, sidewalk replacement, trench backfilling and compaction shall comply with the applicable current FBU, NCPWD and FDOT Standards.

19. All gate valves to be resilient seat per AWWA-C509.

20. Where field conditions require, as determined by FBU, the water main shall be polyethylene encased in accordance with AWWA-C105.

21. The Contractor shall be responsible for providing FBU with HRS Letter of Clearance to Place a Public Drinking Water Facility into Service. The Engineer of record shall provide FBU with a signed and sealed pressure test report certifying pressure test results.

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

POTABLE WATER MAINS
GENERAL NOTES

Date	Revisions	Appr. by	Date: July 2000	Scale: N.T.S.	Dwg: F101b	Fig: 300

GENERAL NOTES & SPECIFICATIONS FOR WATER MAIN INSTALLATIONS

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION NOTES

1. A horizontal distance of 10 feet shall be maintained between water and sewer mains. When a 10 feet horizontal distance criteria cannot be met due to an existing underground facility conflict, the sewer shall be constructed of ductile iron pipe with mechanical joints.

2. A vertical distance of at least 18 inches shall be maintained between any water and sewer mains. The sewer shall be ductile iron single 20 feet length centered on the crossing if the minimum vertical distance is less than 18 inches or the sewer is installed above the water main regardless of separation).

3. In highly congested areas, where either water or sewer facilities are existing and the separation requirements cannot be met, special consideration may be given subject to a complete evaluation of existing and proposed conditions.

4. The contractor shall verify nature, depth, character of existing underground utilities prior to start of construction.

NOTE: WHEN WATER CROSSES SEWER

1. Force mains must have an 18-inch vertical separation form water lines. No exceptions.
2. Sewer lines, including laterals, must have 18 inch vertical clearance between water mains and/or 6 inches minimum clearance if sewer line is DIP and has no joints within 10 feet of intersection (i.e. one 20 ft. joint DIP centered on intersection). Storm drainage lines are exempt if DIP water main separation of 6" is maintained and both pipes have no joints within 10 feet of intersection.

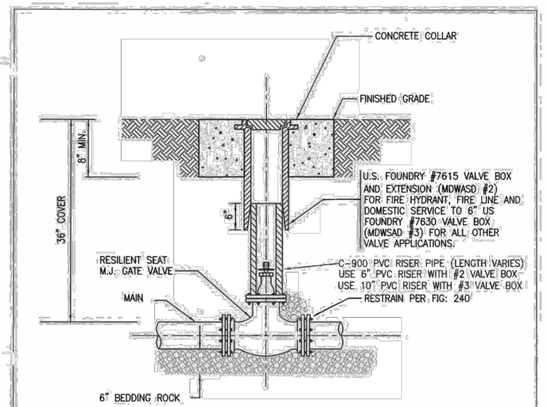
TRENCH PROTECTION

Trench excavation protection shall be accomplished as required by the provisions of Part 1926, Subpart P, Excavations, Trenching and Shoring of the Occupational Safety and Health Administrations Standards and Interpretations.

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

POTABLE WATER MAINS
GENERAL NOTES

Date	Revisions	Appr. by	Date: July 2000	Scale: N.T.S.	Dwg: F101c	Fig: 300A



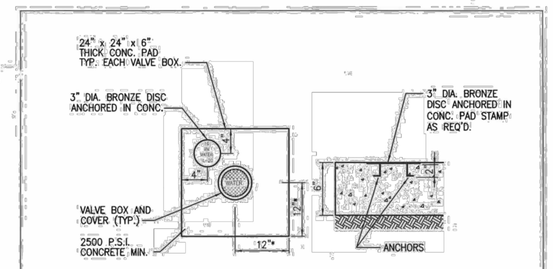
NOTES:

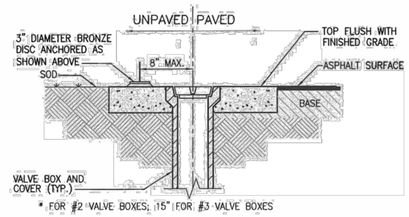
1. WHEN VALVE IS NOT LOCATED IN PAVEMENT, PLACE A WHITE PAVEMENT REFLECTOR MARKER IN THE DRIVE LANE, ADJACENT TO THE VALVE.
2. USE U.S. FOUNDRY #7630 VALVE BOX AND EXTENSION (MDWASD #3) FOR ALL OTHER VALVE APPLICATIONS.
3. FOR USE ON 2-INCH THROUGH 10-INCH PIPELINES.
4. RESILIENT SEAT AND OTHER RUBBER TYPE PARTS SHALL BE FORMED OF A SYNTHETIC ELASTOMER WHICH IS CORROSION AND CHLORAMINE RESISTANT.
5. OPERATOR EXTENSION SHAFT SHALL BE PROVIDED WHEN OPERATING NUT IS MORE THAN 48" BELOW TOP OF VALVE BOX.

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

GATE VALVE AND BOX DETAIL

Date	Revisions	Appr. by	Date: July 2000	Scale: N.T.S.	Dwg: F115	Fig: 305





* FOR #2 VALVE BOXES; 15" FOR #3 VALVE BOXES

NOTES:

1. VALVE BOX AND EXTENSION (MDWASD #2) USE U.S. FOUNDRY #7615.
2. USE U.S. FOUNDRY #7630 VALVE BOX AND EXTENSION (MDWASD #3) FOR ALL OTHER VALVE APPLICATIONS.

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

VALVE COLLAR DETAIL

Date	Revisions	Appr. by	Date: July 2000	Scale: N.T.S.	Dwg: F111	Fig: 235

MINIMUM LENGTH (FT) TO BE RESTRAINED ON EACH SIDE OF FITTING(S) *									
	PIPE SIZE								
	6"	8"	10"	12"	16"	20"	24"	30"	36"
90° BEND	23	30	36	42	53	63	73	86	97
45° BEND	10	12	15	17	22	26	30	36	40
22-1/2° BEND	5	6	7	8	11	26	30	36	19
11-1/4° BEND	2	3	4	4	5	6	7	8	10
PLUG, BRANCH OF TEE OR DEAD END	23	30	36	42	53	63	73	86	97

NOTES:

1. FITTINGS SHALL BE RESTRAINED JOINTS UNLESS OTHERWISE INDICATED.
2. INSTALL FULL LENGTH JOINTS WITH TOTAL LENGTH EQUAL TO OR GREATER THAN SHOWN IN THE TABLE.
3. WHERE TWO OR MORE FITTINGS ARE TOGETHER, USE FITTING WHICH YIELDS GREATEST LENGTH OF RESTRAINED PIPE.
4. LENGTHS SHOWN IN THE TABLE HAVE BEEN CALCULATED IN ACCORDANCE WITH THE PROCEDURE OUTLINED IN "THRUST RESTRAINT DESIGN FOR DUCTILE IRON PIPE" AS PUBLISHED BY DIPRA, WITH THE FOLLOWING ASSUMPTIONS:

WORKING PRESSURE: 150 P.S.I.*
SOIL CONDITIONS: SAND / SILT *
MINIMUM COVER: 3 FT. *

ENGINEER OF RECORD SHALL CONFIRM ACTUAL LAYING CONDITIONS AND INCREASE RESTRAINED LENGTHS AS REQUIRED.

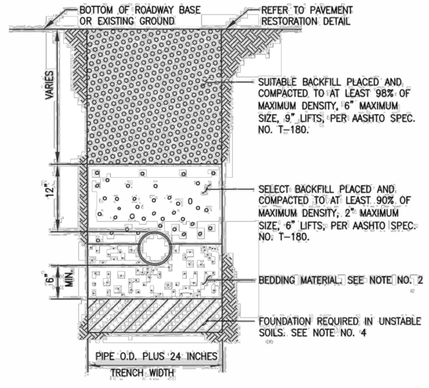
5. FOR PIPE ENCASED IN POLYETHYLENE, INCREASE THE GIVEN VALUE BY A FACTOR 1.5.
6. ALL FITTINGS AND PIPE JOINTS 6" OR SMALLER MAY BE RESTRAINED USING THRUST BLOCKS. ALL OTHERS MUST BE RESTRAINED AS FOLLOWS:

JOINT	RESTRAINT
PUSH-ON PVC	EBAA IRON SERIES 2800 HARNESS
PUSH-ON DIP	TR-FLEX BY U.S. PIPE OR FLEX RING BY AMERICAN
FITTINGS WITH DIP	EBAA IRON SERIES 1100 MEGALUG
FITTINGS WITH PVC	EBAA IRON SERIES 2000 MEGALUG

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

RESTRAINED PIPE DETAIL

Date	Revisions	Appr. by	Date: July 2000	Scale: N.T.S.	Dwg: F108	Fig: 240



NOTES:

1. FOR EXCAVATION AND BACKFILL AROUND MANHOLES, APPURTENANCES, OR IN WATER, REFER TO PROVISIONS WITHIN THE SPECIFICATIONS.
2. UNLESS OTHERWISE SPECIFIED, BEDDING MATERIAL SHALL CONSIST OF SELECT BACKFILL MATERIAL 2" MAX. SIZE, OR WASHED AND GRADED LIMEROCK (3/8" – 7/8"), COMPACTED TO AT LEAST 90% OF MAX. DENSITY, 6" LIFTS, PER AASHTO SPEC. NO. T-180.
3. WHERE REQUIRED, SHEETING AND SHORING SHALL BE IN ACCORDANCE WITH SPECIFICATION.
4. WHERE UNSTABLE SOILS ARE ENCOUNTERED, INCLUDING PEAT, MUCK OR OTHER ORGANIC SOILS, ELASTIC SILT AND CLAYS, A FOUNDATION IS REQUIRED, COMPACTED TO AT LEAST 90% OF MAX. DENSITY, 6" LIFTS PER AASHTO SPEC. NO. T-180. FOUNDATION MATERIAL SHALL BE SELECT BACKFILL MATERIAL, 2" MAXIMUM SIZE, 6" LIFTS. EXTEND EXCAVATION UNTIL A SUITABLE MATERIAL IS FOUND.

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

TYPICAL TRENCH BACKFILL

Revisions	Appr. by	Date: Nov. 2000	Scale: N.T.S.	Dwg: F314	Fig: 250

NO.	REVISIONS	BY	DATE

Charles Jackson Evans
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PROFESSIONAL ENGINEER

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WATER & SEWER DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

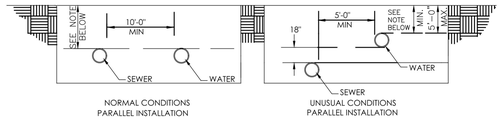
PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

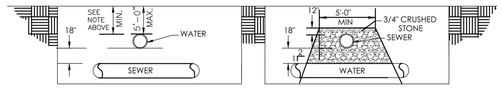
DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C2.3



*MINIMUM PIPE COVER REQUIREMENTS:
12" AND SMALLER PIPE: 3' MIN. COVER
PIPES LARGER THAN 12": 4' MIN. COVER



NOTES:
THE SEPARATION OF WATER MAINS AND SEWERS SHALL COMPLY WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION MINIMUM STANDARDS FOR PUBLIC WATER SYSTEMS. "WATER" LINES MAY REFER TO WATER MAINS OR WATER SERVICE LINES. "SEWER" LINES MAY REFER TO SANITARY SEWERS, STORM SEWERS, OR HOUSE SEWERS.

A. PARALLEL INSTALLATION:

1. NORMAL CONDITIONS: THE INSIDE EDGE OF A WATER LINE SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM THE INSIDE EDGE OF ANY SANITARY SEWER, STORM SEWER OR SEWER MANHOLE.

   MAXIMUM OBTAINABLE SEPARATION BETWEEN RECLAIMED WATER MAINS AND POTABLE WATER MAINS SHALL BE IMPLEMENTED. A MINIMUM HORIZONTAL SEPARATION OF 3 FEET, FROM OUTSIDE OF PIPE TO OUTSIDE OF PIPE, SHALL BE MAINTAINED BETWEEN RECLAIMED WATER MAINS AND EITHER POTABLE WATER MAINS OR SEWER COLLECTION MAINS.

2. UNUSUAL CONDITIONS: WHEN LOCAL CONDITIONS PREVENT A HORIZONTAL SEPARATION OF 10 FEET, AND WHEN APPROVED BY THE ENGINEER, THE INSIDE EDGE OF A WATER MAIN MAY BE LAID A MINIMUM OF 5 FEET FROM THE INSIDE EDGE OF A SEWER PROVIDED THAT THE BOTTOM OF THE WATER MAIN IS AT LEAST 18 INCHES HIGHER THAN THE TOP OF THE SEWER (SEE DETAIL), AND THE WATER MAIN IS LAID IN A SEPARATE TRENCH OR ON AN UNDISTURBED EARTH SHELF.

   A MINIMUM OF 18 INCHES SHALL BE MAINTAINED BETWEEN THE BOTTOM OF POTABLE WATER MAINS AND THE TOP OF RECLAIMED WATER MAINS.

B. CROSSINGS:

1. NORMAL CONDITIONS: WHENEVER POSSIBLE, THE BOTTOM OF THE WATER MAIN SHALL BE AT LEAST 18 INCHES HIGHER THAN THE TOP OF THE SEWER. AT CROSSINGS, ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE.

2. UNUSUAL CONDITIONS: IF A WATER MAIN MUST CROSS UNDER A SEWER, THE TOP OF THE WATER MAIN SHALL BE AT LEAST 18 INCHES LOWER THAN THE BOTTOM OF THE SEWER, THE WATER MAIN PIPE SHALL BE CONSTRUCTED OF WATER MAIN MATERIALS CENTERED AT THE CROSSING SO THAT THE JOINTS ARE EQUIDISTANT AND AS FAR AS POSSIBLE FROM THE SEWER, AND ADEQUATE STRUCTURAL SUPPORT SHALL BE PROVIDED FOR THE SEWER TO PREVENT EXCESSIVE DEFLECTION OF THE SEWER AT THE CROSSING. ADEQUATE STRUCTURAL SUPPORT SHALL INCLUDE BACKFILLING THE ENTIRE UTILITY CROSSING AREA WITH 3/4" CRUSHED STONE AS SHOWN IN THE DETAIL. IN ADDITION, ONE OF THE FOLLOWING MEASURES SHALL BE TAKEN:

   - BOTH WATER MAIN AND SEWER SHALL BE CONSTRUCTED OF WATER MAIN MATERIALS EXTENDING ON EACH SIDE OF THE CROSSING UNTIL AT LEAST 10 FEET SEPARATES THE TWO PIPES. WATER MAIN AND SEWER SHALL BE SUBJECTED TO HYDROSTATIC TESTING AS PRESCRIBED IN THE GEORGIA EPD MINIMUM STANDARDS FOR PUBLIC WATER SYSTEMS, LATEST EDITION.
   - WATER MAIN OR SEWER SHALL BE ENCASED IN A CASING PIPE CONSTRUCTED OF WATER MAIN MATERIALS EXTENDING ON EACH SIDE OF THE CROSSING UNTIL AT LEAST 10 FEET SEPARATES THE TWO PIPES.
   - SEWER SHALL HAVE STRUCTURAL LINING THAT MEETS ASTM F1216 STANDARDS AND EXTENDS ON EACH SIDE OF CROSSING UNTIL AT LEAST 10 FEET SEPARATES WATER MAIN AND SEWER PIPE.

MINIMUM WATER, SEWER, STORM, AND RECLAIMED PIPE SEPARATION REQUIREMENTS

GENERAL NOTES & SPECIFICATIONS FOR GRAVITY SEWER INSTALLATIONS

1. All materials and construction under this project shall be in strict accordance with the requirements of the City of Fernandina Beach Utility Department (FBU) and/or Nassau County Public Works Department (NCPWD) and/or the Florida Department of Transportation (FDOT) and shall conform to the standards and specifications available and on file with the department. As a minimum requirement, the standards of the Ten State Standards shall apply.

2. Minimum cover over main lines shall be 3'-0" unless specific written exception is issued or required by an authorized representative of NMB.

3. Detector tape shall be installed 18" above the centerline of main lines and services.

4. Contractor MUST call the FBU Inspection Division and all other applicable permitting agencies to arrange for a Pre-Construction Meeting at least 72 hours prior to proposed start of construction.

5. FBU personnel will inspect all facilities approved by the Utilities Department. All other requirements of the permitting agency shall be in accordance with their standards and requirements.

6. Work performed under this project will not be considered as complete until final acceptance of the system by the department and until the following documents are received and approved by FBU:

   * Easements, if required (whether by deed or plat suitably recorded)
   * Contractor's Waiver and Release of Lien
   * Absolute Bill of Sale
   * Contractor's Letter of Warranty (i.e. Letter Agreement)
   * Contractor's Maintenance Bond (for 1 year)
   * As-Built 3 mil mylar 24" x 36" showing specific locations, depths, etc. of all water facilities as located by a licensed surveyor, along with two (2) prints of the "As-Built" which have been signed and sealed by a registered surveyor or Engineer of record and endorsed by the Contractor in accordance with FBU standards.

7. All new connections from existing FBU lines to be inspected by FBU forces prior to backfill.

8. The Contractor shall be responsible for verifying all locations, dimensions, elevations and the locations of all underground structures and utilities prior to the start of construction. The locations shown on the plans are not guaranteed accurate or correct by the known utility companies.

9. Pipe installation, cleaning, flushing, and testing, as per FBU Standards for the installation of gravity sewer by customer donation projects.

10. The Contractor is responsible for the cost of inspections for any construction activities occurring outside normal working hours (8:00 a.m. to 5:00 p.m.) Saturdays and Sundays and holidays excluded and arrangements for inspections outside normal working hours must be made a minimum of 48 hours in advance of the construction activity.

11. All trenches to be over-excavated a minimum of 8" to provide for installation of rock bedding in accordance with FBU Standards.

12. Surface restoration, pavement replacement, sidewalk replacement, trench backfilling and compaction shall comply with the applicable current FBU, NCPWD and FDOT Standards.

13. Where field conditions require, as determined by FBU, the ductile iron lines shall be polyethylene encased in accordance with AWWA-C105.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION NOTES

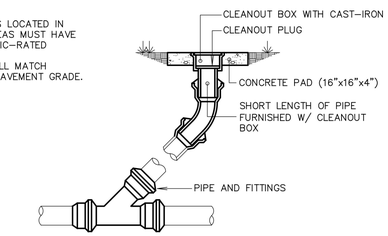
1. A horizontal distance of 10 feet shall be maintained between water and sewer mains. When a 10 feet horizontal distance criteria cannot be met due to an existing underground facility conflict, the sewer shall be constructed of ductile iron pipe with mechanical joints.
2. A vertical distance of at least 18 inches shall be maintained between any water and sewer mains, including laterals. The sewer shall be ductile iron single 20 feet length centered on the crossing if the minimum vertical distance is less than 18 inches or the sewer is installed above the water main regardless of separation).
3. In highly congested areas, where either water or sewer facilities are existing and the separation requirements cannot be met, special consideration may be given subject to a complete evaluation of existing and proposed conditions.
4. The contractor shall verify nature, depth, character of existing underground utilities prior to start of construction.

TRENCH PROTECTION

Trench excavation protection shall be accomplished as required by the provisions of Part 1926, Subpart P, Excavations, Trenching and Shoring of the Occupational Safety and Health Administrations Standards and interpretations.

CITY OF FERNANDINA BEACH UTILITIES DEPARTMENT			
GRAVITY SEWER MAINS GENERAL NOTES			
Date	Revisions	Appr. by	Date: July 2000 | Scale: N.T.S. | Dwg: F101 | Fig: 400

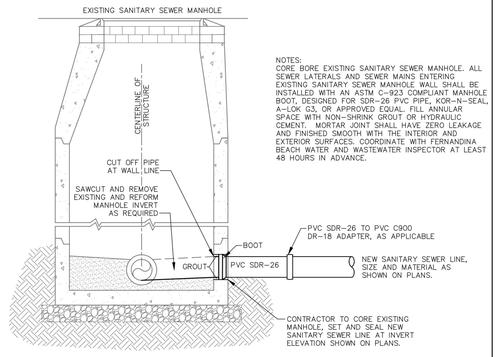
NOTE:
CLEANOUTS LOCATED IN PAVED AREAS MUST HAVE H20 TRAFFIC-RATED COVERS. COVERS WILL MATCH FINISHED PAVEMENT GRADE.



S10
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

CLEANOUT DETAIL

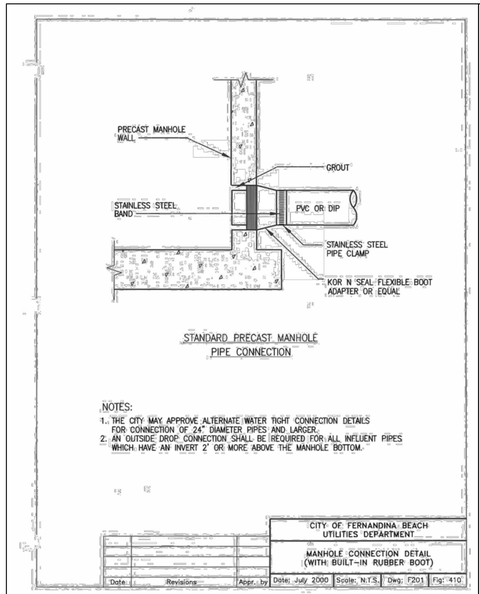
NOT TO SCALE



NOTES:
CORE BORE EXISTING SANITARY SEWER MANHOLE. ALL SEWER LATERALS AND SEWER MAINS ENTERING EXISTING SANITARY SEWER MANHOLE WALL SHALL BE INSTALLED WITH AN ASTM C-923 COMPLIANT MANHOLE BOOT, DESIGNED FOR SDR-26 PVC PIPE, KOR-N-SEAL, A-LOK G3, OR APPROVED EQUAL. FILL ANNULAR SPACE WITH NON-SHRINK GROUT OR HYDRAULIC CEMENT. MORTAR JOINT SHALL HAVE ZERO LEAKAGE AND FINISHED SMOOTH WITH THE INTERIOR AND EXTERIOR SURFACES. COORDINATE WITH FERNANDINA BEACH WATER AND WASTEWATER INSPECTOR AT LEAST 48 HOURS IN ADVANCE.

CONNECTION TO EXISTING MANHOLE

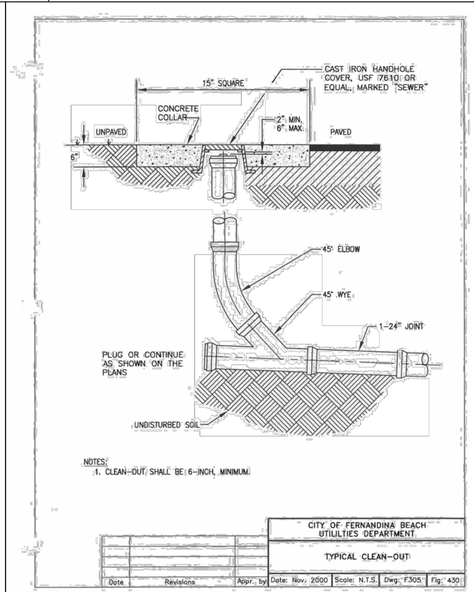
N.T.S.



STANDARD PRECAST MANHOLE PIPE CONNECTION

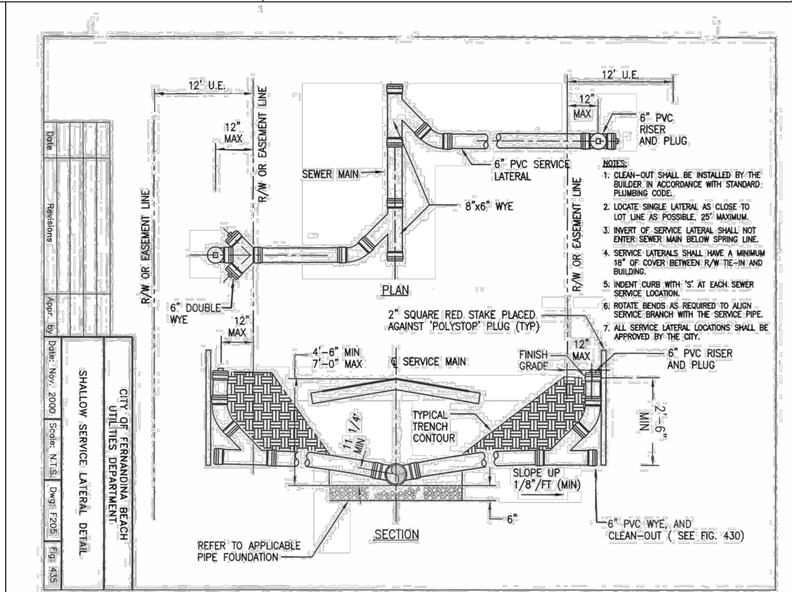
NOTES:
1. THE CITY MAY APPROVE ALTERNATE WATER TIGHT CONNECTION DETAILS FOR CONNECTION OF 24" DIAMETER PIPES AND LARGER.
2. AN OUTSIDE DROP CONNECTION SHALL BE REQUIRED FOR ALL INFLUENT PIPES WHICH HAVE AN INVERT 2' OR MORE ABOVE THE MANHOLE BOTTOM.

CITY OF FERNANDINA BEACH UTILITIES DEPARTMENT			
MANHOLE CONNECTION DETAIL (WITH BUILT-IN RUBBER BOOT)			
Date	Revisions	Appr. by	Date: July 2000 | Scale: N.T.S. | Dwg: F201 | Fig: 410



NOTES:
1. CLEAN-OUT SHALL BE 6-INCH, MINIMUM.

CITY OF FERNANDINA BEACH UTILITIES DEPARTMENT			
TYPICAL CLEAN-OUT			
Date	Revisions	Appr. by	Date: Nov. 2000 | Scale: N.T.S. | Dwg: F305 | Fig: 430



NOTES:
1. CLEAN-OUT SHALL BE INSTALLED BY THE BUILDER IN ACCORDANCE WITH STANDARD PLUMBING CODE.
2. LOCATE SINGLE LATERAL AS CLOSE TO LOT LINE AS POSSIBLE, 25' MAXIMUM.
3. INVERT OF SERVICE LATERAL SHALL NOT ENTER SEWER MAIN BELOW SPRING LINE.
4. SERVICE LATERALS SHALL HAVE A MINIMUM 18" OF COVER BETWEEN R/W TIE-IN AND BUILDING.
5. INDENT CURB WITH 'S' AT EACH SEWER SERVICE LOCATION.
6. ROTATE BENDS AS REQUIRED TO ALIGN SERVICE BRANCH WITH THE SERVICE PIPE.
7. ALL SERVICE LATERAL LOCATIONS SHALL BE APPROVED BY THE CITY.

CITY OF FERNANDINA BEACH UTILITIES DEPARTMENT			
SHALLOW SERVICE LATERAL DETAIL			
Date	Revisions	Appr. by	Date: Nov. 2000 | Scale: N.T.S. | Dwg: F205 | Fig: 435

NO.	REVISIONS	BY	DATE

BID SET - NOT FOR CONSTRUCTION

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

WATER & SEWER DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

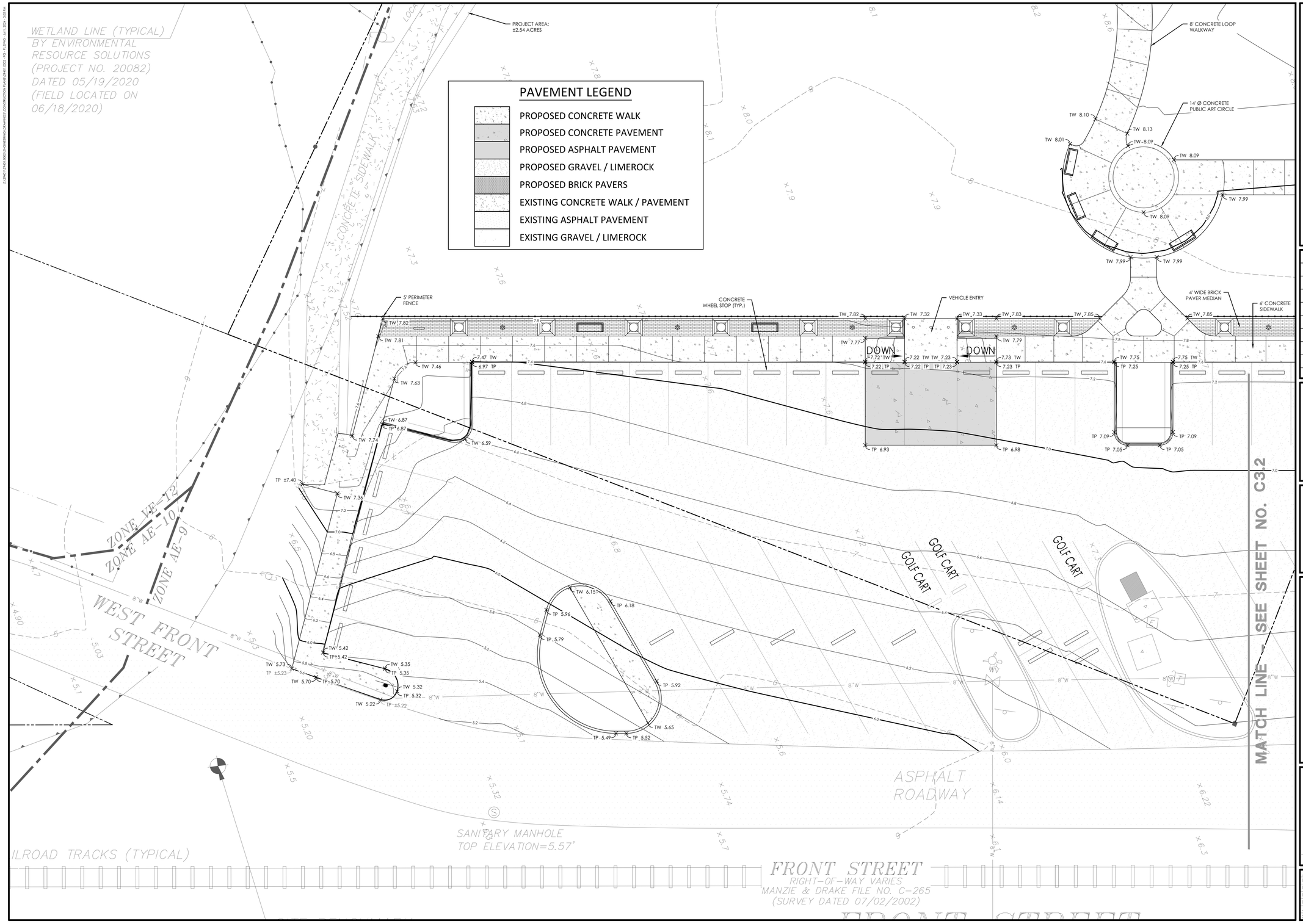
CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C2.4

Z:\NEW\CIVIL\2025\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\SHEETS\2025 - WS - DETAILS - 24 X 36.DWG, 24 X 36, 7/1/2024 3:16 PM



BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ezelle
LICENSE
No 67077
STATE OF
FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON

www.thomasandhutton.com

PAVING & GRADING PLAN

LOTS C & D
FERNANDINA BEACH WATER
FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

GRAPHIC SCALE:
1 INCH = 10 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 10'

C3.1

MATCH LINE – SEE SHEET NO. C3.4

FFE: 8.70
MULTI-PURPOSE PAVILION WITH STAGE (BY OTHERS)

8' CONCRETE LOOP WALKWAY

14' Ø CONCRETE PUBLIC ART CIRCLE

ENTRY CIRCLE WITH RAISED CENTER PLANTER

RESTROOMS WITH DRINKING FOUNTAINS (BY OTHERS)

FFE: 8.00

FFE: 8.00

DOWN

DOWN

4' WIDE BRICK PAVER MEDIAN

6' CONCRETE SIDEWALK

MAIN ENTRY

20' Ø CONCRETE CIRCLE WITH SHRIMPING MONUMENT

POLLINATOR GARDEN

APPROXIMATE FEMA LIMITS OF MODERATE WAVE ACTION (LMWA ZONE) (TYP.)

CONCRETE SEAWA... WIDE

ELEVATION = ... N.A.V.D. 198...

MATCH LINE – SEE SHEET NO. C3.1

MATCH LINE – SEE SHEET NO. C3.3

GOLF CART

BFP

FDC

SANITARY MANHOLE
TOP ELEVATION=6.55'

RAILROAD TRACKS (TYPICAL)

RAILROAD TRACKS (TYPICAL)

FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Evans
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON

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PAVING & GRADING PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
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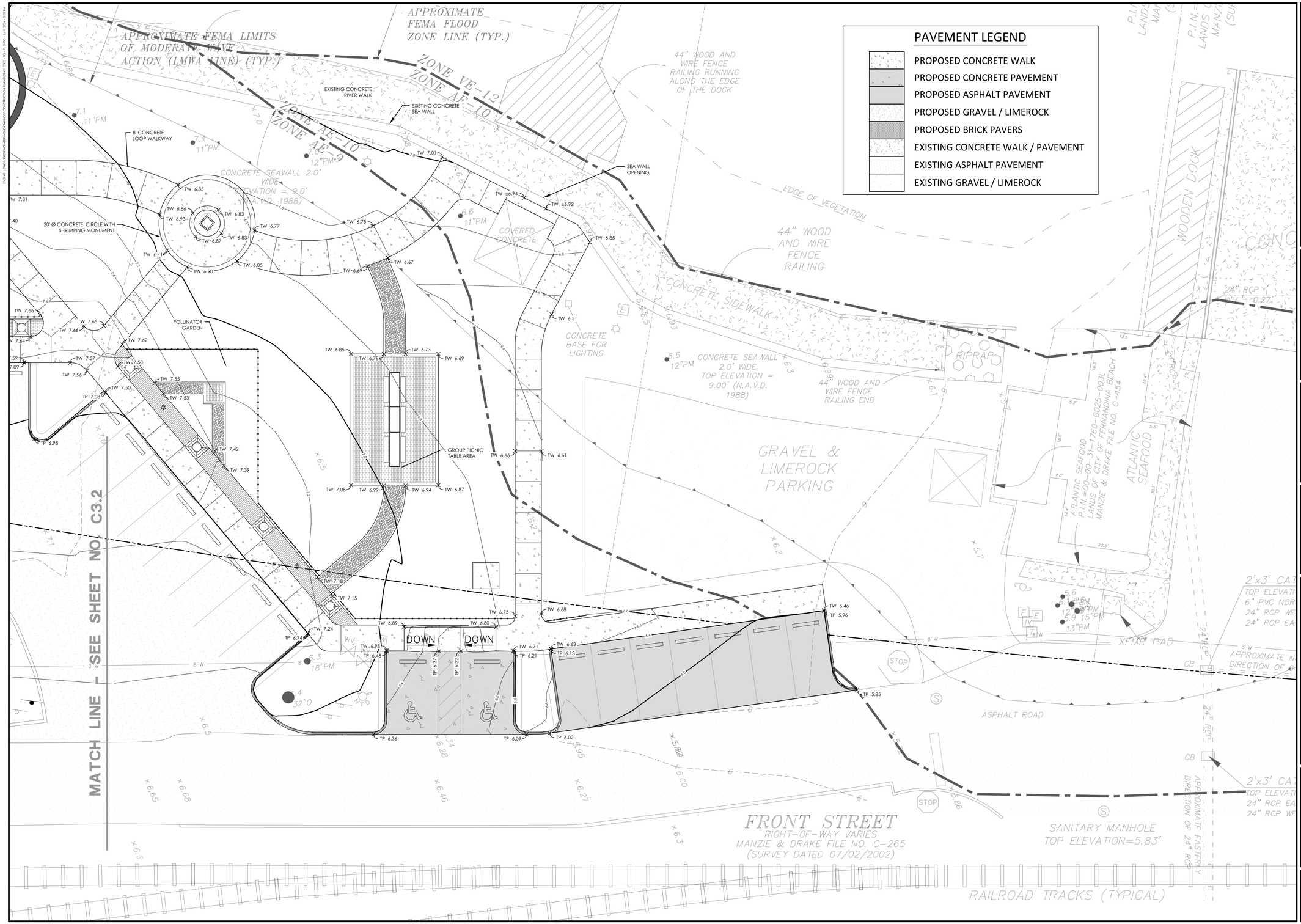
APPROVED:	CJE
SCALE:	1" = 10'

C3.2



PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ellis
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
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Brunswick, GA 31520 • 912.466.0536
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PAVING & GRADING PLAN

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

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GRAPHIC SCALE:
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DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	1" = 10'

C3.3

BID SET - NOT FOR CONSTRUCTION

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

CONCRETE FLOATING DOCK

P.I.N.=00-00-31-1760-0031-0020
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)

P.I.N.=00-00-31-1760-0029-0010
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)

EDGE OF VEGETATION

ZONE VE-12
ZONE AE-9

APPARENT EDGE OF MARSH

WETLAND EDGE

SEA WALL OPENING

CONCRETE SIDEWALK

CONCRETE SEAWALL
2.0' WIDE
TOP ELEVATION = 9.00' (N.A.V.D. 1988)

COVERED CONCRETE

SEATING AREA WIRED FOR ELECTRICITY AND WIFI WITH GAME TABLES AND OVERHEAD LIGHTING

44" WOOD AND WIRE FENCE RAILING END

WOOD DOCK

FFE: 8.70
MULTI-PURPOSE PAVILION WITH STAGE (BY OTHERS)

CHILDREN'S PLAY AR

6' CONCRETE LOOP WALKWAY

14' Ø CONCRETE PUBLIC ART CIRCLE

ENTRY CIRCLE WITH RAISED CENTER PLANTER

MATCH LINE - SEE SHEET NO. C3.2

NO.	REVISIONS	BY	DATE

Charles Jackson Eason
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
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Brunswick, GA 31520 • 912.466.0536
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PAVING & GRADING PLAN

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FERNANDINA BEACH WATER FRONT PARK

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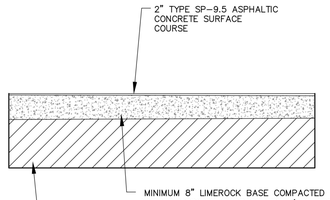
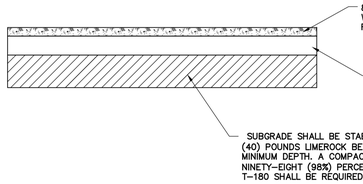
SCALE:	1" = 10'

C3.4



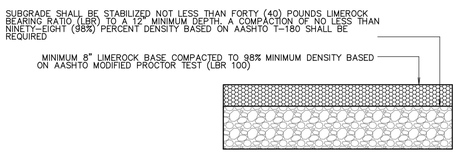
HEAVY DUTY ASPHALT PAVEMENT SECTION

NOT TO SCALE



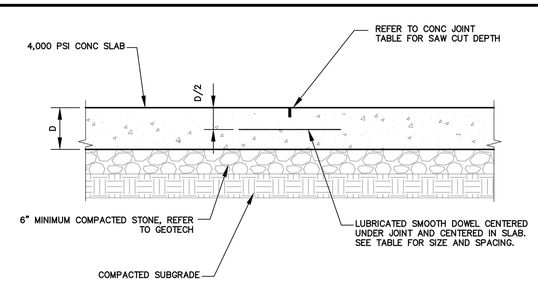
CONCRETE PAVEMENT SECTION

NOT TO SCALE



GRAVEL PAVEMENT SECTION

NOT TO SCALE

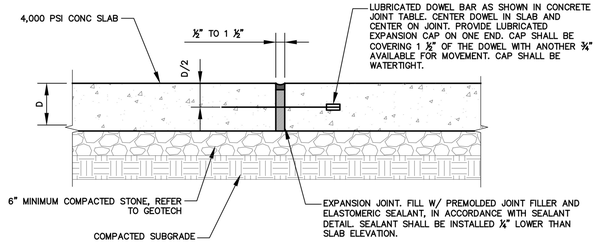


NOTE:
REFER TO TABLE BELOW FOR MAXIMUM JOINT SPACING IN ANY DIRECTION

P42
OCT 2022

EXTERIOR SLAB TRANSVERSE CONTRACTION JOINT

SCALE: NOT TO SCALE

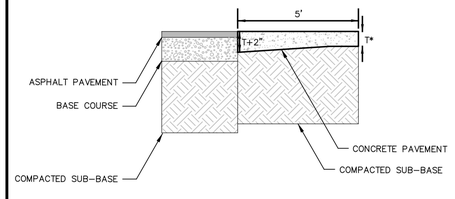


NOTE:
1. DETAIL APPLIES TO CONC SLABS WITH THICKNESS OF 8" AND GREATER.
2. IF CONTRACTION JOINT IS NOT DOWELED, DOWEL IS NOT REQUIRED AT EXPANSION JOINT UNLESS OTHERWISE NOTED.

P45
OCT 2022

EXTERIOR SLAB EXPANSION JOINT 8" SLAB AND GREATER

SCALE: NOT TO SCALE

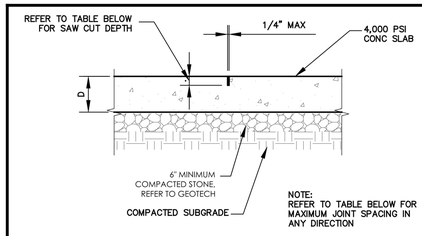


CONCRETE-ASPHALT TRANSITION DETAIL

NOT TO SCALE

P26
OCT. 2008
THOMAS & HUTTON ENGINEERING CO.

NOTE:
REFER TO PAVEMENT SECTION DETAIL FOR THICKNESS (T*) OF CONCRETE PAVEMENT



NOTE:
REFER TO TABLE BELOW FOR MAXIMUM JOINT SPACING IN ANY DIRECTION

d = slab thickness, inches	max contraction joint spacing for unreinforced slab[1] aspect ratio max 1.5 to 1	early entry sawcut[2] contraction joint depth, inch d/6 to d/5	conventional sawcut[3] contraction joint depth, inch d/4 to d/3
4	10	1	1
5 to < 6	12	1	1.25 to 2
6 to < 8	15	1 to 1.5	1.5 to 2.6
8 to < 10	15	1.3 to 2	2 to 3.3
10 to 12	15	1.6 to 2.4	2.5 to 4

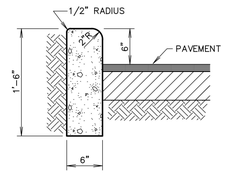
1. BASED UPON SOIL SUBGRADE MODULUS "K" LESS THAN 300 PCI.
2. EARLY ENTRY SAWING TO OCCUR WITHIN 3 HRS OF PLACEMENT AND 1 TO 2 HOURS AFTER FINISHING.
3. CONVENTIONAL SAWING TO BEGIN 8 TO 12 HRS AFTER PLACEMENT, AS SOON AS CONCRETE HAS HARDENED ENOUGH TO SUPPORT WEIGHT OF EQUIPMENT.

P41
OCT 2022

EXTERIOR SLAB CONTRACTION JOINT (CONTROL JOINT)

SCALE: NOT TO SCALE

NOTES:
1. ALL CONCRETE SHALL BE 3,000 PSI.
2. PROVIDE CONTROL JOINTS EVERY TEN FEET (10').
3. PROVIDE EXPANSION JOINTS EVERY FIFTY FEET (50).
4. PROVIDE EXPANSION JOINT WHERE CURB ABUTS SIDEWALKS, OR OTHER STRUCTURES.
5. PROVIDE LIGHT BROOM FINISH.



P23
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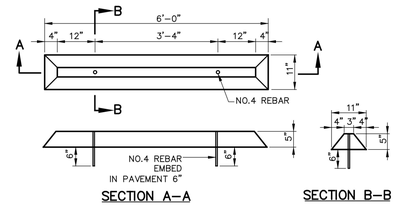
HEADER CURB

NOT TO SCALE



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CONCRETE WHEEL STOP DETAIL

NOT TO SCALE

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ellis III
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON

1208 Newcastle Street • Suite 201
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PAVING & GRADING DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

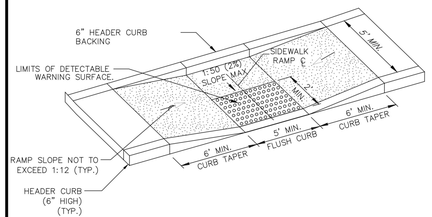
PROJECT LOCATION:
FERNANDINA BEACH, FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C3.5



ISOMETRIC VIEW OF RAMP

NOTES:
1. CONSTRUCTION OF ACCESSIBLE CURB RAMP SHALL CONFORM TO ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES AND ORDINANCES.

2. TRANSITIONS FROM RAMPS TO WALKS, GUTTERS, OR STREETS SHALL BE FLUSH AND FREE OF ABRUPT CHANGES. MAXIMUM SLOPES OF ADJOINING GUTTERS, ROAD SURFACE IMMEDIATELY ADJACENT TO THE CURB RAMP, OR ACCESSIBLE ROUTE SHALL NOT EXCEED 1:20 (5%)

3. CURB RAMP SHALL HAVE A DETECTABLE WARNING THAT EXTENDS THE FULL WIDTH OF CURB RAMP. SEE DETECTABLE WARNING DETAIL.

CURB RAMP "TYPE B" WITH BACKER CURB

NOT TO SCALE

A1.2A

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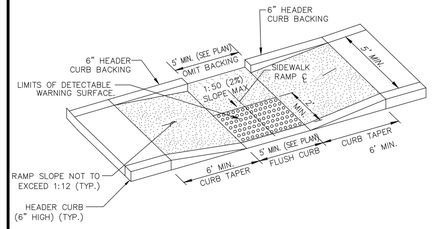

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3. CURB RAMP SHALL HAVE A DETECTABLE WARNING THAT EXTENDS THE FULL WIDTH OF CURB RAMP. SEE DETECTABLE WARNING DETAIL.

CURB RAMP "TYPE B" WITH BACKER CURB CUT-OUT

NOT TO SCALE

A1.2B

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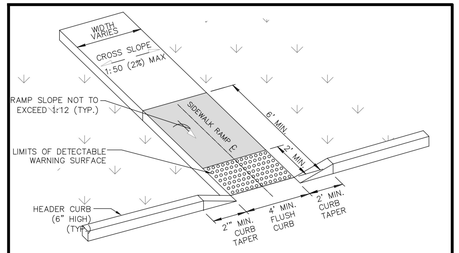

ISOMETRIC VIEW OF RAMP

NOTES:
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2. TRANSITIONS FROM RAMPS TO WALKS, GUTTERS, OR STREETS SHALL BE FLUSH AND FREE OF ABRUPT CHANGES. MAXIMUM SLOPES OF ADJOINING GUTTERS, ROAD SURFACE IMMEDIATELY ADJACENT TO THE CURB RAMP, OR ACCESSIBLE ROUTE SHALL NOT EXCEED 1:20 (5%)

3. CURB RAMP SHALL HAVE A DETECTABLE WARNING THAT EXTENDS THE FULL WIDTH OF CURB RAMP. SEE DETECTABLE WARNING DETAIL.

4. LONGITUDINAL SLOPE OF SIDEWALK TO BE NO GREATER THAN 1:20 (5%).

CURB RAMP "TYPE D" W/ PERPENDICULAR SIDEWALK

NOT TO SCALE

A1.3

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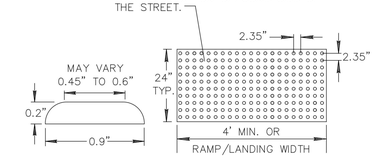
SHALL BE A SQUARE GRID, EQUAL IN BOTH DIRECTIONS. DOMES SHALL BE ALIGNED IN THE DIRECTION OF THE PEDESTRIAN TRAVEL AND DIRECTED TOWARD RAMP ON OPPOSITE SIDE OF THE STREET.



ELEVATION PLAN VIEW

NOTE:

1. DETECTABLE WARNING SHALL CONSIST OF RAISED TRUNCATED DOMES WITH A DIAMETER OF NOMINAL 0.9 INCHES, A HEIGHT OF NOMINAL 0.2 INCHES AND A CENTER TO CENTER SPACING OF NOMINAL 2.35 INCHES AND SHALL CONTRAST VISUALLY WITH ADJOINING SURFACES. IF THE SIDEWALK AND RAMP ARE CONSTRUCTED OF CONCRETE, THE WARNING AREA SHALL BE RED BRICK IN COLOR. IF THE SIDEWALK AND RAMP ARE CONSTRUCTED OF RED BRICK, THE WARNING AREA SHALL BE GRAY IN COLOR. THE COLOR USED TO PROVIDE CONTRAST SHALL BE AN INTEGRAL PART OF THE WALKING SURFACE.

2. BRICK PAVERS SHALL BE SET IN A WET MORTAR BED ON A 4" MIN. THICK CONCRETE FOUNDATION.

DETECTABLE WARNING DETAIL

NOT TO SCALE

A2.1

FEB. 2009

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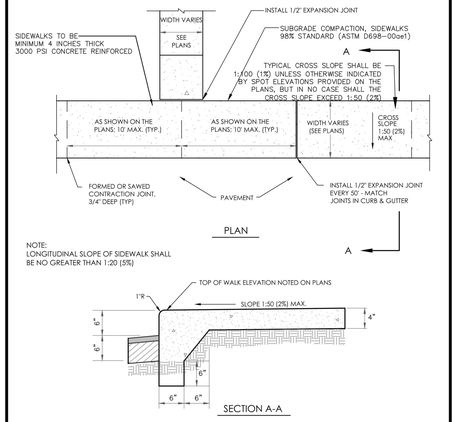

NOTES:
1. ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES AND SPECIFICATIONS, AND TO THE TECHNICAL SPECIFICATIONS INCLUDING, BUT NOT LIMITED TO, SECTION 02200 – EARTHWORK AND SECTION 03300 – CAST-IN-PLACE CONCRETE.

2. CURB RAMPS SHALL BE INSTALLED AT EACH INTERSECTION OR DESIGNATED CROSSWALK LOCATION AND MUST MEET THE MOST CURRENT ADA STANDARDS AND SPECIFICATIONS AT THE TIME OF CONSTRUCTION.

3. ON ACCESSIBLE ROUTES WHERE SIDEWALK IS LESS THAN 5' WIDE, PASSING SPACES AT LEAST 5'X5' SHALL BE LOCATED AT REASONABLE INTERVALS NOT TO EXCEED 200'.

ACCESSIBLE SIDEWALK WITH THICKENED EDGE DETAIL

NOT TO SCALE

A5.2

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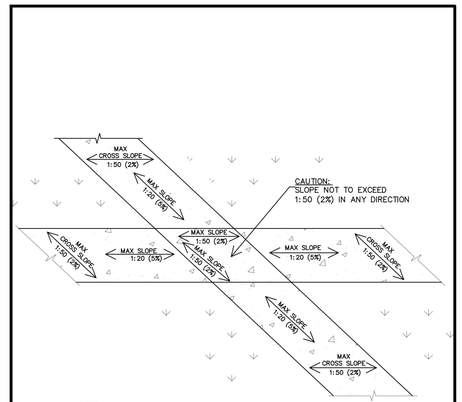

NOTE:

ALL SIDEWALKS TO MEET ADA STANDARDS

TYPICAL SIDEWALK INTERSECTION ON ACCESSIBLE ROUTE

NOT TO SCALE

A6.1

FEB. 2009

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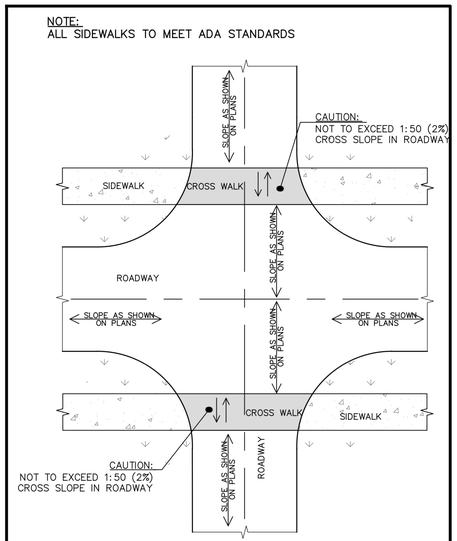
NOTE:
ALL SIDEWALKS TO MEET ADA STANDARDS



ROAD GRADING AT PEDESTRIAN CROSSING ON ACCESSIBLE ROUTE

NOT TO SCALE

A6.2

FEB. 2009

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BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Evans
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No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

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CLIENT/OWNER:
CITY OF FERNANDINA BEACH
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DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
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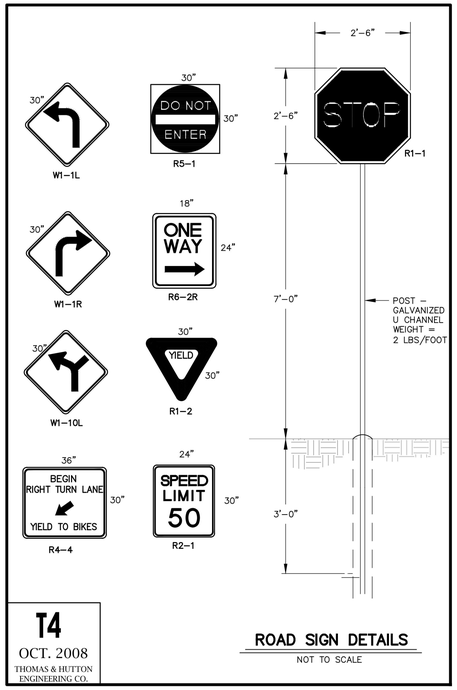
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

C3.6

Z:\29401\CIVIL\0003 ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\29401-0003 - PCP - DETAILS - 7.1.2024 - 7:43 PM

Z:\24\01\CIVIL\0003 ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\0003 - RD - DETAILS - 1.1.1 - 2024 - 7:57PM



T4
OCT. 2008
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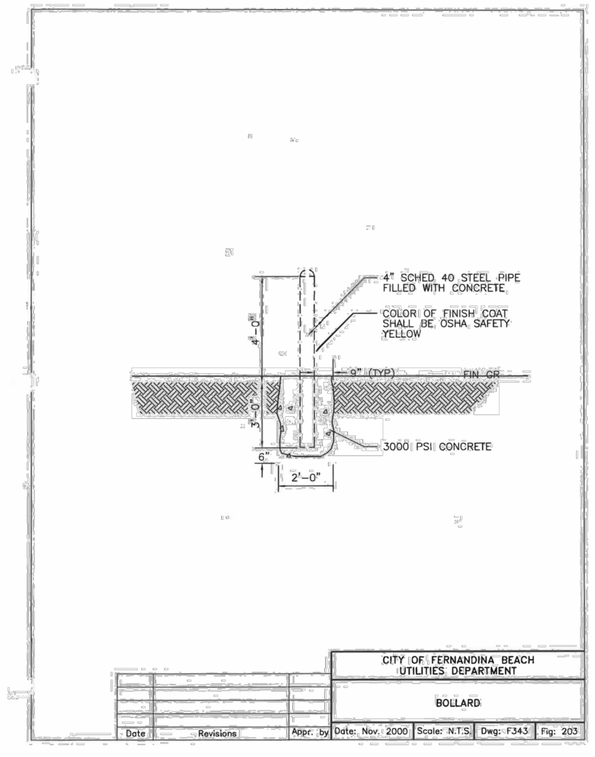
ROAD SIGN DETAILS

NOT TO SCALE

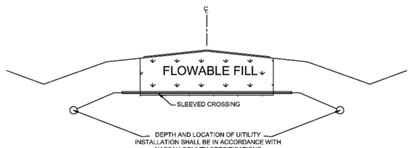


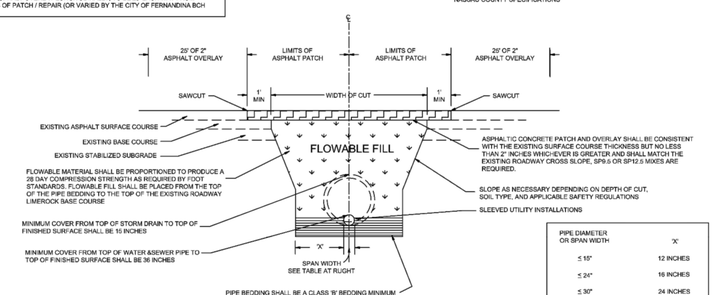
Date	Revisions	Appr. by	Date: Nov. 2000	Scale: N.T.S.	Dwg: F343	Fig: 203

CITY OF FERNANDINA BEACH
UTILITIES DEPARTMENT

BOLLARD

NOTES:
1) OPEN ROAD CUTS ARE GENERALLY NOT AN ACCEPTABLE MEANS OF CONSTRUCTION UNLESS APPROVED IN ADVANCE BY THE ENGINEERING SERVICES DEPARTMENT.
2) MATERIALS, MIX PROPORTIONS, PRODUCTION, PLACING, CONSTRUCTION REQUIREMENTS, AND ACCEPTANCE OF FLOWABLE FILL SHALL BE IN ACCORDANCE WITH NASSAU COUNTY SPECIFICATIONS
3) ALL OPEN CUTS SHALL REQUIRE A PERMIT AND 48 HOUR ADVANCE NOTICE TO THE ENGINEERING SERVICES DEPARTMENT INSPECTION STAFF PRIOR TO COMMENCEMENT OF CONSTRUCTION A REPRESENTATIVE FROM THE COUNTY'S INSPECTION STAFF MUST BE PRESENT AT THE TIME OF INSTALLATION OF THE UTILITY
4) PUBLIC SAFETY SHALL BE MAINTAINED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF PART 6, WORK ZONE TRAFFIC CONTROL, OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND THE FDOT STANDARDS, LATEST EDITION
5)THE CONTRACTOR SHALL PROVIDE TO THE NASSAU COUNTY CEI CERTIFICATION OF THE MIX DESIGN FROM THE SUPPLIER AT THE TIME OF CONSTRUCTION.
6) 1" ASPHALT OVERLAY LONGITUDINALLY, TO BE 25' EACH WAY FROM LIMITS OF PATCH / REPAIR (OR VARIED BY THE CITY OF FERNANDINA BCH





PIPE DIAMETER OR SPAN WIDTH	'X'
≤ 15"	12 INCHES
≤ 24"	16 INCHES
≤ 30"	24 INCHES
≤ 30"	36 INCHES

CITY OF FERNANDINA BEACH FLORIDA

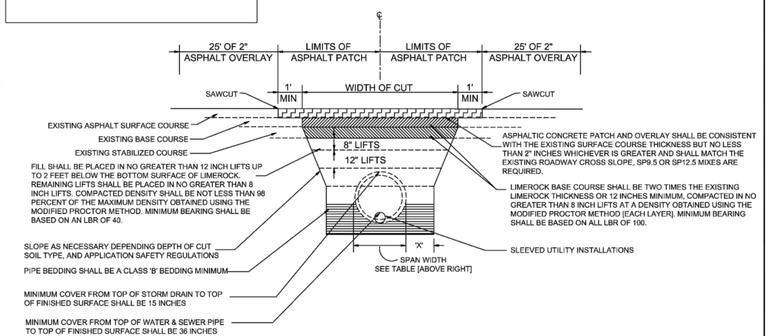
OPEN ROAD CUTS / FLOWABLE FILL

ROADWAY STANDARD DETAILS
CITY OF FERNANDINA BEACH
1181 S. 5TH STREET, FERNANDINA BEACH, FLORIDA

DATE: 2/27/19	RIGHT OF WAY TYP. 60'
ENGINEER: AD	SCALE: N.T.S.
DRAWN BY: BE	AUTHORIZED BY: AD
REVISED BY:	DRAWING #
REVISION DATE:	9 OF 12

NOTES:
1) TEST REPORTS FOR DENSITY AND BEARING SHALL BE REQUIRED FOR ALL COMPACTED LIFTS
2) SOIL BEARING MAY BE DETERMINED BY A STATIC CONE PENETROMETER
3) FLOWABLE FILL IS THE PREFERRED ALTERNATIVE FOR ALL BACKFILL REQUIREMENTS (SEE OPEN ROADWAY CUT DETAIL NO. 15V FOR USE OF FLOWABLE FILL.
4) PUBLIC SAFETY SHALL BE MAINTAINED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF PART 6, TEMPORARY TRAFFIC CONTROL, OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND THE NASSAU COUNTY ROAD CLOSURE POLICY
5) ALL OPEN ROADWAY CUTS SHALL REQUIRE A 24 HOUR ADVANCE NOTICE TO THE ENGINEERING SERVICES DEPARTMENT INSPECTION STAFF PRIOR TO COMMENCEMENT OF CONSTRUCTION. A REPRESENTATIVE FROM THE HIGHWAY INSPECTION STAFF MUST BE PRESENT AT THE TIME OF INSTALLATION OF THE UTILITY
6) 1" ASPHALT OVERLAY LONGITUDINALLY, TO BE 25' EACH WAY FROM LIMITS OF PATCH/ REPAIR (OR VARIED BY THE CITY OF FERNANDINA BEACH FLORIDA

PIPE DIAMETER OR SPAN WIDTH	'X'
≤ 15"	12 INCHES
≤ 30"	24 INCHES
≤ 42"	30 INCHES
≤ 48"	36 INCHES
≤ 60	42 INCHES
≤ 60"	48 INCHES



CITY OF FERNANDINA BEACH FLORIDA

OPEN ROAD CUTS / COMPACTED FILL

ROADWAY STANDARD DETAILS
CITY OF FERNANDINA BEACH
1181 S. 5TH STREET, FERNANDINA BEACH, FLORIDA

DATE: 2/27/19	RIGHT OF WAY TYP. 60'
ENGINEER: AD	SCALE: N.T.S.
DRAWN BY: BE	AUTHORIZED BY: AD
REVISED BY:	DRAWING #
REVISION DATE:	10 OF 12

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ervin
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
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APPROVED:	CJE
SCALE:	N.T.S.

C3.7

Z:\SAEC\SAEC-0000\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\SAEC-0000 - EC - MDWG - LAY - 2024 - 7:43 PM

I. SITE DESCRIPTION

A. PROJECT DESCRIPTION

A.1.	PROJECT AREA	2.53 ACRES
A.2.	AREA DISTURBED	2.31 ACRES
A.3.	PERCENT IMPERVIOUS AREA BEFORE CONSTRUCTION	55.4 %
A.4.	RUNOFF COEFFICIENT BEFORE CONSTRUCTION	86 CN
A.5.	PERCENT IMPERVIOUS AREA AFTER CONSTRUCTION	54.8 %
A.6.	RUNOFF COEFFICIENT AFTER CONSTRUCTION	86 CN

B. DESCRIPTION OF CONSTRUCTION ACTIVITY

WORK CONSISTS OF GRADING, WATER LATERAL, SEWER LATERAL, RESTROOM AND PAVILLION CONSTRUCTION, SIDEWALKS, LANDSCAPING AND PARKING LOT.

C. RUNOFF DATA

C.1.	SOIL CLASSIFICATIONS:	TISONIA A/D
C.2.	LAND USE(S):	GRAVEL, GRASS COVER

D. RECEIVING WATERS

D.1.	CLOSEST RECEIVING WATERS:	AMELIA RIVER
D.2.	ULTIMATE RECEIVING WATERS:	AMELIA RIVER

E. FLOOD

E.1.	FEMA FLOOD ZONE(S):	VE-12; AE-10; AE-9
E.2.	FEMA FLOOD INSURANCE MAP(S):	FEMA PANEL 12089C0237G EFF. 8/2/2017

II. CONTROL MEASURES

1. EROSION and SEDIMENT CONTROLS

PRIOR TO START OF CONSTRUCTION, ALL EXTERIOR SILT FENCE WILL BE INSTALLED AS SHOWN ON THE PLANS.

1.1. CLEARING

1.1.1. AS CLEARING IS COMPLETED, ADDITIONAL SILT FENCE WILL BE INSTALLED WHERE NECESSARY, SUCH AS POINTS WHERE FLOWS BECOME CHANNELIZED, AND OTHER POINTS WHERE EXCESSIVE RUNOFF VELOCITIES MAY OCCUR.

1.1.2. INSTALL CONSTRUCTION ENTRANCES / EXITS BEFORE BEGINNING CLEARING

1.1.3. CONSTRUCTION DELAYS IN ANY ONE AREA GREATER THAN 14 DAYS PRIOR TO START OF ROUGH GRADING WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.1.4. MAINTAIN EXISTING VEGETATION WHENEVER POSSIBLE AND MINIMIZE THE AREA OF DISTURBANCE. RETAIN AND PROTECT TREES TO ENHANCE FUTURE LANDSCAPING EFFORTS AND REDUCE RAINDROP IMPACT.

1.1.5. INSTALL ALL SEDIMENT CONTROL PRACTICES PRIOR TO ANY UP-SLOPE SOIL DISTURBING ACTIVITIES.

1.1.6. PHASE CONSTRUCTION ACTIVITIES TO MINIMIZE THE AREAS DISTURBED AT ONE TIME. THIS WILL ALSO ALLOW COMPLETED AREAS TO BE STABILIZED AND RE-VEGETATED BEFORE DISTURBING ADJACENT SITES. THE NEED FOR TEMPORARY EROSION CONTROL MEASURES MAY BE AVOIDED BY COMPLETING A PHASE AND INSTALLING PERMANENT EROSION CONTROL MEASURES WHEN THE FINAL GRADE IS ATTAINED.

1.1.7. MAINTAIN AND PROTECT ALL NATURAL WATERWAYS. RETAIN AT LEAST A 35-FOOT UNDISTURBED BUFFER OF NATURAL VEGETATION ALONG ALL WATERWAYS TO FILTER OUT SEDIMENT AND OTHER POLLUTANTS. MAINTAIN A 45-FOOT UNDISTURBED BUFFER AROUND SENSITIVE WATERS.

1.1.8. INSTALL SILT FENCE (OR BIO ROLLS/ROCK SOCK PRODUCTS) ON THE DOWN-SLOPE PERIMETER OF ALL DISTURBED AREAS PRIOR TO ANY SOIL DISTURBING ACTIVITIES (INCLUDING CLEARING AND GRUBBING). SILT FENCE CAN TREAT A MAXIMUM OF 100 SQUARE FEET PER LINEAL FOOT OF FENCE. INSTALL SILT FENCE IN SHORTER REACHES ON THE CONTOUR WITH EACH END TURNED UP-SLOPE . SWALES AND SHORELAND AREAS SHOULD ALSO BE PROTECTED WITH SILT FENCE, BIO ROLLS, OR ROCK SOCKS.

1.1.9. IN AREAS OF CONCENTRATED FLOW INSTALL STRAW BALE CHECKS, ROCK CHECK DAMS, TRIANGULAR DIKES, BIO ROLL BLANKETS, OR ROCK SOCKS TO SLOW RUNOFF AND TRAP SEDIMENT.

1.1.10. USE TEMPORARY SLOPE DRAINS OR ROCK CHUTES TO MOVE WATER DOWN STEEP SLOPES.

1.1.11. CONSTRUCT SEDIMENT BASINS FOR DRAINAGE AREAS GREATER THAN 10 ACRES

1.2. ROUGH GRADING

1.2.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING ROUGH GRADING, DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF NEXT ACTIVITY WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.2.2. ALL AREAS NOT SUBJECT TO FURTHER CONSTRUCTION (DRAINAGE, SANITARY SEWER, ROADS, WATER DISTRIBUTION SYSTEMS, OR STORM WATER FACILITIES) SHALL BE GRASSED WITH A PERMANENT COVER.

1.2.3. COVER ANY STOCK PILED TOPSOIL WITH PLASTIC (OR OTHER IMPERVIOUS COVERING) OR USE A TEMPORARY SEED MIX. USE STOCKPILED TOPSOIL AS EARTHEN BERMS TO SERVE AS TEMPORARY SEDIMENT BASINS.

1.3. DRAINAGE

1.3.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING DRAINAGE INSTALLATION.

1.3.2. CONSTRUCTION DRAINAGE WILL BE ROUTED THROUGH LAKES, WHICH WILL ACT AS SEDIMENT BASINS OR OTHER ACCEPTABLE SEDIMENT BASINS/TRAPS.

1.3.3. STORM DRAIN INLET PROTECTION AS SHOWN ON DETAIL SHEET SHALL BE INSTALLED ON ALL CURB INLETS, STORM DRAIN MANHOLES, JUNCTION BOXES, AND GRATE INLETS.

1.3.4. DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF THE NEXT CONSTRUCTION SEQUENCE WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.3.5. ALL STORM LINES NOT IN STREETS OR OTHER PAVED AREAS ARE TO BE MULCHED AND SEEDED WITHIN 5 DAYS AFTER BACKFILL.

1.4. WASTE DISTRIBUTION SYSTEM INSTALLATION

1.4.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING INSTALLATION OF THE WATER DISTRIBUTION SYSTEM.

1.4.2. DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF NEXT ACTIVITY WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.5. WASTEWATER COLLECTION SYSTEM INSTALLATION

1.5.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING INSTALLATION OF THE WASTEWATER SYSTEM.

1.5.2. DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF NEXT ACTIVITY WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.6. CONSTRUCTION OF ROADS

1.6.1. ALL EXISTING CONTROLS WILL BE MAINTAINED DURING ROAD CONSTRUCTION.

1.6.2. DELAYS OF GREATER THAN 14 DAYS PRIOR TO START OF NEXT ACTIVITY WILL MANDATE STABILIZATION PROCEDURES. ACCEPTABLE METHODS OF STABILIZATION INCLUDE MULCHING AND TEMPORARY SEEDING.

1.7. GRASSING

1.7.1. ALL EXISTING CONTROLS WILL BE MAINTAINED UNTIL GRASSING IS ESTABLISHED

1.7.2. ANY AREAS THAT ERODE OR WHERE GRASS DOES NOT ESTABLISH ITSELF SHALL BE RE-GRADED AND RE-GRASSED.

2. STORM WATER MANAGEMENT

RUNOFF FROM THIS PROJECT WILL REMAIN UNCHANGED FROM THE EXISTING CONDITIONS DRAINAGE PATTERN.

3. OTHER CONTROLS

3.1. WASTE DISPOSAL

3.1.1. NO SOLID MATERIALS, INCLUDING BUILDING MATERIALS, SHALL BE DISCHARGED TO ANY RECEIVING WATERS.

3.1.2. OFFSITE VEHICLE TRACKING OF SEDIMENTS AND THE GENERATION OF DUST SHALL BE MINIMIZED.

3.1.3. THIS PLAN SHALL COMPLY WITH STATE AND/OR LOCAL WASTE DISPOSAL, SANITARY SEWER OR SEPTIC SYSTEM REGULATIONS.

3.1.4. DUST CONTROL ON DISTURBED AREAS - CONTROLLING SURFACE AND AIR MOVEMENT OF DUST ON CONSTRUCTION SITE AND HAUL ROUTES. THE PURPOSE OF THE MEASURE IS TO REDUCE THE PRESENCE OF AIRBORNE SUBSTANCES, WHICH MAY BE HARMFUL OR INJURIOUS TO HUMAN HEALTH, WELFARE OR SAFETY, OR TO ANIMALS OR PLANT LIFE.

III. MAINTENANCE

1. MAINTENANCE PROGRAM

1.1. THE SITE SUPERINTENDENT, OR HIS/HER REPRESENTATIVE, SHALL MAKE VISUAL INSPECTIONS OF ALL MECHANICAL CONTROLS AND NEWLY STABILIZED AREAS (I.E. SEEDED AND MULCHED AND/OR SODDED AREAS) ON A DAILY BASIS; ESPECIALLY AFTER HEAVY RAINFALL EVENT TO INSURE THAT ALL CONTROLS ARE MAINTAINED AND PROPERLY FUNCTIONING. ANY DAMAGED CONTROLS SHALL BE REPAIRED PRIOR TO THE END OF THE WORK DAY INCLUDING RE-SEEDING AND MULCHING OR RE-SODDING IF NECESSARY.

1.2. EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE. ALL DRAINAGE SWALES, POCKETS, DEPRESSION, LOW LINES, AND OUTLET DITCHES SHALL DRAIN EFFECTIVELY AT ALL TIMES. SETTLEMENT OR WASHING THAT MAY OCCUR SHALL BE REPAIRED BY THE CONTRACTOR. SEDIMENT WILL BE REMOVED FROM BEHIND THE SEDIMENT FENCE WHEN IT REACHES 1/3 THE HEIGHT OF THE FENCE. THE SEDIMENT FENCE WILL BE REPAIRED AS NECESSARY TO MAINTAIN AN EFFECTIVE BARRIER. MAINTAIN THE CONSTRUCTION EXIT IN A CONDITION TO PREVENT MUD OR SEDIMENT FROM LEAVING THE SITE. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE. IMMEDIATELY REMOVE ALL OBJECTIONABLE MATERIALS SPILLED, WASHED, OR TACKED ONTO PUBLIC ROADWAYS. RESEED AND MULCH AREA WHERE SEEDING EMERGENCE IS POOR, OR WHERE EROSION OCCURS. PROTECT FROM TRAFFIC AS MUCH AS POSSIBLE. INSPECT ALL MULCHES PERIODICALLY, AND AFTER RAINSTORMS TO CHECK FOR EROSION, DISLOCATION OR FAILURE. IF WASHOUT OCCURS, REPAIR THE SLOPE GRADE, RESEED AND REINSTALL MULCH. FOLLOW THE CONSTRUCTION SEQUENCE THROUGHOUT THE PROJECT DEVELOPMENT. WHEN CHANGES IN CONSTRUCTION ACTIVITIES ARE NEEDED, AMEND THE SEQUENCE SCHEDULE IN ADVANCE TO MAINTAIN MANAGEMENT CONTROL. IF MAJOR CHANGES ARE NECESSARY, SEND A COPY OF THE MODIFIED SCHEDULE TO THE ENGINEER, SEDIMENT AND EROSION CONTROL MEASURES WILL REMAIN IN PLACE AND BE MAINTAINED UNTIL THE DISTURBED AREAS ARE STABILIZED.

2. SILT FENCE

SILT FENCES WILL BE MONITORED DURING CONSTRUCTION. ANY SILT FENCE WHICH IS NOT FUNCTIONING PROPERLY WILL BE PROMPTLY REPAIRED. CLEAN OUT THE SILT FENCE WHEN IT REACHES 1/3 THE HEIGHT OF THE FENCE OR REPLACE WITH FUNCTIONAL SILT FENCE WITHIN 24 HOURS. USE OF HOSES AND WATER TO FLUSH THE SEDIMENT INTO THE STORM INLETS IS UNACCEPTABLE.

3. SEDIMENTATION BASINS

SEDIMENTATION BASINS WHICH ARE AT 50% USED CAPACITY OR APPROACHING SUCH CAPACITY SHALL BE RE-EXCAVATED TO ORIGINAL DIMENSIONS AND THE SILT PROPERLY DISPOSED OF.

4. SEDIMENT LOGS/ROLLS

SEDIMENT LOGS/ROLLS OR OTHER CONTROL MEASURES WHICH BEGIN TO DISINTEGRATE OR FUNCTION INEFFECTIVELY SHALL BE PROMPTLY REPLACED.

5. VEGETATION COVER

ANY VEGETATION COVER SERVING TO STABILIZE DISTURBED SOILS WHICH IS ITSELF DISTURBED SHALL IMMEDIATELY BE REPLACED.

6. CONSTRUCTION ENTRANCE

MAINTAIN ROCK CONSTRUCTION ENTRANCE AND CLEAN ADJACENT ROADS OF ANY MUD TRACKED ONTO THEM.

IV. INSPECTIONS

1. QUALIFIED PERSONNEL WILL INSPECT DISTURBED AREAS OF THE CONSTRUCTION SITE, AREAS USED FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION THAT HAVE NOT BEEN FINALLY STABILIZED, STRUCTURAL CONTROL MEASURES, AND LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE AT LEAST ONCE EVERY SEVEN CALENDAR DAYS. WHERE SITES HAVE BEEN FINALLY STABILIZED SUCH INSPECTIONS SHALL BE CONDUCTED AT LEAST ONCE EVERY MONTH DURING THE WARRANTY PERIOD.

2. DISTURBED AREAS AND AREAS USED FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION SHALL BE INSPECTED FOR EVIDENCE OF, OR THE POTENTIAL FOR, POLLUTANTS ENTERING THE DRAINAGE SYSTEM. EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED IN THE PLAN SHALL BE OBSERVED TO ENSURE THAT THEY ARE OPERATING CORRECTLY. WHERE DISCHARGE LOCATIONS OR POINTS ARE ACCESSIBLE, THEY SHALL BE INSPECTED TO ASCERTAIN WHETHER EROSION CONTROL MEASURES ARE EFFECTIVE IN PREVENTING SIGNIFICANT IMPACTS TO RECEIVING WATERS. LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE SHALL BE INSPECTED FOR EVIDENCE OF OFFSITE SEDIMENT TRACKING.

3. A WRITTEN REPORT SUMMARIZING THE SCOPE OF THE INSPECTION, NAME(S) AND QUALIFICATIONS OF PERSONNEL MAKING THE INSPECTION, THE DATE(S) OF THE INSPECTION, WEATHER INFORMATION FOR THE PERIOD SINCE THE LAST INSPECTION (OR SINCE COMMENCEMENT OF CONSTRUCTION ACTIVITY) INCLUDING A BEST ESTIMATE OF THE BEGINNING OF EACH STORM EVENT, DURATION OF EACH STORM EVENT, APPROXIMATE AMOUNT OF RAINFALL FOR EACH STORM EVENT (IN INCHES) AND WHETHER ANY DISCHARGES OCCURRED, LOCATION(S) OF DISCHARGES OF SEDIMENT OR OTHER POLLUTANTS FROM THE SITE, LOCATION(S) OF BMP'S THAT NEED MAINTENANCE, LOCATION(S) OF BMP'S THAT FAILED TO OPERATE AS DESIGNED OR PROVED INADEQUATE FOR A PARTICULAR LOCATION, LOCATION(S) WHERE ADDITIONAL BMP'S ARE NEEDED THAT DID NOT EXIST AT THE TIME OF INSPECTION AND ANY CORRECTIVE ACTION REQUIRED INCLUDING ANY CHANGES TO SWPPP NECESSARY AND IMPLEMENTATION DATES.

4. THE REPORT SHALL BE MAINTAINED AT LEAST THREE YEARS FROM THE DATE THE SITE IS FINALLY STABILIZED. THE REPORT MUST BE SIGNED AND SHALL CONTAIN A CERTIFICATION THAT THE FACILITY IS IN COMPLIANCE WITH THE STORM WATER POLLUTION PREVENTION PLAN AND THE NPDES PERMIT REFERENCED ABOVE. THE CONTRACTOR SHALL MAINTAIN THIS REPORT. THE REPORT SHALL BE SUBMITTED TO THE ENGINEER AND OWNER.

V. LONG TERM MAINTENANCE OF DRAINAGE AND STORM WATER MANAGEMENT SYSTEM

THE ROADS AND DRAINAGE SYSTEM WILL BE OWNED AND MAINTAINED BY ## AFTER CONSTRUCTION IS COMPLETE.

VI. SC DHEC STANDARD NOTES

1. IF NECESSARY, SLOPES WHICH EXCEED EIGHT (8) VERTICAL FEET SHOULD BE STABILIZED WITH SYNTHETIC OR VEGETATIVE MATS, IN ADDITION TO GRASSING / HYDROSEEDING. IT MAY BE NECESSARY TO INSTALL TEMPORARY SLOPE DRAINS DURING CONSTRUCTION. TEMPORARY BERMS MAY BE NEEDED UNTIL THE SLOPE IS BROUGHT TO GRADE.

2. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN FOURTEEN (14) DAYS AFTER WORK HAS CEASED, EXCEPT AS STATED BELOW:

2.1. WHERE STABILIZATION BY THE 14TH DAY IS PRECLUDED BY SNOW COVER OR FROZEN GROUND CONDITIONS STABILIZATION MEASURES MUST BE INITIATED AS SOON AS PRACTICABLE.

2.2. WHERE CONSTRUCTION ACTIVITY ON A PORTION OF THE SITE IS TEMPORARILY CEASED, AND EARTH-DISTURBING ACTIVITIES WILL BE RESUMED WITHIN 14 DAYS, TEMPORARY STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF THE SITE.

3. ALL SEDIMENT AND EROSION CONTROL DEVICES SHALL BE INSPECTED ONCE EVERY CALENDAR WEEK. IF PERIODIC INSPECTION OR OTHER INFORMATION INDICATES THAT A BMP HAS BEEN USED INAPPROPRIATELY, OR INCORRECTLY, THE PERMITTEE MUST ADDRESS THE NECESSARY REPLACEMENT OR MODIFICATION REQUIRED TO CORRECT THE BMP WITHIN 48 HOURS OF IDENTIFICATION.

4. PROVIDE SILT FENCE AND/OR OTHER CONTROL DEVICES, AS MAY BE REQUIRED, TO CONTROL SOIL EROSION DURING UTILITY CONSTRUCTION. ALL DISTURBED AREAS SHALL BE CLEANED, GRADED AND STABILIZED WITH GRASSING IMMEDIATELY AFTER THE UTILITY INSTALLATION. FILL, COVER, AND TEMPORARY SEEDING AT THE END OF EACH DAY ARE RECOMMENDED. IF WATER IS ENCOUNTERED WHILE TRENCHING, THE WATER SHOULD BE FILTERED TO REMOVE ANY SEDIMENTS BEFORE BEING PUMPED INTO ANY WATERS OF THE STATE.

5. ALL EROSION CONTROL DEVICES SHALL BE PROPERLY MAINTAINED DURING ALL PHASES OF CONSTRUCTION UNTIL THE COMPLETION OF ALL CONSTRUCTION ACTIVITIES AND ALL DISTURBED AREAS HAVE BEEN STABILIZED. ADDITIONAL CONTROL DEVICES MAY BE REQUIRED DURING CONSTRUCTION IN ORDER TO CONTROL EROSION AND/OR OFFSITE SEDIMENTATION. ALL TEMPORARY CONTROL DEVICES SHALL BE REMOVED ONCE CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED.

6. THE CONTRACTOR MUST TAKE NECESSARY ACTION TO MINIMIZE THE TRACKING OF MUD ONTO THE PAVED ROADWAY FROM CONSTRUCTION AREAS AND THE GENERATION OF DUST. THE CONTRACTOR SHALL DAILY REMOVE MUD/SOIL FROM PAVEMENT AS MAY BE REQUIRED.

7. RESIDENTIAL SUBDIVISIONS REQUIRE EROSION CONTROL FEATURES FOR INFRASTRUCTURE AS WELL AS FOR INDIVIDUAL LOT CONSTRUCTION. INDIVIDUAL PROPERTY OWNERS SHALL FOLLOW THESE PLANS DURING CONSTRUCTION OR OBTAIN APPROVAL OF AN INDIVIDUAL PLAN IN ACCORDANCE WITH S.C. REG. 72-300 AND SCR100000.

8. TEMPORARY DIVERSION BERMS AND/OR DITCHES WILL BE PROVIDED AS NEEDED DURING CONSTRUCTION TO PROTECT WORK AREAS FROM UPSLOPE RUNOFF AND/OR TO DIVERT SEDIMENT LADEN WATER TO APPROPRIATE TRAPS OR STABLE OUTLETS.

9. ALL WATERS OF THE STATE (WOS), INCLUDING WETLANDS, ARE TO BE FLAGGED OR OTHERWISE CLEARLY MARKED IN THE FIELD. A DOUBLE ROW OF SILT FENCE IS TO BE INSTALLED IN ALL AREAS WHERE A 50-FOOT BUFFER CAN NOT BE MAINTAINED BETWEEN THE DISTURBED AREA AND ALL WOS. A 10-FOOT BUFFER SHOULD BE MAINTAINED BETWEEN THE LAST ROW OF SILT FENCE AND ALL WOS

10. LITTER, CONSTRUCTION DEBRIS, OILS, FUELS, AND BUILDING PRODUCTS WITH SIGNIFICANT POTENTIAL FOR IMPACT (SUCH AS STOCKPILES OF FRESHLY TREATED LUMBER) AND CONSTRUCTION CHEMICALS THAT COULD BE EXPOSED TO STORM WATER MUST BE PREVENTED FROM BECOMING A POLLUTANT SOURCE IN STORM WATER DISCHARGES.

11. A COPY OF THE SWPPP, INSPECTION RECORDS AND RAINFALL DATA MUST BE RETAINED AT THE CONSTRUCTION SITE OR A NEARBY LOCATION EASILY ACCESSIBLE DURING NORMAL BUSINESS HOURS, FROM THE DATE OF COMMENCEMENT OF CONSTRUCTION ACTIVITIES TO THE DATE THAT FINAL STABILIZATION IS REACHED.

12. INITIATE STABILIZATION MEASURES ON ANY EXPOSED STEEP SLOPE (3H:1V OR GREATER) WHERE LAND DISTURBING ACTIVITIES HAVE PERMANENTLY OR TEMPORARILY CEASED, AND WILL NOT RESUME FOR A PERIOD OF 7 CALENDAR DAYS.

13. MINIMIZE SOIL COMPACTION IN AREAS NOT UNDER PAVEMENTS AND /OR STRUCTURES AND, UNLESS INFEASIBLE, PRESERVE TOPSOIL.

14. MINIMIZE THE DISCHARGE OF POLLUTANTS FROM EQUIPMENT AND VEHICLE WASHING, WHEEL WASH WATER AND OTHER WASH WATERS. WASH WATERS MUST BE TREATED IN A SEDIMENT BASIN OR ALTERNATIVE CONTROL THAT PROVIDES EQUAL OR BETTER TREATMENT PRIOR TO DISCHARGE.

15. MINIMIZE THE DISCHARGE OF POLLUTANTS FROM DEWATERING OF TRENCHES AND EXCAVATED AREAS. THESE DISCHARGES ARE TO BE ROUTED THROUGH APPROPRIATE BMPS (SEDIMENT BASIN, FILTER BAG, ETC.).

16. THE FOLLOWING DISCHARGES ARE PROHIBITED:

16.1. WASTEWATER FROM WASHOUT OF CONCRETE, UNLESS MANAGED BY AN APPROPRIATE CONTROL;

16.2. WASTEWATER FROM WASHOUT AND CLEANOUT OF OF STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS;

16.3. FUELS, OILS OR OTHER POLLUTANTS USED IN VEHICLE AND EQUIPMENT OPERATION AND MAINTENANCE; AND

16.4. SOAPS OR SOLVENTS USED IN VEHICLE AND EQUIPMENT WASHING.

17. AFTER CONSTRUCTION ACTIVITIES BEGIN, INSPECTIONS MUST BE CONDUCTED AT A MINIMUM OF AT LEAST ONCE EVERY CALENDAR WEEK AND MUST BE CONDUCTED UNTIL FINAL STABILIZATION IS REACHED ON ALL AREAS OF THE CONSTRUCTION SITE.

18. IF EXISTING BMPS NEED TO BE MODIFIED OR IF ADDITIONAL BMPS ARE NECESSARY TO COMPLY WITH THE REQUIREMENTS OF PERMIT SCR100000 AND/OR SC'S WATER QUALITY STANDARDS, IMPLEMENTATION MUST BE COMPLETED BEFORE THE NEXT STORM EVENT WHENEVER PRACTICABLE. IF IMPLEMENTATION BEFORE THE NEXT STORM EVENT IS IMPRACTICABLE, THE SITUATION MUST BE DOCUMENTED IN THE SWPPP AND ALTERNATIVE BMPS MUST BE IMPLEMENTED AS SOON AS REASONABLY POSSIBLE.

19. A PRE-CONSTRUCTION CONFERENCE MUST BE HELD FOR EACH CONSTRUCTION SITE WITH AN APPROVED ON-SITE SWPPP PRIOR TO THE IMPLEMENTATION OF CONSTRUCTION ACTIVITIES. FOR NON-LINEAR PROJECTS THAT DISTURB 10 ACRES OR MORE, THIS CONFERENCE MUST BE HELD ON-SITE UNLESS THE DEPARTMENT HAS APPROVED OTHERWISE.

VII. EROSION, SEDIMENTATION & POLLUTION CONTROL NOTES

1. THE IMPLEMENTATION OF THESE EROSION SEDIMENT CONTROL (ESC) PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE ESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS COMPLETED AND APPROVED AND VEGETATION/LANDSCAPING IS ESTABLISHED.

2. THE ESC FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES, AND IN SUCH A MANNER AS TO INSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DO NOT ENTER THE DRAINAGE SYSTEM, ROADWAYS, OR VIOLATE APPLICABLE WATER STANDARDS.

3. THE ESC FACILITIES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE ESC FACILITIES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND TO ENSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DO NOT LEAVE THE SITE.

4. THE ESC FACILITIES SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND MAINTAINED AS NECESSARY TO ENSURE THEIR CONTINUED FUNCTIONING.

5. THE ESC FACILITIES ON INACTIVE SITES SHALL BE INSPECTED AND MAINTAINED A MINIMUM OF ONCE A MONTH OR WITHIN THE 24 HOURS FOLLOWING A MAJOR STORM EVENT.

6. AT NO TIME SHALL MORE THAN ONE FOOT OF SEDIMENT BE ALLOWED TO ACCUMULATE WITHIN A CATCH BASIN. ALL CATCH BASINS AND CONVEYANCE LINES SHALL BE CLEANED PRIOR TO PAVING AND PRIOR TO FINAL INSPECTION. THE CLEANING OPERATION SHALL NOT FLUSH SEDIMENT LADEN WATER INTO THE DOWNSTREAM SYSTEM.

7. STABILIZED CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES MAY BE REQUIRED TO INSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.

8. BEFORE COMMENCING ANY LAND DISTURBING ACTIVITY, THE EXISTING STORM WATER INLET(S) THAT RECEIVING RUNOFF FROM THE PROPOSED WORK AREA SHALL BE PROTECTED. THE TEMPORARY INLET PROTECTION MUST REMAIN IN PLACE UNTIL THE CONSTRUCTION ACTIVITY IS COMPLETED, THE STREET HAS BEEN SWEPT AND ANY EXPOSED SOILS ARE STABILIZED. THE CONTRACTOR IS ALSO RESPONSIBLE FOR REMOVING ANY TEMPORARY INLET PROTECTION INSTALLED, AFTER ALL DISTURBED AREAS ARE STABILIZED. TEMPORARY PROTECTION OF THE INLETS MAY BE ACCOMPLISHED BY ONE OR MORE OF THE FOLLOWING:

8.1. USE OF GRAVEL BAGS TO FILTER THE SEDIMENT FROM ANY RUNOFF. TO MAKE A GRAVEL BAG, USE A BAG MADE OF GEOTEXTILE FABRIC (NOT BURLAP) AND FILL WITH EITHER 3/4 INCH ROCK OR 1/4 INCH PEA GRAVEL.

8.2. USE OF SEDIMENT LOGS TO FILTER THE SEDIMENT FROM ANY RUNOFF (AVAILABLE THROUGH LOCAL EROSION CONTROL SUPPLIERS).

8.3. USE OF ABOVE OR UNDER-GRATE FILTER BAGS OR DEVICES TO FILTER THE SEDIMENT FROM ANY RUNOFF (AVAILABLE THROUGH EROSION CONTROL SUPPLIERS).

9. WATER MAY NOT BE DISCHARGED IN A MANNER THAT CAUSES EROSION, SEDIMENTATION, OR FLOODING ON THE SITE, ON DOWNSTREAM PROPERTIES, IN THE RECEIVING CHANNELS, OR IN ANY STORM WATER INLET. WHEN SITE DEWATERING, WATER PUMPED FROM THE SITE, INCLUDING TRENCHES, SHALL BE TREATED BY ONE OF THE FOLLOWING:

9.1. TEMPORARY SEDIMENTATION BASINS

9.2. SEDIMENT FILTERING BAGS

10. THE CONTRACTOR SHALL VERIFY THE SIZE AND LOCATION OF ALL EXISTING UTILITIES. EXISTING UTILITIES ARE ALL UTILITIES THAT EXIST ON THE PROJECT IN AN ORIGINAL, RELOCATED OR NEWLY INSTALLED POSITION. THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR THE COST OF REPAIRS TO DAMAGED UNDERGROUND OR OVERHEAD FACILITIES, EVEN IF THE UTILITY IS NOT SHOWN ON THE SITE DEVELOPMENT PLANS. THE CONTRACTOR SHALL CONTACT THE LOCAL UTILITIES PROTECTION CENTER TO COORDINATE THE MARKING OF EXISTING UTILITY LINES A MINIMUM OF 96 HOURS PRIOR TO COMMENCEMENT OF ANY WORK.

11. THE CONTRACTOR SHALL FLUSH ALL INLETS AND PIPE AT THE COMPLETION OF CONSTRUCTION TO REMOVE SILT AND DEBRIS. THE CLEANING AND FLUSHING OF INLETS AND PIPE (EXISTING AND PROPOSED) SHALL BE CONSIDERED PART OF THE COST FOR THE PROJECT.

12. EGRESS FROM THE SITE SHALL BE CONTROLLED SUCH THAT VEHICLES LEAVING THE SITE MUST TRAVERSE CONSTRUCTION EXITS TO REMOVE MUD FROM TIRES.

13. SCHEDULE CONSTRUCTION ACTIVITIES TO MINIMIZE THE EXPOSED AREA AND DURATION OF EXPOSURE. IN SCHEDULING, TAKE INTO ACCOUNT THE SEASON AND THE WEATHER FORECAST.

14. EROSION CONTROL MEASURES ARE THE MINIMUM REQUIRED. THE CONTRACTOR SHALL PROVIDE ADDITIONAL CONTROL MEASURES AS DICTATED BY ACTUAL FIELD CONDITIONS AT THE TIME OF CONSTRUCTION IN ORDER TO PREVENT EROSION AND CONTROL SEDIMENT. EROSION AND SEDIMENT CONTROL MEASURES WILL REMAIN IN PLACE AND BE MAINTAINED UNTIL THE ENTIRE PROJECT IS TERMINATED OR SUSPENDED FOR AND INDEFINITE LENGTH OF TIME, ALL DISTURBED AREAS SHALL BE PLANTED WITH PERMANENT VEGETATION.

15. THE DATA, TOGETHER WITH ALL OTHER INFORMATION SHOWN ON THESE PLANS, OR IN ANY WAY INDICATED THEREBY, WHETHER BY DRAWINGS OR NOTES, OR IN ANY OTHER MANNER, IS BASED UPON FIELD INVESTIGATIONS AND IS BELIEVED TO BE INDICATIVE OF ACTUAL CONDITIONS. HOWEVER, THE SAME IS SHOWN AS INFORMATION ONLY, IS NOT GUARANTEED AND DOES NOT BIND THOMAS & HUTTON, OR THE OWNER IN ANY WAY.

16. CONTRACTOR SHALL MAINTAIN SITE ON A DAILY BASIS TO PROVIDE FOR POSITIVE DRAINAGE. CONTRACTOR, AT HIS COST, SHALL GRADE SITE AND PROVIDE NECESSARY TEMPORARY DRAINAGE SWALES TO INSURE STORM WATER DOES NOT POND ON SITE.

17. SITE DRAINAGE SHALL BE ESTABLISHED TO PREVENT ANY PONDED WATER CONDITIONS WITHIN THE CONSTRUCTION AREA AND TO FACILITATE STORM WATER DISCHARGE.

18. THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND DISTURBING ACTIVITIES.

19. LIME RATES AND ANALYSIS:

19.1. AGRICULTURAL LIME SHALL BE APPLIED AT THE RATE SHOWN IN THE SEEDING SECTION UNLESS SOIL TESTS INDICATE OTHERWISE. GRADED AREAS REQUIRE LIME APPLICATION. IF LIME IS APPLIED WITHIN SIX MONTHS OF PLANTING PERMANENT PERENNIAL VEGETATION,

J:\29401\29401.0000\ENGINEERING\DRAWINGS\CONSTRUCTION PLANS\29401.0000 - EC1 - R_DWG - 7/1/2024 - 7:53 PM

BID SET - NOT FOR CONSTRUCTION

S26°23'16"W 549.59'

CONCRETE FLOATING DOCK

S27°17'54"E 616.86'

ASH STREET - THRESHOLD ADDED MAKE 8" THICK TO MATCH MAKE 8" THICK TO MATCH MAKE 8" THICK TO MATCH (SHEET DETAIL 2/EC1.1)

ASH STREET - THRESHOLD ADDED MAKE 8" THICK TO MATCH MAKE 8" THICK TO MATCH MAKE 8" THICK TO MATCH (SHEET DETAIL 2/EC1.1)

EDGE OF VEGETATION

CONC. V.C. RUN TOP ELEV.=9.00' PLUS TRACE

ZONE VE-12
ZONE AE-9

APPARENT EDGE OF MARSH

WETLAND LINE (TYPICAL) BY ENVIRONMENTAL RESOURCE SOLUTIONS (PROJECT NO. 20082) DATED 05/19/2020 (FIELD LOCATED ON 06/18/2020)

WETLANDS
DELINEATED BY ENVIRONMENTAL RESOURCE SOLUTIONS 05/19/2020

LIMITS OF DISTURBANCE

CONCRETE SEAWALL CAP TOP ELEVATION = 9.00' (N.A.V.D. 1988)

CONCRETE SEAWALL CAP TOP ELEVATION = 7.17' (N.A.V.D. 1988)

CONCRETE SEAWALL

EXISTING CONCRETE

44" WOOD AND WIRE FENCE RAILING

44" WOOD AND WIRE FENCE RAILING RUNNING ALONG THE EDGE OF THE DOCK

APPROXIMATE FEMA LIMITS OF MODERATE WAVE ACTION (LIMWA LINE) (TYP.)

APPROXIMATE FEMA FLOOD ZONE LINE (TYP.)

44" WOOD AND WIRE FENCE RAILING

44" WOOD AND WIRE FENCE RAILING RUNNING ALONG THE EDGE OF THE DOCK

EDGE OF VEGETATION

CONCRETE RAMP

REFERENCE BENCHMARK
NATIONAL GEODETIC SURVEY BRASS DISK
DESIGNATION "872-0030 TIDAL 2 1974"
ELEVATION 5.30' N.A.V.D. 1988
N=2,304,047.2029 / E=509,870.8214

PROPOSED RESTROOMS WITH DRINKING FOUNTAINS (BY OTHERS)

SILT FENCE (TYP.)

GRAVEL & LIMEROCK PARKING

LIMITS OF DISTURBANCE

N=2,303,911.5972
E=509,763.1005

N38°25'15"W

ZONE VE-9
ZONE AE-7

WEST FRONT STREET

N61°04'45"W 710.62'

8"W

8"W

8"W

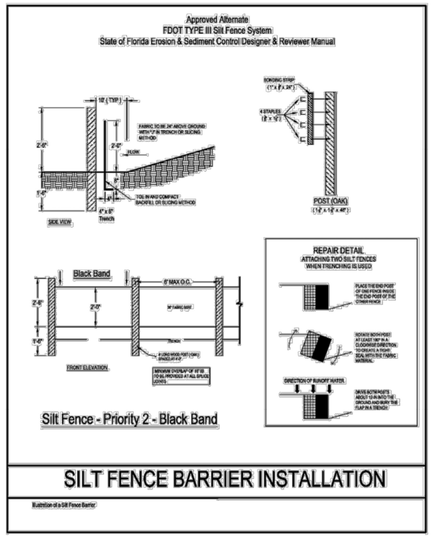

Figure V-3: Illustration of Silt Fence Priority 2 – Black Band

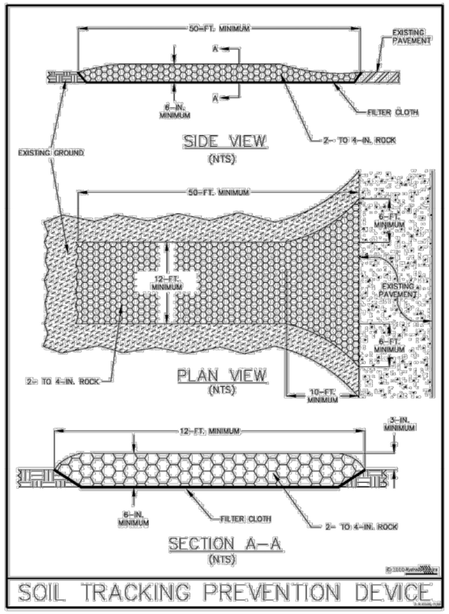

Figure V-19: Illustration of a Soil Tracking Prevention Device

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BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

Charles Jackson Ervin
LICENSE
No 67077
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

ES & PC DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

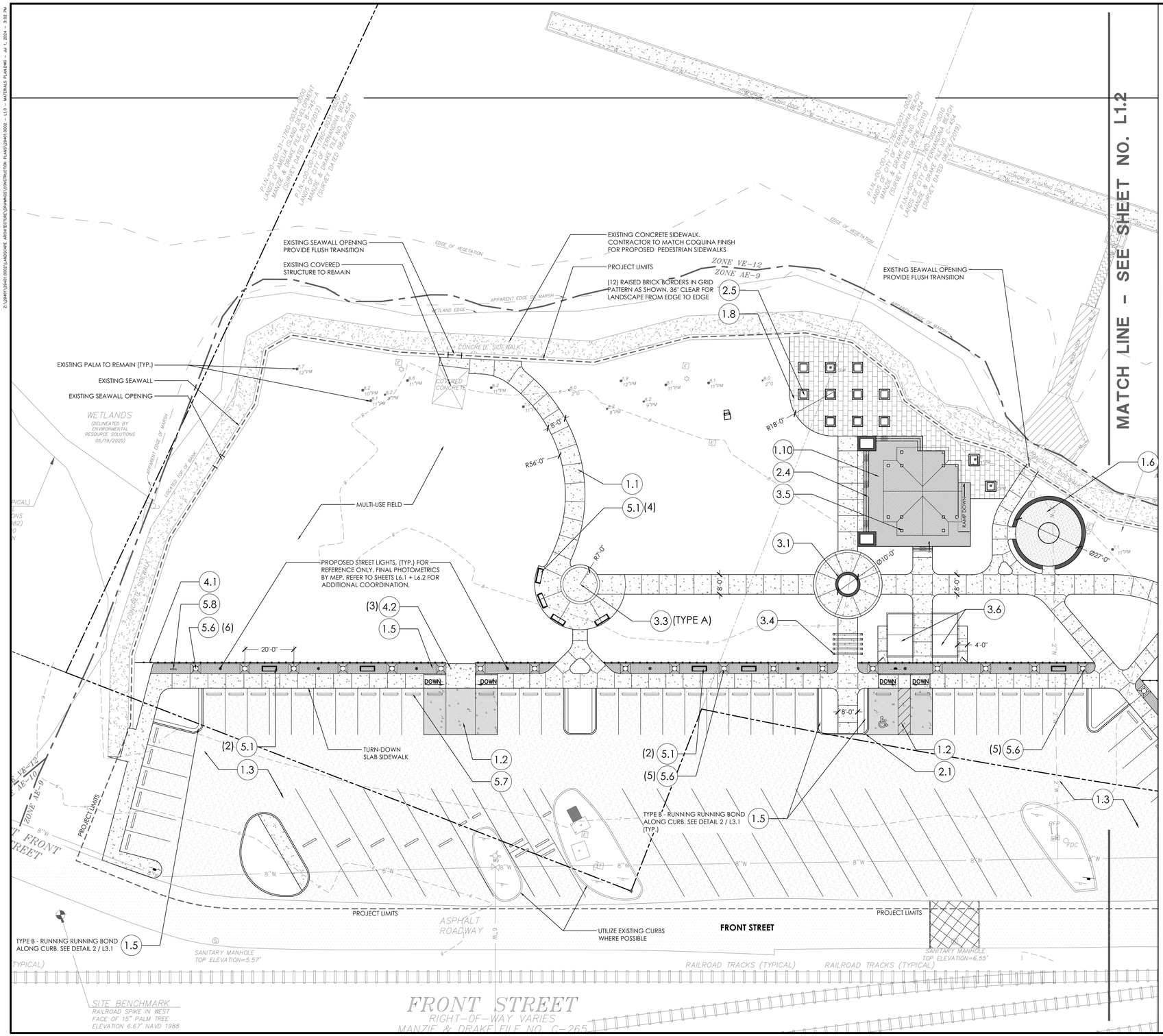
CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	RLM
DESIGNED:	RLM
REVIEWED:	CJE
APPROVED:	CJE
SCALE:	N.T.S.

EC2.1

Z:\29401\29401.0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - L1.0 - MATERIALS PLANS.DWG — Jul 1, 2024 - 3:03 PM



SITE DETAIL LEGEND

#	SHEET #	DETAIL	SYMBOL

1.0 PAVING & JOINTING

1.1	SEE CIVIL	CONCRETE SIDEWALK	COQUINA-FINISH TO MATCH EXISTING WATERFRONT WALK
1.1e	SEE CIVIL	EXPANSION JOINT	
1.1c	SEE CIVIL	CONTROL JOINT	
1.2	SEE CIVIL	VEHICULAR CONCRETE PAVING	
1.3	SEE CIVIL	VEHICULAR GRAVEL PAVING (TO MATCH EXISTING)	
1.4	SEE CIVIL	VEHICULAR ASPHALT PAVING	
1.5	1 + 2 / L3.1	BRICK PAVING TYPE A & B	
1.6	BY OTHERS	SPLASH PAD SURFACE (SHOWN FOR REFERENCE - SEE SPLASH PAD / POOL SHOP DRAWINGS FOR ADDITIONAL INFORMATION)	
1.7	3 / L3.1	CRUSHED GRAVEL PAVING	
1.8	4 / L3.1	LARGE CONCRETE PAVER PAVING	
1.9	SEE CIVIL	ADA TRUNCATED DOMES	
1.10	SEE ARCH.	ELEVATED DECK (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	

2.0 RAMPS, STAIRS, & CURBS

2.1	SEE CIVIL	VERTICAL CURB	
2.2	SEE CIVIL	CURB RAMPS	
2.3	SEE ARCH.	STAGE RAMP (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
2.4	SEE ARCH.	STAGE STAIRS (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
2.5	3 / L3.1	RAISED BRICK BORDER	

3.0 WALLS, MASONRY, ARCHITECTURE, & VERTICAL ELEMENTS

3.1	5 / L3.1	LOW PLANTER WALL	
3.2		NOT USED	
3.3	BY CITY	ART SCULPTURE BASE & MONUMENT - TYPE A (SHOWN FOR REFERENCE ONLY) - TYPE B (SHOWN FOR REFERENCE ONLY)	
3.4	4 / L3.2	ENTRY PERGOLA	
3.5	SEE ARCH.	MULTI-PURPOSE PAVILION WITH STAGE (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
3.6	BY CITY	RESTROOM BUILDING (SHOWN FOR REFERENCE - PREFAB SELECTION BY CITY)	

4.0 RAILINGS, BARRIERS, & FENCING

4.1	1 / L3.2	PERIMETER FENCE	
4.2	2 / L3.2	REMOVABLE BOLLARD	
4.3	SEE ARCH.	STAGE RAILINGS (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	

5.0 SITE FURNSHINGS

5.1	1 / L3.3	BENCH	
5.2	2 / L3.3	TRASH RECEPTACLE	
5.3	3 / L3.3	DOG WASTE STATION	
5.4	5 / L3.3	GROUP PICNIC TABLE	
5.5	6 / L3.3	MOVEABLE FURNITURE	
5.6	3 / L3.2	TREE GRATE	
5.7	SEE CIVIL	CONCRETE WHEEL STOPS	
5.8	4 / L3.3	BIKE RACK	

6.0 LIGHTING, ELECTRICAL, & MEP: FINAL DESIGN BY OTHERS

REFER TO SHEET L6.1 & L6.2 FOR MEP COORDINATION PLAN.

7.0 MISCELLANEOUS SITE FEATURES

NOT USED

SITE MATERIAL NOTES:

1. CONTRACTOR SHALL PROVIDE SAMPLES OF ALL MATERIALS AND PRODUCTS TO LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION FOR REVIEW AND APPROVAL.
2. ALL HARDSCAPE SHALL BE LAID OUT FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
3. PROVIDE CONDUIT FOR LIGHTING. REFER TO SHEETS L6.1 & L6.2 FOR CONDUIT PLAN.
4. NOTIFY LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE OF ANY DISCREPANCIES IN THE FIELD.

KEY MAP



BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
FL LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

MATERIALS PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

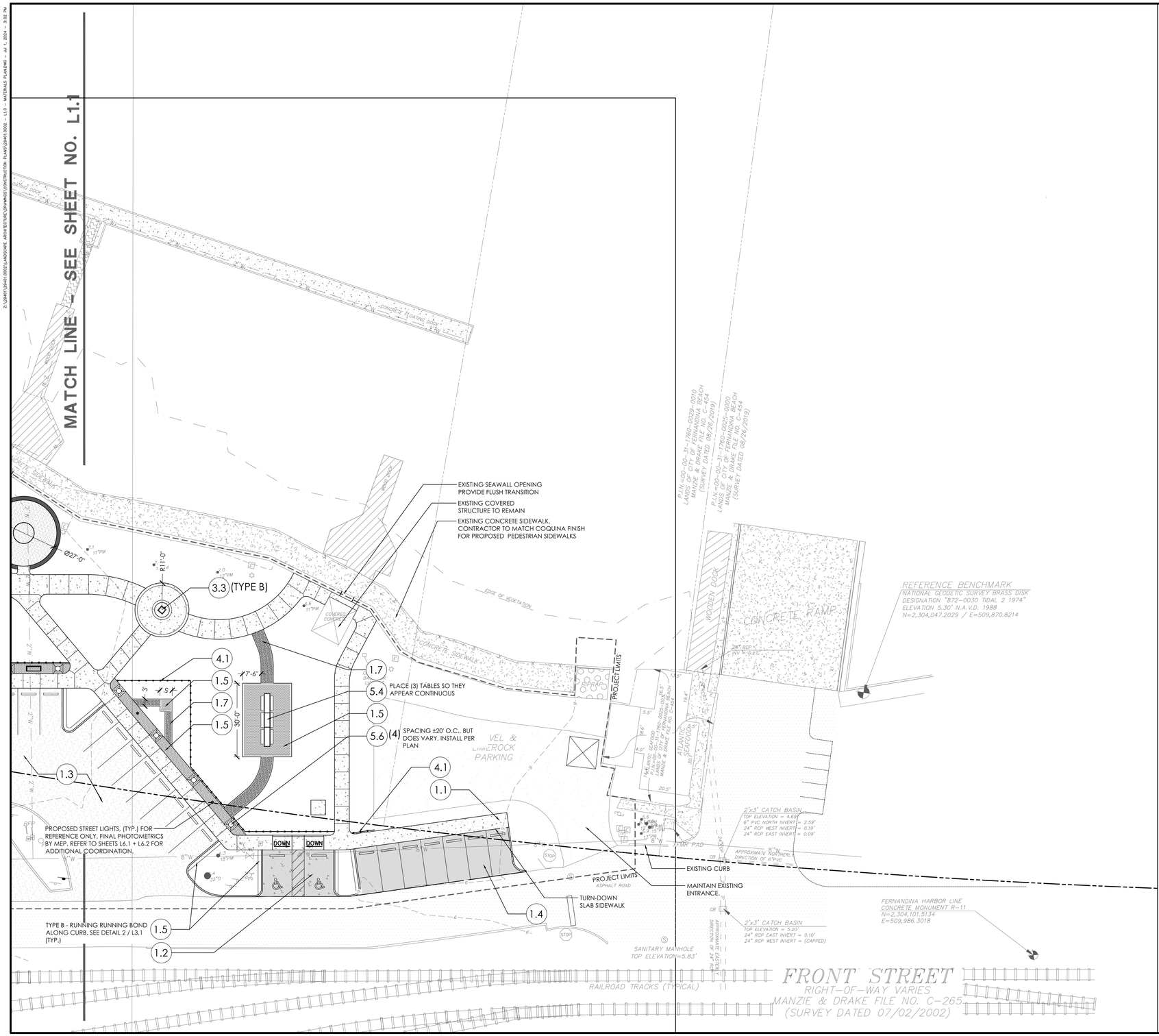
GRAPHIC SCALE:
1 INCH = 20 FEET
20 0 10 20

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

L1.1

Z:\29401\29401-0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401-0002 - L1.0 - MATERIALS PLANTING - Jul 1, 2024 - 3:02 PM



SITE DETAIL LEGEND

#	SHEET #	DETAIL	SYMBOL

1.0 PAVING & JOINTING

1.1	SEE CIVIL	CONCRETE SIDEWALK	COQUINA-FINISH TO MATCH EXISTING WATERFRONT WALK
1.1e	SEE CIVIL	EXPANSION JOINT	
1.1c	SEE CIVIL	CONTROL JOINT	
1.2	SEE CIVIL	VEHICULAR CONCRETE PAVING	
1.3	SEE CIVIL	VEHICULAR GRAVEL PAVING (TO MATCH EXISTING)	
1.4	SEE CIVIL	VEHICULAR ASPHALT PAVING	
1.5	1 + 2 / L3.1	BRICK PAVING TYPE A & B	
1.6	BY OTHERS	SPLASH PAD SURFACE (SHOWN FOR REFERENCE - SEE SPLASH PAD / POOL SHOP DRAWINGS FOR ADDITIONAL INFORMATION)	
1.7	3 / L3.1	CRUSHED GRAVEL PAVING	
1.8	4 / L3.1	LARGE CONCRETE PAVER PAVING	
1.9	SEE CIVIL	ADA TRUNCATED DOMES	
1.10	SEE ARCH.	ELEVATED DECK (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	

2.0 RAMPS, STAIRS, & CURBS

2.1	SEE CIVIL	VERTICAL CURB	
2.2	SEE CIVIL	CURB RAMPS	
2.3	SEE ARCH.	STAGE RAMP (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
2.4	SEE ARCH.	STAGE STAIRS (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
2.5	3 / L3.1	RAISED BRICK BORDER	

3.0 WALLS, MASONRY, ARCHITECTURE, & VERTICAL ELEMENTS

3.1	5 / L3.1	LOW PLANTER WALL	
3.2		NOT USED	
3.3	BY CITY	ART SCULPTURE BASE & MONUMENT - TYPE A (SHOWN FOR REFERENCE ONLY) - TYPE B (SHOWN FOR REFERENCE ONLY)	
3.4	4 / L3.2	ENTRY PERGOLA	
3.5	SEE ARCH.	MULTI-PURPOSE PAVILION WITH STAGE (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	
3.6	BY CITY	RESTROOM BUILDING (SHOWN FOR REFERENCE - PREFAB SELECTION BY CITY)	

4.0 RAILINGS, BARRIERS, & FENCING

4.1	1 / L3.2	PERIMETER FENCE	
4.2	2 / L3.2	REMOVABLE BOLLARD	
4.3	SEE ARCH.	STAGE RAILINGS (SHOWN FOR REFERENCE - SEE ARCH. PLANS)	

5.0 SITE FURNSHINGS

5.1	1 / L3.3	BENCH	
5.2	2 / L3.3	TRASH RECEPTACLE	
5.3	3 / L3.3	DOG WASTE STATION	
5.4	5 / L3.3	GROUP PICNIC TABLE	
5.5	6 / L3.3	MOVEABLE FURNITURE	
5.6	3 / L3.2	TREE GRATE	
5.7	SEE CIVIL	CONCRETE WHEEL STOPS	
5.8	4 / L3.3	BIKE RACK	

6.0 LIGHTING, ELECTRICAL, & MEP: FINAL DESIGN BY OTHERS

REFER TO SHEET L6.1 & L6.2 FOR MEP COORDINATION PLAN.

7.0 MISCELLANEOUS SITE FEATURES

NOT USED

SITE MATERIAL NOTES:

1. CONTRACTOR SHALL PROVIDE SAMPLES OF ALL MATERIALS AND PRODUCTS TO LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION FOR REVIEW AND APPROVAL.
2. ALL HARDSCAPE SHALL BE LAID OUT FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
3. PROVIDE CONDUIT FOR LIGHTING. REFER TO SHEETS L6.1 & L6.2 FOR CONDUIT PLAN.
4. NOTIFY LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE OF ANY DISCREPANCIES IN THE FIELD.

KEY MAP



BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
R. IAN P. THOMPSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

MATERIALS PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH = 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

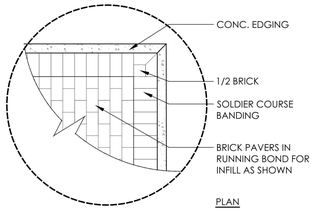
JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

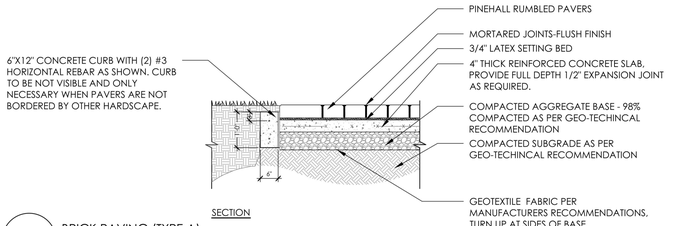
L1.2

Z:\DWG\29401.0002\LANDSCAPE ARCHITECT\CURRENT\CONSTRUCTION PLANS\29401.0002 - L3.0 - SITE DETAILS.DWG - L3.1 - 2024-7-30.PM

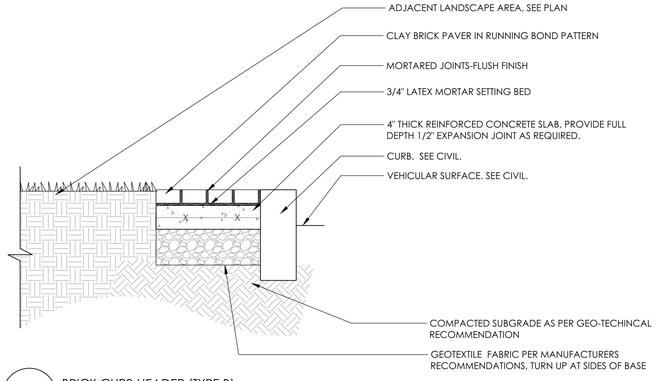
NOTES:

1. DRAIN PIPES BELOW THE BASE MAY BE NECESSARY IN SLOW DRAINING SUBGRADE
2. PAVER TO BE INSTALLED PER BRICK PAVER INSTITUTE TECH SPEC 2 FOR GUIDELINES AND SPECIFICATIONS FOR BASE MATERIALS, SUBGRADE SOIL AND BASE COMPACTION.
3. DO NOT COVER TOP OF AGGREGATE BASE WITH GEOTEXTILE.
4. PAVERS TO BE PINEHALL CLAY PAVERS.
   - 4.1. COLOR: RUMBLED PATHWAY - FULL RANGE. FINAL COLOR SELECTIONS TO BE CONFIRMED WITH CITY OF FERNANDINA BEACH PRIOR TO ORDERING.
   - 4.2. PATTERN: RUNNING BOND





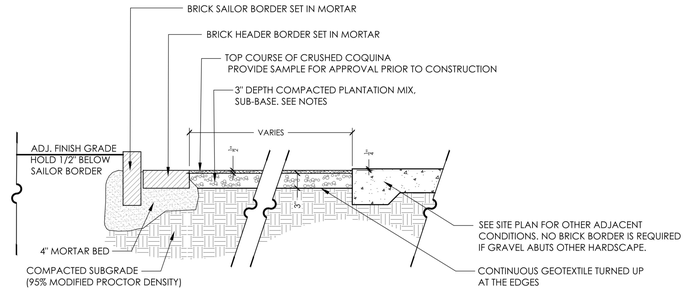
1 BRICK PAVING (TYPE A)
1/2" = 1'-0"



2 BRICK CURB HEADER (TYPE B)
1" = 1'-0"

NOTES:

1. BASE MIX SHALL BE 50% #789 STONE AND 50% UNWASHED GRANITE SCREENINGS, PRE-MIXED PRIOR TO BE DELIVERED ON SITE & TOPPED WITH COQUINA MIX. CONTRACTOR TO PROVIDE SAMPLE BAG OF CRUSHED COQUINA SHELL FOR APPROVAL PRIOR TO CONSTRUCTION.
2. GRAVEL MIX SHALL HAND-TAMPED.
3. CONTRACTOR SHALL MICRO-GRADE SITE SO THAT THERE IS NO WASHOUT OF AGGREGATE MATERIAL FROM PATHWAY EDGES.
4. BRICK EDGES TO MATCH BRICK SPECIFIED ON DETAIL 1/L3.1



3 CRUSHED GRAVEL PAVING & RAISED BRICK BORDER
1" = 1'-0"

NOTES:

1. ALL EDGES TO BE RESTRAINED WITH TURN DOWN CONCRETE SLAB, WALL, OR BE MORTARED IN PLACE. SEE NOTE #4 BELOW.
2. PAVERS TO BE HANOVER PREST PAVERS. 24" X 48" OR APPROVED EQUIVALENT.
   - 2.1. COLOR: NATURAL SUGGESTED. FINAL COLOR SELECTIONS TO BE CONFIRMED WITH CITY OF FERNANDINA BEACH PRIOR TO ORDERING.
   - 2.2. PATTERN: RUNNING BOND
3. FOR INFILL PAVERS: INSTALL WITH TIGHT BUTT JOINT PER MANUFACTURER RECOMMENDATIONS - NO MORTAR. VERIFY DIMENSIONS PRIOR TO POURING CONCRETE SIDEWALK PERIMETER.
4. FOR PERIMETER PAVERS THAT ARE NOT BOUNDED BY SIDEWALK OR WALL, MORTAR PAVERS IN PLACE TO SET EDGE.
5. REFER TO SHEETS L1.1 & L1.2 FOR LOCATION & DIRECTION OF RUNNING BOND.

4 LARGE CONCRETE PAVER PAVING
1" = 1'-0"

NOTES:

1. CONTRACTOR TO PROVIDE MOCK-UP OF ALL MATERIALS PRIOR TO ORDERING FOR APPROVAL BY CITY OF FERNANDINA BEACH PRIOR TO ORDERING. INCLUDING:
   - 1.1. CONCRETE CAP WITH JOINTING PATTERN.
   - 1.2. BRICK
   - 1.3. MORTAR
2. REFER TO MATERIALS PLAN FOR LOCATION.



5 LOW PLANTER WALL
1" = 1'-0"

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
BRYAN P. THOMSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

SITE DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 24"

L3.1

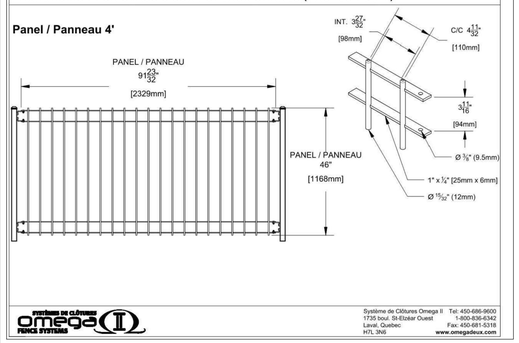
Z:\ONEDRIVE\1 DESIGN\LANDSCAPE ARCHITECT\FLORIDA\PROJECTS\FERNANDINA\DOCS\CONSTRUCTION PLANS\SHEETS\ 07/01/2024 - 3:43 - SITE DETAILS (LOTS).dwg - Layout: L3.2

BID SET - NOT FOR CONSTRUCTION

OMEGA CLASSIC PANELS MOUNTED ON SQUARE POSTS (4' HEIGHT)
PANNEAUX OMEGA CLASSIC SUR POTEAUX CARRÉS (HAUTEUR DE 4')

REVISION 01

Panel / Panneau 4'



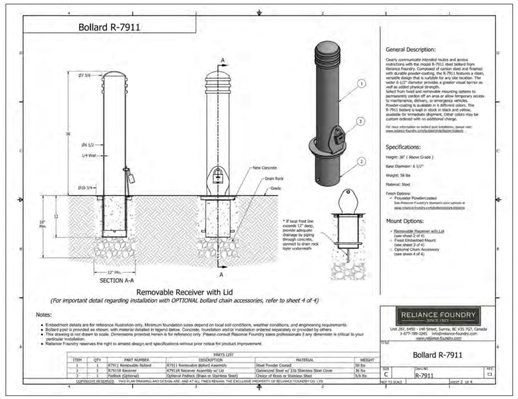
Système de Clôtures Omega II
1735 boul. St-Elzéar Ouest
Laval, Quebec
H7L 3N6

Tel: 450-686-9600
1-800-836-6342
Fax: 450-681-5318
www.omegaduvx.com

NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
2. REFER TO MATERIALS PLAN FOR LOCATIONS.
3. CONTRACTOR MAY SUBMIT ALTERNATIVE FENCE TYPES FOR APPROVAL BY CITY'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION.

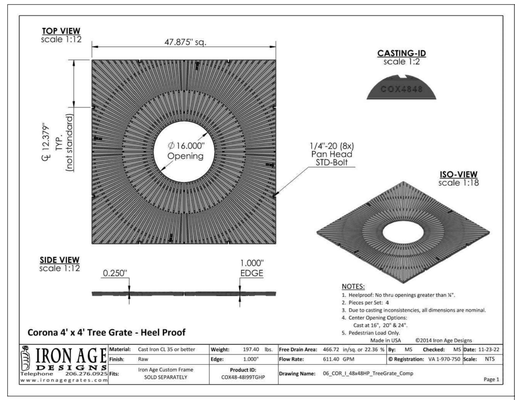
1 PERIMETER FENCE
NOT TO SCALE



NOTES:

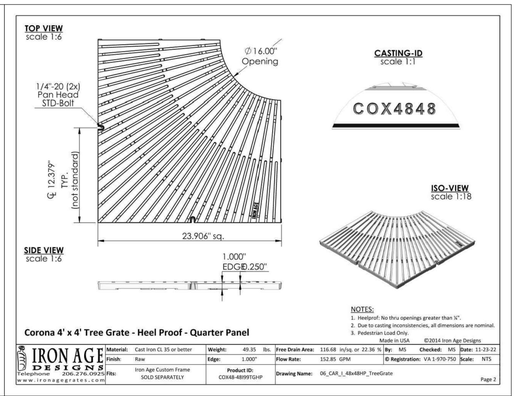
1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
2. REFER TO MATERIALS PLAN FOR LOCATIONS.
3. CONTRACTOR MAY SUBMIT ALTERNATIVE BOLLARD TYPE FOR APPROVAL BY CITY'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION.

2 REMOVABLE BOLLARD
NOT TO SCALE



NOTES:

1. Heelproof: No thru openings greater than ¼".
2. Pieces per Set: 4
3. Due to casting inconsistencies, all dimensions are nominal.
4. Center Opening Options:
   Cast at 16", 20" & 24".
5. Pedestrian Loud Only.
   Made in USA ©2014 Iron Age Designs



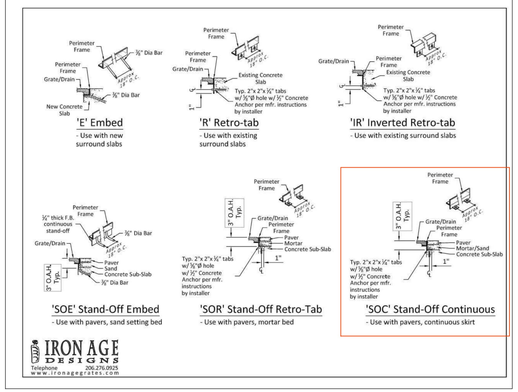
NOTES:

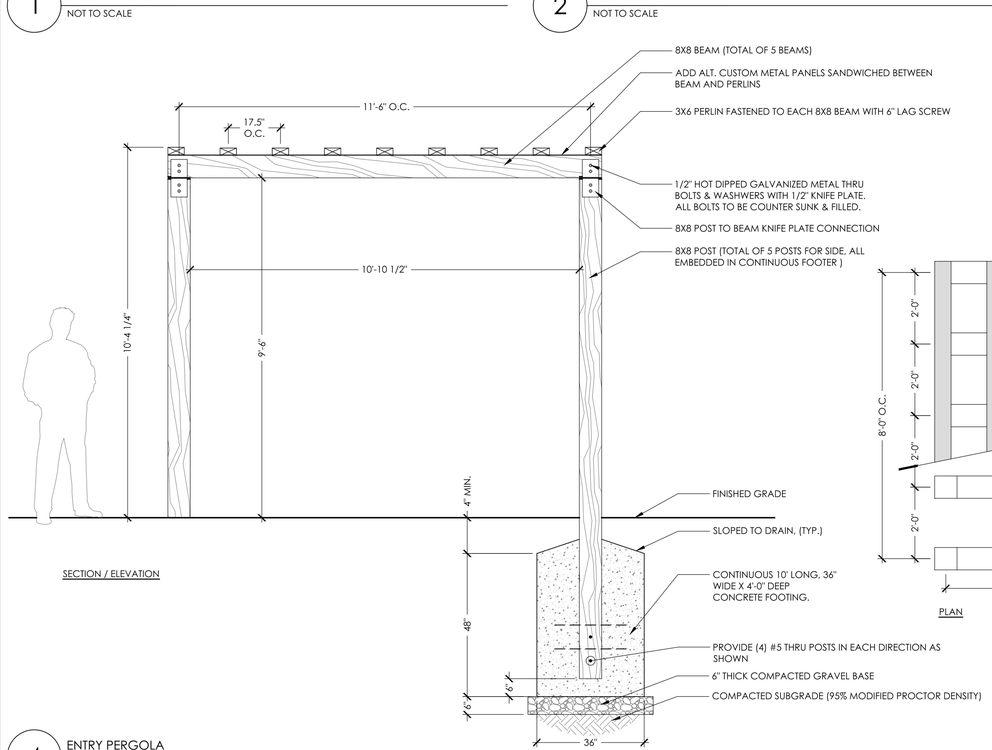
1. Heelproof: No thru openings greater than ¼".
2. Due to casting inconsistencies, all dimensions are nominal.
3. Pedestrian Loud Only.
   Made in USA ©2014 Iron Age Designs

NOTES:

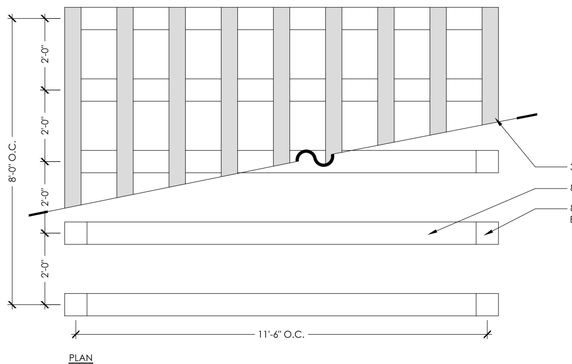
1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
2. CONTRACTOR MAY SUBMIT ALTERNATIVE TREE GRATE TYPE FOR APPROVAL BY CITY'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION. ANY TREE GRATE SPECIFIED MUST BE HEEL-PROOF WITH NO OPENINGS GREATER THAN 1/4".
3. UTILIZE 'SOC' DETAIL FOR ATTACHMENT OF TREE GRATE FRAME TO CONCRETE SUB-SLAB UNDER PAVERS. SUB-SLAB TO BE THICKENED TO ACCOMMODATE FRAME.

3 TREE GRATE
NOT TO SCALE





SECTION / ELEVATION



PLAN

NOTES:

1. ALL TIMBER SHALL BE SOUTHERN PINE, NO. 1 OR BETTER IN ACCORDANCE WITH SPIB GRADING RULES, TREATED WITH ACQ PRESERVATIVE TREATMENT TO 0.25 POUNDS PER CUBIC FOOT.
2. ALL BOLTS, NUTS AND WASHERS SHALL BE HOT-DIPPED GALVANIZED IN ACCORDANCE WITH ASTM A123-GRADE 85.
3. ALL NAILS SHALL BE GALVANIZED AND SHALL BE CERTIFIED BY MANUFACTURER FOR USE IN ACQ TREATED LUMBER.
4. REFER TO CONCEPTUAL LIGHTING PLAN FOR LIGHT SUGGESTIONS
5. ALL ELECTRICAL CONDUIT TO BE INSTALLED SO AS TO APPEAR INTEGRATED INTO THE DESIGN AS MUCH AS POSSIBLE. ALL CONDUIT SHALL BE PAINTED TO MATCH THE COLOR OF THE MATERIAL IT IS INSTALLED AGAINST.
6. CONFIRM WITH OWNER REPRESENTATIVE THE FINAL STAIN OR PAINT COLOR & SUBMIT FINISH SAMPLES FOR APPROVAL
   6.1. IF PAINT IS USED INSTEAD OF STAIN PER OWNER REP DIRECTION - PROVIDE 1 COAT OF PRIMER AND 2 COATS OF PAINT AND ENSURE COMPLETE COVERAGE.

MATERIAL SELECTIONS:

- METAL SHADE SCREEN (ADD ALT.):

  ARTISAN PANELS, INC.
  FINISH: COPPER VEIN, PATTERN: #119 - SCATTERED LEAVES
  MOUNT PANELS TO JOISTS AND PERLONS VIA METAL NAILS PER MANUFACTURER'S MOUNTING & STRUCTURAL RECOMMENDATIONS.

  CONTRACTOR TO PROVIDE FINAL SHOP DRAWINGS FROM MANUFACTURER FOR APPROVAL BY CITY REPRESENTATIVE PRIOR TO PURCHASING.

  CONTACT: (E) SALES@ARTISANPANELS.COM / (P) 714.351.3234



ADD ALT.

METAL SHADE SCREEN
FINISH: COPPER VEIN
PATTERN: #119 SCATTERED LEAVES
CUSTOM PANELS

4 ENTRY PERGOLA
1/2" = 1'-0"

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

SITE DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
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204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

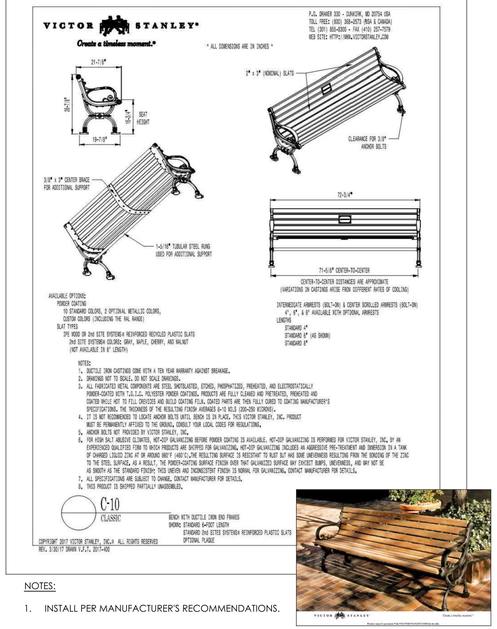
JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	#########

L3.2

Z:\ONVICTOR\1-0001\LANDSCAPE ARCHITECT\REVISION\CONSTRUCTION PLANS\DWG\1-0001 - L3.3 - SITE DETAILS.DWG - Jul 1, 2024 - 2:53 PM

BID SET - NOT FOR CONSTRUCTION

QTY SHOWN: (9)

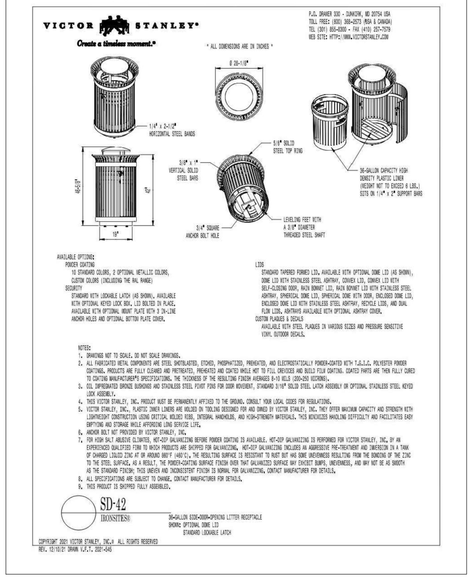


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.

1 BENCH
NOT TO SCALE

QTY SUGGESTED: (12)



NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS UTILIZING A CONCRETE FOOTER.

2 TRASH
NOT TO SCALE

QTY SUGGESTED: (4)

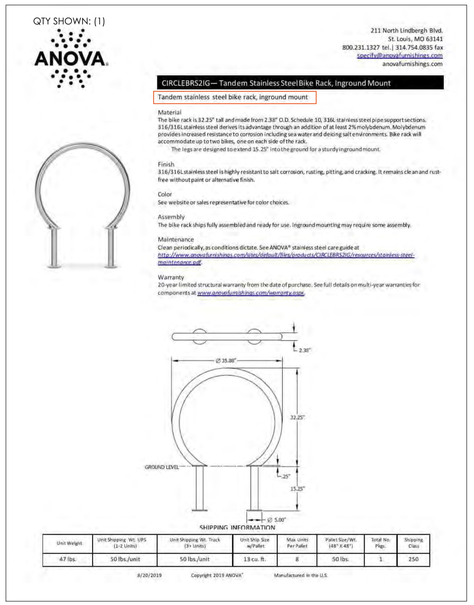


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS UTILIZING A CONCRETE FOOTER.

3 DOG WASTE STATION
NOT TO SCALE

QTY SHOWN: (1)

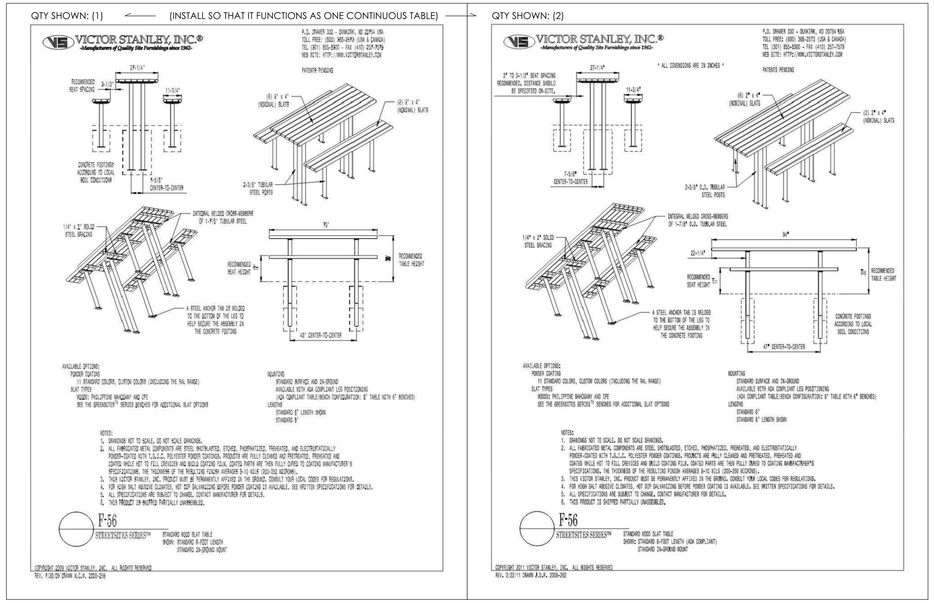


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
2. STAINLESS STEEL FINISH

4 BIKE RACK
NOT TO SCALE

QTY SHOWN: (1) ← (INSTALL SO THAT IT FUNCTIONS AS ONE CONTINUOUS TABLE) → QTY SHOWN: (2)

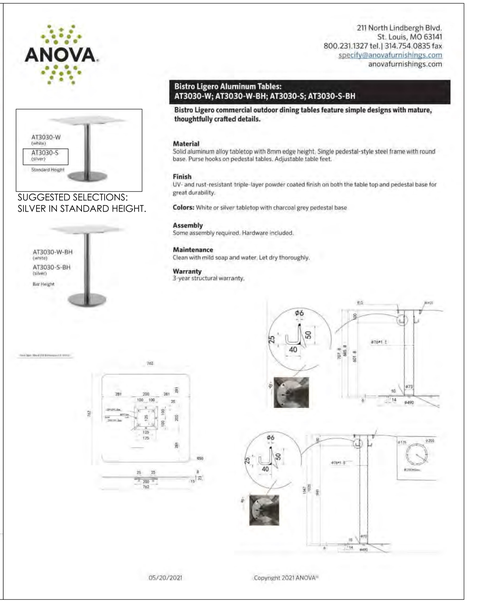


NOTES:

1. INSTALL PER MANUFACTURER'S RECOMMENDATIONS IN CONCRETE FOOTER.
2. INTENT IS FOR ALL THREE TABLES TO BE INSTALLED TOGETHER WITH ONE CONTINUES FOOTER. BUTT TABLES TOGETHER AS SHOWN ON SHEET L1.2
   2.1. PLACE (2) STANDARD 8-FOOT LENGTH, ADA-COMPLIANT TABLES WITH BENCHES ON ENDS
   2.2. PLACE (1) STANDARD 6-FOOT LENGTH TABLE WITH BENCHES IN CENTER

5 GROUP PICNIC TABLE
NOT TO SCALE





NOTES:

1. CONFIRM WITH CITY OF FERNANDINA BEACH PRIOR TO ORDERING. ABOVE IS FOR PRICING AND SUGGESTED MOVEABLE FURNITURE, IF DESIRED BY CITY.
2. PROVIDE UNIT COST TO CITY, INCLUDE LINE ITEM FOR SECURITY ENHANCEMENTS TO PARK TO LIMIT POTENTIAL THEFT OF MOVEABLE FURNITURE

6 MOVEABLE FURNITURE - ADD ALTERNATE
NOT TO SCALE

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

SITE DETAILS

LOTS C & D
FERNANDINA BEACH WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

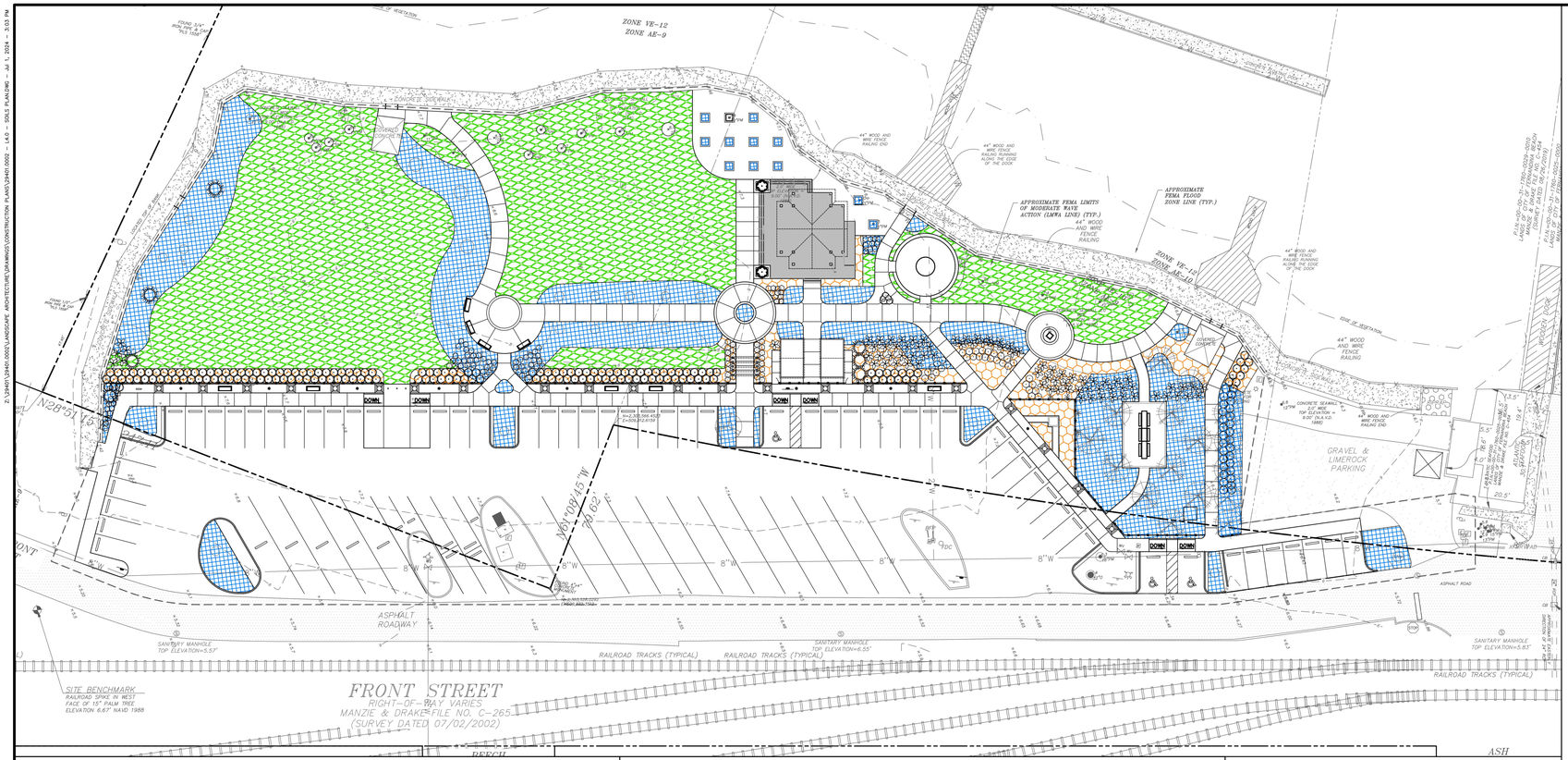
CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 12'

L3.3

Z:\29401\29401.0002\LANDSCAPE ARCHITECT\REVIT\BRANNON\CONSTRUCTION PLANS\29401.0002 - L4.0 - SOILS PLANTING - Jul 1, 2024 - 3:03 PM

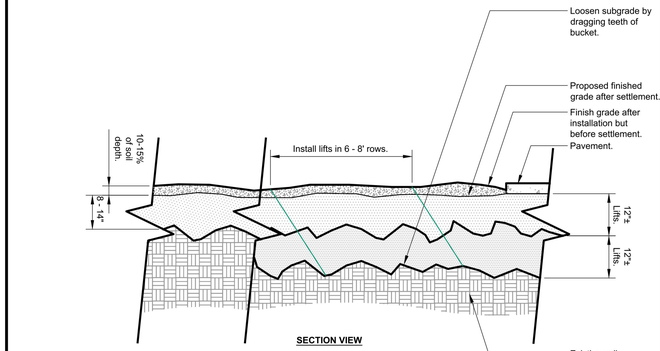


SOILS PLAN LEGEND

	SOIL ZONE 1	36" DEPTH MIN.
		± 11,749 SF
	SOIL ZONE 2	24" DEPTH MIN.
		± 4,805 SF
	SOIL ZONE 3	6" DEPTH MIN.
		± 24,594 SF

SOIL NOTES:

1. CONTRACTOR HAS BEEN PUT ON NOTICE THAT SOILS PRESENT ON SITE DOES NOT EXHIBIT OPTIMAL PERCOLATION. REFER TO GENERAL LANDSCAPE NOTES ON SHEET L5.3. SPECIFICALLY NOTES #7 & #8.
2. CONTRACTOR SHALL PROVIDE AND OBTAIN SOIL TESTS PER THE LANDSCAPE SPECIFICATIONS ON SHEET L5.5 & NOTIFY THE CITY AND LANDSCAPE ARCHITECT OF THE PROPOSED SOIL REMEDIATION PLAN FOR THE OPTIMAL HEALTH AND SURVIVAL OF SPECIFIED PLANT MATERIAL.
3. AT A MINIMUM, THE RECOMMENDED SOIL PLAN AND CORRESPONDING DEPTHS OF IMPROVED SOILS SHOULD BE FOLLOWED. HOWEVER, FIELD CONDITIONS MAY VARY AND IT IS IMPORTANT THAT SUFFICIENT DRAINAGE AND APPROPRIATE TOP SOIL AS DEFINED IN THE LANDSCAPE SPECIFICATIONS ARE PROVIDED.



SECTION VIEW

Notes:
1- Means and methods of soil compaction shall be determined at time of soil mock up.

2- Soil compaction after installation shall be 75 - 250 PSI at soil moisture between field capacity and wilting point.

3- For soil depths see plan amobe.

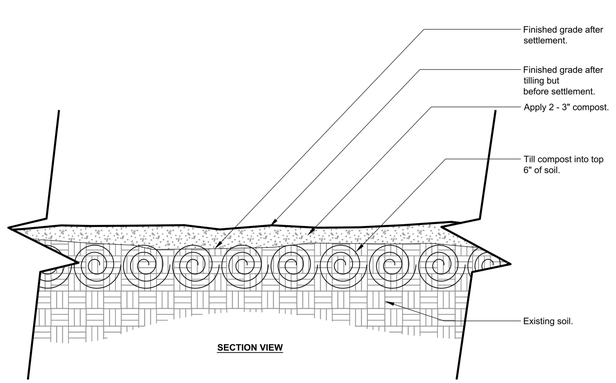
4- See landscape and grassing specifications for additional requirements.

S-1 MODIFIED EXISTING SOIL - INSTALLED PLANTING MIX

URBAN TREE FOUNDATION ©2014 OPEN SOURCE FREE TO USE

1/2" = 1'-0"

L_site preparation_soil modification_installed planting mix



SECTION VIEW

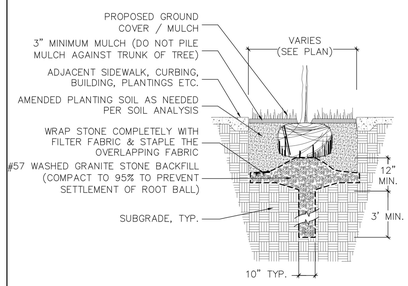
Notes:
1- See planting soil specifications for additional requirements on sheet L5.5.
2- Use Detail S-1 if Existing Soil is too compacted for sufficient drainage.

S-2 MODIFIED EXISTING SOIL - COMPACTED SURFACE SOIL

URBAN TREE FOUNDATION © 2014 OPEN SOURCE FREE TO USE

3/4" = 1'-0"

L_site preparation_compacted surface soil



NON PERCOLATING PLANT PIT
NOT TO SCALE

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
FL LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

SOIL PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

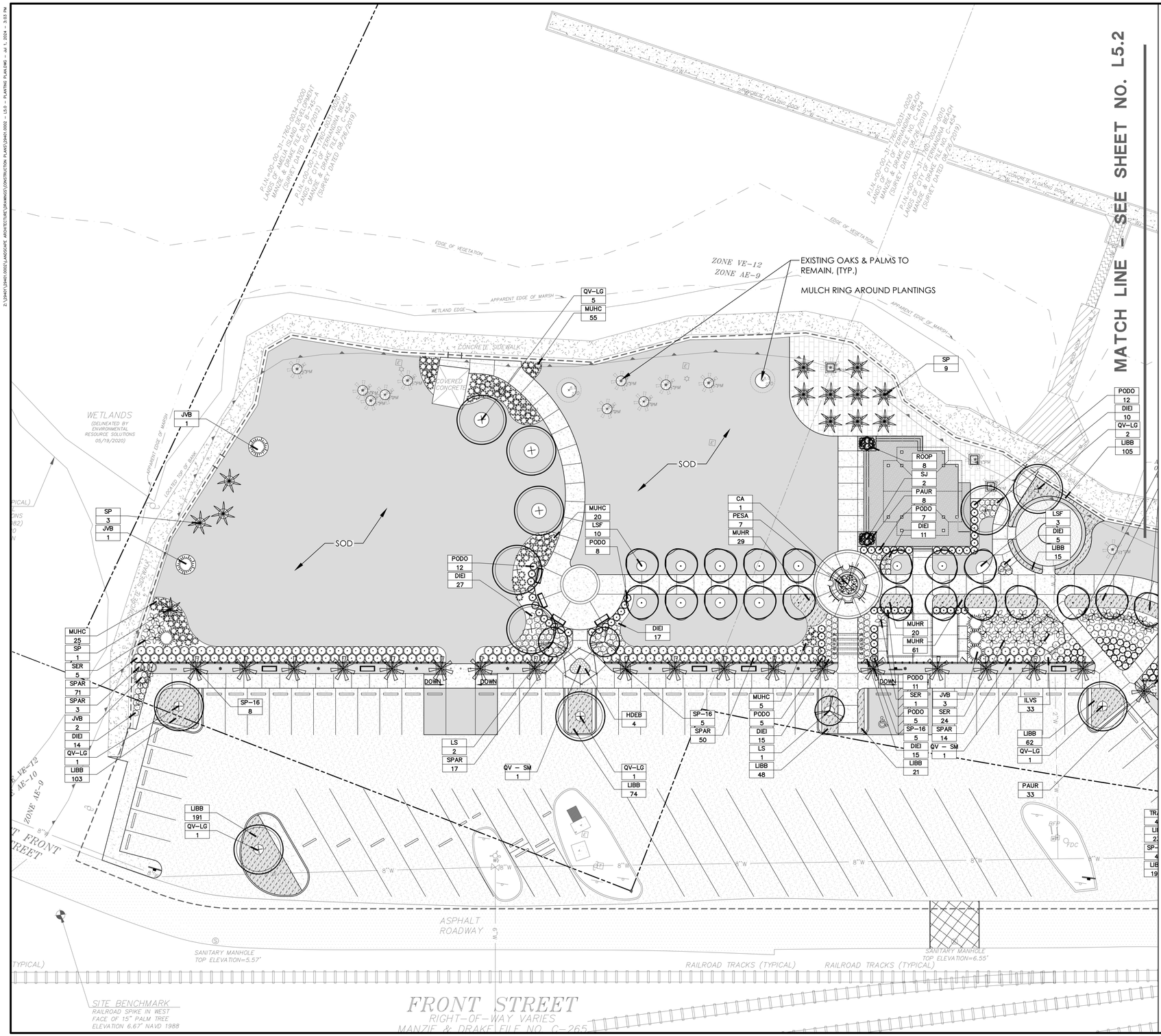
30 0 15 30
GRAPHIC SCALE:
1 INCH = 30 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 30'

L4.1

Z:\29401\29401.0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - L5.0 - PLANTING PLAN.DWG - Jul 1, 2024 - 3:03 PM



PLANTING PLAN LEGEND

TREES & PALMS

ABBRV	SCIENTIFIC NAME	COMMON NAME
CA	Cupressus arizonica 'Blue Ice'	Arizona Cypress 'Blue Ice'
IC	Ilex cassine	Dahoon Holly
SJ	Juniperus chinensis 'Spartan'	Spartan Juniper
JVB	Juniperus virginiana 'Brodie'	Red Cedar
LSF	Favorite'	Favorite Crape Myrtle
LS	Lagerstroemia 'Sioux'	Sioux Crape Myrtle
LIM	'Muskogee'	'Muskogee' Crape Myrtle
QV-LG	Quercus virginiana	Live Oak
SM	Quercus virginiana	Live Oak
SP	Sabal palmetto	Sabal Palm
SP-16	Sabal palmetto	Sabal Palm

SHRUBS

ABBRV	SCIENTIFIC NAME	COMMON NAME
ILVS	Ilex vomitoria 'Stokes'	Dwarf Schillings Holly
PAUR	Plumbago auriculata	Plumbago
PODO	Podocarpus macrophyllus	Podocarpus
SER	Sereno repens	Saw Palmetto

ORNAMENTAL GRASSES AND GROUNDCOVERS

ABBRV	SCIENTIFIC NAME	COMMON NAME
DIEI	Dietes iridioides	African Iris
HDEB	Helianthus debilis	Dune Sunflower
LIBB	Liriope muscari 'Big Blue'	Big Blue Liriope
MUHC	Muhlenbergia capillaris	Pink Muhly Grass
MUHR	Muhlenbergia reverchonii	Rose Muhly
PESA	Pennisetum setaceum 'Alba'	Whie Fountain Grass
ROOP	"Prostratus'	Trailing Rosemary
SPAR	Spartina bakeri	Cord Grass
TRAJ	Trachelospermum jasminoides	Confederate Jasmine
SOD	Paspalum vaginatum	Seashore Paspalum

SCHEDULE NOTES:

1. ALL LANDSCAPE AREAS IN COMMON SPACE NOT COVERED BY HARDSCAPE OR SOD ARE TO BE MULCHED. REFER TO NOTE #19 ON SHEET L5.3 FOR TYPE.
2. ALL AREAS OF SITE TO BE FULLY STABILIZED. REFER TO ENGINEERING SHEETS FOR MORE INFORMATION.
3. CONTRACTOR TO ENSURE LANDSCAPE BEDS PERCOLATE. REFER TO SOILS PLAN FOR ADDITIONAL INFORMATION.

KEYNOTES

SPECIFIC INSTANCES ARE CALLED OUT, BUT THESE NOTES ARE INTENDED TO BE FOR ENTIRE PHASE ONE

1. MULCH & BEDLINE NOTE: PROVIDE A CLEAN AND CLEAR DELINEATION FROM LAWN AREAS AND MULCHED PLANTING AREAS. PROVIDE SHOVEL-CUT EDGE FOR TRANSITIONS. ALL MULCHED AREAS TO BE FREE AND CLEAR OF DEBRIS WITH A CONSISTENT AND EVEN COVERAGE OF HARDWOOD MULCH. NO SOIL BELOW SHALL BE VISIBLE.
2. PRUNING NOTE: ALL REMAINING TREES TO BE LIMBED UP & PRUNITED TO ANSI A300 PRUNING STANDARDS. FOR PALM TREES - REMOVE ANY DEAD FRONDS OR SEED PODS.

KEY MAP



SCALE: 1" = 200'

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT RYAN P. THOMPSON LA 6666849 STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

PLANTING PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
1 INCH 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

L5.1

Z:\29401\29401.0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - L5.0 - PLANTING PLANTING - Jul 1, 2024 - 3:03 PM

MATCH LINE - SEE SHEET NO. L5.1

POLLINATOR GARDEN BY OTHERS. [± 400 S.F.]. AMEND SOIL, MULCH AREA & MAKE READY FOR WILD FLOWER / MEADOW PLANTINGS

PODO 12
DIEI 10
QV-LG 2
LIBB 105
SER 13
MUHR 54
LSF 7
LSF 3
DIEI 5
LIBB 15
MUHR 48
SER 29
MUHR 40
MUHR 10
SPAR 38
MUHC 48
SER 9
MUHC 18
LIM 5
TRAJ 4
LIM 23
SP-16 4
LIBB 190
QV-LG 1
LIBB 46
LIBB 160

APPROXIMATE FEMA LIMITS OF SPECIAL FLOOD HAZARD AREA (FEMA LINE) (TYP.)
APPROXIMATE FEMA FLOOD ZONE LINE (TYP.)
ZONE AE-12
ZONE AE-10
ZONE AE-14
EDGE OF VEGETATION
COVERED CONCRETE
CONCRETE SIDEWALK
CONCRETE FLOATING DOCK
WOODEN DOCK
CONCRETE RAMP
RIPRAP
GRAVEL & LIMEROCK PARKING
ASPHALT ROAD
RAILROAD TRACKS (TYPICAL)
FRONT STREET
RIGHT-OF-WAY VARIES
MANZIE & DRAKE FILE NO. C-265
(SURVEY DATED 07/02/2002)
DOWN
DOWN
XFMR PAD
8"W
APPROXIMATE NORTHERLY DIRECTION OF 6"PVC
STOP
SANITARY MANHOLE
TOP ELEVATION=5.83'
2'x3' CATCH BASIN
TOP ELEVATION = 4.69'
6" PVC NORTH INVERT = 2.59'
24" RCP WEST INVERT = 0.19'
24" RCP EAST INVERT = 0.09'
2'x3' CATCH BASIN
TOP ELEVATION = 5.20'
24" RCP EAST INVERT = 0.10'
24" RCP WEST INVERT = (CAPPED)
REFERENCE BENCHMARK
NATIONAL GEODETIC SURVEY BRASS DISK
DESIGNATION "872-0030 TIDAL 2 1974"
ELEVATION 5.30' N.A.V.D. 1988
N=2,304,047.2029 / E=509,870.8214
FERNANDINA HARBOR LINE
CONCRETE MONUMENT R-11
N=2,304,101.5134
E=509,986.3018
P.I.N.=00-00-31-1760-0029-0010
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)
P.I.N.=00-00-31-1760-0025-0020
LANDS OF CITY OF FERNANDINA BEACH
MANZIE & DRAKE FILE NO. C-454
(SURVEY DATED 08/26/2019)

PLANTING PLAN LEGEND

TREES & PALMS

ABBRV	SCIENTIFIC NAME	COMMON NAME
CA	Cupressus arizonica 'Blue Ice'	Arizona Cypress 'Blue Ice'
IC	Ilex cassine	Dahoon Holly
SJ	Juniperus chinensis 'Spartan'	Spartan Juniper
JVB	Juniperus virginiana 'Brodie'	Red Cedar
LSF	Lagerstroemia indica 'Fauriei' 'Natchez'	Natchez Crape Myrtle
LS	Lagerstroemia indica 'Sioux'	Sioux Crape Myrtle
LIM	Lagerstroemia indica 'Muskogee'	'Muskogee' Crape Myrtle
QV-LG	Quercus virginiana	Live Oak
SM	Quercus virginiana	Live Oak
SP	Sabal palmetto	Sabal Palm
SP-16	Sabal palmetto	Sabal Palm

SHRUBS

ABBRV	SCIENTIFIC NAME	COMMON NAME
ILVS	Ilex vomitoria 'Stokes'	Dwarf Schillings Holly
PAUR	Plumbago auriculata	Plumbago
PODO	Podocarpus macrophyllus	Podocarpus
SER	Sereno repens	Saw Palmetto

ORNAMENTAL GRASSES AND GROUNDCOVERS

ABBRV	SCIENTIFIC NAME	COMMON NAME
DIEI	Dietes iridioides	African Iris
HDEB	Helianthus debilis	Dune Sunflower
LIBB	Liriope muscari 'Big Blue'	Big Blue Liriope
MUHC	Muhlenbergia capillaris	Pink Muhly Grass
MUHR	Muhlenbergia reverchonii	Rose Muhly
PESA	Pennisetum setaceum 'Alba'	Whie Fountain Grass
ROOP	'Prostratus'	Trailing Rosemary
SPAR	Spartina bakeri	Cord Grass
TRAJ	Trachelospermum jasminoides	Confederate Jasmine
SOD	Paspalum vaginatum	Seashore Paspalum

SCHEDULE NOTES:

1. ALL LANDSCAPE AREAS IN COMMON SPACE NOT COVERED BY HARDSCAPE OR SOD ARE TO BE MULCHED. REFER TO NOTE #19 ON SHEET L5.3 FOR TYPE.
2. ALL AREAS OF SITE TO BE FULLY STABILIZED. REFER TO ENGINEERING SHEETS FOR MORE INFORMATION.
3. CONTRACTOR TO ENSURE LANDSCAPE BEDS PERCOLATE. REFER TO SOILS PLAN FOR ADDITIONAL INFORMATION.

KEYNOTES

SPECIFIC INSTANCES ARE CALLED OUT. BUT THESE NOTES ARE INTENDED TO BE FOR ENTIRE PHASE ONE

1. MULCH & BEDLINE NOTE: PROVIDE A CLEAN AND CLEAR DELINEATION FROM LAWN AREAS AND MULCHED PLANTING AREAS. PROVIDE SHOVEL-CUT EDGE FOR TRANSITIONS. ALL MULCHED AREAS TO BE FREE AND CLEAR OF DEBRIS WITH A CONSISTENT AND EVEN COVERAGE OF HARDWOOD MULCH. NO SOIL BELOW SHALL BE VISIBLE.
2. PRUNING NOTE: ALL REMAINING TREES TO BE LIMBED UP & PRUNITED TO ANSI A300 PRUNING STANDARDS. FOR PALM TREES - REMOVE ANY DEAD FRONDS OR SEED PODS.

KEY MAP



SCALE: 1" = 200'

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT R. IAN P. THOMPSON LA 6666849 STATE OF FLORIDA

THOMAS & HUTTON

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PLANTING PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
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CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

20 0 10 20
GRAPHIC SCALE:
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DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

L5.2

Z:\29401\29401.0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - L5.0 - PLANTING PLAN.DWG - Jul 1, 2024 - 3:03 PM

PLANT SCHEDULE

TREES

QNTY	ABBRV	SCIENTIFIC NAME	COMMON NAME	PLANTING SIZE	SPACING	MISCELLANEOUS / REMARKS
1	CA	Cupressus arizonica 'Blue Ice'	Arizona Cypress 'Blue Ice'	B & B OR CONT. ; 12' – 14' HT. MIN.	AS SHOWN	Specimen
2	SJ	Juniperus chinensis 'Spartan'	Spartan Juniper	B & B OR CONT. ; 6' – 8' HT.	AS SHOWN	Specimen
7	JVB	Juniperus virginiana 'Brodie'	Redcedar	B & B OR CONT. ; 8' – 10' HT. – 22'	AS SHOWN	Specimen, Full to Ground
20	LSF	Lagerstroemia indica x fauriei 'Fantasy'	Crape Myrtle	B & B OR CONT. ; 3" CAL. ; 12' HT.	AS SHOWN	Single Trunk, 7' Clear
3	LS	Lagerstroemia 'Sioux'	Sioux Crape Myrtle	B & B OR CONT. ; 5" CAL. MIN., 20' HT. MIN.	AS SHOWN	Multi-Trunk
28	LIM	Lagerstroemia indica x fauriei 'Muskogee'	'Muskogee' Crape Myrtle		AS SHOWN	Single Trunk, 7' Clear
12	QV-LG	Quercus virginiana	Live Oak	B & B OR CONT. ; 6" CAL. ; 10' HT.	AS SHOWN	Specimen
2	SM	Quercus virginiana	Live Oak	B & B OR CONT. ; 3" CAL. ; 12' HT.	AS SHOWN	Specimen

PALMS

QNTY	ABBRV	SCIENTIFIC NAME	COMMON NAME	PLANTING SIZE	SPACING	MISCELLANEOUS / REMARKS
13	SP	Sabal palmetto	Sabal Palm	BR ; 12' – 18' HT.	AS SHOWN	Staggar Hts., Reflolated Heads
22	SP-16	Sabal palmetto	Sabal Palm	BR ; 12' – 18' HT.	AS SHOWN	Staggar Hts., Reflolated Heads

SHRUBS

QNTY	ABBRV	SCIENTIFIC NAME	COMMON NAME	PLANTING SIZE	SPACING	MISCELLANEOUS / REMARKS
33	ILVS	Ilex vomitoria 'Stokes'	Dwarf Schillings Holly	CONT. ; 12" HT. MIN.	AS SHOWN	Full
41	PAUR	Plumbago auriculata	Plumbago	CONT. ; 12" HT. MIN.	AS SHOWN	Full
60	PODO	Podocarpus macrophyllus	Podocarpus	CONT. ; 42" HT. MIN.	AS SHOWN	Full, Well Formed
81	SER	Sereno repens	Saw Palmetto	CONT. ; 24" HT. MIN.	AS SHOWN	Full

ORNAMENTAL GRASSES AND GROUNDCOVERS

QNTY	ABBRV	SCIENTIFIC NAME	COMMON NAME	PLANTING SIZE	SPACING	MISCELLANEOUS / REMARKS
114	DIEI	Dietes iridioides	African Iris	1 GAL. 12" HT, MIN.	2.5'	Full and Well Formed
4	HDEB	Helianthus debilis	Dune Sunflower	1 GAL. 12" X 12"	3'	Full
1015	LIBB	Liriope muscari 'Big Blue'	Big Blue Liriope	1 GAL. ; 6" HT. MIN.	18"	Full and Well Formed
177	MUHC	Muhlenbergia capillaris	Pink Muhly Grass	1 GAL. ; 18" HT. MIN.	AS SHOWN	Full
262	MUHR	Muhlenbergia reverchonii	Rose Muhly	1 GAL. 12" HT. MIN.	2'	Full and Well Formed
7	PESA	Pennisetum setaceum 'Alba'	Whie Fountain Grass	1 GAL. ; 18" HT. MIN.	AS SHOWN	Full
8	ROOP	Rosmarinus officinalis 'Prostratus'	Trailing Rosemary	1 GAL. ; 6" X 6" MIN.	3'	Full
193	SPAR	Spartina bakeri	Cord Grass	1 GAL. 18" HT. MIN.	AS SHOWN	Full and Well Formed
4	TRAJ	Trachelospermum jasminoides	Confederate Jasmine	1 GAL.	AS SHOWN	Full, Train to Fence
± 28,000 S.F.	SOD	Paspalum vaginatum	Seashore Paspalum	± 28,000 S.F.		

GENERAL PLANTING / IRRIGATION NOTES

1. ALL TREES AND PALMS SHALL BE TAGGED IN THE FIELD AND SELECTED BY THE OWNER'S REPRESENTATIVE LANDSCAPE ARCHITECT. THE TREES AND PALMS SHALL BE FROM A CITY OF FERNANDINA BEACH PRE-QUALIFIED NURSERY OR ACCEPTED ALTERNATE.

2. REQUIREMENTS FOR THE MEASUREMENTS, BRANCHING, GRADING, QUALITY, BALLING AND BURLAPPING OF PLANTS IN THE PLANT LIST SHOULD FOLLOW OR EXCEED THE STANDARDS CURRENTLY RECOMMENDED BY THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. IN THE AMERICAN STANDARD FOR NURSERY STOCKS (ASNS). UNLESS OTHERWISE SPECIFIED, ANY SIZE SPECIFIED SHALL BE CONSIDERED MINIMUM. MINIMUMS FOR HEIGHT, SPREAD, CALIPER, ETC. SHALL TAKE PRECEDENT OVER A SPECIFIED CONTAINER SIZE. (I.E. - IF 7 GALLON IS REQUIRED, TO PROVIDE A SPECIFIED HEIGHT OR SPREAD THAT IS SPECIFIED AS A 3 GALLON, THEN THE 7 GALLON SHALL BE SHALL BE REQUIRED AND INCLUDED IN THE BASE BID AND SHALL NOT BE CONSIDERED A CHANGE ORDER.

3. ALL PLANTS SHALL BE FLORIDA FANCY GRADE AND HAVE A WELL FORMED HEAD WITH MINIMUM CALIPER, HEIGHT AND SPREAD OF THE SIDE BRANCHES AS SHOWN ON THE PLANT LIST. TRUNKS SHALL BE UNDAMAGED AND SHAPE SHALL BE TYPICAL OF THE SPECIES.

4. MEASUREMENT OF CONIFER HEIGHT SHALL INCLUDE NOT MORE THAN FIFTY (50) PER CENT OF THIS YEARS' VERTICAL GROWTH (TOP CANDLE).

5. THE LANDSCAPE CONTRACTOR IS HEREBY NOTIFIED OF THE EXISTENCE OF UNDERGROUND UTILITIES WITHIN THE LIMITS OF THE PROJECT AREA. THE CONTRACTOR SHOULD VERIFY THE EXACT LOCATION OF ALL UTILITY LINES PRIOR TO COMMENCEMENT OF DIGGING OPERATIONS. CONTRACTOR RESPONSIBLE FOR LOCATING, PROTECTING, AND REPAIRING ALL DAMAGE TO BUILDINGS, UTILITIES, PAVEMENT, AND CURB & GUTTER. ANY REPAIRS SHALL BE DONE PROMPTLY AT CONTRACTOR'S EXPENSE.

6. THE CONTRACTOR WILL BE RESPONSIBLE FOR STAKING AND LAYOUT OF PLANTINGS ON THIS PROJECT. THE LANDSCAPE ARCHITECT OR OWNER SHALL BE ADVISED WHEN STAKES ARE READY FOR INSPECTION ON VARIOUS PLANTING AREAS. ALL LAYOUT WORK SHALL BE INSPECTED AND APPROVED BY THE LANDSCAPE ARCHITECT AND OWNER PRIOR TO OPENING ANY PLANTING PITS.

7. IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO VERIFY THAT EACH EXCAVATED TREE OR SHRUB PIT WILL PERCOLATE (DRAIN) PRIOR TO ADDING TOPSOIL AND INSTALLING TREES OR SHRUBS. THE CONTRACTOR SHALL FILL THE BOTTOM OF HOLES WITH SIX (6) INCHES OF WATER. THIS WATER SHOULD PERCOLATE WITHIN A TWENTY-FOUR (24) HOUR PERIOD. IF WATER DOESN'T PERC, CONTRACTOR SHALL NOTIFY THE OWNER'S REP PRIOR TO INSTALLING PLANTS.

8. SHOULD THE LANDSCAPE CONTRACTOR ENCOUNTER UNSATISFACTORY SURFACE OR SUBSURFACE DRAINAGE CONDITIONS, SOIL DEPTH, LATENT SOILS, HARD PANS, STEAM OR OTHER UTILITY LINES OR OTHER CONDITIONS THAT WILL JEOPARDIZE THE HEALTH AND VIGOR OF THE PLANTS, HE MUST ADVISE THE LANDSCAPE ARCHITECT IN WRITING OF THE CONDITIONS PRIOR TO INSTALLING THE PLANTS. OTHERWISE, THE LANDSCAPE CONTRACTOR WARRANTS THAT THE PLANTING AREAS ARE SUITABLE FOR PROPER GROWTH AND DEVELOPMENT OF THE PLANTS TO BE INSTALLED.

9. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING UP THE SITE AT THE COMPLETION OF THE PROJECT AND SHALL MAINTAIN THE SITE IN A REASONABLY NEAT AND CLEAN STATE THROUGHOUT THE INSTALLATION PROCESS. STREETS AND PAVED AREAS SHALL BE CLEANED REGULARLY TO REMOVE CONSTRUCTION MATERIALS AND OTHER DEBRIS RESULTING FROM WORK OF THE PROJECT.

10. REPLACEMENTS OF DEAD OR UNSATISFACTORY MATERIAL SHALL BE MADE AS SPECIFIED IN THE PLANT LIST. THE OWNER OR LANDSCAPE ARCHITECT SHALL INSPECT REPLACED PLANTS WHEN ALL REPLACEMENTS HAVE BEEN MADE. REPLACEMENTS ARE TO BE ALIVE AND IN A HEALTHY CONDITION WHEN THE REPLACEMENTS ARE COMPLETE. REPLACEMENTS ARE NOT SUBJECT TO AN ADDITIONAL GUARANTEE, BUT THE LANDSCAPE CONTRACTOR SHALL CONSULT WITH THE LANDSCAPE ARCHITECT ON REASON FOR PLANT DECLINE/DEATH AND HOW TO AVOID FUTURE INSTANCES.

11. SHOULD THE CONTRACTOR NOT MAKE REPLACEMENTS IN A SATISFACTORY AND TIMELY FASHION IN ACCORD WITH THE PLANTING NOTES, THE OWNER, AFTER PROPER NOTIFICATION TO THE CONTRACTOR MAY UTILIZE THE FUNDS OF THE RETAINAGE TO HAVE THE REPLACEMENTS MADE IN ACCORDANCE WITH THE SPECIFICATIONS BY ANOTHER CONTRACTOR.

12. NO EXCAVATION OR PLANTING PIT SHALL BE LEFT UNATTENDED OVERNIGHT.

13. PLANT MATERIAL QUANTITIES PROVIDED IN THE PLANT LIST ARE FOR REFERENCE ONLY AND THE CONTRACTOR IS RESPONSIBLE FOR THE ACTUAL PLANT MATERIAL COUNTS. DISCREPANCIES BETWEEN QUANTITIES SHOWN ON THE PLANTING PLAN AND THOSE IN THE PLANT LIST SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT FOR CLARIFICATION. IF CLARIFICATION OF DISCREPANCIES FROM THE LANDSCAPE ARCHITECT IS NOT POSSIBLE, THEN QUANTITIES SHOWN ON THE PLANTING PLAN SHALL TAKE PRECEDENCE.

14. REMOVE BURLAP/STRAPPING AND WIRE BASKET FROM TOP 1/3 OF ROOT BALL ON TREES.

15. REMOVE PAPER, PLASTIC OR METAL AROUND ROOT BALLS OF SHRUBS.

16. DO NOT WRAP TREES.

17. WATER ALL PLANT MATERIAL IMMEDIATELY AFTER PLANTING.

18. TREE GUYING MATERIAL SHALL BE 'ARBOR-TIE' OR EQUIVALENT.

19. ALL PLANT BEDS TO BE MULCHED WITH 3" OF DOUBLE SHREDDED HARDWOOD MULCH.

20. ALL AREAS OF PLANTING, INCLUDING AREAS OF GRASS SEEDING AND SOD, SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE AND SHALL BE PROVIDED APPROPRIATE SOIL FOR THE PROPOSED PLANTINGS. THE LANDSCAPE CONTRACTOR SHALL ADJUST PH AND / OR SOIL FERTILITY BY UNIFORMLY INCORPORATING REQUIRED SOIL CONDITIONING MATERIALS AT THE RATE AND DEPTH DETERMINED BY THE ANALYSIS OF THE SOIL TEST (AS REQUIRED IN 3.02 AND 3.13 OF THE LANDSCAPING SPECIFICATIONS). EACH SOIL TEST SHALL BE SPECIFIC TO THE PROPOSED PLANT MATERIAL TO BE INSTALLED IN A GIVEN AREA.

21. ALL EXISTING VEGETATION WITHIN AREAS TO BE PLANTED / SODDED / SEEDED SHALL BE REMOVED PRIOR TO PLANTING / SODDING / SEEDING. ALL AREAS INDICATED TO BE GRASS SEED SHALL BE HYDROSEEDED PER EROSION SEDIMENT CONTROL SPECIFICATIONS FOR PERMANENT STABILIZATION.

22. CONTRACTOR TO SUPPLY AUTOMATIC IRRIGATION SYSTEMS, COMPLETE AND INSTALLED. SYSTEM TO INCLUDE ALL VALVES, PIPES, HEADS, FITTINGS, RAIN SENSOR, AND CLOCK AND TO PROVIDE 100% COVERAGE OF ALL NEW SODDED AND IMPROVED EXISTING GRASS AREAS, TREES, SHRUBS AND PLANTING BEDS. COORDINATE IRRIGATION WITH OWNER'S REPRESENTATIVE. (CONTRACTOR SHALL PROVIDE A SHOP DRAWING AND SUBMITTALS FOR THE IRRIGATION SYSTEM)

23. WHERE IRRIGATION SYSTEM WILL BE INSTALLED WITH ANY WATER SOURCE OTHER THAN DOMESTIC POTABLE WATER, LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR IRRIGATION WATER TESTING. IRRIGATION WATER SHALL BE TESTED FOR LEVELS OF pH, ALKALINITY AND SOLUBLE SALTS. SUBMIT TEST RESULTS TO OWNER'S REPRESENTATIVE FOR REVIEW PRIOR TO INSTALLATION OR ORDERING OF IRRIGATION EQUIPMENT, PUMPS OR WELL DIGGING.

24. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR AUTOMATIC IRRIGATION SYSTEMS. CONTRACTOR SHALL PROVIDE ELECTRIC METER AND SERVICE IN ACCORDANCE WITH STATE AND LOCAL CODES FOR IRRIGATION SYSTEM. LOCATION OF METERS AND CONTROL PANELS FOR IRRIGATION SHALL BE APPROVED BY OWNER'S REP. PRIOR TO INSTALLATION.

25. ALL TREES SHALL BE INSTALLED PER THE REQUIREMENTS OF THE FERNANDINA BEACH APPLICABLE ORDINANCES.

26. ALL PLANT BEDS TO RECEIVE WEED INHIBITOR OF PREEN OR ACCEPTED ALTERNATE.

27. FOR SUMMERTIME PLANTINGS, CONTRACTOR TO USE EITHER CONTAINERIZED OR PRE-DUG B & B PLANT MATERIAL.

28. AS AN ADD ALTERNATE BID, THE CONTRACTOR SHALL PROVIDE "SOIL MOIST TRANSPLANT" (OR ACCEPTED EQUIVALENT) AT THE APPLICATION RATES SHOWN BELOW FOR ALL NEWLY INSTALLED PLANTINGS.

Container Size/Amount	Caliper Size/Amount
1 Gallon/.75 oz.	1"/3.0 oz.
2 Gallon/1.5 oz.	2" /6.0 oz.
3 Gallon/1.5 oz.	3" /9.0 oz.
5 Gallon/2.0 oz.	4" /12.0 oz.
7 Gallon/3.0 oz.	5" /15.0 oz
10 Gallon/3.0 oz.	6" /18.0 oz
15 Gallon/5.0 oz.	7" /21.0 oz
20 Gallon/7.0 oz.	8" /24.0 oz
Plant Height/Amount	**Box Size/Amount**
2'/1.5 oz.	16"/5.0 oz.
3'/2.0 oz.	20"/6.0 oz.
4'/3.0 oz.	24"/9.0 oz.
5'/4.0 oz.	30"/12.0 oz.
6'/5.0 oz.	36"/18.0 oz
7'/6.0 oz.	42"/27.0 oz
	60"/30.0 oz.

811 Know what's below. Call before you dig.

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

GENERAL NOTES & PLANTING SCHEDULE

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

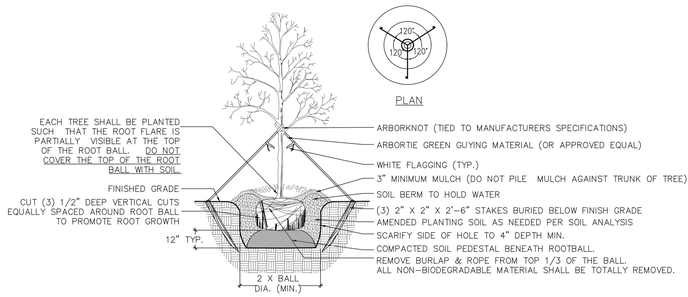
CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	

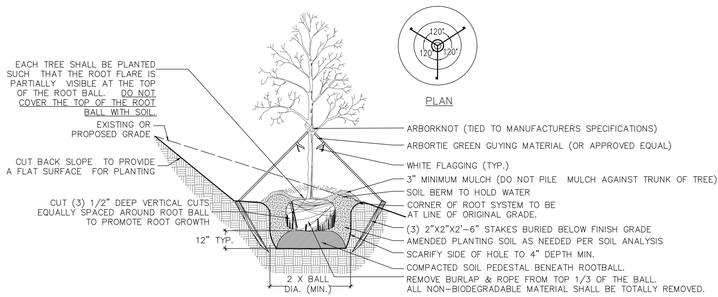
L5.3

Z:\29401\29401.0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - L5.0 - PLANTING PLANTING - Jul 1, 2024 - 3:03 PM



NOTES:
1) SEE LANDSCAPE NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
2) ONLY GUY TREES WHEN SITE CONDITIONS REQUIRE IT.
3) PLANT ROOT BALL FLUSH WITH FINISHED GRADE UNLESS AREA HAS POOR DRAINAGE, IN WHICH CASE PLANT ROOTBALL 2" ABOVE GRADE.
4) REMOVE ALL BRANCHES THAT ARE DAMAGED, RUBBING, OR CROSSING OTHER BRANCHES.
5) NEVER CUT A CENTRAL LEADER.
6) FINAL TREE STAKING AND PLACEMENT TO BE APPROVED BY OWNER'S REP.
7) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

TREE PLANTING
NOT TO SCALE



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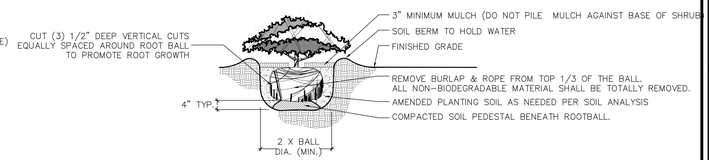
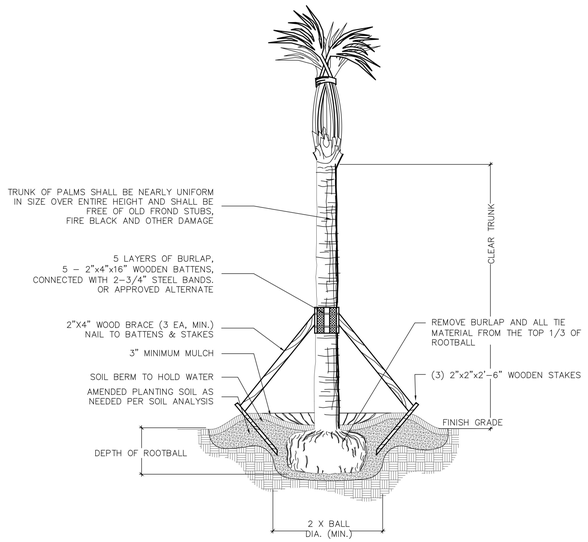
TREE PLANTING ON A SLOPE
NOT TO SCALE



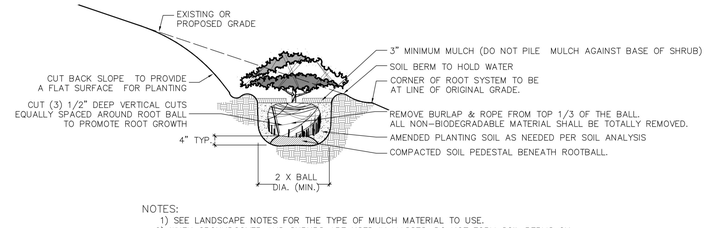
NOTES:
1) SEE LANDSCAPE NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
2) WHEN GROUNDCOVER AND SHRUBS ARE USED IN MASSES, DO NOT FORM SOIL BERMS ON INDIVIDUAL PLANTS AND ENTIRE PLANTING BED SHALL BE EXCAVATED TO RECEIVE PLANTING SOIL AND PLANT MATERIAL.
3) PLANT ROOT BALL FLUSH WITH FINISHED GRADE UNLESS AREA HAS POOR DRAINAGE, IN WHICH CASE PLANT ROOTBALL 2" ABOVE GRADE. COORDINATE WITH OWNER'S REP. PRIOR TO SETTING ROOTBALL ELEVATIONS.
4) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

SHRUB PLANTING
NOT TO SCALE



NOTES:
1) SEE LANDSCAPE NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
2) PLANT ROOT BALL FLUSH WITH FINISHED GRADE UNLESS AREA HAS POOR DRAINAGE, IN WHICH CASE PLANT ROOTBALL 2" ABOVE GRADE.
3) SABAL PALMETTOS SHALL BE DEFOLIATED, PROTECT CABBAGE HEAD FROM DAMAGE. ALL OTHER PALM SPECIES MUST HAVE FRONDS TIED W/BIODEGRADABLE STRAP OR TWINE.
4) FINAL TREE STAKING AND PLACEMENT TO BE APPROVED BY OWNER'S REP.
5) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

PALM TREE PLANTING
NOT TO SCALE



NOTES:
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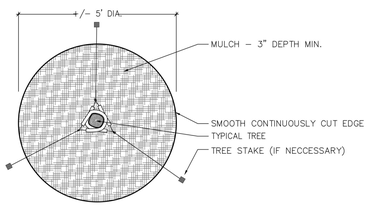
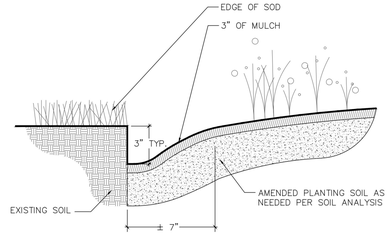
4) CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

SHRUB PLANTING ON A SLOPE
NOT TO SCALE



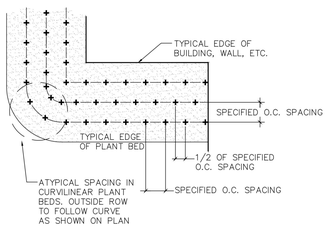
NOTES:
1) SEE LANDSCAPE NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
2) APPLY MULCH IN A +/- 5' DIAMETER WHERE PROPOSED TREE PLANTINGS OCCUR IN SOD OR SEEDED AREA.

TREE RING
NOT TO SCALE



NOTES:
1) TRENCH EDGE TO BE LOCATED BETWEEN PLANTING BEDS AND ALL LAWN AREAS.

SOD TO PLANT BED EDGE
NOT TO SCALE



NOTES:
1) EXCAVATE ENTIRE BED SPECIFIED FOR GROUNDCOVER PLANTING TO A DEPTH OF 12".

PLANT SPACING DETAIL
NOT TO SCALE

Know what's below. Call before you dig.

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT R. IAN P. THOMPSON LA 6666849 STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

PLANTING DETAILS

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	

L5.4

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LANDSCAPING SPECIFICATIONS

LANDSCAPING

PART 1 - GENERAL

1.1 DESCRIPTION

A. The work covered in this section consists of soil preparation, fine grading, lawns, trees, shrubs and ground cover plantings, their protection and maintenance of planted areas until acceptance.

1.2 RELATED WORK

A. See Civil and Landscape plans and specifications.

1.3 QUALITY ASSURANCE

A. Qualifications of Workmen: Contractor shall provide at least one person present at all times during execution of work that is thoroughly familiar with the type of materials being installed and proper equipment and methods for their installation and who shall direct all work performed under this section.

B. Standards: All seed, sod, trees, shrubs, and ground covers shall meet or exceed the specifications of Federal, State, County and / or Municipality laws requiring inspection for disease and insect control.

1. Plants and planting methods shall conform to the latest edition of American Standard for Nursery Stock, American Nursery & Landscape Association, 1000 Vermont Avenue, NW, Suite 300, Washington, DC 20005

2. Plants shall be true and representative of their genus, species, cultivar, or variety. Nursery stock shipped in accordance with the required specifications shall be deemed to be acceptable within the terms of this section if it is typical in size and habit for the species in the region of the country in which it is grown unless the specifications include additional details.

3. **Prior to ordering any plant material, representative photos of each species shall be provided for review and acceptance.**

4. One of each bundle or lot shall be tagged with name and size of the plant in accordance with American Nursery & Landscape Association standards. In all cases, botanical names shall take precedence over common names. Landscape Architect should be consulted in the event questions arise about nomenclature of plants to be used and their availability.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Deliver grass seed in original containers showing analysis of seed mixture, percentage of pure seed, year of production, net weight, date of packaging and location of packaging. Damaged packages are not acceptable.

B. Deliver fertilizer in waterproof bags showing weight, chemical analysis, and name of manufacturer.

C. Deliver sod on pallets.

D. Handling of plants shall be by lifting the root mass or container and not by lifting plant by trunk or branches. Handling of plants in an improper fashion shall be cause for rejection of plant materials. Care must be taken during all phases of the location and planting procedures not to damage root system, trunk or branches. All plant materials shall be planted as soon after arrival at the site as possible. Contractor is responsible for keeping plants safe from injury by the construction activity and watered to prevent drying out before planting. Balled and burlapped plants shall be "Healed-in" and protected with burlap or other accepted material if they cannot be planted upon delivery. Plants with broken major branches, badly bruised or damaged bark are not acceptable and will be rejected.

1.5 PLANTING DATES

A. The planting season for trees, shrubs and groundcovers is between October 1st and June 1st of the following year. Do not plant if temperature is below freezing or above 90 degrees. Planting at any other time other than the planting season is the Contractor's option and full responsibility and without additional compensation. Planting may, at the option of the Contractor, be postponed into the following planting season but without additional compensation provided the Owner and local governing jurisdiction have approved.

C. Planting dates for sod, sprigging or seeding shall be per the grassing specification.

1.6 MEASUREMENT AND PAYMENT

A. Measurement - The items listed in the proposal shall be considered as sufficient to complete the work in accordance with the plans and specifications. Any portion of the work not listed in bid form, but required to complete the work, shall be deemed to be a part of the item with which it is associated and shall be included in the cost of the unit shown on the bid form.

B. Payment - Payment for the unit shown on the bid form shall be considered to cover the cost of all labor, material, equipment, and performing all operations necessary to complete the work in place. No payment will be made for any material wasted, used for the convenience of the Contractor, unused or rejected.

1. Trees, Shrubs, and Groundcovers - Will be paid for at the contract unit price for planted/installed and accepted trees, shrubs, and groundcovers.

2. Payment for grassing will be made per the grassing specification.

3. Clearing - Will be paid for at the lump sum price for clearing.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Contractor shall, at time of delivery, furnish Owner and / or Landscape Architect with invoices of all materials received; in order the quality and source of materials may be reviewed.

2.2 TOPSOIL

A. TOPSOIL SHALL BE FERTILE, FRIABLE SOIL CONTAINING LESS THAN 5% TOTAL VOLUME OF THE COMBINATION OF SUBSOIL, REFUSE, ROOTS LARGER THAN 1 INCH DIAMETER, HEAVY, STICKY OR STIFF CLAY, STONES LARGER THAN 2 INCHES IN DIAMETER, NOXIOUS SEEDS, STICKS, BRUSH, LITTER, OR ANY SUBSTANCES DELETERIOUS TO PLANT GROWTH. THE PERCENT (%) OF THE ABOVE OBJECTS SHALL BE CONTROLLED BY SOURCE SELECTION NOT BY SCREENING THE SOIL. TOPSOIL SHALL BE SUITABLE FOR THE GERMINATION OF SEEDS AND THE SUPPORT OF VEGETATIVE GROWTH. IMPORTED TOPSOIL SHALL NOT CONTAIN WEED SEEDS IN QUANTITIES THAT CAUSE NOTICEABLE WEED INFESTATIONS IN THE FINAL PLANTING BEDS. IMPORTED TOPSOIL SHALL MEET THE FOLLOWING PHYSICAL AND CHEMICAL CRITERIA:

1. SOIL TEXTURE: USDA LOAM, SANDY CLAY LOAM OR SANDY LOAM WITH CLAY CONTENT BETWEEN 15 AND 25%, AND A COMBINED CLAY/SILT CONTENT OF NO MORE THAN 55%.
2. PH VALUE SHALL BE BETWEEN 5.5 AND 7.0.
3. PERCENT ORGANIC MATTER (OM): 2.0-5.0% BY DRY WEIGHT.
4. SOLUBLE SALT LEVEL: LESS THAN 2 MMHO/CM.
5. SOIL CHEMISTRY SUITABLE FOR GROWING THE PLANTS SPECIFIED.

B. IMPORTED TOPSOIL SHALL BE A HARVESTED SOIL FROM FIELDS OR DEVELOPMENT SITES. THE ORGANIC CONTENT AND PARTICLE SIZE DISTRIBUTION SHALL BE THE RESULT OF NATURAL SOIL FORMATION. MANUFACTURED SOILS WHERE COARSE SAND, COMPOSTED ORGANIC MATERIAL OR CHEMICAL ADDITIVES HAS BEEN ADDED TO THE SOIL TO MEET THE REQUIREMENTS OF THIS SPECIFICATION SECTION SHALL NOT BE ACCEPTABLE. RETAINED SOIL PEDS SHALL BE THE SAME COLOR ON THE INSIDE AS IS VISIBLE ON THE OUTSIDE.

C. IMPORTED TOPSOIL FOR PLANTING SOIL SHALL NOT HAVE BEEN SCREENED AND SHALL RETAIN SOIL PEDS OR CLODS LARGER THAN 2 INCHES IN DIAMETER THROUGHOUT THE STOCKPILE AFTER HARVESTING.

D. STOCKPILED EXISTING TOPSOIL AT THE SITE MEETING THE ABOVE CRITERIA MAY BE ACCEPTABLE.

E. PROVIDE A ONE GALLON SAMPLE FROM EACH IMPORTED TOPSOIL SOURCE(S) WITH REQUIRED SOIL TESTING RESULTS OF ALL EXISTING TOPSOIL TO BE USED. THE SAMPLE SHALL BE A MIXTURE OF THE RANDOM SAMPLES TAKEN AROUND THE SOURCE STOCKPILE OR FIELD.

2.3 SEED

A. See grassing specification.

2.4 SPRIG

A. See grassing specification.

2.5 SOD

A. See grassing specification.

2.6 PLANT MATERIALS

A. Provide all plant materials as indicated on the plans. In the event of any discrepancies between quantities of plants indicated on the plant schedule and those indicated on the plan, plan quantities shall govern.

B. Plants shall be sound, healthy and vigorous, well branched and densely foliated when in leaf. They shall be free of disease, insect pests, eggs or larvae, and shall have healthy, well developed root systems. Plants shall be from a nursery within 300 miles north or south of the project location and shall have been grown under climate conditions similar to those in the locality of project. Trees for planting in rows shall be uniform in size and shape.

B. Plants shall possess a normal balance between height and width. Plants shall be measured when branches are in their normal position. Height and spread dimensions specified refer to the main body of plant and not from branch tip to tip. Plants larger in size than specified may be used with no change in contract price.

C. Plants shall be dug with firm natural balls of earth, of diameter not less than recommended by American Standard for Nursery Stock and of sufficient depth to include fibrous and feeding roots. Plants will not be accepted if ball is cracked or broken before or during planting operations.

D. Trees specified for Street Tree Grade shall conform to standards of the A.N.L.A.:

1. Suitable for planting as street trees.

2. Free of branches to approximately 50% of height from ground.

3. Crown of tree shall be in good balance with the trunk.

2.7 FERTILIZER

A. Commercial fertilizer shall be slow release 5-10-10 or 6-12-12 (or as recommended by soil test), uniform in composition, free flowing, and suitable for application with appropriate equipment. Deliver to site unopened in manufacturer's standard containers showing weight, analysis and name of manufacturer. If stored on site, protect from the elements.

2.8 PEAT MOSS

A. Peat moss shall be finely shredded, 90% organic moss peat, brown in color and suitable for horticultural purposes. Peat shall be measured in air dry condition, containing not more than 35% moisture by weight. Ash content shall not exceed 10%.

2.9 MULCH FOR TREES, SHRUBS, AND GROUND COVERS

A. Mulch for non bio-retention areas shall be as shown on plans.

B. Mulch for bio-retention areas shall be shredded hardwood.

2.10 STAKING EQUIPMENT

A. Trees and palms shall be staked as shown in landscape plans.

2.11 WATER

A. Contractor shall provide water to the project via the installation of a new irrigation system for the area shown on the plans. For bidding purposes, the contractor shall assume drilling a new well with associated pumps and controls as needed for irrigation.

PART 3 - EXECUTION

3.1 FINE GRADING

A. All areas within limits of construction shall be fine graded to the desired grades. All areas within limits of construction are to be fine graded, free of roots, debris and/or other objectionable material, before planting or grassing commence. Any additional fill material needed to fill low or uneven areas shall be provided by the Contractor. Positive drainage away from structures shall be provided in all plant beds so standing water does not occur. Planting beds shall be raised above adjacent lawn areas to provide good drainage conditions.

B. Planting and grassed areas, if not loose, shall be loosened to a minimum depth of 3-inches before fertilizer, seed or sod is applied.

3.2 FERTILIZER AND SOIL AMENDMENTS

A. Contractor shall provide Topsoil Analysis Tests that has been performed by a State Agricultural Experiment Station, Soil and Water Conservation District, State University, or other qualified private testing laboratory, as approved by Landscape Architect.

B. Apply fertilizer and soil amendments after fine grading and mix thoroughly into upper 2 inches of soil.

C. Fertilizer and other necessary soil amendments shall be applied at the rate recommended by Topsoil Analysis Test.

3.3 SODDING

A. See grassing specification.

3.4 SPRIGGING

A. See grassing specification.

3.5 SEEDING

A. See grassing specification.

3.6 SEED PROTECTION

A. See grassing specification.

3.7 LAYOUT OF TREES, SHRUBS, AND GROUND COVERS

A. All plants shall be placed in the proper location as shown on construction plans, allowing Landscape Architect to review all plant locations prior to actual planting. Landscape Architect may make minor adjustments which shall not be cause for changes to the contract price.

3.8 OBSTRUCTIONS BELOW GROUND

A. Prior to excavating planting holes, Contractor shall determine the exact location of electrical, phone, or television cables or conduits, water, drainage or sewer lines, and any other subsurface structures and take precautions to protect them. Any damage to underground utilities shall be repaired immediately at the Contractor's expense.

B. In the event rock, underground construction work, or other obstructions are encountered in any plant hole excavation under this contract, alternate locations may be selected. Where locations cannot be changed, the obstructions shall be removed to a depth of not less than three (3) feet below grade and not less than six (6) inches below bottom of ball or roots when plant is properly set at the required grade. The Contractor shall be responsible for the removal of such rock or other underground obstructions encountered.

3.9 PLANTING HOLES

A. For trees, shrubs and ground covers the planting hole shall be as shown on planting details in the plans. Do not leave planting holes open overnight. In the event that plant holes are dug and not planted in a timely manner, install four (4) foot high orange safety fencing around all excavated areas.

3.10 PLANTING TREES AND SHRUBS

A. Shall be same as grown in the nursery and/or container soil level. Adjust bottom soil mix to insure proper planting level with the proposed surrounding grades. Check plants to insure proper vertical alignment.

B. Fill holes to proper height to receive plant, and thoroughly tamp before setting the plant. Set plant in upright position in the center of the hole, and compact the backfill mixture around the ball or roots. Add soil amendments as required to improve fertility of existing soil and plant growing conditions.

1. When balled or burlapped plants are set, compact topsoil around base of ball to fill all voids. All bindings shall be removed and the top half of burlap removed from around root ball. If burlap is made of natural fibers it can be laid back from the root mass or can be cut away. Remove all burlap if it is made of non-degradable material/fabric. All weeds growing on the root mass shall be removed prior to planting.

2. Containerized plants shall have the container removed prior to planting. Care shall be taken to protect root mass from injury and the root mass intact. If root mass shows evidence of being bound or matted, three vertical 1/2" deep cuts shall be made on alternate sides of the root mass and roots pulled away slightly. This is to untangle roots which have begun to "circle" the root mass and to encourage new root growth. All weeds growing in the root mass shall be removed prior to planting.

3. Roots of bare root plants shall be spread out and topsoil carefully worked in among them. Remove with a clean cut, any broken or frayed roots.

3.11 PLANTING GROUND COVERS

A. Planting beds shall be thoroughly worked to a depth of twelve (12) inches incorporating fertilizer and other soil improvements at the recommended rate suggest by the soils test. Rake prepared planting bed until level, smooth and free from all soil, lumps, rocks, sticks and other deleterious materials. Bed area should be neatly outlined. Space the plants evenly as indicated on the drawings. Plant only in soil that is moist and friable, and not wet or soggy. In the case of planting in the open on hot days, shorten the time between planting and watering.

3.12 WATERING

A. Thoroughly water each plant when the hole is 1/3 full, again at 2/3 full and then complete backfilling. Once backfilling is complete, water again, then tamp the soil in place until the surface of the backfill is level with the surrounding area and the plant bears the same relation of finished grade as it bore to existing grade before being dug.

B. Earth saucers shall be constructed around the perimeter of planting holes of all trees and all single planted shrubs. Earth saucers shall be minimum 3" high and compacted to retain water. Earth saucers shall not be installed in areas where the subsoil is very poorly drained or around mass shrub / groundcover plantings.

C. All trees and shrubs to be hand watered on a regular basis as necessary during the warranty period.

3.13 SOIL MIX

A. Shall be existing or imported topsoil as specified in Section 2.2 and amended, as necessary, as specified in Section 3.2, unless otherwise specified on Plans

3.14 STAKING OF TALL PLANTS

A. Shall be done only if site / environment conditions make if required. If required, trees and palms shall be staked as indicated on the plans.

3.15 MULCHING

A. All plants shall be mulched with an evenly thick layer of clean mulch immediately after planting. Mass plant beds shall be completely mulched to the limits of the bed as shown on the plans. Limit of mulching for individual trees and shrubs shall be slightly beyond the saucer berm. The areas mulched shall be tidy and clean in appearance.

3.16 PRUNING

A. Remove dead, broken or bruised branches after planting using clean, sharp tools.

3.17 WEEDING

A. All planted areas shall be kept free from weeds and undesirable grasses until final acceptance by the Owner. See General notes on plans for additional information.

3.18 INSECT AND DISEASE CONTROL

A. All plant materials shall be disease or insect free upon arrival to the site, however, should any plants show signs of insect or disease infestations, Contractor shall identify nature of infestation and submit to Landscape Architect a proposed method of control. Contractor shall treat all infested plants at its expense. Should the infestation be wide spread and uncontrollable, plants affected shall be removed from site, fresh plants brought in and all other plants treated to prevent infestation of remaining plants at Contractor's expense.

3.19 CLEAN UP

A. Contractor is responsible for removing all trash, debris, rubbish and all other materials associated with the construction from site on a daily basis. All tags, flags, and labels will be removed from plants and trees. The site shall be left broom clean and tidy. Clean up of the site is a prerequisite to final acceptance by the Owner.

PART 4 - MAINTENANCE AND WARRANTY

4.1 MAINTENANCE

A. Protect all plantings (grass, plants and trees) until accepted by Owner. All damage, regardless of cause, shall be immediately repaired and plants replaced if necessary. Erect temporary fences, barricades, signs and other protection as needed to prevent trampling. Contractor is not responsible for replacement of damaged or missing plants and plant materials due to vandalism or other acts beyond the control of the Contractor if proper barriers or other safeguards have been maintained.

B. Maintenance shall include but is not limited to watering, weeding, cultivating, removal of dead material, mulch reapplication, resetting plants to proper grades or upright position, lawn mowing, fertilizing, and other necessary operations.

C. The Contractor shall repair immediately any areas damaged as a result of construction operations or erosion.

E. The Contractor shall maintain all proposed plantings until final acceptance is issued by the Owner.

F. At the end of the maintenance period, all plants shall be in a healthy growing condition. During the maintenance period, should the appearance of any plant indicate weakness and probability of dying, immediately replace without additional cost to the Owner. Replacements required because of vandalism or other causes beyond the control of the Contractor are not part of this contract.

4.2 WARRANTY

A. All shrubs, ground cover, and trees shall be guaranteed by the Contractor to be alive and healthy for a one year period after substantial completion is issued by the Owner. A final inspection with the Owner shall be conducted at the end of the warranty period to determine if any plants will be required to be replaced.

B. Any lawn, plant, or tree which is dead or not showing satisfactory growth shall be replaced at Contractor's expense at the end of warranty period. All replacements shall be of original quality and of a size equal to adjacent plants or trees of the same kind.

END OF SECTION

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
FL LA 6666849
STATE OF FLORIDA

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LANDSCAPE SPECIFICATIONS

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	

L5.5

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GRASSING SPECIFICATIONS

PART 1 - GENERAL

1.1 SECTION INCLUDES

A. Seeding, planting grass, and fertilizing graded areas around buildings, structures, soccer fields and sidewalk shoulders and other disturbed areas.

B. Seed protection.

C. Maintaining grassed areas until final acceptance.

1.2 RELATED WORK

A. Civil and Landscape plans and specifications.

1.3 DELIVERY, STORAGE, AND HANDLING

A. Deliver grass seed in original containers showing analysis of seed mixture, percentage of pure seed, year of production, net weight, date of packaging, and location of packaging. Damaged packages are not acceptable. Store in cool, dry locations away from contaminants.

B. Deliver fertilizer in waterproof bags showing weight, chemical analysis, and name of manufacturer. Damaged bags are not acceptable. Store in cool, dry locations away from contaminants.

C. Deliver sod on pallets.

D. All material shall be acceptable to Engineer prior to use.

1.4 PLANTING DATES

A. This specification provides for establishment of a permanent grass cover between the dates of March 1 and September 30. If finished earth grades are not completed in time to permit planting and establishment of permanent grass during the favorable season between dates specified above unless otherwise accepted, Contractor will be required to plant a temporary cover to protect new graded areas from erosion and to keep windborne dust to a minimum. The temporary cover shall be planted between October 1 and February 28 unless otherwise permitted.

1.5 MEASUREMENT AND PAYMENT

A. When the season or stage of project is such results of grassing work cannot be determined, conditional acceptance will be made on work completed. When conditional acceptance is made for items of work covered, Contractor shall be entitled to 50% of bid price for the actual work placed and shall receive remaining 50% of bid price when final acceptance is made. Conditional acceptance shall not apply to the remaining items of work, and full bid price payment shall be made when work is acceptably placed and completed in accordance with specifications.

B. Payment for grassing will be made at contract unit price for the item "Grassing" and such payment shall constitute full compensation for furnishing and placing seed and fertilizer or sod where directed and protecting and maintaining seed and sod in all graded and disturbed areas.

PART 2 - PRODUCTS

Contractor shall submit source and species certification documents to Engineer and Owner's Representative for review prior to installation. Supply complete information on all analysis / test methodologies and results; laboratory certifications, manufacturer's specifications, and agency approvals to the Landscape Architect prior to placement of soil mixtures. In addition, provide the Landscape Architect with thoroughly mixed sample of soil mixes for approval prior to placement. Landscape Contractor shall make modifications and improvements to soil mixes deemed necessary by the soil analysis to meet requirements specified here in before, and to ensure proper growing medium for plant material.

2.1 SEED

A. All seed shall conform to all State Laws and to all requirements and regulations of the State Department of Agriculture.

B. The varieties of seed, as specified in Section 2.2, shall be individually packaged or bagged, and tagged to show name of seed, net weight, origin, germination, lot number, and other information required by the State Department of Agriculture.

C. The Engineer reserves the right to test, reject, or accept all seed before seeding.

2.2 SEEDING SCHEDULE

A. SEED	RATE	PLANTING DATES
*Pure Dynasty Seashore Paspalum	65 - 130 lbs/ acre	April - October
Annual Rye (Temp only)	75 lbs/acre	October 1 - February 28

2.3 FERTILIZER

A. Commercial fertilizer of approved type, conforming to state fertilizer laws at the rate as recommended by soils test.

2.4 LIME

A. Agricultural grade, ground limestone at the rate as recommended by soils test.

2.5 SPRIG

A. Healthy living stems, stolons, or rhizomes and attached roots of locally adapted grass without adhering soil, including two to three nodes and from 4 to 6 inches long. Obtain from heavy, dense certified sod. Provide sprigs which have been grown under climatic conditions similar to those in the locality of the project. Coordinate harvesting and planting operations to prevent exposure of sprigs to the sun for more than 30 minutes before covering and moistening. Sprigs showing signs of wilt, mold, containing weeds or other detrimental material or that are heat damaged will be rejected.

B. The varieties of sprig, as specified in section 2.6, shall be individually packaged or bagged, and tagged to show name of sprig, net weight, origin and other information required by the State Department of Agriculture.

C. Sprigs shall be pure to variety specified and shall be free of other grass species, weeds or foreign matter.

D. Sprigs shall be harvested by digging (not collected above soil level) shredding sod, by rototilling sod and raking, by vericutting or by a sprig harvester. Sprigs shall consist of mostly rhizomes and crowns with only a few green leaves.

2.6 SPRIGGING SCHEDULE

A. SPRIG	RATE	PLANTING DATES
Sprigging Seashore Paspalum is not recommended, submit shop drawings for consideration if considering sprigging.		
Stabilize site with temporary grass seed (See section 2.2)		September 1 - March 31

B. In areas where existing grass is to be matched, Contractor shall sprig at the rate and dates recommended by sprig distributor.

2.7 SOD

A. Sod shall be premium grade, densely rooted, good quality grass of the species and certified variety as shown on the plans, free from noxious weeds with no surface soil being visible. The sod shall be obtained from areas where the soil is reasonably fertile. Sod of specified species with not less than 95 percent germination, not less than 85 percent pure seed, and not more than 0.5 percent weed seed. The sod shall be machine cut to a uniform soil thickness that shall contain practically all of the dense root system and not be less than 1-inch thick.

B. Before cutting, sod shall be mowed to a height of not less that 1-1/2" or more than 2". Sod shall be cut in uniform widths min. 12" and in lengths min. 24 inches.

C. Sod shall be delivered to site in a fresh, moist condition with healthy green foliage. It shall be unloaded from delivery trucks on pallets or rolls and placed in final position within 24 hours of delivery. Sod shall be protected from wind and sun and shall not be allowed to dry out before planting.

D. Sod shall be strong enough to support its own weight and retain its size and shape when suspended vertically from a firm grasp on the upper 10 percent of the section.

2.8 ACCESSORIES

A. Straw Mulch: Oat or wheat straw, reasonably free from weeds, foreign matter detrimental to plant life, and in dry condition.

B. Excelsior Mulch: Excelsior mulch shall consist of wood fibers cut from sound, green timber. The average length of fibers shall be 4 to 6 inches. Cut shall be made in such a manner as to provide maximum strength of fiber, but at a slight angle to natural grain of the wood to cause splintering of fibers when weathering in order to provide adherence to each other and to soil.

C. Wood cellulose fiber shall be made from wood chip particles manufactured particularly for discharging uniformly on the ground surface when dispersed by a hydraulic water sprayer. It shall remain in uniform suspension in water under agitation and blend with grass seed and fertilizer to form a homogenous slurry. Mulch fibers shall intertwine physically to form a strong moisture holding mat on the ground surface and allow rainfall to percolate into underlying soil. The mulch shall be heat processed to contain no germination or growth-inhibiting factors. It shall be dyed (non-toxic) an appropriate color to facilitate metering of material.

2.9 PRODUCT REVIEW

A. Contractor shall provide the Engineer with a complete description of all products before ordering. The Engineer will review all products before they are ordered.

PART 3 - EXECUTION

3.1 PREPARATION

A. Areas to be seeded or sprigged shall be made smooth and uniform and shall conform to the finished grade indicated on plans.

B. Remove foreign materials, plants, roots, stones, and debris from surfaces to be seeded.

C. Grassing areas, if not loose, shall be loosened to a minimum depth of 3 inches before fertilizer, seed, sprig or sod is applied.

D. Amendments to soils shall be incorporated into loosened 3 inch top soil layer as recommended by soils test.

E. **No seeding shall occur until acceptance of the seed bed preparation has occurred. Contractor shall notify owner and landscape architect once seed bed is prepared for review and acceptance.**

3.2 STAND OF GRASS

A. Before acceptance of seeding or sprigging is performed for the establishment of permanent vegetation, Contractor will be required to produce a satisfactory stand of perennial grass whose root system shall be developed sufficiently to survive dry periods and winter weather and be capable of re-establishment in spring.

B. Before acceptance of seeding performed for the establishment of temporary vegetation, Contractor will be required to produce a stand of grass sufficient to control erosion for a given area and length of time before the next phase of construction or establishment of permanent vegetation is to commence.

3.3 SEEDING AND SPRIGGING DATES

A. Seeding and sprigging shall be performed during periods and at rates specified in their respective schedules. Seeding and sprigging work may, at discretion of Contractor, be performed throughout the year using schedule prescribed for given period. Seeding and sprigging work shall not be conducted when the ground is frozen or excessively wet. Contractor will be required to produce a satisfactory stand of grass regardless of the period of year work is performed.

3.4 APPLYING LIME AND FERTILIZER

A. Following advance preparation and placing selected material for shoulders and slopes, lime and fertilizer, if called for based on soil tests, shall be spread uniformly over the designated areas, and shall be thoroughly mixed with the soil to a depth of approximately 2 inches. Fertilizer and lime shall be applied at the rate at the rate recommended by required soils test. Unless otherwise provided, lime will not be applied for temporary seeding. In all cases where practicable, acceptable mechanical spreaders shall be used for spreading fertilizer. On steep slopes subject to slides and inaccessible to power equipment, the slopes shall be adequately scarified. Fertilizer may be applied on steep slopes by hydraulic methods as a mixture of fertilizer and seed. When fertilizer is applied with combination seed and fertilizer drills, no further incorporation will be necessary. The fertilizer and seed shall be applied together when Wood Cellulose Fiber Mulch is used. Any stones larger than 2 ½ inches in any dimension, larger clods, roots, or other debris brought to the surface shall be removed.

3.5 SEEDING

A. Seed shall be sown within 24 hours following application of fertilizer and lime and preparation of the seedbed as specified in Section 3.4. Seed shall be uniformly sown at rate specified by the use of acceptable mechanical seed drills. Rotary hand seeders, power sprayers or other satisfactory equipment may be used on steep slopes or on other areas inaccessible to seed drills.

B. Seeds shall be covered and lightly compacted by means of cultipacker or light roller if the drill does not perform this operation. On slopes inaccessible to compaction equipment, the seed shall be covered by dragging spiked chains, by light harrowing or by other satisfactory methods.

C. Apply water with fine spray immediately after each area has been sown.

D. Do not sow seed when ground is too dry, during windy periods or immediately following a rain.

E. If permitted by the special provisions, wood cellulose fiber mulch or excelsior fiber mulch may be used.

3.6 SEED PROTECTION (STRAW MULCH)

A. All seeded areas seeded with permanent grasses shall be uniformly mulched in a continuous blanket immediately following seeding and compacting operations, using at least 2 tons of straw per acre.

3.7 SEED PROTECTION (EXCELSIOR MULCH)

A. Seed shall be sown as specified in Section 3.5. Within 24 hours after covering of seed, excelsior mulch shall be uniformly applied at the rate of 2 tons per acre. The mulch may be applied hydraulically or by other acceptable methods. Should the mulch be placed in a dry condition, it shall be thoroughly wetted immediately after placing. Engineer may require light rolling of the mulch to form a tight mat.

3.8 SEED PROTECTION (WOOD CELLULOSE FIBER MULCH)

A. After the lime has been applied and ground prepared as specified in Section 3.4, wood cellulose fiber mulch shall be applied at a rate of 1,500 pounds per acre in a mixture of seed and fertilizer. Hydraulic equipment shall be used for application of fertilizer, seed, and slurry of the prepared wood pulp. This equipment shall have a built-in agitation system with an operating capacity sufficient to agitate, suspend, and homogeneously mix a slurry of the specified amount of fiber, fertilizer, seed, and water. The slurry distribution lines shall be large enough to prevent stoppage. The discharge line shall be equipped with a set of hydraulic spray nozzles which will provide an even distribution of slurry on various areas to be seeded. The slurry tank shall have a minimum capacity of 1,000 gallons.

Seed, fertilizer, wood pulp mulch, and water shall all be combined into the slurry tank for distribution of all ingredients in one operation by hydraulic seeding method specified herein. Materials shall be combined in a manner recommended by the manufacturer. The slurry mixture shall be regulated so amounts and rates of application shall result in a uniform application of all materials at rates not less than amount specified. Using the color of wood pulp as a guide, equipment operator shall spray prepared seedbed with a uniform visible coat. The slurry shall be applied in a sweeping motion, in an arched stream to fall like rain, allowing wood fibers to build upon each other until an even coat is achieved.

3.9 SPRIGGING

A. Sprigs shall be placed at the date and rates as shown in section 2.6. The sprigging method shall be by broadcast sprigging, hydroplanting or row planter. Sprigging procedure shall ensure even coverage.

B. Sprigs applied by broadcast over the site with a distributor or hydroseeder shall be planted at the rates listed in section 2.6. Cover broadcast sprigs with straw mulch immediately after broadcast and water in immediately (within 2 hours).

C. Sprigs installed by row planter creating a narrow furrow that covers 50 to 80% of the sprig with soil may use less sprig material. Rate shall be as recommended by sprig supplier to provide a solid stand of turf within the time required in Section 2.6. Water in immediately (within 1 hour).

3.10 SODDING

A. Sod shall be placed between March 1st and December 1st. However, if sod is to be placed during periods of temperatures over 90 degrees F., the contractor shall take extra care for quick placement of sod with adequate, consistent watering necessary to ensure sod thrives as planted.

B. Sod shall be placed within 24 hours of cutting.

C. Place top elevation of sod 1/2 inch below adjoining paving or curbs.

D. All areas to be sodded shall be brought to the proper line grade or cross section as was existing prior to construction. Sod shall be placed so that, upon completion, the edges of the sodded areas will be smooth and will conform to the proposed finished grade. Sod shall be laid smooth, edge to edge, with staggered joints. Sod shall be immediately pressed firmly into contact with the sod bed by tamping or rolling, to eliminate any air pockets. A true and even surface shall be provided, to insure knitting without displacement of the sod or deformation of the surfaces of the sodded areas. Do not stretch or overlap sod pieces. Following compaction, screened soil of good quality shall be used to fill all cracks, and excess soil shall be worked into the grass with rakes or other suitable equipment. On slopes steeper than 4 to1, the sod shall be fastened in place with suitable wood or metal pins to hold the sod in place. Any damage by erosion or other causes that may have occurred after completion of grading operations shall be repaired, before commencing with the sodding operations.

E. Immediately before sodding, moisten topsoil with a fine spray to a minimum 1" depth. Sod shall not be laid on soil that is dry and powdery.

F. Sod shall be moist when laid and placed on moist ground. The sod shall be carefully placed by hand, beginning at the toe of slopes and working upwards. The length of the strips shall be at right angles to the flow of surface water. All joints shall be tightly butted and end joints shall be staggered at least 12 inches. The sod shall be immediately pressed firmly into the ground by tamping or rolling. Fill all joints between strips with fine screened soil. Sod on slopes shall be pegged with sod pegs to prevent movement. The sod shall be watered, mowed, weeded, repaired, or otherwise maintained, to insure the establishment of a uniform healthy stand of grass until acceptance.

G. Within 2 hours after sod has been placed, thoroughly water to a minimum depth of 4". After sod and soil have dried, roll sodded areas to ensure good bond between sod and soil and to remove depressions and irregularities. Roll sodded areas with a roller not exceeding 150 lbs. per foot of roller width. Top dress and roll again as necessary to create a smooth even surface.

PART 4 - MAINTENANCE, WARRANTY AND ACCEPTANCE

4.1 MAINTENANCE

A. Maintenance shall consist of providing protection against traffic, watering to ensure uniform seed germination and to keep surface of soil damp, and repairing any areas damaged as a result of construction operations or erosion. Maintenance shall also include, but is not limited to, watering, weeding, cultivating, removal of dead material, lawn mowing, fertilizing, and other necessary operations.

B. The Contractor shall maintain all proposed plantings until the date of final acceptance by the Owner.

4.2 WARRANTY

A. All grassed areas shall be guaranteed by the Contractor to be alive and healthy for a one year period from the date of substantial completion issued by the Owner. A final inspection with the Owner shall be conducted at the end of the warranty period to determine if any areas require replanting. At the end of the warranty period, the sod shall show evidence of rooting to the underlying soil and shall have no competitive weed growth from either the sod or from between the sod joints.

B. Any grassed area which is dead or not showing satisfactory growth shall be replaced at Contractor's expense at the end of warranty period. All replacements shall be of original quality and of a size equal to adjacent plants or trees of the same kind. Replacements required because of vandalism, excessive use or other causes beyond the control of the Contractor are not part of this contract.

4.3 ACCEPTANCE

A. Before acceptance of seeding performed for the establishment of permanent vegetation, Contractor will be required to produce a satisfactory stand of perennial grass whose root system shall be developed sufficiently to survive dry periods and winter weather and be capable of reestablishment in spring.

B. A minimum coverage of 80% density over 100% of the disturbed area is required for seeded areas before project acceptance. Sprig and sod areas shall have 95 % coverage over 100% of the disturbed area prior project acceptance.

END OF SECTION

BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
FL LA 6666849
STATE OF FLORIDA

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GRASSING SPECIFICATIONS

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	########

L5.6

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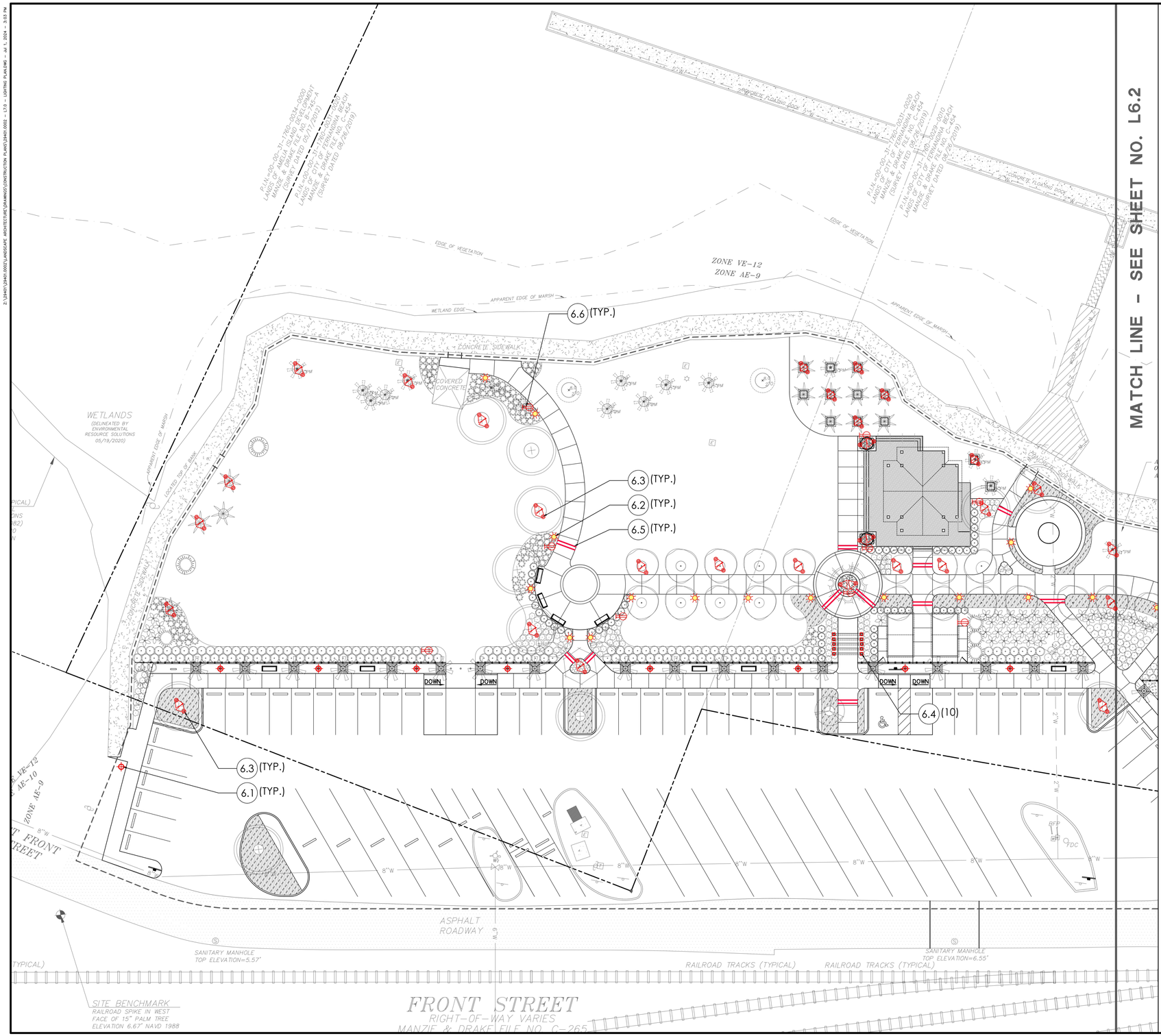


LIGHTING LEGEND

Detail		Symbol
	LIGHTING & ELECTRICAL - FINAL DESIGN INCLUDING PHOTOMETRICS BY OTHERS	
6.1	PEDESTRIAN POLE LIGHT TO MATCH CITY STANDARD SHOWN FOR REFERENCE ONLY (QTY - 12)	
6.2	BOLLARD LIGHT / PATH LIGHT - 120V HADCO D830 H A0 E (QTY - 20)	
6.3	DECORATIVE UP LIGHT - LOW VOLTAGE FX LUMINAIRE, BRONZE FINISH MODEL # NP-9LED-BZ (89) QTY.	
6.4	DECORATIVE ARCHITECTURE SCONCES DOWN LIGHT - DE - 9LED - BZ (10)QTY.- TO HIGHLIGHT POSTS.	
6.5	4" CONDUIT - WATER AND ELECTRICAL SEPARATED BY 12" HORIZONTAL SPACING (18 PAIRS) QTY.	
6.6	OUTDOOR GFCI OUTLET & COVER (10) QTY.	
	(NOT SHOWN, BUT LIGHTING ON RESTROOMS, PAVILION, & EXISTING STRUCTURES)	

GENERAL LIGHTING NOTES:

1. THIS PLAN IS FOR CONCEPTUAL OUTDOOR ELECTRICAL FIXTURE LOCATION ONLY - WIRING DIAGRAM, DETAILS AND INSTALLATION SPECIFICATIONS ARE BY CONTRACTOR. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND SPECIFICATIONS TO THE OWNER FOR REVIEW AND ACCEPTANCE.
2. FINAL DESIGN TO BE DONE BY QUALIFIED ELECTRICIAN. ABOVE PLAN IS FOR PRICING AND INITIAL DISCUSSIONS ONLY.
3. CONTRACTOR MAY PROVIDE CUT SHEETS FOR APPROVAL BY LANDSCAPE ARCHITECT AND OWNER'S REP OF EQUIVALENT PRODUCTS.
4. INSTALLATION OF LIGHTING SHALL COMPLY WITH ALL APPLICABLE STATE, COUNTY, AND CITY CODES AND SHALL MEET OR EXCEED THE NATIONAL ELECTRICAL CODE. CONTRACTOR IS RESPONSIBLE FOR ACQUIRING ALL PERMITS AND APPROVALS REQUIRED. SYSTEM INSTALLATION SHALL BE GUARANTEED FOR ONE YEAR, PARTS AND LABOR, DUE TO FAILURE BASED ON FAULTY WORKMANSHIP OR EQUIPMENT FAILURE.
5. CONTRACTOR SHALL PROVIDE PHOTOCELL CONTROLLED LIGHTING SYSTEM.
6. ALL EQUIPMENT PANELS SHALL BE INSTALLED PER MANUFACTURER'S INSTRUCTIONS AND RECOMMENDATIONS.
7. SHOULD ELECTRICAL DESIGN BE REQUIRED, CONTRACTOR SHALL PROVIDE ELECTRICAL ENGINEER DESIGN.
8. LOCATION OF METERS AND POWER SOURCE BY OTHERS, SEE OWNERS REP FOR FINAL CONNECTION LOCATION.
9. CONTRACTOR SHALL PROVIDE OWNER WITH FIXTURE SAMPLES FOR APPROVAL PRIOR TO INSTALLATION.
10. CONTRACTOR TO INSTALL LIGHT FIXTURES WITH 36-INCH MINIMUM 'PIG-TAIL' TO ALLOW FOR MINOR LIGHT RELOCATION/ADJUSTMENTS.
11. CONTRACTOR TO DESIGN LIGHTING LOOP CIRCUITS AS NECESSARY TO ENSURE CONSISTENCY OF BULB OUTPUT FROM FIXTURE-TO-FIXTURE REGARDLESS OF LOCATION.
12. ELECTRICAL EQUIPMENT PANEL SHALL INCLUDE ALL NECESSARY EQUIPMENT FOR PHOTOCELL SWITCHING CONTACT BOX AND METERING. PANEL AND BOX SHALL MEET ALL APPLICABLE CODES.
13. THE INTENT OF THIS PLAN IS TO PROVIDE LOW-LEVEL, UNOBTRUSIVE SITE LIGHT FOR ENTRY AND LIGHTING OF SELECTED SIGNAGE AND PLANT MATERIAL. CONTRACTOR SHALL MAKE EVERY EFFORT TO CREATE THIS EFFECT BY CLOSE COORDINATION WITH WITH OWNER'S REPRESENTATIVE AND CAREFUL PLACEMENT OF FIXTURES. FINAL AIMING AND ADJUSTMENT SHALL BE MADE AT NIGHT WITH OWNER'S REPRESENTATIVE PRESENT TO GIVE FINAL APPROVAL.
14. CONTRACTOR SHALL SUBMIT LANDSCAPE LIGHTING RECORD DRAWINGS TO OWNER FOR REVIEW AND ACCEPTANCE.

MISCELLANEOUS

Detail	Symbol
FINAL DESIGN BY OTHERS	
OUTDOOR WIFI CAPABILITIES	
A/V (AUDIO VIDEO CAPABILITIES WITH ENCLOSURE) RELATED TO THE PAVILION AND/ OR AROUND THE PARK	
SECURITY SYSTEM / CAMERAS	
EMERGENCY CALL BOX	
MEDICAL FIRST AID / AEDs (SUGGEST LOCATING IN RESTROOMS)	
SIGNAGE & WAYFINDING FOR PARK	

MISCELLANEOUS NOTES:

1. THIS PLAN IS CONCEPTUAL IN NATURE AND FOR PRICING. FINAL DESIGN BY OTHERS. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND SPECIFICATIONS TO THE CITY FOR REVIEW AND ACCEPTANCE.
2. AT A MINIMUM, CONTRACTOR TO PROVIDE LINE ITEMS FOR BUDGETING & PRICING AND/OR RECOMMEND SUBCONTRACTORS AS PART OF THEIR BID PACKAGE.

KEY MAP



BID SET - NOT FOR CONSTRUCTION

NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
RYAN P. THOMPSON
LA 6666849
STATE OF FLORIDA

THOMAS & HUTTON
1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536
www.thomasandhutton.com

MEP COORDINATION & CONDUIT PLAN

LOTS C & D
FERNANDINA BEACH
WATER FRONT PARK

PROJECT LOCATION:
FERNANDINA BEACH,
FLORIDA

CLIENT/OWNER:
CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

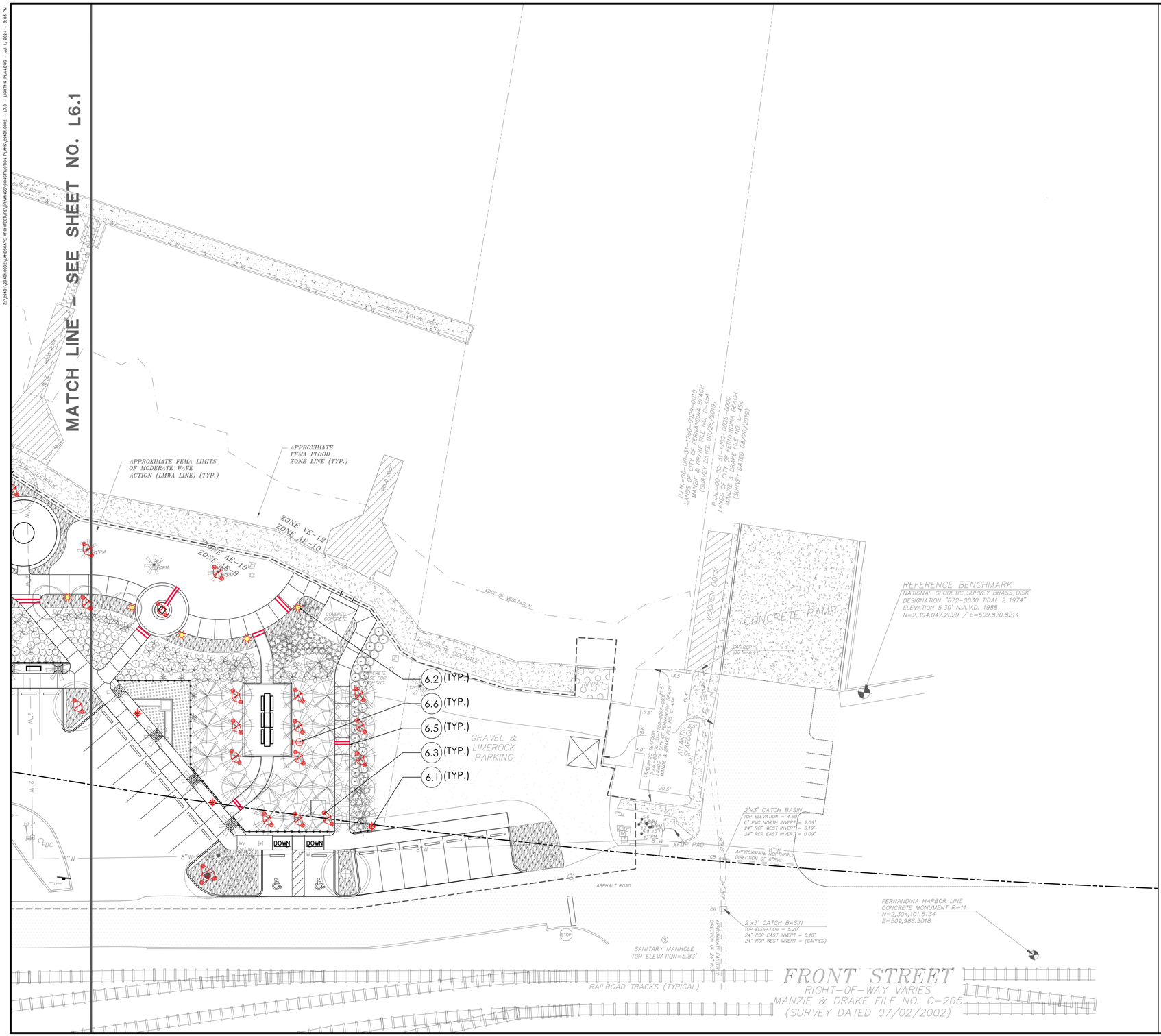
GRAPHIC SCALE:
20 0 10 20
1 INCH 20 FEET

DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

L6.1

Z:\29401\29401.0002\LANDSCAPE ARCHITECTURE\DRAWINGS\CONSTRUCTION PLANS\29401.0002 - L7.0 - LIGHTING PLAN.DWG - Jul 1, 2024 - 3:03 PM



LIGHTING LEGEND

	Detail	Symbol
	LIGHTING & ELECTRICAL - FINAL DESIGN INCLUDING PHOTOMETRICS BY OTHERS	
6.1	PEDESTRIAN POLE LIGHT TO MATCH CITY STANDARD SHOWN FOR REFERENCE ONLY (QTY - 12)	
6.2	BOLLARD LIGHT / PATH LIGHT - 120V HADCO D830 H A0 E (QTY - 20)	
6.3	DECORATIVE UP LIGHT - LOW VOLTAGE FX LUMINAIRE, BRONZE FINISH MODEL # NP-9LED-BZ (89) QTY.	
6.4	DECORATIVE ARCHITECTURE SCONCES DOWN LIGHT - DE - 9LED - BZ (10)QTY.- TO HIGHLIGHT POSTS.	
6.5	4" CONDUIT - WATER AND ELECTRICAL SEPARATED BY 12" HORIZONTAL SPACING (18 PAIRS) QTY.	
6.6	OUTDOOR GFCI OUTLET & COVER (10) QTY.	
	(NOT SHOWN, BUT LIGHTING ON RESTROOMS, PAVILION, & EXISTING STRUCTURES)	

GENERAL LIGHTING NOTES:

1. THIS PLAN IS FOR CONCEPTUAL OUTDOOR ELECTRICAL FIXTURE LOCATION ONLY - WIRING DIAGRAM, DETAILS AND INSTALLATION SPECIFICATIONS ARE BY CONTRACTOR. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND SPECIFICATIONS TO THE OWNER FOR REVIEW AND ACCEPTANCE.
2. FINAL DESIGN TO BE DONE BY QUALIFIED ELECTRICIAN. ABOVE PLAN IS FOR PRICING AND INITIAL DISCUSSIONS ONLY.
3. CONTRACTOR MAY PROVIDE CUT SHEETS FOR APPROVAL BY LANDSCAPE ARCHITECT AND OWNER'S REP OF EQUIVALENT PRODUCTS.
4. INSTALLATION OF LIGHTING SHALL COMPLY WITH ALL APPLICABLE STATE, COUNTY, AND CITY CODES AND SHALL MEET OR EXCEED THE NATIONAL ELECTRICAL CODE. CONTRACTOR IS RESPONSIBLE FOR ACQUIRING ALL PERMITS AND APPROVALS REQUIRED. SYSTEM INSTALLATION SHALL BE GUARANTEED FOR ONE YEAR. PARTS AND LABOR, DUE TO FAILURE BASED ON FAULTY WORKMANSHIP OR EQUIPMENT FAILURE.
5. CONTRACTOR SHALL PROVIDE PHOTOCELL CONTROLLED LIGHTING SYSTEM.
6. ALL EQUIPMENT PANELS SHALL BE INSTALLED PER MANUFACTURER'S INSTRUCTIONS AND RECOMMENDATIONS.
7. SHOULD ELECTRICAL DESIGN BE REQUIRED, CONTRACTOR SHALL PROVIDE ELECTRICAL ENGINEER DESIGN.
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NO.	REVISIONS	BY	DATE

REGISTERED LANDSCAPE ARCHITECT
R. IAN P. THOMPSON
LA 6666849
STATE OF FLORIDA

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GRAPHIC SCALE:
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DATUM: HORIZ.: FL83-EF VERT.: NAVD-1988

JOB NO:	29401.0002
DATE:	07/01/2024
DRAWN:	JAS
DESIGNED:	JAS
REVIEWED:	JLG
APPROVED:	JLG
SCALE:	1" = 20'

L6.2

BID SET - NOT FOR CONSTRUCTION

From: Jeremiah Glisson
To: Caroline Best
Subject: FW: COFB Lots C & D Park Plan
Date: Tuesday, July 9, 2024 8:21:05 AM
Attachments: image001.jpg
image002.png
image003.png
image004.png
image171196.jpg
image046993.png
image297227.png
image646700.png

Jeremiah Glisson
Interim City Manager
City of Fernandina Beach
1017 South 5th Street Ext.
Fernandina Beach, Florida 32034
(904) 310-3314 | jglisson@fbfl.org
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Garceau, John <garceau.j@tandh.com>
Sent: Monday, July 8, 2024 3:41 PM
To: Charles L George <cgeorge@fbfl.org>
Cc: Jeremiah Glisson <jglisson@fbfl.org>; Ezelle, Charles <ezelle.c@tandh.com>; Solomon, Jesse <solomon.j@tandh.com>; Montgomery, Rebecca <montgomery.r@tandh.com>
Subject: RE: COFB Lots C & D Park Plan

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Charlie,

Please see below for a general opinion of probable construction cost (OPC) for site improvements of Lots C& D park. Please note this OPC is a general ROM.

- Site Civil: +/- $610,000.00
- Landscape and Hardscape: +/- $1,250,000.00
- Landscape Lighting Allowance: +/- $90,000.00
- Splash Pad Allowance: +/- $100,000.00

Contingency (20%) *+/- $392,000.00*
Total (ROM) ***+/- $2,352,000.00***

This conceptual opinion of cost does not include the covered pavilion, restrooms, etc.

Feel free to give us a call if you have any questions or need to discuss.

Thanks,
John

JOHN GARCEAU, PLA | Principal/Landscape Architect
THOMAS & HUTTON
p 912-721-4167 **m** 912-313-2664
e garceau.j@tandh.com
a 50 Park of Commerce Way | Savannah, GA 31405
vCard | **Website** | **LinkedIn** | **Facebook** | **Instagram**

PRIVILEGED AND CONFIDENTIAL: This electronic message and any attachments are confidential property of Thomas & Hutton. The information is intended only for the use of the person to whom it is addressed. Any other interception, copying, accessing, or disclosure of this message is prohibited. If you have received this message in error, please immediately notify Thomas & Hutton and purge the message received. Do not forward this message without permission.

From: Charles L George <cgeorge@fbfl.org>
Sent: Monday, July 8, 2024 9:55 AM
To: Garceau, John <garceau.j@tandh.com>
Cc: Jeremiah Glisson <jglisson@fbfl.org>
Subject: COFB Lots C & D Park Plan

John, can you give me a "swag" of what you think the construction cost will be for the sitework, landscaping, etc. that T& H is responsible for.

Need as soon as possible.

Charles L George, P.E.
Interim City Manager/City Engineer
City of Fernandina Beach
204 Ash St.
Fernandina Beach, Florida 32034
(904) 310-3101 | cgeorge@fbfl.org
www.fbfl.us

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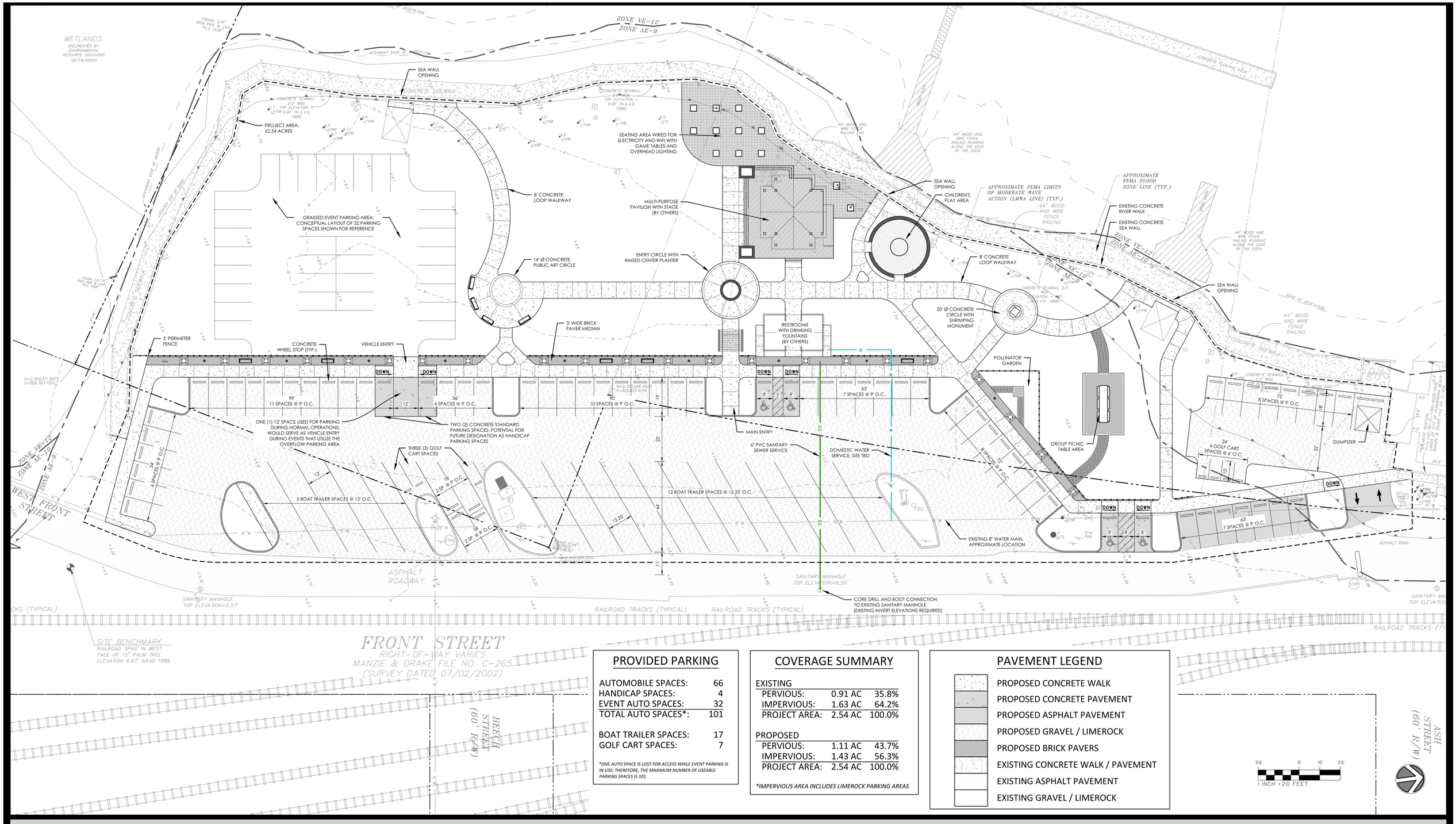

PROVIDED PARKING

AUTOMOBILE SPACES:	66
HANDICAP SPACES:	4
EVENT AUTO SPACES:	32
TOTAL AUTO SPACES*:	101
BOAT TRAILER SPACES:	17
GOLF CART SPACES:	7

**ONE AUTO SPACE IS LOST FOR ACCESS WHILE EVENT PARKING IS IN USE; THEREFORE, THE MAXIMUM NUMBER OF USEABLE PARKING SPACES IS 101.*

COVERAGE SUMMARY

EXISTING		
PERVIOUS:	0.91 AC	35.8%
IMPERVIOUS:	1.63 AC	64.2%
PROJECT AREA:	2.54 AC	100.0%
PROPOSED		
PERVIOUS:	1.11 AC	43.7%
IMPERVIOUS:	1.43 AC	56.3%
PROJECT AREA:	2.54 AC	100.0%

**IMPERVIOUS AREA INCLUDES LIMEROCK PARKING AREAS*

PAVEMENT LEGEND

- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL / LIMEROCK
- PROPOSED BRICK PAVERS
- EXISTING CONCRETE WALK / PAVEMENT
- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL / LIMEROCK

PREPARED FOR:

CITY OF FERNANDINA BEACH FLORIDA 1821

CIVIL SITE PLAN

FERNANDINA BEACH WATER FRONT PARK

FERNANDINA BEACH, FLORIDA

JUNE 12, 2024

THOMAS & HUTTON

www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.

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Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

September 18, 2024

Mr. Jeremiah Glisson
Interim City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Re: Waterfront Park – Construction/Project Management
Front Street – Lots C & D
Fernandina Beach, Florida

Dear Mr. Glisson:

Gillette & Associates, Inc. is pleased to submit this proposal for Professional Management Services for the Waterfront Park located at Lots C & D on Front Street in Fernandina Beach, Florida. The following scope of services outlines the tasks proposed as part of this contract. This agreement is made as of the date of signature of this contract between the **City of Fernandina Beach** (Client) or assigns and **Gillette & Associates, Inc.**

SCOPE OF SERVICES

The Client and Gillette & Associates, Inc. have agreed to a list of Basic Services Gillette & Associates, Inc. will provide listed below:

Task 1 – Construction and Project Management

Task 1 – Construction and Project Management

At the direction of the client, Gillette & Associates, Inc. will employ professional construction management services with supplemental project management services for the construction and installation of the waterfront park project (lots C&D, Front Street) based on the plans and specifications by Thomas and Hutton, dated 07/01/2024 and as listed on the City of Fernandina Beach's website. The scope of services would be limited, in part, to the following items per the site drawings and specifications.

- Project Meetings: Gillette & Associates, Inc. will schedule and coordinate weekly project meetings with the contractor to provide coordination of drawings with construction. Scope of work changes ("Change Orders") will be forwarded to the Client for review and approval after review from Gillette & Associates, Inc..
- Project Schedule: Detailed scheduling of the project shall be furnished by the contractor and/or owner. We include initial review of the contractor's schedule, but we are not responsible for updates of the contractor's schedule that may be specified as part of the bid process.
- Project Coordination: Gillette & Associates, Inc. will coordinate daily activities as required with City personnel and subcontractors to allow for continuous construction. Coordination to include contract extras, submittal data, scheduling items, etc.
- Gillette & Associates, Inc. was not part of development of the scope of work for the project and management of said project is based on the scope documents.

We do not include the following:

- Assessment and approval of contract extras. All contract extras presented by the contractor will be forwarded to the engineer of record for review and approval and then forwarded to the City of Fernendina Beach for payment approval.
- Approval of pay applications. Payment applications will be sent to the engineer of record for approval.
- Contractor scheduling and/or maintenance of the project schedule(s).

PROFESSIONAL FEES

Task 1	Site/Civil Project/Construction Management (fixed fee)	$ 48,700.00
	Total	$ 48,700.00

FEE SCHEDULE

Upon agreement by both parties, any additional work to be performed outside the scope of services listed within this contract will adhere to the following hourly rates:

Standard Hourly Rates:

Principal	$ 250.00
Sr. Professional	$ 230.00
Professional	$ 210.00
Engineer	$ 175.00
Technical	$ 125.00
Drafting / CADD	$ 75.00
Secretarial	$ 65.00
Outside Services and Items	cost plus 10%

PAYMENT

Due to our working relationship with the City of Fernandina Beach, a retainer is not required to commence work on the project. Invoicing for the tasks outlined above will be submitted at least once a month and in proportion to the amount of work performed (by percentage on Fixed Fee items) or actual costs (time and materials on Hourly Estimate items). Client shall notify Gillette & Associates, Inc., in writing, of any and all objections, if any, to an invoice within ten (10) days of the date of invoice. Otherwise, the invoice shall be deemed proper and acceptable by the Client. Amounts indicated on invoices are due and payable in accordance with the Florida Prompt Payment Act. Payment for work completed is not contingent upon receipt of Governmental or other approvals.

If a delinquency by Client occurs, Gillette & Associates, Inc. may choose to suspend work. If such a decision to suspend work is made, Gillette & Associates, Inc. shall notify Client in writing Gillette & Associates, Inc. may choose to recommence work once a delinquency is completely cured and any and all attendant collection costs, fees, or other amounts required to be paid by Client under this agreement are paid in full. If a delinquency by Client occurs and Gillette & Associates, Inc. chooses not to suspend work, no waiver or estoppel shall be implied or inferred. Client agrees and understands that if Gillette & Associates, Inc. decides to so suspend its work, Gillette & Associates, Inc. shall not be liable for any costs or damages, including but not limited to delay and consequential damages, to the Owner, Client, or any other party, that may arise from or be related to such a work suspension.

CLIENT RESPONSIBILITIES

Client agrees to provide full, reliable information regarding its requirements for the project. In addition, the Client agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to the project as may be required from time to time by Gillette & Associates, Inc. in the performance of our work. The Client shall designate a Project Representative authorized to act on behalf of the Client with respect to this Agreement and agrees to render any decisions promptly to avoid unreasonable delay to the project and the performance of Gillette & Associates, Inc.'s work.

ACCESS TO SITE

Gillette & Associates, Inc. and Gillette & Associates, Inc.'s employees and consultants shall have access to the project site at all reasonable times and shall be permitted to photograph the project during construction and upon completion for its records and future use. See Indemnification section of this contract.

DESIGN APPROVALS

Mr. Jeremiah Glisson or his approved representative has been designated as the Client Representative who will be responsible for design direction for this project and has authority for management approval. In the event that the project direction, as approved by Mr. Glisson or his representatives, is rejected by others, and redesign is required, such redesign services shall be compensated for as extra services at our Standard Hourly Rates.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the Project to both the Client and Gillette & Associates, Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Gillette & Associates, Inc. to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of Gillette & Associates, Inc. to the Client shall not exceed the total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

It is intended by the parties to this Agreement that Gillette & Associates, Inc.'s services in connection with the Project shall not subject Gillette & Associates, Inc.'s individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and not withstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Gillette & Associates, Inc., a Florida corporation, and not against any of Gillette & Associates, Inc.'s individual employees, officers or directors.

The Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Gillette & Associates, Inc. unless the Client has first provided Gillette & Associates, Inc. with a written certification executed by an independent consultant currently practicing in the same discipline as Gillette & Associates, Inc. and licensed in the State of Florida. This certification shall: a.) contain the name and license number of the certifier; b.) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and c.) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. This certificate shall be provided to Gillette & Associates, Inc. not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding. This Certificate of Merit clause will take precedence over any state law in force at the time of the claim or demand for arbitration.

INDEMNIFICATION

To the extent permitted by Florida law and subject to the indemnification provision in the continuing services contract between City and Engineer, the City agrees to indemnify, hold harmless, and defend the Engineer, its officers, directors, employees, agents and representatives from and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of the City, its commissioners, mayor, officers, employees, agents, and representatives; provided however, the City shall have no obligation hereunder to indemnify, defend or hold harmless Engineer for any such losses, damages, and claims of any kind arising out of, directly or indirectly, or in connection with the negligent and/or deliberate acts of omissions of Engineer. The City's liability hereunder shall include all reasonable attorney's fees and costs incurred by the Engineer in the enforcement of this indemnification provision in the event the Engineer prevails in such enforcement action. The obligations contained in this provision shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement or other contract or written instrument between the parties. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CONSTRUCTION MEANS AND METHODS

It is expressly understood and agreed that Gillette & Associates, Inc. shall not have control of and shall in no event be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions in connection with the project or for the acts or omissions of any contractor, subcontractor or other persons performing work for the project. See Indemnification section of this contract.

We are excited about working with you on this project and trust that this proposal is responsive to your needs. If so, please return a signed copy to us as authorization to proceed.

Sincerely,



Asa R. Gillette, P.E.
Principal
Gillette & Associates, Inc.

PLEASE NOTE: THIS PROPOSAL IS VALID FOR 30 DAYS

CONFIRMED AND ACCEPTED FOR CITY OF FERNANDINA BEACH
PROJECT: ATLANTIC RECREATION CENTER – WATERFRONT PARK – PROJECT/CONSTRUCTION MANAGEMENT

Accepted by: _____
Interim City Manager
Title: _____
Date: 9/24/2024

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

September 18, 2024

Mr. Jeremiah Glisson
Interim City Manager
City of Fernandina Beach
204 Ash Street
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Outside Services and Items	cost plus 10%

PAYMENT

Due to our working relationship with the City of Fernandina Beach, a retainer is not required to commence work on the project. Invoicing for the tasks outlined above will be submitted at least once a month and in proportion to the amount of work performed (by percentage on Fixed Fee items) or actual costs (time and materials on Hourly Estimate items). Client shall notify Gillette & Associates, Inc., in writing, of any and all objections, if any, to an invoice within ten (10) days of the date of invoice. Otherwise, the invoice shall be deemed proper and acceptable by the Client. Amounts indicated on invoices are due and payable in accordance with the Florida Prompt Payment Act. Payment for work completed is not contingent upon receipt of Governmental or other approvals.

If a delinquency by Client occurs, Gillette & Associates, Inc. may choose to suspend work. If such a decision to suspend work is made, Gillette & Associates, Inc. shall notify Client in writing Gillette & Associates, Inc. may choose to recommence work once a delinquency is completely cured and any and all attendant collection costs, fees, or other amounts required to be paid by Client under this agreement are paid in full. If a delinquency by Client occurs and Gillette & Associates, Inc. chooses not to suspend work, no waiver or estoppel shall be implied or inferred. Client agrees and understands that if Gillette & Associates, Inc. decides to so suspend its work, Gillette & Associates, Inc. shall not be liable for any costs or damages, including but not limited to delay and consequential damages, to the Owner, Client, or any other party, that may arise from or be related to such a work suspension.

CLIENT RESPONSIBILITIES

Client agrees to provide full, reliable information regarding its requirements for the project. In addition, the Client agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to the project as may be required from time to time by Gillette & Associates, Inc. in the performance of our work. The Client shall designate a Project Representative authorized to act on behalf of the Client with respect to this Agreement and agrees to render any decisions promptly to avoid unreasonable delay to the project and the performance of Gillette & Associates, Inc.'s work.

ACCESS TO SITE

Gillette & Associates, Inc. and Gillette & Associates, Inc.'s employees and consultants shall have access to the project site at all reasonable times and shall be permitted to photograph the project during construction and upon completion for its records and future use. See Indemnification section of this contract.

DESIGN APPROVALS

Mr. Jeremiah Glisson or his approved representative has been designated as the Client Representative who will be responsible for design direction for this project and has authority for management approval. In the event that the project direction, as approved by Mr. Glisson or his representatives, is rejected by others, and redesign is required, such redesign services shall be compensated for as extra services at our Standard Hourly Rates.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the Project to both the Client and Gillette & Associates, Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Gillette & Associates, Inc. to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of Gillette & Associates, Inc. to the Client shall not exceed the total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

It is intended by the parties to this Agreement that Gillette & Associates, Inc.'s services in connection with the Project shall not subject Gillette & Associates, Inc.'s individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and not withstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Gillette & Associates, Inc., a Florida corporation, and not against any of Gillette & Associates, Inc.'s individual employees, officers or directors.

The Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Gillette & Associates, Inc. unless the Client has first provided Gillette & Associates, Inc. with a written certification executed by an independent consultant currently practicing in the same discipline as Gillette & Associates, Inc. and licensed in the State of Florida. This certification shall: a.) contain the name and license number of the certifier; b.) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and c.) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. This certificate shall be provided to Gillette & Associates, Inc. not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding. This Certificate of Merit clause will take precedence over any state law in force at the time of the claim or demand for arbitration.

INDEMNIFICATION

To the extent permitted by Florida law and subject to the indemnification provision in the continuing services contract between City and Engineer, the City agrees to indemnify, hold harmless, and defend the Engineer, its officers, directors, employees, agents and representatives from and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of the City, its commissioners, mayor, officers, employees, agents, and representatives; provided however, the City shall have no obligation hereunder to indemnify, defend or hold harmless Engineer for any such losses, damages, and claims of any kind arising out of, directly or indirectly, or in connection with the negligent and/or deliberate acts of omissions of Engineer. The City's liability hereunder shall include all reasonable attorney's fees and costs incurred by the Engineer in the enforcement of this indemnification provision in the event the Engineer prevails in such enforcement action. The obligations contained in this provision shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement or other contract or written instrument between the parties. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CONSTRUCTION MEANS AND METHODS

It is expressly understood and agreed that Gillette & Associates, Inc. shall not have control of and shall in no event be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions in connection with the project or for the acts or omissions of any contractor, subcontractor or other persons performing work for the project. See Indemnification section of this contract.

We are excited about working with you on this project and trust that this proposal is responsive to your needs. If so, please return a signed copy to us as authorization to proceed.

Sincerely,



Asa R. Gillette, P.E.
Principal
Gillette & Associates, Inc.

PLEASE NOTE: THIS PROPOSAL IS VALID FOR 30 DAYS

CONFIRMED AND ACCEPTED FOR CITY OF FERNANDINA BEACH
PROJECT: ATLANTIC RECREATION CENTER – WATERFRONT PARK – PROJECT/CONSTRUCTION MANAGEMENT

Accepted by: _____
Interim City Manager
Title: _____
Date: 9/24/2024

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

RESOLUTION 2024-46

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A PROPOSAL FROM THOMAS & HUTTON ENGINEERING CO. FOR THE AMELIA RIVER WATERFRONT PARK LOTS C AND D DESIGN PHASE, PERMIT PHASE, AND CONSTRUCTION PHASE IN THE AMOUNT OF $95,500; AUTHORIZING A TOTAL PROJECT BUDGET OF $120,000; APPROVING A BUDGET TRANSFER; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, improvements to the Amelia River Waterfront Park Lots C and D have been a long standing City Commission area of focus; and

WHEREAS, over the last several decades, numerous conceptual plans have been developed to provide improvements in this area along the Amelia River waterfront; and

WHEREAS, the Community Redevelopment Agency Advisory Board (CRAAB) recently developed, and unanimously endorsed, an Amelia River Waterfront Park Lots C and D conceptual plan which includes additional parking spaces, landscaping, ADA accessibility, a pavilion, restrooms, and multi-use areas for recreational activities and special events, to name a few. These elements will provide for an attractive, accessible downtown feature and destination; and

WHEREAS, City staff requested a proposal to provide consulting services for the Amelia River Waterfront Park Lots C and D Design Phase, Permit Phase, and Construction Phase from Thomas & Hutton Engineering Co., a well-known and established landscape architecture, planning, and civil engineering firm, previously approved by the City Commission as a consultant through the procedures in Section 287.055(2)(g), Fla. Stats. and having an approved continuing contract with the City. Thomas & Hutton Engineering provided a proposal in the amount of $95,500, attached hereto as Exhibit 1; and

WHEREAS, staff further recommends a total Project budget of $120,000 to cover any unforeseen contingencies. This project was not budgeted for this Fiscal Year; however, funding is available in the Capital Expansion Fund Reserve account, 3107200 59990. A transfer from the Capital Expansion Fund Reserve account in the amount of $120,000 to the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 Project #24050 is required. Funds within the Capital Expansion account are collected from impact fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the proposal from Thomas & Hutton Engineering Co. for the Amelia River Waterfront Park Lots C and D Design Phase, Permit Phase, and Construction Phase in the amount of $95,500, attached hereto as Exhibit 1.

SECTION 2. The City Commission hereby approves a total Project #24050 cost of $120,000 to include any unforeseen contingencies.

SECTION 3. The City Commission further approves a budget transfer from the Capital Expansion Fund Reserve Account in the amount of $120,000 to the Capital Expansion Fund, Parks and Recreation Improvements account, 3107200 56300 for Project #24050.

SECTION 4. The City Clerk and Interim City Manager are hereby authorized to execute any documents related to the Project, upon review and approval of the City Attorney.

SECTION 5. This Resolution is effective immediately upon passage.

ADOPTED this 5th day of March, 2024.

CITY OF FERNANDINA BEACH



BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:



CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH
City Attorney

THOMAS & HUTTON
1208 NEWCASTLE STREET, SUITE 201
BRUNSWICK, GA 31520 | 912.466.0536
WWW.THOMASANDHUTTON.COM

February 23, 2024

Mr. Charles L. George, PE
Interim City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

Re: Amelia River Waterfront Park
Lots C and D
Fernandina Beach, Florida
Letter Agreement for Services

Dear Mr. George:

Thank you for requesting our consulting services for the Amelia River Waterfront Park revitalization project located in Fernandina Beach, Florida.

Our services will consist of the Design Phase, Permit Phase, and Construction Services Phase as set forth in the General Provisions and supplemental exhibits attached hereto, and such additional services as you may request during the course of the Project. We understand that you will furnish Thomas & Hutton with full information as to your requirements, including any special or extraordinary considerations for the Project and will make all pertinent existing data available to us.

Payment for our services will be as described in the attached General Provisions. You will be billed monthly for our services rendered and for Reimbursable Expenses.

We propose that payment for our services will be as follows:

Phase	Fee Structure	Fee or Time & Expense Budget
Design Phase		
Schematic Landscape / Hardscape Design:	Lump Sum	$ 9,500.00
Schematic Civil Site Design:	Lump Sum	$ 8,500.00
Design Development LS/HS:	Lump Sum	$ 25,500.00
Design Development Civil:	Lump Sum	$ 19,500.00
Construction Documents LS/HS & Irrigation:	Lump Sum	$ 17,500.00
Civil Construction Documents	Lump Sum	$ 15,000.00
Project Team Meetings:	Time & Expense – See Consulting Services Rate Sheet	

_____ CLIENT'S INITIALS

_____ CONSULTANT'S INITIALS

Phase	Fee Structure	Fee or Time & Expense Budget
Permit Phase		
Site Permitting:	Time & Expense – See Consulting Services Rate Sheet	
Construction Phase		
Bid Process:	Time & Expense – See Consulting Services Rate Sheet	
Construction Services:	Time & Expense – See Consulting Services Rate Sheet	
Record Drawings:	Time & Expense	$ 2,000.00
Project Closeout:	Time & Expense – See Consulting Services Rate Sheet	
Reimbursable Expenses:	Time & Expense – See Consulting Services Rate Sheet	

The above fee arrangements are based on prompt payment of our invoices and the orderly and continuous progress of the Project through completion.

It is necessary that you advise us in writing at an early date if you have budgetary limitations for the overall Project cost or Construction Cost. We will endeavor to work within those limitations. At appropriate times during the Design Phase, we can submit to you our opinions as to the probable Construction Cost of the Project. We do not guarantee that our opinions will not differ materially from bids or negotiated prices.

This proposal between the City of Fernandina Beach ("Client"), and Thomas & Hutton Engineering Co. ("Consultant" or "Thomas & Hutton"), consisting of the Scope of Services, Exhibit A, General Provisions, Consulting Services Rate Sheet, and this Letter Agreement with authorizing signatures, represents the entire understanding between Client and Thomas & Hutton with respect to the Project. This Letter Agreement may only be modified if completed in writing and signed by both parties.

If the arrangements set forth in this Letter Agreement are acceptable to you, *please sign and initial the enclosed documents in the spaces provided below and return to Thomas & Hutton*. This proposal will be open for acceptance until March 30, 2024, unless changed by Thomas & Hutton in writing. We appreciate the opportunity to prepare this proposal and look forward to working with you on the Project.


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

The parties agree and acknowledge that this Agreement may be executed by electronic signature, and the parties may rely upon such electronic signatures as an original record of signature.

Respectfully,

THOMAS & HUTTON ENGINEERING CO.

By _____
Charles J. Ezelle, PE
Principal / Regional Director

By _____
Ryan P. Thompson, PLA
Principal / Landscape Architecture Manager

CJE/kts

Enclosures: Scope of Services
General Provisions
Consulting Services Rate Sheet

CITY OF FERNANDINA BEACH

ACCEPTED: March 5, , 2024

By _____
Charles L. George

Interim City Manager
TITLE

APPROVED AS TO FORM AND LEGALITY:
CITY ATTORNEY

ATTEST:
By:
Printed Name: Caroline Best
Title: City Clerk

_____ CLIENT'S INITIALS

_____ CONSULTANT'S INITIALS

SCOPE OF SERVICES

Thomas & Hutton will provide consulting design services for the Amelia River Waterfront Park revitalization project located in Fernandina Beach, Florida.

Survey Note: Client shall provide the existing conditions topographic/tree survey and utility locations for use as base mapping and design.

1. SCOPE OF SERVICES

A. Civil Site Design and Landscape/Hardscape Design Phase

1. Schematic Design & Programming (Civil and Landscape Architecture)

The Consultant will work with the Owner to develop the conceptual schematic improvement plan.

Items included are:

- Design Kick–Off Meeting: 2–3-hour meeting with Client team to discuss site, landscape and hardscape program, budget, and establish design concepts. Both the Civil Project Manager and Lead Landscape Architect will attend this meeting.
- Consultant shall gather information and prepare black & white concept sketches of the program elements in an effort to capture the vision discussed. Sketches will include items such as:
  - Study internal and external pedestrian and vehicular circulation
  - Streetscape and social interaction spaces.
  - Courtyard concept with access control
  - Specialty paving areas.
  - Planting areas.
  - Concepts for drainage and soil improvements.
  - Recommendations for potential focal areas and other areas of key importance
  - Other activity areas based on design kick–off meeting.
- Concept Sketch Review meeting: 2–3-hour meeting to concept sketches and information
- Revise concept sketches-based client review and comment.
- Create an overall landscape and hardscape Illustrative Exhibit with Precedent Images to graphically portray design intent.
- Review Illustrative with Client. Make minor revisions and create final concept sketch plan/Illustrative exhibit to be the basis of creating the Site Plan in AutoCAD.

2. LS/HS Design Development

Consultant will complete a set of landscape and hardscape design development plans based on the Client–approved Schematic Illustrative developed in the previous scope. The Design Development plan swill incorporate information upon receipt of the DD Architectural Drawings during this Phase. The design development scope of work and plans will include:

- Coordinate with civil for final civil drawings and adjust landscape plan as required.
- Preliminary landscape Design Development documents including a planting plan showing canopy, shrub, and groundcover locations. This plan will show the overall planting strategy.
- Planting details and specifications.
- Materials plan with call outs of all proposed hardscape elements such as paving patterns, site furnishings, custom detailed elements and materials.
- Cross sections and preliminary details outlining the general character, aesthetics, and type of elements.
- Imagery and modeling that further defines the final desired look and feel of project elements.

3. *LS/HS Construction Documents*

The fee for the Construction Drawings is based on the Client approval of the Design Development plans developed in the previous task. In general, the following is a brief description of the services to be provided:

- Based on project team comment from the conceptual design phase revise the landscape and hardscape plans while further refining / inputting the design into AutoCAD.
- Coordinate preliminary landscape and hardscape surface grading and drainage with civil.

Based on the project team approved Conceptual site design drawings, provide detailed design for the site. Elements of the design include:

- Detailed planting plans and irrigation plans focusing on the use of native species and water conscious irrigation practices.
- Entry elements such as pergola, fencing/walls, columns and other area defining features. (Scope assumes signage and lighting of such signage to be designed by sign contractor)
- Pedestrian Seating Plaza with a focus on views to the pavilion and out to the marina.
- Children play area to be identified with assistance to establish a preferred play structure vendor to develop a specialized play accessible play structure for the park.
- Establish details for history timeline structures. The specific information, maps and graphics of such structures will be developed and designed by others and is not included in this scope.
- Establish an area for the future installation of shrimp boat replica.
- Develop details for the picnic area and Pétanque courts.
- Looped walkway and destination area details.

Project tasks include:

a) Coordinate with civil for landscape area grading and drainage.
b) Coordinate with City's selected Architect, MEP, Structural/Marine Engineer, and other consultants as necessary during the design process.

c) Team review and plan revision

LS/HS Construction Documents and Specifications:

a) Prepare plans, details, and specifications to illustrate the proposed site improvements of the project team approved development plan. The construction plan shall fix and describe the size, character and materials and be suitable for bidding and construction of the elements of the plans.
b) Prepare site landscape/hardscape layout and call out plans.
c) Coordinate with civil for site grading concepts and connections to the site civil drainage system.
d) Plan sheet landscape and hardscape specifications.
e) MEP coordination plan. Covers suggested lighting and electrical outlet/fixtures in the area (fixture selection and preliminary location of fixtures only, photometric, and electrical engineering by others). Assistance with review of utility company and / or Owner's MEPs design of site (parking and street) lighting poles. *Lighting design is not included in this proposal. Should Owner need lighting design assistance, we will provide the Owner with contacts for lighting design consultants that our clients have successfully used in the past.*

Civil Site – Design Development and Final Construction Documents:

Following Owner approval of the Schematic Design, the Consultant shall prepare site development plans for the proposed renovations and parking to serve the waterfront park. These plans shall be submitted to the Owner for review. The site development plans will include:

- Grading – finish elevations, finish contours, parking lot, and grading information.
- Parking Lot –geometry, layout, and elevations.
- Drainage – structure locations, pipe route and size, inverts and slopes, including preparation of design calculation.
- Water Distribution – pipe route and size, valve location, hydrant location, and building connection, including preparation of design calculations to serve the proposed facilities. City's Architect shall provide building stub–out location & depth.
- Sanitary Sewer – structure location, pipe size slope, and invert and building connection, including preparation of design calculations to serve the proposed locker room & concession stand facilities. City's Architect shall provide building stub–out location & depth.
- Three phases of Erosion, Sedimentation, and Pollution Control Plans for the prosed development
- Profiles –sanitary sewer (water and drainage are not included).
- Construction Details – roads, drainage, water distribution, sanitary sewer, and erosion control.
- Quantity Takeoff and Opinion of Probable Construction Cost for water and sewer drainage systems and parking lot, including cut and fill calculations for earthwork.
- Technical specifications for water, clearing, earthwork, sewer, drainage systems, and paving.

- Design calculations – storm drainage, water distribution, and sanitary sewer systems.
- Coordinate with Geotechnical Consultant – The Owner will retain a geotechnical consultant to perform subsurface investigations and pavement design for the project. The Consultant will coordinate with the geotechnical consultant regarding needs of the project and preliminary design information for the project.

Project Team Meetings

Consultant shall attend project meetings and/or conference calls at the request of the Owner. Services will be provided on a Time & Expense basis.

B. Permit Phase

1. Site Permits

It is assumed since the City of Fernandina Beach is the Owner of the project that they will take the lead in permitting as it relates to City Permitting. Consultant will assist the City of Fernandina Beach with the City permitting process if required. Consultant shall assist Owner with the preparation of submittal packages for the development approval. The payment of fees associated with the application process is the responsibility of the Owner. Consultant shall submit final plans and specifications to the applicable local, state, and federal agencies for review. Agency submittals anticipated for this project include:

- City of Fernandina Beach

Submittal fees are not included in our fee schedule and shall be provided by the Owner at the time of submittal. Consultant will assist Owner in obtaining construction permits for the project. This phase includes revising plans and specifications according to agency comments and if requested, meeting with the agencies on behalf of the Owner.

2. Erosion Control Permit

Consultant will assist the Owner in compliance with the requirements of the permit to Discharge Storm Water Associated with Construction Activity. This assistance may include, when requested by the Owner:

- Submit Notice of Intent (NOI) to the State on behalf of the Owner (as a Primary Permittee). This will include a certification that the Erosion, Sedimentation, and Pollution Control Plan (ES&PCP) has been prepared in accordance with the General Permit.
- Develop a Comprehensive Monitoring Plan (CMP). The ES&PCP will indicate monitoring locations and may be used in the CMP.
- Provide an initial observation of the measures installed under the ES&PC within one (1) week after construction activities commence. Additional observations will be conducted as other measures required by the Plan are installed.
- Prepare and submit, as warranted, amendments to the ES&PCP.

The Consultant's services do not include:

- Qualified personnel to monitor maintenance of ES&PC measures.
- Continuous monitoring of maintenance of ES&PC measures
- Monitoring of NTU's at outfalls or receiving streams
- Submittal of monthly reports to EPD
- Submittal of Notice of Termination (NOT) and certification

C. Construction Phase

Consultant will provide the following services for the Construction Phase:

1. Bid Process

As directed by the Client, Consultant shall assist Client during the Bid Phase. The service shall be provided on a Time & Expense basis. Typical services provided during this phase include preparation of contract documents, assembling bid packages, attending, or conducting pre–bid meetings, responding to contractor questions, and preparation of the Consultant's recommendation letter for award of bid. Personnel time will be detailed on monthly invoices.

2. Construction Services

LS/HS Construction Observation

As directed by the Client, Consultant shall provide the services listed below for the Construction Phase. Services required beyond the duration for each phase shall be considered as Additional Services and shall require separate authorization.

- Review material data and shop drawings provided by the Contractor as it pertains to landscape and hardscape contract documents. – *Estimated*
- Review and respond to RFI's related to landscape and hardscape.
- Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the landscape and hardscape contract documents and with the design intent.
- Attend final field inspections with Owner's representative. Issue project deficiency memo to Owner and contractor of items not in accordance with landscape and hardscape plans and specifications.

Construction observation and monitoring does not include exhaustive or continuous on–site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. Both parties understand that the Contractor has notification requirements at specific intervals of the construction process. Consultant does not provide accessibility construction compliance verification. This service can be provided at the request of the Owner with specific scopes and fees.

The Consultant provides construction services as defined above for the work designed by the Consultant. Other construction work that may occur on site is the responsibility of other design professionals or the Owner and expressly not the responsibility of the Consultant.

Owner will retain services of a construction testing laboratory for the purpose of obtaining tests required in construction specifications. Copies of test results will be provided to the Consultant.

Civil Construction Observation:

During the course of construction, the Consultant will provide the following services:

- Review material data, shop drawings, and construction schedules provided by the Contractor.
- Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent.
- Review record drawings provided by Contractor.

Construction observation and monitoring does not include exhaustive or continuous on–site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. Both parties understand that the Contractor has notification requirements at specific intervals of the construction process. Consultant does not provide accessibility construction compliance verification. This service can be provided at the request of the Owner with specific scopes and fees.

The Consultant provides construction services as defined above for the work designed by the Consultant. Other construction work that may occur on site is the responsibility of other design professionals or the Owner and expressly not the responsibility of the Consultant.

3. Record Drawing Preparation

Consultant shall prepare record drawings based on information supplied by the Contractor. The Contractor will provide a survey regarding the constructed facilities. The survey provided by Contractor shall be certified by a registered surveyor licensed in the state in which the work is performed, if required by the governing agency. The scope does not include fieldwork on the part of the Consultant. The information will be compiled in an AutoCAD format by the Contractor and submitted to the Consultant. The Consultant will review this information to ensure that the information submitted meets the intended design. The Consultant shall not verify or certify that the information submitted by the Contractor or Contractor Representative is correct. The Consultant will submit this information to the reviewing agency. The record drawings will meet the

requirements of The City of Fernandina Beach record drawing specifications at the time this contract is executed. In addition, the Record Drawings will include:

- Storm drainage structures, inverts, and frame elevations
- The scope does not include the location or depth of any power, telephone, cable television, or natural gas lines.
- The record drawing will be compiled from field information collected during the survey phase, water and sewer lateral locations as determined in the pad elevation survey, contractor's notes, and observations made by Consultant. The data will be presented in a format for the reviewing agency's review.

    - Additional information required by the reviewing agency beyond what is reasonable and customary for record drawings, shall be billed as additional services. Examples are as follows:

        ~ Geodetic coordinates for structures, fittings, or pipes
        ~ Profiles for sanitary sewer, water, or storm drainage
        ~ Roadway profiles
        ~ Testing locations for roadway on the plan view

4. *Project Closeout*

During the course of construction, the Consultant will provide the following services:

- Submit Record Drawings and make revisions as requested by City of Fernandina Beach
- Attend final field inspections by regulating agencies for the project.
- Bond Coordination (if required)
- Request project acceptance by applicable agencies including necessary documents as required by City of Fernandina Beach

D. Exclusions

Items not included in the scope of services are as follows:

- Geotechnical investigation or report
- Landscape Record Drawings
- Fountain or Pool Design
- Variance Request(s)
- ADA Accessibility Plan
- Accessibility construction compliance verification
- Rezoning
- Lighting Design
- Architectural, Structural, Mechanical or Electrical Design
- Fire Suppression System Design
- Archaeological survey and report
- Wetland delineation, surveys, or permits
- Geotechnical investigation or report
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Off–site work unless specifically covered in the scope of services

- Building or encroachment approvals or permits
- Florida Department of Transportation Permits or Approvals
- CSX Right of Way encroachment permitting
- Act as an expert witness for legal activities
- Telephones, cable television, gas, and power distribution systems

These items can be coordinated or provided, if requested by the Client in writing.

*** *Any plan revisions required after the issuance of For Construction Plans will be billed on a Time and Expense basis.*

2. PERIODS OF SERVICE

A. Design Phase

After receipt of a written notice to proceed from the Owner, Consultant will commence and complete work upon a mutually agreed upon schedule between Owner and Consultant.

B. Permit Phase

After receipt of a written notice to proceed from the Owner, Consultant will commence and complete work upon a mutually agreed upon schedule between Owner and Consultant.

C. Construction Phase

After receipt of a written notice to proceed from the Owner, Consultant will commence and complete work upon a mutually agreed upon schedule between Owner and Consultant.

EXHIBIT A

THOMAS & HUTTON DESIGN PROPOSAL. SEE PAGES 3, 4 AND 5 FOR SCOPE CLARIFICATION NOTES



City of Fernandina Beach
Charles L. George, P.E.
Office of the City Manager
cgeorge@fbfl.org

City of Fernandina Beach
Lots C & D Waterfront Park
Partial Design Considerations

The following are a few of the primary features per the attached Concept Plan for you touse in development of your proposal:

Multi-purpose Pavilion with Stage: 32' x 36' open sided structure with a perimeter elevated timber deck. Decking material to be IPE or similar approved composite deck material. Pavilion to have a "coastal" look to accentuate the river front atmosphere. (similar to Tybee Pier & Pavilion) with possible glu-laminated heavy framing. Pavilion to have provisions for water service, lighting electricity for events, and WiFi connections.

Parking Lot, Adjacent Sidewalk, and Curbing: In the parking area, the parking surface is to be pervious limerock surface course. Sidewalk to be 6 ft wide, brushed concrete with appropriate jointing. Concrete curb to have standard 6" wide with brushed finish.

Existing Pétanque Courts: Existing layout to be adjusted to accommodate new Park features. One court area on the north group, east end to be removed and a new court added to the western end of the south court.

Interior Pedestrian sidewalks: 8 ft wide concrete with tinted coquina shell surface course. (tint to be Mesa beige or equivalent)

Restroom facility: see attached photos for possible concepts

Potential Trees to be installed: Phoenix Sylvestris palms
17 mature Bald Cypress trees
29 Cabbage palms
Miscellaneous trees to be Cedar
Arizona Cypress

T&H Scope

Future or others Scope

PARK ELEMENTS 01/03/24 DRAFT

LANDSCAPE PLAN	**- Priority is shade, low cost, low maintenance.** - A successful park is one that is well used. - Destinations within the park encourage use.
① RIVERWALK	- Riverwalk to run the entire length of the public waterfront. - Currently interrupted by Atlantic Seafood building and Simmons property. - Riverwalk connects everything to Centre St.
② Existing TREE	- Existing tree west of building retained.
③ BOAT RAMP PLAZA	- Open space next to boat ramp for bike racks and ???
④ ATLANTIC SEAFOOD	- Moves south, opening Ash St. view corridor. - New location allows Lots C&D Riverwalk to connect to rest of Riverwalk. - Design and footprint of the building to be determined.
⑤ Floodwall OPENINGS	- Allows for connecting walkways between the parking lot and Riverwalk.
⑥ OVERLOOK	- Overlooks the river. - A destination that provides a reason to walk south on the Riverwalk. - Provides excellent views of river, sunsets, shrimp boats.
⑦ PETANQUE COURTS	- 16 courts allows for annual & other tournaments. - Used daily Oct - May - Can be seating area for larger concerts. - Can be used for special events. Vendors set up booths on courts.
⑧ LOOP WALKWAY	- Provides alternative to retracing steps on Riverwalk. - 8' wide coquina concrete walkway. - Shade trees to be determined (possibly Phoenix Sylvestris palms).
⑨ Loop Walkway DESTINATIONS	- Destinations add interest and encourage use. - 9A: Temporary Public Art space. - 9B: Main Entrance with iconic landscape element. - 9C: To be determined.
⑩ VEHICLE ENTRY	- Entrance for maintenance, event set up, Shrimpfest parking. - Grass pavers at entrance double as landscape island.
⑪ FENCE	- Controls access to the park, providing security.

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⑫ Entrance PERGOLA	- Identifies and defines Main Entrance to park. - Vine covered for shade. - Not a vehicle entrance.
⑬ Multi-Purpose PAVILION with STAGE	- Rentable for Concerts, Birthday Parties, Weddings, Receptions, Group Picnics, Reunions, Meetings, Yoga, Special Events. - Open Air with water, electricity, roll-up blinds for weather protection. - 32' x 36' plus surrounding deck. (Central Park pavilion is 20' x 20') - Elevated 21" to prevent flooding and to make the stage more functional. - Located away from parking makes use more pleasant. - Vehicle accessible. - To be designed by an Architect. - STAGE is both Open Air and Covered. - Inside Seating for small concerts - seats 120 + performers - Lawn Seating for larger concerts. - Sound projects toward mill, not toward residences.
⑭ SEATING PLAZA	- Next to Multi-Purpose Pavilion - they work together. - Great views of river and Marina. - Overlooks lawn activities. - Shaded with palms. - Comfortable seating and game tables. - Direct walkway to Main Entrance and parking.
⑮ Marsh GAZEBO	- Small, intimate, over-marsh picnic & wedding gazebo. - Wedding ceremonies with receptions at Multi-Purpose Pavilion. - Views of Marina boats and river. - Access walk and gazebo oriented away from mill view.
⑯ LAWN	- Seating area for larger concerts. - 14,000 sq. ft. is space for 1,200 people (Sounds On Centre = 10,000 sq. ft. - used by 800 people) - Frisbee, dog running, pickup sports games. etc. - Shrimpfest parking. - Can be used for special events - vendors set up booths on lawn.
⑰ Children's PLAY AREA	- Small play area. - Located away from parking lot. - Landscape Structures' "Global Motion" spinner. ADA accessible.

⑱ RESTROOMS	- Close to Multi-Purpose Pavilion, Play Area, Parking Lot - Similar to Egan's Creek Park, Simmons Rd. Park restrooms. - Includes drinking fountains.
⑲ POLLINATOR GARDEN	- 3 Bs: Birds, Bees, Butterflies.
⑳ TREE GROVE & GROUP PICNIC SPOT	- Set within a grove of Bald Cypress or Slash Pine trees. - 20 foot long Picnic Table for group picnics in wooded, shaded setting. - Location minimally blocks view of river from street. - Similar to St. Simon's popular waterfront park group picnic tables.
㉑ HISTORY TIMELINE	- Information plaques provide FB and island history milestones. - Plaques mounted on top of floodwall for easy reading. - CRA guidelines call for history and culture information like this.
⑨A Alternate: SHRIMP BOAT DISPLAY	- Retired shrimp boat. - Elevated "dock" viewing platform with gangway ADA ramp - Tall hedge provides separation from Petanque courts. - Informational graphics depicting Fernandina shrimping history. - CRA guidelines call for history and culture information like this. - Privately financed. No cost to City. - Volunteers to provide maintenance.
BENCHES TRASH CONTANERS BIKE RACKS STREET LIGHTS WALKWAY LIGHTS TREE UPLIGHTING FESTOON LIGHTING ELECTRIC OUTLETS SIGNAGE WIFI	- Locations to be determined. T&H to provide locations and suggestions for these items on our plans. The final design of electrical and signage details will be by others.

PAYMENT FOR SERVICES

For services rendered, CLIENT shall pay CONSULTANT as outlined in the Letter Agreement for Services.

Payment for services on the basis of "Time & Expense" shall be paid according to the Consulting Services Rate Sheet attached hereto.

Project related costs for printing, reproductions, materials, and travel will be billed as reimbursable expenses.

Projects will be billed monthly or at the completion of the work, whichever comes sooner, with payment due upon receipt. Payment will be considered overdue after forty–five (45) days from date of invoice, with interest charged at a monthly rate of 1.5 percent (18 percent annual rate).

CONSULTANT reserves the right to suspend work hereunder or any other work to be performed by CONSULTANT for CLIENT or any of its affiliates under a separate agreement or agreements with CONSULTANT in the event of delinquent payment by CLIENT to CONSULTANT hereunder or in the event of delinquent payment by CLIENT or its affiliates to CONSULTANT under a separate agreement or agreements. For all purposes hereof, affiliate means (i) in the case of an individual, any relative of any person listed among the following, (ii) any officer, director, trustee, partner, manager, employee or holder of 5 percent or more of any class of the voting securities of or equity interest in CLIENT; (iii) any corporation, partnership, limited liability company, trust, or other entity controlling, controlled by, or under common control with CLIENT; or (iv) any officer, director, trustee, partner, manager, employee, or holder of 5 percent or more of the outstanding voting securities of any corporation, partnership, limited liability company, trust, or other entity controlling, controlled by, or under common control with CLIENT.

In the event legal action is necessary to enforce the payment terms of this Agreement, CONSULTANT will be entitled to collect from CLIENT any judgment or settlement sums due, plus reasonable attorneys' fees, court costs, and other expenses incurred by CONSULTANT for such collection action, and, in addition, the reasonable value of CONSULTANT's time and expenses spent for such collection action, computed according to CONSULTANT's prevailing fee schedule and expense policies.

ASSIGNMENT

Neither party to this Agreement may transfer, sublet, or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by CONSULTANT as a generally accepted business practice, is not considered an assignment for purposes of this Agreement.

CLIENT'S RESPONSIBILITIES

A. Access

CLIENT shall make provisions for CONSULTANT to enter upon public and private lands as required to perform such work as surveys and inspections in development of the Project.

B. CLIENT's Representative

CLIENT shall designate in writing one person to act as CLIENT's Representative with respect to the work to be performed under this Agreement. This Representative will have complete authority to transmit instructions, receive information, and interpret and define CLIENT's policy and decisions, with respect to the product, materials, equipment, elements, and systems pertinent to the work covered by this Agreement.

C. Fees

CLIENT is responsible for payment of fees associated with the project. Such fees include permit review and application fees, impact fees, and capacity fees. CONSULTANT will notify CLIENT regarding the amount of fees and timing of payment.

CONSULTANT'S RESPONSIBILITIES

In providing services under this Agreement, CONSULTANT will perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. No other representation expressed or implied, and no warranty or guarantee is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

OWNERSHIP OF INSTRUMENTS OF SERVICE

All reports, drawings, specifications, computer files, electronic files, BIM models, field data, notes and other documents and instruments prepared by CONSULTANT as instruments of service remain the property of CONSULTANT. CONSULTANT retains all common law, statutory, and other reserved rights, including, without limitation, the copyrights thereto. CONSULTANT will retain these records for a period of two (2) years following their completion during which period paper copies will be made available to CLIENT at reasonable times.

ELECTRONIC FILES

In accepting and utilizing any drawings, reports, and data on any form of electronic media generated and furnished by CONSULTANT, CLIENT agrees that all such electronic files are instruments of service of CONSULTANT, who will be deemed the author, and will retain all common law, statutory law, and other rights, without limitation, including copyrights.

CLIENT agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. CLIENT agrees not to transfer these electronic files to others without the prior written consent of CONSULTANT. CLIENT further agrees to waive all claims against CONSULTANT resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than CONSULTANT.

CLIENT is aware that differences may exist between the electronic files delivered and the printed hard–copy construction documents. In the event of a conflict between the signed construction documents prepared by CONSULTANT and electronic files, the signed or sealed hard–copy construction documents will govern.

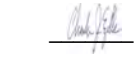
In addition, CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT, its officers, directors, employees, and subconsultants (collectively, CONSULTANT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than CONSULTANT or from any reuse of the electronic files without the prior written consent of CONSULTANT.

Under no circumstances will delivery of electronic files for use by CLIENT be deemed a sale by CONSULTANT, and CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event will CONSULTANT be liable for indirect or consequential damages as a result of CLIENT's use or reuse of the electronic files.

CERTIFICATIONS, GUARANTEES, AND WARRANTIES

CONSULTANT will not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT having to certify, guarantee, or warrant the existence of conditions whose existence CONSULTANT cannot ascertain, or any way might, in the sole judgment of CONSULTANT, increase CONSULTANT's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance. CLIENT also agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to CONSULTANT in any way contingent upon CONSULTANT signing any such certification.


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

ACCESSIBILITY

CLIENT acknowledges that the requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state, and local accessibility laws, rules, codes, ordinances, and regulations will be subject to various and possibly contradictory interpretations. CONSULTANT, therefore, will use reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of the execution of this Agreement and as they apply to the Project. CONSULTANT, however, cannot and does not warrant or guarantee that CLIENT's Project will comply with all interpretations of the accessibility requirements and/or the requirements of other federal, state, and local laws, rules, codes, ordinances, and regulations as they apply to the Project. Any changes in the applicable law or contrary interpretations of existing law subsequent to the issuance of permits that requires CONSULTANT to perform redesign will be considered an additional service.

SUBSTITUTIONS

Upon the written request or direction of CLIENT, CONSULTANT will evaluate and advise CLIENT with respect to proposed or requested changes in materials, products, or equipment. CONSULTANT will be entitled to rely on the accuracy and completeness of the information provided in conjunction with the requested substitution. CONSULTANT will not be responsible for errors, omissions, or inconsistencies in information by others or in any way resulting from incorporating such substitution into the Project. CLIENT will be invoiced for this service on a Time & Expense basis unless both parties mutually agree on a lump sum fee.

OPINIONS OF PROBABLE COSTS

Since CONSULTANT has no control over the cost of labor, materials, or equipment, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, opinions of probable construction costs provided for herein are to be made on the basis of experience and qualifications. These opinions represent CONSULTANT's best judgment as a design professional familiar with the construction industry.

However, CONSULTANT cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable construction costs prepared by CONSULTANT.

BETTERMENT

If, due to CONSULTANT's negligence, a required item or component of the Project is omitted from CONSULTANT's construction documents, CONSULTANT will not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will CONSULTANT be responsible for any cost or expense that provides betterment, upgrades, or enhances the value of the Project.

CHANGED CONDITIONS

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, CONSULTANT may call for renegotiation of appropriate portions of this Agreement. CONSULTANT shall notify CLIENT of the changed conditions necessitating renegotiation, and CONSULTANT and CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement in accordance with the Termination provision hereof.

CODE COMPLIANCE

CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes, and regulations in effect as of the date this agreement was written. Design changes made necessary by newly enacted laws, codes, and regulations after this date will entitle CONSULTANT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

In the event of a conflict between laws, codes, and regulations of various governmental entities having jurisdiction over the Project, CONSULTANT shall notify CLIENT of the nature and impact of such conflict. CLIENT agrees to cooperate and work with CONSULTANT in an effort to resolve this conflict.

VALUE ENGINEERING

(If) CLIENT has elected to engage in value engineering of the Project, CLIENT has established cost as a primary project objective over other programming, performance, and aesthetic objectives and recognizes that in doing so, it has limited the available design and product options. These limitations may impact the overall project cost, schedule, and performance. CLIENT has accepted these risks and impacts in recognition of the importance it has placed on project cost.

DELEGATED DESIGN

Where any design services are provided by persons or entities not under CONSULTANT's direct control, CONSULTANT's role will be limited to its evaluation of the general conformance with the design intent and the interface with CONSULTANT's design and portion of the Project. Except to the extent, it is actually aware of a deficiency, error, or omission in such design by others, CONSULTANT will have no responsibility for such design and may rely upon its adequacy, accuracy, and completeness in all respects.

LIMITS OF LIABILITY

Nothing contained in this Agreement will create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or CONSULTANT. CONSULTANT's services under this Agreement are being performed solely for CLIENT's benefit, and no other party or entity will have any claim against CONSULTANT because of this Agreement or the performance or nonperformance of services hereunder. CLIENT and CONSULTANT agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this Project to carry out the intent of this provision.

To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of CONSULTANT and CONSULTANT's officers, directors, partners, employees, and sub–consultants, and any of them, to CLIENT and anyone claiming by or through CLIENT (including, but not limited to construction contractors & subcontractors), for any and all claims, losses, costs, or damages, including attorneys' fees and costs and expert–witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed $100,000 or CONSULTANT's fee for services rendered, under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. This liability cap may be increased by mutual consent of both parties and in exchange for additional compensation.

It is our understanding CLIENT has elected to exclude Construction Observation and Monitoring from this contract. Based on this understanding, CLIENT assumes all responsibility for interpretation of the documents and for construction observation and supervision activities and waives any claims against CONSULTANT that may in any way connected thereto. In addition, CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT from any loss, claim, or cost including reasonable attorneys' fees resulting from the performance of such services by


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

other persons or entities and all claims arising from clarifications, interpretations, or changes made to the contract documents or work specified therein to reflect field or other changes made except for sole negligence or willful misconduct of CONSULTANT. Any requests for specific construction observation services and agreed to by CONSULTANT will be paid as Additional Services by CLIENT.

TIME BAR TO LEGAL ACTION

All legal actions by either party against the other arising out of or in any way connected with this Agreement or the services to be performed hereunder will be barred and under no circumstances will any such legal action be initiated by either party after five (5) years from the date of Substantial Completion, unless this Agreement is terminated earlier, in which case the date of termination of this Agreement will be the date on which such period commences. Nothing in this Agreement is construed to waive any protections granted under existing laws of the state in which the work is performed.

ACTS OF OTHERS

CONSULTANT will not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractor(s) or the safety precautions and programs incident to the work of contractor(s). CONSULTANT will not be responsible for the failure of contractor(s) to perform the work in accordance with the Contract Documents.

CONSULTANT will not be responsible for the acts or omissions of any contractor, or sub–contractor, or any of the contractor(s)', or sub–contractor(s)' agents, or employees or any other persons (except CONSULTANT's own employees and agents) at the site or otherwise performing any of the contractor(s)' work. However, nothing contained herein will be construed to release CONSULTANT from liability for failure to perform properly the duties undertaken by CONSULTANT in the Contract Documents.

CONSULTANT will not be responsible for the acts, omissions, means, methods, or specifications of other design professionals not directly retained by CONSULTANT. Unless specifically stated otherwise, CONSULTANT's work and responsibility *under this Agreement terminates* at the building pad or within five (5) feet of the building, whichever is greater, for any proposed building shown on the plans. CLIENT/Architect/Contractor is responsible for compliance with codes, regulations, manufacturer specifications, and construction methods related to the building structure. In no circumstance is CONSULTANT responsible for any portion of the building, especially as it relates to moisture or mold.

INDEMNIFICATION

CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CLIENT, its officers, directors, and employees (collectively, CLIENT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by CONSULTANT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom CONSULTANT is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT, its officers, directors, employees, and subconsultants (collectively, CONSULTANT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by CLIENT's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants or anyone for whom CLIENT is legally liable.

Neither CLIENT nor CONSULTANT will be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor CONSULTANT, their respective officers, directors, partners, employees, contractors, or subconsultants will be liable to the other or will make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages includes, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both CLIENT and CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

INSURANCE

Consultant will provide and maintain, until the services are completed and accepted by Client, the following minimum insurance coverage:

(1) Workers' Compensation – As per Statutory requirements.

(2) Employer's Liability – $1,000,000 per occurrence and $2,000,000 in aggregate.

(3) Commercial General Liability – $1,000,000 per occurrence and $2,000,000 in aggregate.

(4) Automobile Liability – $1,000,000 per occurrence and $2,000,000 in aggregate.

(5) Professional Liability – $1,000,000 per claim and $2,000,000 in aggregate.

Any insurance on a "claims made" basis will be maintained for three (3) years after completion of the Services or any period required by this Agreement, whichever is longer. Consultant will include these minimum insurance requirements in its subcontracts.

DISPUTE RESOLUTION

Any dispute or claim arising out of or relating to this Agreement will be determined as follows: CONSULTANT and CLIENT will negotiate in good faith to reach agreement. If negotiations are unsuccessful, CONSULTANT and CLIENT agree the dispute will be settled by mediation. In the event the dispute or any issues remain unresolved after the above steps, the disagreement will be decided by such remedies of law as they are available to the parties. The appointment of a mediator and location will be subject to agreement between CONSULTANT and CLIENT with each party being responsible for their portion of those costs.

JOBSITE SAFETY

Neither the professional activities of CONSULTANT, nor the presence of CONSULTANT or its employees and subconsultants at a project site, imposes any duty on CONSULTANT, nor relieve a general contractor of its obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. CONSULTANT and its personnel have no authority to exercise any control over any contractor or its employees in connection with their work or any health or safety programs or procedures. CLIENT agrees that the general contractor will be solely responsible for jobsite and worker safety and warrants that this intent will be carried out in CLIENT's contract with the general contractor. CLIENT also agrees that the general contractor will indemnify and hold harmless CLIENT, CONSULTANT, and CONSULTANT's subconsultants. CLIENT also agrees that CLIENT, CONSULTANT, and CONSULTANT's subconsultants will be made additional insureds under the general contractor's policies of general liability insurance.


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

DELAYS

CLIENT agrees that CONSULTANT is not responsible for damages arising directly or indirectly from any delays for causes beyond CONSULTANTS's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war, or other emergencies; failure of any government agency to act in timely manner; failure of performance by CLIENT or CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by CONSULTANT to perform its services in an orderly and efficient manner, CONSULTANT will be entitled to a reasonable adjustment in schedule and compensation.

HAZARDOUS MATERIAL

Both parties acknowledge that CONSULTANT's Scope of Services does not include any services related to the presence of any hazardous or toxic materials and/or mold. In the event CONSULTANT or any other person or entity involved in the project, encounters any hazardous or toxic materials and/or mold, or should it become known to CONSULTANT that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of CONSULTANT's services, CONSULTANT may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

CLIMATE CHANGE

In no event will CONSULTANT be responsible or liable for any failure or delay in the performance of its obligations or impact to the project in any way hereunder arising out of or caused by, directly or indirectly, climate change, including but not limited to sea level rise.

APPLICATIONS FOR PERMITS AND CERTIFICATES REQUESTED ON BEHALF OF CLIENT

CLIENT shall indemnify and hold harmless CONSULTANT from and against any and all judgments, losses, damages, and expenses (including attorney's fees and defense costs) arising from or related to claims by third parties to challenge the issuance of permits or certificates for the Project by agencies with jurisdiction over the project. Defense costs include the time and expenses of CONSULTANT's personnel to assist in the defense of the issuance of the permit or certificate.

TERMINATION

In the event of termination of this Agreement by either party, within fifteen (15) calendar days of termination CLIENT shall pay CONSULTANT for all services rendered and all reimbursable costs incurred by CONSULTANT up to the date of termination, in accordance with the payment provisions of this Agreement.

Either party may terminate this Agreement for the convenience and without cause upon giving the other party not less than fifteen (15) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or CONSULTANT's services by CLIENT for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of CONSULTANT, CLIENT shall pay CONSULTANT, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by CONSULTANT in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

SIGNAGE

CLIENT agrees to allow CONSULTANT to place a sign on the project site during construction. The sign will include general information relative to CONSULTANT. CONSULTANT will be responsible for the sign installation and removal.

AMENDMENT

This Agreement can be amended by addenda if agreed to in writing and signed by both parties.


_____ CLIENT'S INITIALS


_____ CONSULTANT'S INITIALS

CONSULTANT'S INITIALS

CLIENT'S INITIALS

THOMAS & HUTTON

2024 CONSULTING SERVICES RATE SHEET

Thomas & Hutton provides services on a time and expense basis as follows:

1. This basis includes allowance for direct salary expenses and for direct non–salary expenses. It also provides for services we may subcontract to others.
2. Direct salary expenses are generally based upon our payroll costs. The payroll costs include the cost of salaries and wages (including sick leave, vacation, and holiday pay) for time directly chargeable to the project; plus, unemployment, excise, payroll taxes, and contributions for social security, employment compensation insurance, retirement benefits, and medical and insurance benefits.

   The current hourly rate charges for each skill position for 2024 are as follows:

Hourly Rate	Engineer	Survey	Landscape	GIS	Quality Control	Business/ Administrative
$ 305.00	Consultant	Consultant	Consultant	Consultant	Consultant	
$ 280.00	Senior Manager	Senior Manager Survey Party (3–Men)	Senior Manager	Senior Manager	Senior Manager	Senior Manager
$ 255.00	Project Manager V Project Engineer V	Survey Manager V Project Surveyor V	Landscape Architect V LA Project Manager V	GIS Manager V		
$ 230.00	Project Manager IV Project Engineer IV	Survey Manager IV Project Surveyor IV	Landscape Architect IV LA Project Manager IV	GIS Manager IV		Senior Application Developer IV, Software/Computer Consultant IV
$ 220.00	Project Manager III Project Engineer III	Survey Manager III Project Surveyor III	Landscape Architect III LA Project Manager III	GIS Manager III		Senior Application Developer III, Software/Computer Consultant III
$ 205.00	Project Manager II Project Engineer II	Survey Manager II Project Surveyor II Survey Party (2–Men)	Landscape Architect II LA Project Manager II	GIS Manager II	Construction Administrator II	Senior Application Developer II, Software/Computer Consultant II
$ 190.00	Project Manager I Project Engineer I	Survey Manager I Project Surveyor I	Landscape Architect I LA Project Manager I	GIS Manager I	Construction Administrator I	Grant Administrator, Senior Application Developer I, Software/Computer Consultant I
$ 175.00	Designer IV Engineering Technician IV	Staff Surveyor V Survey Field Supervisor	Landscape Designer IV	GIS Analyst IV	Field Representative V	Application Developer IV
$ 165.00	Designer III Engineering Technician III	Staff Surveyor IV	Landscape Designer III	GIS Analyst III	Field Representative IV	Application Developer III
$ 150.00	Designer II Engineering Technician II	Staff Surveyor III Survey Party (1–Man)	Landscape Designer II	GIS Analyst II		Permit Coordinator III Application Developer II
$ 135.00	Designer I Engineering Technician I	Staff Surveyor II	Landscape Designer I	GIS Analyst I	Field Representative III	Application Developer I, Permit Coordinator II, Admin IV
$ 120.00	CADD Technician III	Staff Surveyor I Survey Technician III	Landscape Technician III	GIS Technician III	Field Representative II	Permit Coordinator I
$ 110.00	CADD Technician II	Survey Technician II	Landscape Technician II	GIS Technician II		
$ 105.00	CADD Technician I	Survey Technician I	Landscape Technician I	GIS Technician I		Admin III
$ 100.00					Field Representative I	Admin II
$ 95.00						Admin I
$ 465.00	Expert Witness					

3. When warranted, overtime will be charged for any non–salary employees. Overtime hours will be billed at 1.5 times the individual's charge rate.
4. Direct non–salary (reimbursable) expenses, including printing, reproduction, air travel, lodging, and meals are billed at cost. Travel in company or private vehicles will be billed at the IRS Standard Mileage Rate and may be revised based on fuel pricing. Outside consultant fees will be billed at 1.15 times the cost.
5. All rates and charges are effective through December 31st, 2024, including printing, reproductions, materials, and travel and are subject to change at that time. New rates and costs will become immediately effective to contracts in effect at the time of rate changes.

AGREEMENT TO FURNISH PROFESSIONAL SERVICES TO THE

CITY OF FERNANDINA BEACH, FLORIDA

CONTINUING CONTRACT

This AGREEMENT made on the 16th day of November, 2021 between the **City of Fernandina Beach**, a municipal corporation whose address at 204 Ash Street, Fernandina Beach, Florida 32034 ("CITY") and the consultant, **Thomas & Hutton,** whose address is 2501 Newcastle Street, Brunswick, Georgia 32806, ("CONSULTANT").

For the consideration hereinafter set forth, **Thomas & Hutton**, hereinafter referred to as the CONSULTANT, agrees to provide professional services to the City of Fernandina Beach, as follows:

ARTICLE 1 - SCOPE OF SERVICES

The parties hereto agree that under this Agreement, the CONSULTANT will provide professional services of a specified nature as described in Exhibit "A" - Scope of Services, attached hereto and incorporated as if fully set forth herein, when and if the City of Fernandina Beach requests the CONSULTANT to provide such services.

ARTICLE 2 - TERM OF AGREEMENT (CONTINUING CONTRACT)

The CITY enters into this AGREEMENT in accordance with all the procedures of the Consultants' Competitive Negotiation Act, Sec. 287.055, Fla. Stats. ("CCNA"). The CITY issued Request for Qualifications 21-01 on June 25, 2021. The CITY qualified the CONSULTANT using an evaluation committee process. The CONSULTANT understands and agrees that this AGREEMENT is defined as a "continuing contract" undr the CCNA and is non-exclusive. A "continuing contract" under CCNA is for professional services provided to the CITY for projects in which the estimated construction cost of each individual project under the contract does not exceed $4 Million or for study activity if the fee for professional services for each individual study under the contract does not exceed $300,000. This AGREEMENT provides a termination clause in subsection 4(M) below.

A. Fees

As consideration for providing the services enumerated in Article I, the City of Fernandina Beach shall pay the CONSULTANT fees as defined in the purchase or task order. The CONSULTANT's fees shall be based on one of the following as requested by the City of Fernandina Beach and as determined in each purchase or task order:

1. Lump Sum Method - Wherein the City of Fernandina Beach shall pay the CONSULTANT an agreed upon lump sum amount, which includes all of the CONSULTANT's Direct Salary, Overhead Costs, Direct Expenses, Sub-contractors, and Profit.

2. Standard Hourly Rate Method (Time and Material Not to Exceed) - Wherein the City of Fernandina Beach shall pay the CONSULTANT the agreed upon hourly rates for time actually engaged on the work covered by this agreement.

3. Other methods of payment as agreed to by both parties and as described in the purchase or task order.

B. Direct Project Expenses

Charges for printing, reproduction, field equipment, and any laboratory analysis performed by the CONSULTANT, and the use of the CONSULTANT's and employee's automobiles will be charged in accordance with the CONSULTANT's standard rates as determined in each purchase or task order.

C. Status Report

The CONSULTANT shall complete and submit a technical summary and budgetary status report with each invoice (format to be provided by City). In no case shall the CONSULTANT bill the City of Fernandina Beach for more than one hundred (100) percent of the previously agreed upon purchase order or task order fee, unless authorized by the City of Fernandina Beach in writing.

D. Standard Hourly-Rate--Definition

The CONSULTANT's standard hourly and overtime rates shall be provided to the City of Fernandina Beach if required for future purchase or task orders. The CONSULTANT's hourly rates will be negotiated for each individual task order, and will be applicable through the duration of the task or purchase order.

ARTICLE 3 - TERMS OF PAYMENT

A. Monthly Invoices

The CONSULTANT shall submit invoices once each month to the City of Fernandina Beach for the services performed and the expenses and other charges accounted for under this agreement during the preceding month. Separate invoices shall be submitted for each task order or purchase order. Payment as prescribed in Article 2 for services rendered by the CONSULTANT during the previous billing period shall be processed in accordance with the Florida Prompt Payment Act, Section 218.70, Florida Statutes.

B. Payment of Expenses

Payments on account of expenses shall be made monthly upon presentation of the statement of expenses incurred. Documentation supporting the reimbursable expenses must be attached to the statement. The documentation may include, but is not limited to, copies of invoices and log sheets. The City Manager or his designee shall make a final determination as to whether documentation is sufficient to process invoices for payment.

C. Sales Tax

The CONSULTANT shall pay all applicable sales taxes; or the City of Fernandina Beach shall provide to the CONSULTANT the tax exemption information, where appropriate.

ARTICLE 4 - TERMS OF PERFORMANCE

It is further mutually agreed by the parties hereto that:

A. Starting Work

The CONSULTANT will not begin work on any of the services listed in Article I and Exhibit "A" until issuance of a Notice to Proceed by the City.

B. Information Provided by Owner

The City of Fernandina Beach shall make available to the CONSULTANT all technical data in the City of Fernandina Beach's possession, including previous plans, studies, analytical data, maps, surveys, borings, and

other information required by the CONSULTANT. The City shall not be liable for the accuracy of information supplied to the CONSULTANT.

C. Cost Estimating

The estimates of project or construction cost for any task(s) provided for herein are to be prepared by the CONSULTANT through exercise of their experience and judgment in applying presently available cost data, but it is recognized that the CONSULTANT has no control over the cost of labor and materials or over competitive bidding procedures and market conditions, so that the CONSULTANT cannot warrant that the project or construction costs will not vary from the CONSULTANT's cost estimates.

D. Suspension of Work

If any services covered by this agreement to be carried out by the CONSULTANT shall be suspended, abated, or abandoned at the direction of the City of Fernandina Beach for reasons unrelated to the quality of work provided by the CONSULTANT, the City of Fernandina Beach shall pay the CONSULTANT for services actually rendered for such suspended, abated, or abandoned work, and any reasonable additional documented costs incurred in an orderly closing of its activities, with the payment to be based on the fees as established in this agreement.

E. Adjustment for Extended Services

Unless otherwise provided in a task order or purchase order issued under this agreement, if the services covered under this agreement have not been completed upon the expiration of a twelve (12) month period from the date of execution of any purchase order or task order, the CONSULTANT may, upon, written notice, request a renegotiation for the fee compensation for services rendered to allow for changes in the cost of service.

F. Services in Connection with Claims and Litigation

The scope and extent of services to be provided under a purchase order or task order does not include personnel time of the CONSULTANT or time of personnel working under subagreements and related expenses required or requested to support, document, bring, defend, or assist in litigation and/or claims undertaken by or defended by the City of Fernandina Beach. All such services required or requested of the CONSULTANT shall be considered additional services entitling the CONSULTANT to additional compensation under this agreement. The amount of such additional compensation shall be set forth in a separate task order as reviewed and approved by the City. The CONSULTANT shall be entitled to such additional compensation until and unless there is a finding by a court of competent jurisdiction that the CONSULTANT is liable for damages to the City of Fernandina Beach for the acts giving rise to and requiring the requested services and expenses.

G. Ownership of Documents

If applicable, the drawings, specifications, reports, calculations, supporting documents, or other work products which are listed as deliverables in a purchase order or task order shall become the property of the City of Fernandina Beach upon delivery. The CONSULTANT may keep copies or samples thereof and shall have the right to use such drawings, specifications, calculations, supporting documents, or other documents. The City of Fernandina Beach Accepts sole responsibility for the City's reuse of any such documents in a manner other than as initially intended, or for any use of incomplete documents unless prior written approval is obtained from the CONSULTANT.

H. Account Records

The CONSULTANT's accounting records, insofar as they pertain to invoicing the City of Fernandina Beach or to disbursements made from the CONSULTANT's account for work under this agreement, shall be open to City of Fernandina Beach's inspection and audit at the CONSULTANT's office upon reasonable prior notice and during normal business hours. Backup documentation for out-of-pocket expenses exceeding Twenty-Five and

00/100 Dollars ($25.00) each shall be available at the CONSULTANT's office. These records will be retained by the CONSULTANT for three (3) years after the calendar year in which the services to which they pertain were rendered or the disbursements were made.

I. Force Majeure

Neither party hereto shall be liable for its failure to perform hereunder due to any circumstances beyond its reasonable control, such as acts of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. The CONSULTANT or City of Fernandina Beach may suspend its performance on any assignment because of a force majeure without being in default of this agreement, but upon the removal of such force majeure, the CONSULTANT or City of Fernandina Beach shall resume its performance as soon as is reasonably possible.

J. Approval of Changes

The City of Fernandina Beach must approve in writing any changes in the scope, specifications, or other conditions under which the services specified or referred to herein are to be performed which result in additional costs or expenses to the City of Fernandina Beach or which would change the purpose of the purchase or task order. Changes include, but are not limited to: issuing additional instructions, requesting additional work, direct omission of work previously ordered, or changes in time of performance.

K. Authorized Representative

Before starting work the CONSULTANT shall designate an authorized representative acceptable to the City of Fernandina Beach to represent and act for the CONSULTANT and shall inform the City of Fernandina Beach in writing of the name and address of such representative together with a clear definition of the scope of their authority. The CONSULTANT shall keep the City of Fernandina Beach informed of any subsequent changes in the foregoing. All notices, determinations, instructions, and other communications given to the authorized representative by the City of Fernandina Beach shall be binding upon the CONSULTANT and City of Fernandina Beach. The authorized representative of the City of Fernandina Beach shall be the City Manager or his designee.

L. Construction Phase Services (if applicable)

Visits to construction sites and observations made by the CONSULTANT as part of construction phase services authorized by purchase order or task order, if any, shall not relieve the construction contractor(s) of obligation to conduct comprehensive inspections of the work sufficient to insure conformance with the intent of the contract documents, and shall not relieve the construction contractor(s) of full responsibility for all construction means, methods, techniques, sequences, and procedures necessary for coordinating and completing all portions of the work under the construction contract(s) and for all safety precautions incidental thereto. Safety precautions administered by the CONSULTANT shall meet or exceed those policies enacted by the City.

If on-site Resident Project Representative (RPR) services are provided by the CONSULTANT pursuant to a purchase order or task order issued hereunder, such RPR shall endeavor to make reasonable efforts to guard the City of Fernandina Beach against defects and deficiencies in the work of the contractor(s) and to help determine if the provisions of the contract documents prepared by the CONSULTANT are being fulfilled. The obligations of the RPR shall be set forth in the purchase order or task order which authorizes RPR services. Construction phase services by the CONSULTANT will not, however, cause the CONSULTANT to be responsible for those duties and responsibilities which belong to the construction contractor(s) and which include, but are not limited to, the obligations set forth above. This paragraph does not, however, release the CONSULTANT from any liability which might be attributable to negligent acts, errors, or omissions, including but not limited to design, construction phase services, or other work efforts as defined in the Scope of Services. The City of Fernandina Beach reserves the right to request replacement of any RPR personnel furnished by the CONSULTANT.

M. Termination

The City of Fernandina Beach or the CONSULTANT may terminate, suspend, or delay this agreement for any reason by giving at least thirty (30) days written notice to the other party of their intent to terminate, suspend, or delay. In the event the agreement is terminated, suspended or delayed by the City of Fernandina Beach for reasons unrelated to the quality of work provided by the CONSULTANT, the City of Fernandina Beach shall forthwith pay the CONSULTANT in full for all work previously authorized and actually performed prior to the Notice of Termination, Suspension or Delay. This payment shall be the sole financial obligation or responsibility of the City of Fernandina Beach for compensation hereunder in the event of termination, suspension or delay in accordance with the provisions of this paragraph. This agreement shall continue in effect until a Notice of Termination, Suspension or Delay is given by either party as set forth above. Upon termination, suspension or delay, at the City of Fernandina Beach's request, the CONSULTANT shall turn over to the City of Fernandina Beach all work products and deliverables completed or partially completed up to the date of termination, suspension or delay, including but not limited to, subcontractor work products, reports, surveys, drawings, model results, and specifications. The City of Fernandina Beach shall have full rights to use all such work products and deliverables for any project, and in any manner, in the sole discretion of the City. The City of Fernandina Beach accepts sole responsibility for the use of the above-referenced work products and deliverables unless prior written approval is obtained from the CONSULTANT.

ARTICLE 5 - ADDITIONAL COSTS

The parties agree that any additional costs for work or services to be provided under a purchase or task order issued pursuant to this agreement, or pursuant to any other method or manner utilized by the parties for determining the cost of services or work to be provided by the CONSULTANT, must be approved in writing by the City of Fernandina Beach. If such additional costs are not authorized by the City of Fernandina Beach in writing, no payment for such additional costs shall be made.

SubCONSULTANTs

Charges for the services of outside CONSULTANTs and specialists (hereinafter called SUBCONSULTANTS) are as follows:

1. Labor Services - The labor services of approved SubCONSULTANTs, whose expertise is required within the scope of the CONSULTANT's work, will be invoiced in accordance with the executed task or purchase order.

2. Out of Scope Expertise - The services of approved SubCONSULTANTs, including but not limited to construction managers, engineers and architects, whose expertise is outside the scope of the CONSULTANT's work and/or who are retained by the CONSULTANT as a convenience to the City of Fernandina Beach, will be charged at the cost of such services to the CONSULTANT plus an administrative handling fee, as negotiated with, and agreed to, by the City of Fernandina Beach.

3. Approval - The use of any SubCONSULTANT, professional service or specialist referenced in Paragraphs 1 and 2 above must be approved by the City of Fernandina Beach in writing before such SubCONSULTANTs or specialists may be retained by the CONSULTANT.

ARTICLE 6 - CITY OF FERNANDINA BEACH'S RESPONSIBILITIES

A. Criteria

Provide all criteria and full information concerning the City of Fernandina Beach's requirements of the purchase order or task order, including objectives and constraints, performance requirements, and any budgetary limitations; and furnish copies of all design and construction standards which the City of Fernandina Beach will require to be included in the drawings and specifications.

B. Available Information

Assist the CONSULTANT by placing at their disposal all pertinent available information including previous reports and data relevant to the CONSULTANT's services.

C. Service of Others

Furnish to the CONSULTANT, as required for performance of the CONSULTANT's services, those services identified as City responsibilities in the Scope of Services.

D. Examine Work of the CONSULTANT

Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by the CONSULTANT, obtain advice of an attorney, insurance counselor, and other CONSULTANTs as City of Fernandina Beach deems appropriate for such examination, and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of the CONSULTANT.

E. Approvals and Permits

Unless otherwise provided in a purchase or task order, furnish approvals and permits from all governmental authorities having jurisdiction over the project(s) and such approvals and consents from others as may be necessary for completion of the project(s).

F. Costs

Bear all costs incidental to compliance with the requirements of this Article.

ARTICLE 7 INSURANCE AND INDEMNIFICATION

A. Indemnification

The parties recognize that the CONSULTANT is an independent contractor. The CONSULTANT agrees to indemnify and hold harmless the City, its commissioners, mayor, officers and employees, from and against liability and reasonable expense, including reasonable attorney's fees, in connection with claims, demands, damages, actions, causes of action, and suits, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT, its agents, officers, contractors, subcontractors, employees, or anyone else employed by the CONSULTANT in the performance of this Agreement. This includes claims made by the employees of the CONSULTANT against the City and the CONSULTANT hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.08, Florida Statutes, as amended. CONSULTANT expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.08, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

B. CONSULTANT's Status as an Independent Contractor

That status of the CONSULTANT under this agreement is that of an independent contractor. Nothing in this agreement shall create or be construed as creating a partnership between the City of Fernandina Beach and the CONSULTANT, nor shall the CONSULTANT be an agent of the City of Fernandina Beach.

C. Waiver of Subrogation

The City of Fernandina Beach and the CONSULTANT waive all rights against each other for damages caused by perils covered by insurance provided under this agreement to the extent covered by such insurance, except such rights as they may have to the proceeds of such insurance held by the City of Fernandina Beach and the CONSULTANT as trustees. The CONSULTANT shall require similar waivers from all subCONSULTANTs and their subcontractors and suppliers.

The City of Fernandina Beach and the CONSULTANT waive all rights against each other for loss or damage to any equipment used in connection with performance under this agreement and covered by any property insurance. The CONSULTANT shall require similar waivers from all subCONSULTANTs and their subcontractors and suppliers.

If the insurance policies referred to in this article require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owner of such policies will cause them to be so endorsed; failure to obtain endorsement nullifies the waiver of subrogation.

D. CONSULTANT's Insurance

The CONSULTANT shall not commence any work in connection with this agreement until he has obtained all of the following types of insurance and such insurance has been approved by the City of Fernandina Beach, and has named the City of Fernandina Beach as an additional insured, except for Worker's Compensation Coverage and Professional Liability, nor shall the CONSULTANT allow any SubCONSULTANT to commence work under this agreement until all similar insurance required of the SubCONSULTANT has been so obtained.

Such insurer shall have a currently valid Certificate of Authority issued by the State of Florida, Department of Insurance authorizing it to write insurance policies in the State of Florida and be doing business in the State of Florida. Insurers shall have at least a Policy Holders Rating of A-, and Financial Rating of Class IV as identified in the latest issue of "Bests Key Rating Guide" unless otherwise accepted by the City of Fernandina Beach in writing.

The CONSULTANT's insurance, and the insurance of any other party bound to the CONSULTANT shall be considered primary for the additional insureds stated above. The City of Fernandina Beach's insurance, if any, shall be considered excess, as may be applicable to claims which arise out of indemnifications, insurance, certificates of insurance and any additional insurance provisions of this agreement.

E. Loss Deductible

The City of Fernandina Beach shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of the CONSULTANT.

F. SubCONSULTANT's Insurance

The CONSULTANT shall require each of his SubCONSULTANTs to procure and maintain, during the life of the subcontract, insurance of the types specified in this Article or insure the activities of his subCONSULTANTs in his policy as required in this Article.

G. Certificate of Insurance

The City of Fernandina Beach shall be furnished proof of insurance coverage as follows:

- The name of the insured, the name of the insurer, the number of the policy, its effective date, and its termination date;

- Statement that the insurer will endeavor to mail notice to the City of Fernandina Beach and will mail a copy to the CONSULTANT at least thirty (30) days prior to any cancellation, or non-renewal of the policy, a 10-day notice applies in the event of cancellation due to non-payment of premium;
- Certificate of Insurance shall be in the form as approved by the City of Fernandina Beach and such Certificate shall clearly state all the coverage required in this Article;
- If requested by the City of Fernandina Beach, the CONSULTANT and all subcontractors/subCONSULTANTs shall furnish complete copies of all insurance policies, forms and endorsements; and
- Receipt of certificates or other documentation of insurance or policies or copies of policies by the City of Fernandina Beach or by any of its representatives which indicate less coverage than required by this agreement does not constitute a waiver of the CONSULTANT's obligations to fulfill the requirements of this Article.

H. Workers' Compensation Insurance

The CONSULTANT shall have in full force, during the life of this agreement, Workers' Compensation and Employer's Liability Insurance for all their employees connected with work under this agreement, and in the event any work is subcontracted, the CONSULTANT shall require the SubCONSULTANT similarly to provide Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT. The CONSULTANT may provide a workers' compensation waiver in lieu of workers' compensation insurance where such waiver is properly approved by the Florida Department of Labor and Employment Security and accepted by the City of Fernandina Beach in writing. Such insurance or waiver shall comply with the Florida Workers' Compensation Law. In case any class of work conducted under this agreement is not protected under the Workers' Compensation statute, the CONSULTANT shall provide adequate insurance, satisfactory to the City of Fernandina Beach, for the protection of employees not otherwise protected.

I. Liability Insurance

The CONSULTANT shall have in full force, during the life of this agreement, Commercial General Liability and Commercial Automobile Liability Insurance and the amount of such insurance shall be minimum limits as follows:

- Commercial General Liability:
  – Minimum Coverage is $1,000,000 per occurrence
  – Coverage shall include premises, operations, products, completed operations, independent contractors, Insured Contracts coverage, broad form property damage coverage, personal injury and bodily injury.
  – If Umbrella or Excess liability coverage is used to satisfy the requirements of this Article, it shall not be more restrictive than the underlying insurance policy coverage.
- Commercial Automobile Liability:
  – Minimum Coverage is $1,000,000 per occurrence
  – Coverage shall include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

J. Professional Liability Insurance

During the term of this agreement and if specifically requested by City, the CONSULTANT will carry Errors and Omission insurance which will cover liability for negligent acts, errors or omissions, caused by the CONSULTANT. The amount of insurance shall not be less than $1,000,000 per occurrence and aggregate. The City of Fernandina Beach may require a higher limit as mutually agreed with the CONSULTANT for specific task orders.

ARTICLE 8 - SUCCESSORS AND ASSIGNS

The City of Fernandina Beach and CONSULTANT each binds themselves and their partners, successors, executors, administrators, and assigns to the other party of this agreement and to the partners, successors, executors, administrators, and assignees of such other party in respect to all covenants of this agreement. Neither the City of Fernandina Beach nor the CONSULTANT shall assign, sublet, or transfer any interest in this agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any elected official, officer, employee or agent of the City of Fernandina Beach, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City of Fernandina Beach and CONSULTANT.

ARTICLE 9 - REMEDIES

A. Claims, Counter-Claims, Disputes, Etc.

All claims, counter-claims, disputes, and other matters in questions between the CONSULTANT and the City of Fernandina Beach will be first reviewed by authorized representatives of both parties for a recommended solution. If no solution or resolution is forthcoming, such disputes will be decided by a court of competent jurisdiction convened in the State of Florida.

B. Governing Laws

This agreement shall be governed by the laws of the State of Florida

C: Venue

This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Florida. Each of the parties hereto (a) irrevocably submits itself to the exclusive jurisdiction of the Fourth Judicial Circuit Court, in and for Nassau County, Florida, and the jurisdiction of the United States District Court for the Middle District of Florida, Jacksonville Division, for the purposes of any suit, action or other proceeding arising out of, or relating to, this Agreement; (b) waives and agrees not to assert against any party hereto, by way of motion, as a defense or otherwise in any suit, action or other proceeding, (i) any claim that it is not personally subject to the jurisdiction of the above-named courts for any reason whatsoever, and (ii) to the extent permitted by applicable law, any claim that such suit, action or proceeding by any party hereto is brought in an inconvenient forum, or that the venue of such suit, action or proceeding is improper or that this Agreement or the subject matter hereof may not be enforced in or by such courts.

D. Attorney's Fees and Costs

In the event of any action brought by either party against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs, and expenses, including attorney's fees, as may be set by the Court.

ARTICLE 10 - NONEXCLUSIVE AGREEMENT

This Agreement is not intended to be and shall not be construed as an exclusive contract, and the City of Fernandina Beach may employ additional or other professional consulting firms to perform work contemplated by this agreement without liability to the City of Fernandina Beach.

ARTICLE 11 - CLOSING

A. Validity, Severability and Reformation

The validity, interpretation, construction, and effect of this agreement shall be in accordance with and be governed by the laws of the State of Florida. Any provision or part of this agreement held to be void or

unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

B. Headings

The headings of the sections of this agreement and capitalizations are for the purpose of convenience only and shall not be deemed to expand or limit the provisions contained in such sections.

C. Entire Agreement

This agreement, including the exhibits hereto, constitutes the entire agreement between the parties hereto and supersedes any prior negotiations, representations, agreements, and understandings, either written or oral.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the day and date first above written:

CITY OF FERNANDINA BEACH, FLORIDA,
a municipal corporation

Dale L. Martin, City Manager

Approved as to Form and Legality:

Tammi Bach, City Attorney

Caroline Best

Caroline Best, City Clerk

THOMAS & HUTTON
CONSULTANT

By: Bonny K. Jones, Jr.

Title: Chief Operating Officer

WITNESS:

Name: LAMAR MEEKS

Sign: GROUP LEADER

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-96
Agreement Addendum — Greenscape Enterprises, Inc., d/b/a Boro Building and Property Maintenance

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-96.

SYNOPSIS: The City Commission, at their September 6, 2025, regular meeting, adopted Resolution 2025-171 awarding Request for Proposal ("RFP") 25-08 for beach, parks, and downtown restroom facilities cleaning to Greenscape Enterprises, Inc., d/b/a Boro Building and Property Maintenance ("Boro") in Fiscal Year 2025/2026, which expires September 30, 2026.

To ensure continuity of services, staff recommends approval of Boro Agreement Addendum No. 1 to provide for two (2) one-year renewal options, the first renewal option being effective October 1, 2026, through September 30, 2027, with the option to renew once more in Fiscal Year 2027/2028, attached hereto as Exhibit A.

FISCAL IMPACT: Funds are budgeted in the Parks and Recreation Department - Parks Division Contractual account, 0017210 53400 and the Downtown Contractual account, 0015200 53400 in Fiscal Year 2026/2027.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-96.

Scott Mikelson, Parks and Recreation Director	07/20/2026
Kimberly Elliott-Briley, Deputy City Clerk	07/29/2026
Alisha Brown, Budget Analyst	07/30/2026
Teresa Prince, City Attorney	08/05/2026
Jeremiah Glisson, Deputy City Manager	08/05/2026
Sarah Campbell, City Manager	08/05/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/05/2026

Date: July 17, 2026

Submitted By: Kaitlyn Rivera, Parks and Recreation Deputy Director

COMMISSION ACTION: Adopt

RESOLUTION 2026-96

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING GREENSCAPE ENTERPRISES, INC. D/B/A BORO BUILDING AND PROPERTY MAINTENANCE AGREEMENT ADDENDUM NO. 1 TO PROVIDE TWO (2) ONE-YEAR RENEWAL OPTIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach owns and maintains beaches, parks and public restroom facilities; and

WHEREAS, the City Commission, at their September 16, 2025, regular meeting, adopted Resolution 2025-171 awarding Request for Proposal 25-08 for beach, parks, and downtown restroom facilities cleaning to Greenscape Enterprises, Inc., d/b/a Boro Building and Property Maintenance ("Boro"), in an amount not to exceed $120,000.00, effective October 1, 2025, through September 30, 2026; and

WHEREAS, the City continues to have a need for Boro services. Based on mutual consent, the City and Boro request approval of Agreement Addendum No. 1 to provide for two (2) one-year renewal options, the first renewal option being effective October 1, 2026, through September 30, 2027, with the option to renew once more in Fiscal Year 2027/2028, attached hereto as Exhibit A; and

WHEREAS, funds are budgeted in the Parks and Recreation Department - Parks Division Contractual account, 0017210 53400 and the Downtown Contractual account, 0015200 53400, in Fiscal Year 2026/2027.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves Greenscape Enterprises, Inc., d/b/a Boro Building and Property Maintenance Agreement Addendum No. 1 to provide two (2) one-year renewal options, effective October 1, 2026, through September 30, 2027, with the option to renew once more in Fiscal Year 2027/2028, attached hereto as Exhibit A.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute the Agreement Addendum No. 1, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall become effective immediately upon passage.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

ADDENDUM NO. 1
TO AGREEMENT TO FURNISH SERVICES TO THE CITY OF FERNANDINA

THIS ADDENDUM, made and entered into this _____ day of August, 2026, by and between the CITY OF FERNANDINA BEACH, FLORIDA, a municipal corporation (hereinafter referred to as "City,") and GREENSCAPE ENTERPRISES, INC., a Florida corporation d/b/a BORO BUILDING AND PROPERTY MAINTENANCE, duly registered in the State of Florida, (hereinafter referred to as "Vendor").

W I T N E S S E T H:

WHEREAS, on or about September 15, 2025, City entered into an Agreement to Furnish Services (hereinafter referred to as "Agreement") with Vendor to furnish cleaning services for the City owned and maintained public outdoor restrooms within the City limits; and

WHEREAS, Vendor submitted a bid for Parks and Recreation Restroom Facilities Cleaning to the City for the period of one year; and

WHEREAS, the award of RFP 25-08 and contract for services was approved by the City Commission on September 16, 2025, via Resolution Number 2021-171, for an amount not to exceed $120,000.00, beginning October 1, 2025 through September 30, 2026 to align with the City's fiscal year; and

WHEREAS, the City continues to have a need for the services provided under this Agreement; and

WHEREAS, Section 2. Term, provided for the length of the Agreement to be one year, however, neglected to state "with two (2) one-year renewals possible based on the mutual consent of the parties"; and

WHEREAS, the parties desire to amend Section 2., Term, of the existing Agreement, to provide for the two (2) one year renewals based on the mutual consent of the parties.

NOW THEREFORE, based on mutual consideration, the sufficiency of which is herein agreed to between the parties, the parties hereby agree to amend the Agreement to Furnish Services to the City as follows:

1. Section 2., Term. The Agreement commenced on October 1, 2025 for a one year period and is hereby amended to add two (2) one-year renewals based on the mutual consent of the parties under the same terms and conditions.

2. All other terms and conditions of the Agreement not amended herein by Addendum No. 1, shall remain in full force and effect.

[signatures on proceeding page]

IN WITNESS WHEREOF, this Addendum No. 1 shall be effective on the date as first above written.

VENDOR:

GREENSCAPE ENTERPRISES, INC.,
a Florida corporation d/b/a
BORO BUILDING AND PROPERTY
AND MAINTENANCE

By: B [signature] Date: 7-30-26
Ben Varney, CEO

CITY:

CITY OF FERNANDINA BEACH, FLORIDA,
a municipal corporation

By:_____
Sarah Campbell, City Manager

ATTEST:

By:_____ Date:_____
Caroline Best, City Clerk

APPROVED AS TO FORM AND LEGALITY:

By: Teresa A. Prince
Teresa Prince, City Attorney

RESOLUTION 2025-171

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING REQUEST FOR PROPOSAL 25-08 FOR BEACH, PARKS, AND DOWNTOWN RESTROOM FACILITIES CLEANING TO BORO BUILDING AND PROPERTY MAINTENANCE IN FISCAL YEAR 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERROS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach owns and maintains public outdoor restrooms within the City limits; and

WHEREAS, due to robust park use, increased special event activities, and increased tourism, City staff is no longer able to keep pace with maintaining public outdoor restrooms in acceptable sanitary conditions; and

WHEREAS, staff issued Request for Proposal ("RFP") 25-08 for Beach, Parks, and Downtown Restroom Facilities Cleaning which received five submittals. Staff evaluated the submittals and selected Boro Building and Property Maintenance as the most responsive bidder; and

WHEREAS, funds are budgeted in the Parks and Recreation Department - Parks Division Contractual account, 0017210 53400 and in the Downtown Contractual account, 00015200 53400 in Fiscal Year 2025/2026; and

WHEREAS, if approved, Boro Building and Property Maintenance will begin providing public outdoor restroom cleaning services October 1, 2025.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby awards RFP 25-08 for Beach, Parks, and Downtown Restroom Facilities Cleaning to Boro Building and Property Maintenance, in an amount not to exceed $120,000.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute all documentation related to the award of RFP 25-08, upon review and approval of the City Attorney. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 16th day of September 2025.

CITY OF FERNANDINA BEACH

JAMES ANTUN
Commissioner – Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Teresa L. Prince

TERESA L. PRINCE, ESQ.
City Attorney

AGREEMENT TO FURNISH SERVICES TO THE

CITY OF FERNANDINA BEACH, FLORIDA

This AGREEMENT made on the 15th day of September, 2025 between the **City of Fernandina Beach**, a municipal corporation whose address at 204 Ash Street, Fernandina Beach, Florida 32034 ("CITY") and the vendor, Boro Building & Property Maintenance whose address is 6321 Porter Road Suite 5, Sarasota, FL 34240, ("VENDOR").

For the consideration hereinafter set forth, Boro Building & Property Maintenance, hereinafter referred to as the VENDOR, agrees to provide professional services to the City of Fernandina Beach, as follows:

1. **SCOPE OF SERVICES** - The parties hereto agree that under this Agreement, the vendor will provide professional services of a specified nature as described in Exhibit "A" - Scope of Services, attached hereto and incorporated as if fully set forth herein, when and if the CITY requests the VENDOR to provide such services.

2. **TERM OF AGREEMENT** - This Agreement will commence on October 1, 2025, and be for a period of 1-Year.

3. **ENTIRE AGREEMENT** - The terms, specifications and drawings included in this Agreement when duly executed constitute the entire agreement between the parties, unless otherwise stated on the face of the order. Acceptance of this Agreement will be unqualified, unconditional, and subject to and expressly limited by the Terms and Conditions hereon. CITY and the VENDOR will not be bound by additional provisions or provisions at variance herewith that may appear in the VENDOR's quotation, acknowledgment in force, or any other communication from VENDOR to CITY unless such provision is expressly agreed to and confirmed in writing. No modification or waiver of terms of the agreement is binding unless in writing, signed by the City Manager and confirmed by a representative of the VENDOR. This agreement will be interpreted in accordance with the laws of the State of Florida.

4. **DELIVERIES/INPECTIONS** - In the event of failure to deliver material of the quality or within the time specified, CITY may cancel the order and buy elsewhere. Failure of CITY to exercise this option with respect to any installment will not be deemed a waiver with respect to future installments, if any. Materials will be received subject to CITY's right to inspect and test all materials at destination before acceptance. VENDOR must pay transportation costs and the cost of inspecting and testing of materials which are rejected by City.

5. **CONTINGENCIES** - Neither party will be liable for delays or defaults due to acts of God, government authority or public enemy, war, fires, floods, epidemics, strikes, labor troubles, freight embargoes or contingencies reasonably beyond its control The party so affected, upon prompt written notice to the other party, will be excused from making or taking deliveries or goods and/or services hereunder to the extent of such prevention or restriction. At City's option, deliveries so omitted will be made on notice thereof to the VENDOR, upon cessation of such contingency, even though such might have been operative at the date of this order.

6. **GOVERNMENT REGULATIONS** - VENDOR warrants that all applicable laws and regulations of government authority, covering the production, sale and delivery of the materials and performance of services specified herein, have been complied with and will indemnify and save CITY harmless from and against any liability or loss resulting from VENDOR's failure to do so.

7. **WARRANTIES** - In addition to all warranties, established by statute or common law, or set forth elsewhere in this order, VENDOR expressly warrants that all material or services conform to all specifications, drawings, samples, and descriptions furnished or adopted by CITY and will be of best quality and fit and sufficient for the purpose for which purchased. If specified hereon, merchantable, of good material and workmanship and free from all patent and latent defects. CITY's failure to give notice to VENDOR of any breach or warranty does not discharge VENDOR of any breach of warranty and will not discharge Vendor's liability therefor. Without limiting the generality of any of the foregoing, VENDOR agrees to be responsible for all defects in design, workmanship and materials which may become apparent within twelve months of receipt by CITY.

8. **INSTALLATION** - If the scope of services requires the services of experts or employees on CITY's premises, such experts or employees are not deemed to be the agents or employees of CITY. Such parties are subject to CITY's safety rules and fire regulations. VENDOR assumes full responsibility for their acts and omissions and agrees to save CITY harmless from any claims arising therefrom and to accept exclusive liability for payroll and other taxes imposed upon the employer by law. VENDOR will undertake to keep the materials and premises involved free from any lien whatsoever for materials and labor incident to the performance of personality for a lump sum amount. VENDOR agrees to furnish an analysis thereof as CITY may reasonably require for accounting purposes. VENDOR will be solely responsible for materials furnished by CITY on other than a charge basis in connection with this agreement.

9. **NON-DISCLOSURE** - Without prior written consent of the CITY in each instance, VENDOR may not reveal to a third

party the details, characteristics or any information on materials made to the special order of CITY or use reproductions thereof in any promotional media or reveal that CITY is purchasing the materials ordered hereunder.

10. **OCCUPATION SAFETY AND HEALTH ACT** - VENDOR certifies that all material, equipment, etc. supplied under terms of this Agreement meets all O.S.H.A. requirements. VENDOR further certifies that, if the material, equipment, etc. delivered is subsequently found to be deficient in accordance with any O.S.H.A. requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with the O.S.H.A. requirements will be borne by the VENDOR.

11. **PERMITS** - VENDOR is responsible for obtaining any permits necessary to complete the work covered by this order, at its own expense, prior to starting any work under this order.

12. **INDEMNIFICATION** -The parties recognize that VENDOR is an independent contractor. VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its Commissioners, Mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of VENDOR, its officers, employees, subcontractors, agents, and representatives. VENDOR's liability hereunder includes all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of VENDOR against the CITY and VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision are not limited by the amount of any insurance required to be obtained or maintained by VENDOR. In addition, VENDOR agrees to assume liability for and indemnify, hold harmless and defend the CITY, its Mayor, Commissioners, officers, employees, attorneys, agents and representatives of, from, and against all liability and expense, including reasonable attorneys' fees, in connection with any and all claims, including claims for injunctive or equitable relief, and damages whatsoever for personal injuries or property damage, including loss of use, arising out of VENDOR's violation or alleged violation of any third party's trade secrets, proprietary information, trademark, copyright, or patent rights in connection with VENDOR's licensing of any software, hardware, uploads or downloads delivered to the CITY pursuant to this Agreement and/or arising out of the negligent or deliberate act or omission of VENDOR, its officers, employees, volunteers, representatives or agents. Nothing contained in the foregoing indemnification will be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

13. **INSURANCE** – VENDOR must procure and maintain worker's compensation insurance and commercial general liability insurance satisfactory to the CITY, with liability limits of not less than One Million Dollars ($1,000,000) combined single limit per occurrence for bodily injury and property damage liability, with a certificate of insurance to be furnished to the CITY naming the CITY OF FERNANDINA BEACH as an additional insured. It is understood and agreed that the coverage afforded by VENDOR's commercial general liability insurance also applies to CITY as an additional insured. Such policy must provide that cancellation or changes to such insurance will not occur without at least thirty (30) days prior written notice to the CITY. This requirement for proof of insurance may be modified only through approval of the City Manager and City Attorney.

14. **PAYMENT & TAXES** – Invoices must be submitted to the CITY's billing address. Payment due hereunder will be made by the CITY to VENDOR in accordance with the Florida Local Government Prompt Payment Act. The CITY is exempt from Federal Taxes on transportation charges and any Federal Excise Tax. If you prepay transportation charges, do not pay tax as the CITY will not reimburse you for the taxes paid. The CITY also is exempt from State Sales Tax.

15. **ASSIGNMENT** - VENDOR may not assign this Agreement or any part thereof without written consent of the CITY. Such consent will not relieve VENDOR from its obligations and liabilities hereunder.

16. **TERMINATION** - The CITY or the VENDOR may terminate, suspend, or delay this agreement for any reason by giving at least thirty (30) days written notice to the other party of their intent to terminate, suspend, or delay. In the event the agreement is terminated, suspended or delayed by the CITY for reasons unrelated to the quality of work provided by the VENDOR, the CITY will pay the VENDOR in full for all work previously authorized and actually performed prior to the Notice of Termination, Suspension or Delay. This payment will be the sole financial obligation or responsibility of the CITY for compensation in the event of termination, suspension or delay in accordance with the provisions of this paragraph. This Agreement will continue in effect until a Notice of Termination, Suspension or Delay is given by either party as set forth above. Upon termination, suspension or delay, at the CITY's request, the VENDOR must turn over to the CITY all work products and deliverables completed or partially completed up to the date of termination, suspension or delay, including but not limited to, subcontractor work products, reports, surveys, drawings, model results, and specifications. The CITY will have full rights to use all such work products and deliverables for any project, and in any manner, in the sole discretion of the CITY. The CITY accepts sole responsibility for the use of the above-referenced work products and deliverables unless prior written approval is obtained from the VENDOR.

17. **SEVERABILITY** - If any section, subsection, sentence, clause, phrase, or portion of this contract is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion will be deemed separate, distinct, and independent provision, and such holding will not effect the validity of the remaining portion thereof.

18. **PUBLIC RECORDS LAW REQUIREMENTS** – Pursuant to Section 119.0701, Florida Statutes, a VENDOR performing services for the CITY must: (a) keep and maintain all public records as that term is defined in Chapter 119, Florida Statutes ("Public Records"), that ordinarily and necessarily would be required by the CITY in order to perform the work contemplated by this Agreement; (b) provide the public with access to Public Records, on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the costs provided in Chapter 119, Florida Statute, or as otherwise provided by law; (c) ensure that Public Records that are exempt and confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) meet all the requirements for retaining Public Records and transfer, at no cost to the CITY, all public records in possession of Vendor within thirty (30) days after termination of this Agreement. All Public Records stored electronically must be provided to the City in a format that is compatible with the information technology of the CITY. If Vendor does not comply with a public records request, the CITY may pursue any and all remedies available in law or equity, including but not limited to specific performance. **If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide Public Records relating to this contract, contact the Custodian of Public Records at 904-310-3115, cbest@fbfl.org, 204 Ash Street, Fernandina Beach, FL.**

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the day and date first above written:

CITY OF FERNANDINA BEACH, FLORIDA,

a municipal corporation

Sarah Campbell, City Manager
09/24/2025

Approved as to Form & Legality:

Teresa Prince, City Attorney

Attest:

Caroline Best, City Clerk

VENDOR

Boro Building & Property Maintenance

By: L. Varney

Title: President

WITNESS:

Name: Joanne Fernandes

Sign:

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 25-08
BEACH, PARKS AND DOWNTOWN RESTROOM FACILITIES CLEANING

Exhibit "A"

SCOPE OF WORK

The following City of Fernandina Beach, park restroom facilities are to be included in this request for proposal. They will be referred to as "facilities" within this document. The opening and closing of the beach access gate located at Seaside Park is included in this RFP. Additionally, the opening and locking of the restrooms at Main Beach Park and Seaside Park are included in this RFP request (opened at sunrise, locked at dark).

1. **Central Park Comfort Station:** 1200 Atlantic Avenue, Fernandina Beach, FL 32034
2. **Pirate Park/Nature Pavilion:** 2500 Atlantic Avenue, Fernandina Beach, FL 32034
3. **Centre Street Comfort Station**: 102 Centre Street, Fernandina Beach, FL 32034
4. **Egan's Creek Park**: 2201 Atlantic Avenue, Fernandina Beach, FL 32034
5. **Simmons Park**: 1650 Simmons Road, Fernandina Beach, FL 32034
6. **M.L.K., Jr. Baseball Park**: 1200 Elm Street, Fernandina Beach, FL 32034
7. **Hickory Street Park:** 1700 Hickory Street, Fernandina Beach, FL 32034

A. CONTRACTOR'S RESPONSIBILITIES AND SCOPE OF WORK / Park Restroom Facilities:

Contractor shall be responsible for the overall cleanliness and sanitation of all restroom facilities. Within this contract all services are subject to periodic inspections by the Parks and Recreation designee of said facilities. Cleaning services within facilities will include all surfaces, fixtures, appliances, and hardware within the interior confines of said facilities. All services are expected to be completed. However, if at any time during the period of the contract, access to any facility is impractical due to marine disturbances, storms or other acts of God, or other events that are beyond the control of the Contractor, the Contractor, with approval of the City official in charge, may clean the areas in a limited capacity.

1. Contractor shall provide services from 6:00am to 8:00pm/dark, Centre Street Comfort Station and Central Park Comfort Station will be locked at 9pm (restrooms opened no later than sunrise) during On-Season (March 7th – November 7th) usage with an occurrence rate of facility cleaning service no less than 2 times per day per facility (cleaning per scope of work at 2:00pm and at closing/dark). During the Off-Season (November 8th – March 6th) Contractor shall provide services from 6:00am to 8:00pm/dark, Centre Street Comfort Station will be locked at 9pm (restrooms opened no later than sunrise) with an occurrence rate of facility cleaning services no less than 2 times per day per facility (cleaning per scope of work at 12:00pm and at closing/dark). All cleaning practices shall follow the O.S.H.A. guidelines and requirements.

2. Contractor shall notify the City Parks and Recreation Department of any deficiencies or maintenance items no later than the next working day by 9:00am. In case of an

emergency, the Contractor will notify the designated contact for the City of Fernandina Beach facilities.

3. Per site visit Contractor shall clean and disinfect all toilets and urinals within the facility. The cleaning will include all interior surfaces to be cleaned with the appropriate cleaning solutions with a bristle style cleaning brush. Exterior surfaces will be wiped clean and disinfected utilizing proper cleaning products and industry standards.

4. Per site visit Contractor shall clean and disinfect all sink fixtures and hardware once per site visit utilizing proper cleaning products and industry standards.

5. Per site visit Contractor shall clean and disinfect all baby changing stations, if equipped, with approved cleaning products and industry standards.

6. Per site visit Contractor will clean and disinfect all stainless steel, chrome and metal hardware, faucets and levers with appropriate cleaners, protectants and disinfect and provide corrosion resistance.

7. Per site visit Contractor shall replenish all soap dispensers as equipped with provided supply.

8. Per site visit Contractor shall replenish all toilet paper and hand towel dispensers as equipped with provided supplies.

9. Per site visit Contractor shall empty, as needed, and disinfect feminine napkin receptacles and reinstall with waxed paper liners.

10. Per site visit Contractor shall empty all trash receptacles within and surrounding the perimeter of the facility as equipped. Receptacle liners shall be utilized as equipped and provided.

11. Per site visit Contractor shall remove debris from all floor surfaces utilizing manual or mechanical equipment. Contractor will wet mop all floor surfaces twice daily or as required to maintain a clean disinfected environment. Contractor shall deep pressure scrub all floor surfaces on a quarterly basis on October 1st; January 1st; April 1st; and July 1st (if 1st falls on a weekend it will take place the Monday following).

12. Per site visit Contractor shall hand-pick or sweep all litter and debris from the surrounding facility perimeter including all hard and soft areas within 20 feet of the building's edge.

13. Contractor shall clear all sanitary sewer drain blockages utilizing plunger style or manual cable type drain clearing devices. If clearing of the drain is not achieved in this

manner, then the Contractor shall immediately notify the designated contact for the City of Fernandina Beach facilities.

B. ITEMS TO BE FURNISHED BY CONTRACTOR

The Contractor shall provide all labor, equipment, disinfectants, and cleaning materials. Disinfectants shall be other than chlorine bleach and requires City approval prior to use, as specified herein. All paper products, receptacle liners, and soap as required shall be provided to the Contractor. Cost for these items shall NOT be included in the Submittal Price. Contractor will be required to maintain and secure adequate stock to perform duties per this contract. Contractor shall notify the designated contact for the City of Fernandina Beach facilities when paper stock, soap, and receptacle liners require replenishment. Contractor will provide designated contact for the City of Fernandina Beach facilities with written request detailing type and quantity of paper, soap, and receptacle liner required for a 30-day supply. This request must be received no later than the 10th day prior to the first day of the preceding month. If the Contractor fails to notify the appropriate Parks and Recreation designee within the specified time causing a delay in product, the Contractor shall provide needed supplies at the Contractor's cost with no expectation of reimbursement.

C. REMOVAL AND DISPOSAL OF ALL DEBRIS. TRASH. RUBBISH. ETC.

The Contractor shall be familiar with City's recycling program. Contractor shall dispose of facility trash items in provided Roll-Off Containers or Dumpsters located at the City of Fernandina Beach Public Works yard located at 1180 South 5th Street, Fernandina Beach, FL 32034. The cost of Roll-Off Containers emptying shall NOT be included in the contract.

D. CONTRACTOR SHALL BE RESPONSIBLE FOR ASSURING THAT ALL EMPLOYEES ADHERE TO THE FOLLOWING MINIMUM RULES/REGULATIONS

1. Personal items found in the facilities shall be handled as required by Florida law and City ordinance.
2. The Contractor and its employees shall always have identification cards indicating their employment while on duty and shall display these on their outer clothing in visible sight.
3. The Contractor and its employees shall be knowledgeable of, and adhere to, all City ordinances.
4. Contractor shall be responsible for assuring that facilities are in safe and clean conditions at all times and shall report to the Parks and Recreation designee any conditions which might require further actions.

E. RESTROOM FACILITY CLEANING EQUIPMENT

1. The facility cleaning equipment to be used shall be capable of completing the above-described work within the specified work period.
2. No servicing of any equipment shall be completed within any City facility.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 25-08
BEACH, PARKS AND DOWNTOWN RESTROOM FACILITIES CLEANING

F. OPENING AND CLOSING SEASIDE PARK BEACH ACCESS GATE AND RESTROOMS AT MAIN BEACH AND SEASIDE PARK

Contractor will be responsible for the daily *(7 days a week)* opening of the Beach Access gate located at Seaside Park, 2020 South Fletcher Avenue, at 6:00am. Once the gate is open, the Contractor will secure the lock to the chain. The Contractor will then be responsible for the nightly *(7 nights a week)* closing of the Beach Access gate at 9:00pm. The Contractor will remove lock from chain and secure the "beach access" so that vehicles cannot enter.

Contractor will open Main Beach Park (32 North Fletcher Avenue) and Seaside Park (2020 South Fletcher Avenue) restrooms no later than sunrise and lock them at dark. These times will fluctuate with the changing of the seasons.

G. CLOSING OF TWO GATES AT THE CITY MARINA

Contractor will be responsible for securing and closing two dock gates nightly *(7 nights a week).* The closing of the gates will be at 9pm.

PROPOSAL ADDITIVE - 1

Downtown Waterfront Park: (Four Restrooms – beginning date to be determined)
123 South Front Street, Fernandina Beach, FL 32034
Scope of work same as items A-E in the proposal document.

OPENING AND CLOSING WATERFRONT PARK RESTROOMS
Same as for the Centre Street Comfort Station as detailed in A-1 above

PROPOSAL ADDITIVE – 2

Ybor Alverez Sports Complex - Two public restrooms to be cleaned twice per week (days to be determined)
Fernandina Beach Athletic Complex
3243 Bailey Road, Fernandina Beach, FL 32034
Scope of work the same as items A(2-13) - E in the proposal document.
Open, clean and lock.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 25-08
BEACH, PARKS AND DOWNTOWN RESTROOM FACILITIES CLEANING

INTRODUCTION

The City of Fernandina Beach, Florida is accepting competitive sealed proposals for **BEACH, PARKS AND DOWNTOWN RESTROOM FACILITIES CLEANING.**

The City of Fernandina Beach will receive sealed proposals through www.demandstar.com not later than **2:00PM(EST), September 4, 2025**.

A Mandatory Pre-bid meeting will be held at 10:00am (EST), August 7, 2025, at the City of Fernandina Beach Atlantic Recreation Center, located at 2500 Atlantic Ave, Fernandina Beach, FL 32034.

It shall be the sole responsibility of the Respondent to have its Response submitted to the **DemandStar website** (www.demandstar.com) not later than the above date and time. Facsimile, paper or telegraphic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the Respondent. Submittals received after the deadline will not be considered. Award of the Request for Proposal is subject to authorization and appropriation of funds in the fiscal year budget 2025-2026.

RESPONDENTS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE RFP PROCESS, REQUIREMENTS AND EXHIBITS.

The response shall be submitted on the specified **Contact Sheet/Proposal Pricing Form**, hereto attached as "**Exhibit A**". The person signing the Response Form shall have the authority to bind the proposer to the submittal. All information on the RFP form shall be provided, or the submittal may not be accepted.

The competitive sealed RFP shall be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H".**

CONTRACTOR SHALL SIGN AND INCLUDE EXHIBITS "A-H". Failure to do so may result in rejection of the RFP submittal.

Sample contract for the City of Fernandina Beach is included as a separate document.

In accordance with Item 16, General Terms and Conditions, please provide **proof the Contractor/Vendor is not listed in the Excluded Parties List System**, a federal suspension and debarment listing.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 25-08
BEACH, PARKS AND DOWNTOWN RESTROOM FACILITIES CLEANING

SCOPE OF WORK

The following City of Fernandina Beach, park restroom facilities are to be included in this request for proposal. They will be referred to as "facilities" within this document. The opening and closing of the beach access gate located at Seaside Park is included in this RFP. Additionally, the opening and locking of the restrooms at Main Beach Park and Seaside Park are included in this RFP request (opened at sunrise, locked at dark).

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2. **Pirate Park/Nature Pavilion:** 2500 Atlantic Avenue, Fernandina Beach, FL 32034
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6. **M.L.K., Jr. Baseball Park**: 1200 Elm Street, Fernandina Beach, FL 32034
7. **Hickory Street Park:** 1700 Hickory Street, Fernandina Beach, FL 32034

A. CONTRACTOR'S RESPONSIBILITIES AND SCOPE OF WORK / Park Restroom Facilities:

Contractor shall be responsible for the overall cleanliness and sanitation of all restroom facilities. Within this contract all services are subject to periodic inspections by the Parks and Recreation designee of said facilities. Cleaning services within facilities will include all surfaces, fixtures, appliances, and hardware within the interior confines of said facilities. All services are expected to be completed. However, if at any time during the period of the contract, access to any facility is impractical due to marine disturbances, storms or other acts of God, or other events that are beyond the control of the Contractor, the Contractor, with approval of the City official in charge, may clean the areas in a limited capacity.

1. Contractor shall provide services from 6:00am to 8:00pm/dark, Centre Street Comfort Station and Central Park Comfort Station will be locked at 9pm (restrooms opened no later than sunrise) during On-Season (March 7th – November 7th) usage with an occurrence rate of facility cleaning service no less than 2 times per day per facility (cleaning per scope of work at 2:00pm and at closing/dark). During the Off-Season (November 8th – March 6th) Contractor shall provide services from 6:00am to 8:00pm/dark, Centre Street Comfort Station will be locked at 9pm (restrooms opened no later than sunrise) with an occurrence rate of facility cleaning services no less than 2 times per day per facility (cleaning per scope of work at 12:00pm and at closing/dark). All cleaning practices shall follow the O.S.H.A. guidelines and requirements.

2. Contractor shall notify the City Parks and Recreation Department of any deficiencies or maintenance items no later than the next working day by 9:00am. In case of an emergency, the Contractor will notify the designated contact for the City of Fernandina Beach facilities

3. Per site visit Contractor shall clean and disinfect all toilets and urinals within the facility. The cleaning will include all interior surfaces to be cleaned with the appropriate cleaning solutions with a bristle style cleaning brush. Exterior surfaces will be wiped clean and disinfected utilizing proper cleaning products and industry standards.

4. Per site visit Contractor shall clean and disinfect all sink fixtures and hardware once per site visit utilizing proper cleaning products and industry standards.

5. Per site visit Contractor shall clean and disinfect all baby changing stations, if equipped, with approved cleaning products and industry standards.

6. Per site visit Contractor will clean and disinfect all stainless steel, chrome and metal hardware, faucets and levers with appropriate cleaners, protectants and disinfect and provide corrosion resistance.

7. Per site visit Contractor shall replenish all soap dispensers as equipped with provided supply.

8. Per site visit Contractor shall replenish all toilet paper and hand towel dispensers as equipped with provided supplies.

9. Per site visit Contractor shall empty, as needed, and disinfect feminine napkin receptacles and reinstall with waxed paper liners.

10. Per site visit Contractor shall empty all trash receptacles within and surrounding the perimeter of the facility as equipped. Receptacle liners shall be utilized as equipped and provided.

11. Per site visit Contractor shall remove debris from all floor surfaces utilizing manual or mechanical equipment. Contractor will wet mop all floor surfaces twice daily or as required to maintain a clean disinfected environment. Contractor shall deep pressure scrub all floor surfaces on a quarterly basis on October 1st; January 1st; April 1st; and July 1st (if 1st falls on a weekend it will take place the Monday following).

12. Per site visit Contractor shall hand-pick or sweep all litter and debris from the surrounding facility perimeter including all hard and soft areas within 20 feet of the building's edge.

13. Contractor shall clear all sanitary sewer drain blockages utilizing plunger style or manual cable type drain clearing devices. If clearing of the drain is not achieved in this

manner, then the Contractor shall immediately notify the designated contact for the City of Fernandina Beach facilities.

B. ITEMS TO BE FURNISHED BY CONTRACTOR

The Contractor shall provide all labor, equipment, disinfectants, and cleaning materials. Disinfectants shall be other than chlorine bleach and requires City approval prior to use, as specified herein. All paper products, receptacle liners, and soap as required shall be provided to the Contractor. Cost for these items shall NOT be included in the Submittal Price. Contractor will be required to maintain and secure adequate stock to perform duties per this contract. Contractor shall notify the designated contact for the City of Fernandina Beach facilities when paper stock, soap, and receptacle liners require replenishment. Contractor will provide designated contact for the City of Fernandina Beach facilities with written request detailing type and quantity of paper, soap, and receptacle liner required for a 30-day supply. This request must be received no later than the 10th day prior to the first day of the preceding month. If the Contractor fails to notify the appropriate Parks and Recreation designee within the specified time causing a delay in product, the Contractor shall provide needed supplies at the Contractor's cost with no expectation of reimbursement.

C. REMOVAL AND DISPOSAL OF ALL DEBRIS. TRASH. RUBBISH. ETC.

The Contractor shall be familiar with City's recycling program. Contractor shall dispose of facility trash items in provided Roll-Off Containers or Dumpsters located at the City of Fernandina Beach Public Works yard located at 1180 South 5th Street, Fernandina Beach, FL 32034. The cost of Roll-Off Containers emptying shall NOT be included in the contract.

D. CONTRACTOR SHALL BE RESPONSIBLE FOR ASSURING THAT ALL EMPLOYEES ADHERE TO THE FOLLOWING MINIMUM RULES/REGULATIONS

1. Personal items found in the facilities shall be handled as required by Florida law and City ordinance.
2. The Contractor and its employees shall always have identification cards indicating their employment while on duty and shall display these on their outer clothing in visible sight.
3. The Contractor and its employees shall be knowledgeable of, and adhere to, all City ordinances.
4. Contractor shall be responsible for assuring that facilities are in safe and clean conditions at all times and shall report to the Parks and Recreation designee any conditions which might require further actions.

E. RESTROOM FACILITY CLEANING EQUIPMENT

1. The facility cleaning equipment to be used shall be capable of completing the above-described work within the specified work period.
2. No servicing of any equipment shall be completed within any City facility.

F. OPENING AND CLOSING SEASIDE PARK BEACH ACCESS GATE AND RESTROOMS AT MAIN BEACH AND SEASIDE PARK

Contractor will be responsible for the daily *(7 days a week)* opening of the Beach Access gate located at Seaside Park, 2020 South Fletcher Avenue, at 6:00am. Once the gate is open, the Contractor will secure the lock to the chain. The Contractor will then be responsible for the nightly *(7 nights a week)* closing of the Beach Access gate at 9:00pm. The Contractor will remove lock from chain and secure the "beach access" so that vehicles cannot enter.

Contractor will open Main Beach Park (32 North Fletcher Avenue) and Seaside Park (2020 South Fletcher Avenue) restrooms no later than sunrise and lock them at dark. These times will fluctuate with the changing of the seasons.

G. CLOSING OF TWO GATES AT THE CITY MARINA

Contractor will be responsible for securing and closing two dock gates nightly *(7 nights a week).* The closing of the gates will be at 9pm.

PROPOSAL ADDITIVE - 1

Downtown Waterfront Park: (Four Restrooms – beginning date to be determined)
123 South Front Street, Fernandina Beach, FL 32034
Scope of work same as items A-E in the proposal document.

OPENING AND CLOSING WATERFRONT PARK RESTROOMS
Same as for the Centre Street Comfort Station as detailed in A-1 above

PROPOSAL ADDITIVE – 2

Ybor Alverez Sports Complex - Two public restrooms to be cleaned twice per week (days to be determined)
Fernandina Beach Athletic Complex
3243 Bailey Road, Fernandina Beach, FL 32034
Scope of work the same as items A(2-13) - E in the proposal document.
Open, clean and lock.

Term of Contract shall be one year. The Contract may be extended on the same terms and conditions for up to two additional one-year periods upon mutual agreement of both parties.

AWARD

Award recommendation shall be made to the most responsive and responsible respondent offering the best value. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the RFP process.

Successful Respondent is required to have a Business License in the city where their home office is located. If Respondent's business office is located in the City of Fernandina Beach a business tax license is required.

RFP Package

RFP Documents and Specifications are available to download from DemandStar at www.demandstar.com. Any questions regarding RFP package can be directed to Wanda Weaks, Purchasing Specialist, wweaks@fbfl.org.

CONTACT

Specification questions during the submittal period shall be submitted in writing to Wanda Weaks, wweaks@fbfl.org.

Respondents are hereby put on notice that no contact shall be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA

A written response to submitter's questions will be issued via Addendum and published to DemandStar at www.demandstar.com. It is the respondent's responsibility to check the DemandStar.com website for Addenda prior to submitting their proposal. The deadline for questions is **ten** days before proposal opening.

If there is an Addendum it becomes part of the original Bid or RFP and shall be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or company submitting the bid or proposal. Failure to do so may disqualify the bid or proposal.

PERFORMANCE STANDARDS/QUALITY REQUIREMENTS

In addition to those requirements set forth in the Scope of Work, all services (and items incidental thereto) and work provided by CONTRACTOR shall conform to the following:

LIQUIDATED DAMAGES

Should the awarded CONTRACTOR fail to complete work and make the area available for use within the stipulated period CONTRACTOR may be assessed by the CITY the amount of one hundred dollars ($100.00) for each consecutive calendar day that expires after the time specified for completion and ready for final payment until the work is complete. The per diem charge may be invoked at the discretion of the CITY and said sum to be taken as liquidated damages and deducted from the final payment or charged back to CONTRACTOR This deduction is in addition to other remedies available to the CITY pursuant to Florida Statutes or the terms and conditions of this solicitation."

INSURANCE REQUIREMENTS

Insurance requirements are outlined in the General Conditions of this Request for Proposal.

BOND REQUIREMENTS

Proposal bonds requirements are outlined in the General Conditions of this Request for Proposal.

EVALUATION PROCESS

All Requests for Proposals (RFP) will be evaluated in terms of project approach, experience, quality of work, proposed cost, and capacity to perform. Past performances on similar projects will also be assessed in terms of timeliness, completing work within budget and quality of work.

EVALUATION CRITERIA

- **Qualifications & Capability of Firm** **20%**
- **Project Approach** – demonstrates understanding of project requirements, and proposes methods and work schedule accomplish the work meeting or exceeding criteria listed in the RFP. **30%**
- **References** **20%**
- **Cost Proposal** **30%**

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 25-08
BEACH, PARKS AND DOWNTOWN RESTROOM FACILITIES CLEANING

GENERAL CONDITIONS OF REQUEST FOR PROPOSAL

1. **PREPARATION OF PROPOSAL –** REQUEST FOR PROPOSAL will be prepared in accordance with the following:
   a. The enclosed Contact Sheet/Proposal Form, attached hereto as "Exhibit A", shall be used when submitting your REQUEST FOR PROPOSAL.
   b. All information required by the Contact Sheet/Proposal Form shall be furnished. The Proposer shall print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
   c. Unit prices shall be shown and where there is an error in extension of price, the unit price will govern.
   d. Alternate Proposals will not be considered unless authorized by the Request for Proposal.
   e. Proposers will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
   f. Proposers shall make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Proposer of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City's Purchasing Ordinance is set forth in Chapter 2-420, *et seq*.
   g. Prices quoted shall be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Request for Proposal.
   h. Deliveries are to be FOB Destination unless otherwise specified in the Request for Proposal.
   i. Deliveries are to be made during regular business hours.
   j. Proposals and Proposal prices shall be valid for a minimum of ninety (90) days, unless otherwise stated on the REQUEST FOR PROPOSAL.

2. **SUBMISSION OF PROPOSAL**
   a. The City of Fernandina Beach has partnered with **DemandStar using their E-bidding platform**. All submittals will be received through the **DemandStar E-bidding platform**. To register and submit through DemandStar go to www.demandstar.com/registration.

3. REJECTION OF PROPOSAL

a. The City reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City will be the sole judge of the submittals. The City's decision will be final.

4. WITHDRAWAL OF PROPOSAL

a. Proposals may not be withdrawn after the time set for the opening for a period of time as specified.
b. Proposals may be withdrawn prior to the time set for the opening. Such request shall be in writing.

5. LATE PROPOSAL

a. REQUEST FOR PROPOSAL and modifications received after the time set for the opening will not be considered.
b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

a. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to the REQUEST FOR PROPOSAL and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.
b. A “Public Entity Crimes Statement”, in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as “Exhibit B”, shall be received at the time of the proposal.
c. A “Drug Free Workplace Certification” attached hereto as “Exhibit C”, shall be received at the time of the proposal.
d. The City of Fernandina Beach requires that the Proposer selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.
e. An “E-Verify Statement” attached hereto as “Exhibit D” shall be received at the time of the proposal.

7. AWARD OF REQUEST FOR PROPOSAL

a. The REQUEST FOR PROPOSAL will be awarded to the most responsive and responsible proposer offering the best value to the City of Fernandina Beach.
b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
c. A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful Proposer will result in a binding contract without further action by either party.
d. Unless otherwise noted in the specifications, the length of the agreement will be one year, with 2 one year renewals possible based on the mutual consent of the parties.
e. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction Services.
f. Agreement may be cancelled with 60 day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

a. The City will not be responsible for any cost incurred by a prospective Proposer in responding to this REQUEST FOR PROPOSAL.

9. BONDS

- If Proposal is less than $100,000 no Proposal Bond or Payment and Performance Bond required.
- If Proposal is greater than $100,000 and is for material only, a Proposal Bond is required but no Payment and Performance Bond is required.
- If Proposal is $100,000 - $200,000, and is for services, a Proposal Bond is required but no Payment and Performance Bond is required.
- If Proposal is greater than $200,000, and is for services, Proposal Bond and Payment and Performance Bond is required.

PROPOSAL BOND:

a. If the Base Proposal or the Base Proposal plus the sum of any alternates fall into the criteria above requiring a Proposal Bond, the Proposer shall enclose a Certified Check or Proposal Bond with each Proposal. A Certified Check or Proposal Bond shall be for an amount not less than five percent (5%) of the Proposal price and shall be made payable to the CITY OF FERNANDINA BEACH as a guarantee that the Proposer will not withdraw its proposal for a period of ninety (90) calendar days after Proposal closing time. Proposal Bonds or Certified Checks will be returned to unsuccessful Proposal within 10 days of proposal award. Successful proposers will receive their Certified

Check or Proposal Bond after the contract/agreement has been signed and a Performance and Payment Bond is received.

PERFORMANCE AND PAYMENT BONDS:

a. In the event the Contract is awarded to the Proposer, Proposer will thereafter enter into a written contract with the CITY OF FERNANDINA BEACH and furnish a Payment and Performance Bond in an amount equal to the contract price. The form of the bonds shall be in accordance with Section 255.05 of Florida Statutes. Failing to do so, Proposer shall forfeit its proposal security.

Payment and Performance Bond shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

The following exceptions to proposer providing Performance and Payment Bonds are as follows: In lieu of the Performance and Payment Bonds, a contractor may file with the City an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in part II of chapter 625, Florida Statutes. Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the bonds. The value of an alternative form of security shall be in the amount of the proposal.

10. PUBLIC INFORMATION

a. All information contained in this Proposal is public information, and as such will be handled in accordance with chapter 119, Florida Statutes.

11. ADDITIONAL INFORMATION

a. The City reserves the right to require Proposers to provide references and information on previous similar experience prior to award of the contract.

12. QUESTIONS

a. Any questions about the REQUEST FOR PROPOSAL should be communicated per instructions in the REQUEST FOR PROPOSAL.

13. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The parties recognize that CONTRACTOR/VENDOR is an independent Contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage,

equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision will survive termination of this Agreement and will not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification will be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the CONTRACTOR/VENDOR shall, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Contractor" as used in the insurance rider, will mean and include Subcontractors of every tier.

A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million ($1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.

B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000.00) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate shall be applicable on a per project basis. Coverage shall include the following perils:
   1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
   2. Completed Operations/Products Liability.
   3. Broad Form Property Damage
   4. Personal and Advertising Injury Liability
   5. Independent Contractors
   6. Endorsements shall be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, (your company) , their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.

7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, (your company) and all other parties required to be named as additional insureds.
8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your company).
9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000.00) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1, 000,000) minimum per occurrence.

E. During the term of this agreement, (if applicable) the Contractor/Vendor will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Contractor/Vendor. The amount of insurance shall not be less than One Million ($1,000,000) per occurrence and aggregate.

F. Loss Deductible – If the insurance of any CONTRACTOR/VENDOR contains deductible(s), penalty(s) or self-insured retention(s), the CONTRACTOR/VENDOR
Whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense shall furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which will provide for the interests of [Name of Owner] , [Name of General Contractor] and (your company) to be named as Loss Payees and will contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.
"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.

H. The above insurances shall each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed

without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of General Contractor] and [Name and address of your company] by certified mail-return receipt requested ."

I. The amount of insurance contained in the aforementioned insurance coverages will not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.

J. The Contractor shall file certificates of insurance prior to the commencement of work with the Owner and the General Contractor which will be subject to the Owner, General Contractor and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.

K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

L. The carrying of the insurance described shall in no way be interpreted as relieving the Contractor or Subcontractor of any responsibility of liability under this Contract.

M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of General Contractor], [Name of Contractor (your company)] and all other indemnities named in the Contract.

N. Should the Contractor engage a Subcontractor, the same conditions will apply under this contract to each Subcontractor, however, the retained Subcontractor shall be required to maintain limits of liability of not less than One Million ($1,000,000.00) Dollars per occurrence and Two Million ($2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

14. PAYMENT

Payment due hereunder shall be made by the City to CONTRACTOR/VENDOR in accordance with the Florida Prompt Payment Act. Florida Statute 218 Section 74.

15. PROPOSAL PROTESTS

Proposal protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-444.

16. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, CONTRACTOR/VENDOR may not participate in the proposal if CONTRACTOR/VENDOR is listed in the Excluded Parties List System (EPLS) a

federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, https://www.sam.gov/portal/SAM/. CONTRACTOR/VENDOR shall include copy of search results with bid or proposal.

17. LOBBYING

a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTORS shall not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters shall be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

EXHIBITS

EXHIBIT "A" **Contact Sheet/Proposal Pricing Form**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

EXHIBIT "A"
CONTACT SHEET/PROPOSAL PRICING FORM

Proposal Price $_____

Additive 1 Proposal Price $_____

Additive 2 Proposal Price $_____

Name: _____

Federal Taxpayer ID _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is_____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares

constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____

Signature Date:

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20___, and is personally known to me, or has provided _____ as identification.

_____
Notary Public
My Commission expires: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____STATE: _____ ZIP CODE: _____

SIGNATURE:_____PHONE:_____

NAME (TYPED OR PRINTED):_____TITLE: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name:_____Title: _____

Signature: _____Date: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20___, and is personally known to me, or has provided _____ as identification.

_____My Commission expires: _____
Notary Signature

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____

Signature Date:

STATE OF FLORIDA
COUNTY OF _____
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

_____My Commission expires: _____
Notary Signature

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

_____
Firm Date

_____
Authorized Signature Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For RFP 25-08
BEACHES, PARKS AND DOWNTOWN RESTROOM FACILITIES CLEANING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 25-08**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the proposal. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For RFP 25-08
BEACHES, PARKS AND DOWNTOWN RESTROOM FACILITIES CLEANING

Notes from pre-bid meeting

1. Add a line on the Exhibit A – Pricing for "initial cleaning to bring to standard" and an hourly rate for "emergency/additional cleaning".
    a. Use the amended "Exhibit A-Amended"-following the questions- in your submittal.
2. When closing and locking Seaside Park, it is not the contractor's responsibility to get into a confrontation with anyone. If this occurs, please call the police.

3. Confirm location of trash receptacles and dumpsters.
    a. Atlantic Recreation Center (Dumpster)
    b. Martin Luther King, Jr. Center (Roller Dumpsters)

4. MLK restrooms – contractor is not responsible for locking any gates at this location.

5. Provide City placard/permit for contractor parking for cleaning.
    a. The city will provide a placard/permit.

6. The tentative opening of the Downtown Waterfront Park is May 2026.

Additional questions received for addendum

7. What is the budget for this project?
    a. The successful submittal for this scope of work will determine the 2025-2026 budget.

8. How many dumpsters are available for use and at which sites?
    a. Atlantic Recreation Center (Dumpster)
    b. Martin Luther King, Jr. Center (Roller Dumpsters)

9. Is there area to secure a large, motorized cart?
    a. The City will work with the contractor if this is requested.

10. Who is the current contractor?
    a. Sea Bandit Construction, LLC

11. What is the current contractor price being paid? For each site? Date contract started?
    a. The current price being paid is $6,083.33 per year.
    b. The City does not have the information for each site.
    c. The contract started October 1, 2024.

12. Please provide a copy of the existing custodial service contract along with the last 2 months' invoices.
    a. Attached to this addendum - A copy of the contract FY 2024-2025. Copy of invoices June 2025 and July 2025.

13. Is the current contractor's scope of work the same as the current bid's scope of work? If not, what has changed?
    a. Hickory Street restrooms were added.
    b. Gate closing at the marina.
    c. We are adding the waterfront park

14. How many hours per day per location does the cleaning crew work? What is the current cleaning staff count?
    a. This information is not available by the City.

15. Will there be background check requirements? If so, what level of background check is required?
    a. This information is covered in the Exhibits A-H in the RFP documents.

16. What is the anticipated start date of service?
    a. October 1st, 2025

17. If a budget is released, will that include the two additional sites or would those be completely separate?
    a. This service will be covered in the City budget.

18. Will there be any space to park a company vehicle overnight at the Recreation Center?
    a. The City will work with the contractor if this is requested.

19. Does every location have water and electricity?
    a. Yes.

20. In the RFP it states the trash cans are within 20 feet of the facility. Is it the contractor's responsibility to empty? On the walkthrough it was stated that we would not be responsible for emptying those. Could you clarify who is responsible for that?
    a. See items 10 and 12 in the scope of work for this RFP.

21. Will we be responsible for cleaning the walls, vents and light fixtures in each of the facilities? If so, how often would the city like that to be done?
    a. This is part of the scope.

EXHIBIT "A" - AMENDED
CONTACT SHEET/PROPOSAL PRICING FORM

Proposal Price $_____

Additive 1 Proposal Price $_____

Additive 2 Proposal Price $_____

Initial cleaning to bring facilities up to expectations $_____

Hourly rate for emergency/additional cleaning $_____

Name: _____

Federal Taxpayer ID _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-97
Award of Request for Proposal 26-06 - Parks Janitorial Services

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-97.

SYNOPSIS: The City issued Request for Proposals ("RFP") 26-06: Parks Janitorial Services which received eight submittals. The City staff-led evaluation committee reviewed the submittals on July 16, 2026, and unanimously recommends awarding RFP 26-06 to Greenscape Enterprises, Inc. d/b/a Boro Building and Property Maintenance ("Boro"), in the amount of $81,600, in Fiscal Year 2026/2027, attached hereto as Exhibit 1.

FISCAL IMPACT: Funds are budgeted in the Recreation Contractual account, 0017200 53400, the Peck Contractual account, 0017220 53400, and the MLK Center Contractual account, 0017225 53400, in Fiscal Year 2026/2027.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-97.

Scott Mikelson, Parks and Recreation Director	07/21/2026
Kimberly Elliott-Briley, Deputy City Clerk	07/28/2026
Alisha Brown, Budget Analyst	07/28/2026
Susan Carless, Comptroller	07/30/2026
Teresa Prince, City Attorney	08/05/2026
Jeremiah Glisson, Deputy City Manager	08/05/2026
Sarah Campbell, City Manager	08/07/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/07/2026

Date: July 20, 2026

Submitted By: Kaitlyn Rivera, Parks and Recreation Deputy Director

COMMISSION ACTION: Adopt

RESOLUTION 2026-97

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING REQUEST FOR PROPOSAL 26-06: PARKS JANITORIAL SERVICES TO GREENSCAPE ENTERPRISES, INC. D/B/A BORO BUILDING AND PROPERTY MAINTENANCE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach ("City") issued Request for Proposals ("RFP") 26-06: Parks Janitorial Services which received eight submittals; and

WHEREAS, the City staff-led evaluation committee reviewed the submittals on July 16, 2026, and unanimously recommends awarding RFP 26-06 to Greenscape Enterprises, Inc. d/b/a Boro Building and Property Maintenance ("Boro"), in the amount of $81,600, in Fiscal Year 2026/2027, attached hereto as Exhibit 1; and

WHEREAS, funds are budgeted in the Recreation Contractual account, 0017200 53400, the Peck Contractual account, 0017220 53400, and the MLK Center Contractual account, 0017225 53400, Fiscal Year 2026/2027, contingent upon budget approval by the City Commission; and

WHEREAS, the City Commission finds that awarding RFP 26-06 to Boro will ensure continuous provision of quality janitorial services at select City-owned recreation facilities and is in the best interests of the citizens of Fernandina Beach.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby awards Request for Proposal 26-06: Parks Janitorial Services to Greenscape Enterprises, Inc. d/b/a Boro Building and Property Maintenance, in Fiscal Year 2026/2027, in the amount of $81,600.00, attached hereto as Exhibit 1.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute documentation related to the award of RFP 26-06, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall take effect immediately upon passage.

ADOPTED this 19th day of August 2026.

CITY OF FERNANDINA BEACH

_____

JAMES ANTUN
Commissioner – Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2026-97
Exhibit "1"

AGREEMENT TO FURNISH SERVICES TO THE

CITY OF FERNANDINA BEACH, FLORIDA

This AGREEMENT made on the 18 day of August, 2026 between the **City of Fernandina Beach**, a municipal corporation whose address at 204 Ash Street, Fernandina Beach, Florida 32034 ("CITY") and the vendor, Greenscape Enterprises Inc. D/B/A Boro Building & Property Maintenance whose address is 6321 Porter Road Suite 5, Sarasota, FL, 34240, ("VENDOR").

For the consideration hereinafter set forth, Greenscape Enterprises Inc. D/B/A Boro Building & Property Maintenance, hereinafter referred to as the VENDOR, agrees to provide professional services to the City of Fernandina Beach, as follows:

1. **SCOPE OF SERVICES** - The parties hereto agree that under this Agreement, the vendor will provide professional services of a specified nature as described in Exhibit "A" - Scope of Services, attached hereto and incorporated as if fully set forth herein, when and if the CITY requests the VENDOR to provide such services.

2. **TERM OF AGREEMENT** - This Agreement will commence on October 1, 2026 and be for a period of One-Year, with an option for two additional one-year extensions.

3. **ENTIRE AGREEMENT** - The terms, specifications and drawings included in this Agreement when duly executed constitute the entire agreement between the parties, unless otherwise stated on the face of the order. Acceptance of this Agreement will be unqualified, unconditional, and subject to and expressly limited by the Terms and Conditions hereon. CITY and the VENDOR will not be bound by additional provisions or provisions at variance herewith that may appear in the VENDOR's quotation, acknowledgment in force, or any other communication from VENDOR to CITY unless such provision is expressly agreed to and confirmed in writing. No modification or waiver of terms of the agreement is binding unless in writing, signed by the City Manager and confirmed by a representative of the VENDOR. This agreement will be interpreted in accordance with the laws of the State of Florida.

4. **DELIVERIES/INPECTIONS** - In the event of failure to deliver material of the quality or within the time specified, CITY may cancel the order and buy elsewhere. Failure of CITY to exercise this option with respect to any installment will not be deemed a waiver with respect to future installments, if any. Materials will be received subject to CITY's right to inspect and test all materials at destination before acceptance. VENDOR must pay transportation costs and the cost of inspecting and testing of materials which are rejected by City.

5. **CONTINGENCIES** - Neither party will be liable for delays or defaults due to acts of God, government authority or public enemy, war, fires, floods, epidemics, strikes, labor troubles, freight embargoes or contingencies reasonably beyond its control The party so affected, upon prompt written notice to the other party, will be excused from making or taking deliveries or goods and/or services hereunder to the extent of such prevention or restriction. At City's option, deliveries so omitted will be made on notice thereof to the VENDOR, upon cessation of such contingency, even though such might have been operative at the date of this order.

6. **GOVERNMENT REGULATIONS** - VENDOR warrants that all applicable laws and regulations of government authority, covering the production, sale and delivery of the materials and performance of services specified herein, have been complied with and will indemnify and save CITY harmless from and against any liability or loss resulting from VENDOR's failure to do so.

7. **WARRANTIES** - In addition to all warranties, established by statute or common law, or set forth elsewhere in this order, VENDOR expressly warrants that all material or services conform to all specifications, drawings, samples, and descriptions furnished or adopted by CITY and will be of best quality and fit and sufficient for the purpose for which purchased. If specified hereon, merchantable, of good material and workmanship and free from all patent and latent defects. CITY's failure to give notice to VENDOR of any breach or warranty does not discharge VENDOR of any breach of warranty and will not discharge Vendor's liability therefor. Without limiting the generality of any of the foregoing, VENDOR agrees to be responsible for all defects in design, workmanship and materials which may become apparent within twelve months of receipt by CITY.

8. **INSTALLATION** - If the scope of services requires the services of experts or employees on CITY's premises, such experts or employees are not deemed to be the agents or employees of CITY. Such parties are subject to CITY's safety rules and fire regulations. VENDOR assumes full responsibility for their acts and omissions and agrees to save CITY harmless from any claims arising therefrom and to accept exclusive liability for payroll and other taxes imposed upon the employer by law. VENDOR will undertake to keep the materials and premises involved free from any lien whatsoever for materials and labor incident to the performance of personality for a lump sum amount. VENDOR agrees to furnish an analysis thereof as CITY may reasonably require for accounting purposes. VENDOR will be solely responsible for materials furnished by CITY on other than a charge basis in connection with this agreement.

9. **NON-DISCLOSURE** - Without prior written consent of the CITY in each instance, VENDOR may not reveal to a third party the details, characteristics or any information on materials made to the special order of CITY or use reproductions thereof in any promotional media or reveal that CITY is purchasing the materials ordered hereunder.

10. **OCCUPATION SAFETY AND HEALTH ACT** - VENDOR certifies that all material, equipment, etc. supplied under terms of this Agreement meets all O.S.H.A. requirements. VENDOR further certifies that, if the material, equipment, etc. delivered is subsequently found to be deficient in accordance with any O.S.H.A. requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with the O.S.H.A. requirements will be borne by the VENDOR.

11. **PERMITS** - VENDOR is responsible for obtaining any permits necessary to complete the work covered by this order, at its own expense, prior to starting any work under this order.

12. **INDEMNIFICATION** -The parties recognize that VENDOR is an independent contractor. VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its Commissioners, Mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of VENDOR, its officers, employees, subcontractors, agents, and representatives. VENDOR's liability hereunder includes all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of VENDOR against the CITY and VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision are not limited by the amount of any insurance required to be obtained or maintained by VENDOR. In addition, VENDOR agrees to assume liability for and indemnify, hold harmless and defend the CITY, its Mayor, Commissioners, officers, employees, attorneys, agents and representatives of, from, and against all liability and expense, including reasonable attorneys' fees, in connection with any and all claims, including claims for injunctive or equitable relief, and damages whatsoever for personal injuries or property damage, including loss of use, arising out of VENDOR's violation or alleged violation of any third party's trade secrets, proprietary information, trademark, copyright, or patent rights in connection with VENDOR's licensing of any software, hardware, uploads or downloads delivered to the CITY pursuant to this Agreement and/or arising out of the negligent or deliberate act or omission of VENDOR, its officers, employees, volunteers, representatives or agents. Nothing contained in the foregoing indemnification will be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

13. **INSURANCE** – VENDOR must procure and maintain worker's compensation insurance and commercial general liability insurance satisfactory to the CITY, with liability limits of not less than One Million Dollars ($1,000,000) combined single limit per occurrence for bodily injury and property damage liability, with a certificate of insurance to be furnished to the CITY naming the CITY OF FERNANDINA BEACH as an additional insured. It is understood and agreed that the coverage afforded by VENDOR's commercial general liability insurance also applies to CITY as an additional insured. Such policy must provide that cancellation or changes to such insurance will not occur without at least thirty (30) days prior written notice to the CITY. This requirement for proof of insurance may be modified only through approval of the City Manager and City Attorney.

14. **PAYMENT & TAXES** – Invoices must be submitted to the CITY's billing address. Payment due hereunder will be made by the CITY to VENDOR in accordance with the Florida Local Government Prompt Payment Act. The CITY is exempt from Federal Taxes on transportation charges and any Federal Excise Tax. If you prepay transportation charges, do not pay tax as the CITY will not reimburse you for the taxes paid. The CITY also is exempt from State Sales Tax.

15. **ASSIGNMENT** - VENDOR may not assign this Agreement or any part thereof without written consent of the CITY. Such consent will not relieve VENDOR from its obligations and liabilities hereunder.

16. **TERMINATION** - The CITY or the VENDOR may terminate, suspend, or delay this agreement for any reason by giving at least thirty (30) days written notice to the other party of their intent to terminate, suspend, or delay. In the event the agreement is terminated, suspended or delayed by the CITY for reasons unrelated to the quality of work provided by the VENDOR, the CITY will pay the VENDOR in full for all work previously authorized and actually performed prior to the Notice of Termination, Suspension or Delay. This payment will be the sole financial obligation or responsibility of the CITY for compensation in the event of termination, suspension or delay in accordance with the provisions of this paragraph. This Agreement will continue in effect until a Notice of Termination, Suspension or Delay is given by either party as set forth above. Upon termination, suspension or delay, at the CITY's request, the VENDOR must turn over to the CITY all work products and deliverables completed or partially completed up to the date of termination, suspension or delay, including but not limited to, subcontractor work products, reports, surveys, drawings, model results, and specifications. The CITY will have full rights to use all such work products and deliverables for any project, and in any manner, in the sole discretion of the CITY. The CITY accepts sole responsibility for the use of the above-referenced

work products and deliverables unless prior written approval is obtained from the VENDOR.

17. **SEVERABILITY** - If any section, subsection, sentence, clause, phrase, or portion of this contract is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion will be deemed separate, distinct, and independent provision, and such holding will not effect the validity of the remaining portion thereof.

18. **PUBLIC RECORDS LAW REQUIREMENTS** – Pursuant to Section 119.0701, Florida Statutes, a VENDOR performing services for the CITY must: (a) keep and maintain all public records as that term is defined in Chapter 119, Florida Statutes ("Public Records"), that ordinarily and necessarily would be required by the CITY in order to perform the work contemplated by this Agreement; (b) provide the public with access to Public Records, on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the costs provided in Chapter 119, Florida Statute, or as otherwise provided by law; (c) ensure that Public Records that are exempt and confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) meet all the requirements for retaining Public Records and transfer, at no cost to the CITY, all public records in possession of Vendor within thirty (30) days after termination of this Agreement. All Public Records stored electronically must be provided to the City in a format that is compatible with the information technology of the CITY. If Vendor does not comply with a public records request, the CITY may pursue any and all remedies available in law or equity, including but not limited to specific performance. **If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide Public Records relating to this contract, contact the Custodian of Public Records at 904-310-3115, cbest@fbfl.org, 204 Ash Street, Fernandina Beach, FL.**

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the day and date first above written:

CITY OF FERNANDINA BEACH, FLORIDA,

a municipal corporation

_____

Sarah Campbell, City Manager

Approved as to Form & Legality:

_____

Teresa L. Prince, Esq., City Attorney

Attest:

_____

Caroline Best, City Clerk

VENDOR

BORO BUILDING & PROPERTY MAINTENANCE

By: BEN VARNEY

Title: CEO

WITNESS:

Name: R SKRZYPKOWSKI

Sign:

Exhibit "A"

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

SCOPE OF WORK
Contractor shall supply all labor, equipment and cleaning supplies. The City shall provide trash receptacles liners, paper towels, toilet paper, hand soap and other supplies required to replenish restroom and kitchen dispensers.

Office & Public areas excluding kitchens: Contractor shall empty trash, replace liners when required, clean trash receptacles when required, dispose of trash and empty cardboard receptacles into dumpsters provided by City, sweep and spot wet mop tile floors, vacuum traveled carpeted areas and floor mats, dust horizontal surfaces in public areas of the building that are readily available and visibly require dusting, clean entrance door glass. Sweep all interior and exterior stairs. Sweep all exterior landings and entry mats.

Interior tile or wood stairs shall be lightly mopped, then immediately dried with rags or towels after mopping.

Spray buff vinyl tile and wood flooring. Spot-clean all wall surfaces within 80" of the floor. Clean all interior windows and mirrors. Completely clean all interior windowsills.

Low dusting and wiping: Contractor shall clean all horizontal and vertical surfaces within 80" of the floor. All dust, lint, litter, handprints, soil, etc. shall be removed from surfaces. This will include chairs, file cabinets, counters, windowsills, tops of doors, etc. **Do not clean or dust electronic equipment and personal items**.

Kitchen areas: empty trash, replace liners, clean trash receptacles when required, dispose of trash and empty cardboard receptacles in dumpsters, sweep and spot wet mop tile floor, clean sinks and faucets. The contractor shall ensure that surface areas are kept clean. The outside of refrigerators wiped down and countertops sanitized. The contractor shall clean microwaves inside and out. The contractor is **not** responsible for the inside of the refrigerators or dirty dishes.

Restrooms: Tasks include completely cleaning and disinfecting wash basins, chrome, and counters, dispensers, toilets and urinals, mirrors, glass, paper product dispensers and trash dispensers. Spot clean and disinfect partitions, doors and walls. Completely wet mop and disinfect tile floors. Replenish dispensers for hand towels, soap, air freshener and toilet tissue. The Contractor shall sanitize, clean, and stock restrooms. Frequently check paper products so that supplies do not run out. The contractor shall coordinate ordering of supplies with City staff responsible for purchasing supplies at each facility. All restrooms shall be thoroughly cleaned with a germicide cleaner each time cleaning is scheduled. Outside of all toilet bowls, urinals and hand sinks or basins shall be cleaned so as to be free from soil and odors. Use of abrasive cleaners shall be limited to deeply stained areas.

Bleach and abrasive cleaners may not be used for cleaning unless specifically approved for spot-cleaning.
Clean inside of toilet bowls, urinals and hand sinks or basins and all operating fixtures. Cleaning shall include periodic descaling to remove hard water staining. After cleaning,

the entire surface shall be free from streaks, spots, rust, scale, stains, scum, dust, dirt, urine and other offensive stains.

Walls and partitions surrounding toilet bowls, urinals and hand sinks or basins shall be cleaned as to be free from any soil's odors. Floors and mop boards or baseboards shall be scrubbed and shined and free from dirt, grit, dust, streaks, splashes, hair, and mop strands. Mirrors, doorknobs, and door push plates shall be cleaned and sanitized.

Floor drains, restroom floors, hand sinks and shower drains shall be thoroughly cleaned with brushes and germicides to be thoroughly sanitized at the beginning of the performance of the contract and treated on a once-a-month basis throughout the duration of the contract. Drains shall be kept free from mop strands, hair, soap-scum, and offensive odor.

Showers and Shark Coating: All shower room floors and walls shall be cleaned with non-abrasive cleaners specifically approved for use on shark floor coating. After cleaning, floors and walls shall be free from streaks, smudges, water spots, and strong odors.

Minimum Cleaning Standards:
Floors shall be mopped with clean water using minimal amounts of detergents, which shall be replaced regularly. Mops and buckets will be kept clean and odor-free and replaced when necessary. Mop water shall be disposed of only at specified locations and never in hand sinks or outdoors. After mopping, the floor shall have a uniform appearance, with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film, debris, or standing water.

All uncarpeted floors and stairs shall be swept, including corners and abutments. After sweeping, the floor and stairs shall be free of litter, dust, rocks, and foreign debris.

Chairs, trash receptacles, walk-off mats, and other easily moveable items shall be tilted or moved to sweep or mop underneath. Non movable items shall be swept and mopped under as best as possible. There shall be no splash marks or streaks on furniture, walls, baseboards, etc.

All uncarpeted floors shall receive regular floor maintenance. After receiving floor maintenance, the entire floor shall have a uniform coating of a nonskid floor finish, have a uniform, glossy appearance, and be free of scuff marks, heel marks, and other stains and discolorations. Floor maintenance includes washing, buffing, spray buffing, one-step waxing, stripping and waxing as needed to achieve a resilient and protective finish.

Carpet-type entrance mats swept with a stiff brush or vacuumed to remove soil and grit. Rubber or polyester entrance mats shall be swept or mopped to remove soil and grit. Soil and moisture underneath entrance mats shall be removed for cleaning and returned to their normal location.

All carpet runners are to be vacuumed and then rolled and the area underneath is to be cleaned with the surrounding floor. The runners shall then be unrolled and placed back.

Each floor type must be completely cleaned during each cleaning rotation.

A/C vents and fans: Ventilation supply and return plates and bathroom fans shall be cleaned using a duster or soap and water as needed.

Drinking Fountains: Clean and disinfect all surfaces, including the spout, operating button and drain. After cleaning, the entire drinking fountain shall be free from streaks, stains, smudges, offensive odors, scale and other obvious soil.

Windows/Mirrors: All inside surfaces of windows, doorway glass and all mirrors shall be cleaned as needed to keep them free of dust, soil, handprints etc.

Furniture: All furniture shall be wiped down or vacuumed to keep surfaces free of soil, lint, dust or other foreign items.

Equipment: Office equipment such as computers, copiers, keyboards, monitors, typewriters, telephones, fax machines, adding machines, portable calculators and desk lamps shall **not be *cleaned.*** Extreme caution shall be used to prevent damage to electronic equipment by bumping, unplugging or moving when cleaning or vacuuming around equipment, electrical plugs and power supplies.

Personal Items: The contractor shall not move or displace personal items and shall take care in not disrupting these items. If items are in the way of cleaning, the contractor shall work around the items as best as possible and notify the Contract Administrator of any problems.

CLEANING FOR EVENTS OUTSIDE THE NORMAL SCHEDULED CLEANINGS

There are times when the parks and recreation department will have rentals that require additional cleaning outside the normal scheduled cleanings. The City is requesting an hourly rate to be specified for these additional cleaning services.

AWARD

Award recommendation shall be made to the most responsive and responsible Respondent offering the best value. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the proposal process. The recommendation of the Evaluation Committee does not bind the City Commission.

Successful Respondent is required to have a Business License in the city where their home office is located. If business office is located in the City of Fernandina Beach a business tax license is required.

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555		
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925		
	Auditorium, kitchen, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	8,675		
	Aquatics bldg - 2 bathrooms, offices, classroom and program room	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,565		
	Mens/womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	1,725		
					3,200 P. MONTH	Total for Atlantic Recreation Center
MLK Jr. Center						
1200 Elm Street	Auditorium, kitchen, 2 bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	2,272		
	Mens/Womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	875		
	Program room	2x/week	Evenings after 7pm	1,115		
	Offices, hallways, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	1,036		
					1,600 P. MONTH	Total for MLK Jr. Ctr
Peck Center						
510 S 10th Street	City Offices - IT, Finance, HR, Fire, and City Attorney, and associated conference rooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,480		
	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578		
	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944		
					2,000 P. Month	Total for Peck Center
			Total approximate square footage	**42,748**		

$6,800 Per Month - TOTAL

L. Varney

Boro Building & Property Mtnce

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

INTRODUCTION

The City of Fernandina Beach, Florida is accepting competitive sealed proposals for **PARKS JANITORIAL SERVICES,** including labor, supplies, equipment and supervision. The intent of this Request for Proposal is for a janitorial contractor to provide janitorial services for parks recreation buildings operated by the City of Fernandina Beach, Florida.

The City of Fernandina Beach will receive sealed proposals from qualifying janitorial cleaning companies through **Demandstar.com** (www.demandstar.com). It shall be the sole responsibility of the Respondent to have their proposals uploaded to Demandstar.com E-Bidding System prior to **2:00PM, June 25, 2026**.

Hand-delivery, mailed, faxed or emailed submissions will **not** be accepted.

A Mandatory Pre-proposal meeting will be held at 10:00am (ET), May 27, 2026, at the City of Fernandina Beach Atlantic Recreation Center, located at 2500 Atlantic Ave, Fernandina Beach, FL 32034. Proposals will not be considered from any firm that is not represented at the Mandatory Pre-proposal meeting. Any Respondent who arrives after the meeting has concluded will not be considered.

It shall be the sole responsibility of the Respondent to have its proposal submitted through the **DemandStar website** (www.demandstar.com) not later than the above date and time. Facsimile, paper or telegraphic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the Respondent. Proposals received after the deadline will not be considered. Award of the Proposal is subject to authorization and appropriation of funds.

RESPONDENTS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE RFP PROCESS, REQUIREMENTS AND EXHIBITS.

The response shall be submitted on the specified **Contact Sheet/Bid Form**, hereto attached as "**Exhibit A**". The person signing the RFP Response Form shall have the authority to bind the Respondent to the RFP. All information on the RFP form shall be provided, or the response may not be accepted.

The competitive sealed response shall be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H".**

Separate "Attachment A" Sample of City of Fernandina Beach Contract.

In accordance with Item 16, General Terms and Conditions, please provide **proof the Contractor/Vendor is not listed in the Excluded Parties List System**, a federal suspension and debarment listing.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

SCOPE OF WORK

Contractor shall supply all labor, equipment and cleaning supplies. The City shall provide trash receptacles liners, paper towels, toilet paper, hand soap and other supplies required to replenish restroom and kitchen dispensers.

Office & Public areas excluding kitchens: Contractor shall empty trash, replace liners when required, clean trash receptacles when required, dispose of trash and empty cardboard receptacles into dumpsters provided by City, sweep and spot wet mop tile floors, vacuum traveled carpeted areas and floor mats, dust horizontal surfaces in public areas of the building that are readily available and visibly require dusting, clean entrance door glass. Sweep all interior and exterior stairs. Sweep all exterior landings and entry mats.

Interior tile or wood stairs shall be lightly mopped, then immediately dried with rags or towels after mopping.

Spray buff vinyl tile and wood flooring. Spot-clean all wall surfaces within 80" of the floor. Clean all interior windows and mirrors. Completely clean all interior windowsills.

Low dusting and wiping: Contractor shall clean all horizontal and vertical surfaces within 80" of the floor. All dust, lint, litter, handprints, soil, etc. shall be removed from surfaces. This will include chairs, file cabinets, counters, windowsills, tops of doors, etc. **Do not clean or dust electronic equipment and personal items**.

Kitchen areas: empty trash, replace liners, clean trash receptacles when required, dispose of trash and empty cardboard receptacles in dumpsters, sweep and spot wet mop tile floor, clean sinks and faucets. The contractor shall ensure that surface areas are kept clean. The outside of refrigerators wiped down and countertops sanitized. The contractor shall clean microwaves inside and out. The contractor is **not** responsible for the inside of the refrigerators or dirty dishes.

Restrooms: Tasks include completely cleaning and disinfecting wash basins, chrome, and counters, dispensers, toilets and urinals, mirrors, glass, paper product dispensers and trash dispensers. Spot clean and disinfect partitions, doors and walls. Completely wet mop and disinfect tile floors. Replenish dispensers for hand towels, soap, air freshener and toilet tissue. The Contractor shall sanitize, clean, and stock restrooms. Frequently check paper products so that supplies do not run out. The contractor shall coordinate ordering of supplies with City staff responsible for purchasing supplies at each facility. All restrooms shall be thoroughly cleaned with a germicide cleaner each time cleaning is scheduled. Outside of all toilet bowls, urinals and hand sinks or basins shall be cleaned so as to be free from soil and odors. Use of abrasive cleaners shall be limited to deeply stained areas.

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Clean inside of toilet bowls, urinals and hand sinks or basins and all operating fixtures. Cleaning shall include periodic descaling to remove hard water staining. After cleaning,

the entire surface shall be free from streaks, spots, rust, scale, stains, scum, dust, dirt, urine and other offensive stains.

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All uncarpeted floors and stairs shall be swept, including corners and abutments. After sweeping, the floor and stairs shall be free of litter, dust, rocks, and foreign debris.

Chairs, trash receptacles, walk-off mats, and other easily moveable items shall be tilted or moved to sweep or mop underneath. Non movable items shall be swept and mopped under as best as possible. There shall be no splash marks or streaks on furniture, walls, baseboards, etc.

All uncarpeted floors shall receive regular floor maintenance. After receiving floor maintenance, the entire floor shall have a uniform coating of a nonskid floor finish, have a uniform, glossy appearance, and be free of scuff marks, heel marks, and other stains and discolorations. Floor maintenance includes washing, buffing, spray buffing, one-step waxing, stripping and waxing as needed to achieve a resilient and protective finish.

Carpet-type entrance mats swept with a stiff brush or vacuumed to remove soil and grit. Rubber or polyester entrance mats shall be swept or mopped to remove soil and grit. Soil and moisture underneath entrance mats shall be removed for cleaning and returned to their normal location.

All carpet runners are to be vacuumed and then rolled and the area underneath is to be cleaned with the surrounding floor. The runners shall then be unrolled and placed back.

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AWARD

Award recommendation shall be made to the most responsive and responsible Respondent offering the best value. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the proposal process. The recommendation of the Evaluation Committee does not bind the City Commission.

Successful Respondent is required to have a Business License in the city where their home office is located. If business office is located in the City of Fernandina Beach a business tax license is required.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

RFP Package
RFP Documents and Specifications are available to download from the City of Fernandina Beach website at www.fbfl.us/bids, and DemandStar at www.demandstar.com. Questions regarding the RFP package can be directed to Wanda Weaks, Purchasing Specialist, wweaks@fbfl.org.

CONTACT
Specification questions during the RFP period shall be submitted in writing to the appropriate Department contact below with a copy to Wanda Weaks, wweaks@fbfl.org.

Respondents are hereby put on notice that no contact shall be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA
A written response to submitter's questions will be issued via Addendum and posted on the City's website at www.fbfl.us/bids and DemandStar at www.demandstar.com. It is the submitter's responsibility to check the City's website for Addenda prior to submitting their proposal. The deadline for questions is **ten** days before the RFP opening.

If there is an Addendum it becomes part of the original RFP and shall be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the company submitting the bid or proposal. Failure to do so may disqualify the proposal.

PROPOSAL OUTLINE

Table of Contents
The submittal should include a clear and complete identification of proposal using tabs and page numbers for clear reference.

1. Letter of Transmittal
Provide a brief letter of transmittal that includes the following information:

a. The proposer's understanding of the work to be performed.
b. A positive commitment to perform the service as specified.
c. The names of key persons who will be the main contacts for the City.

Tab 1 - Qualifications and Capability of Firm

a. Provide a statement of qualifications abilities, experience and expertise in providing the requested services.
b. Identify key personnel to be responsible for this contract, primary and backup. Provide resumes and highlight experience of key personnel that will be assigned to this contract.

Tab 2 - Experience

a. Describe experience in providing the services described in the scope of work.
b. Provide a complete listing of any convictions or fines incurred by the firm or of its principals for violations of any state or federal law within the past three years. Identify firm's executives who have current claims or who have participated in litigation against the City while with another firm.

Tab 3 - Project Approach

a. Describe the understanding of the work required, methods and the work schedule to accomplish the scope of work. Describe methods to correct deficiencies in the services provided.

Tab 4 - References

a. Provide a list of current clients and date(s) services provided.
b. Identify a minimum of three references in the current clients list and include contact person's names, phone numbers, e-mail addresses, and mailing addresses.

Tab 5 – Cost Proposal

a. Provide a list of expenses and fees for completing the scope of work.

EVALUATION PROCESS

All Requests for Proposals (RFP) will be evaluated in terms of project approach, experience, quality of work, proposed cost, and capacity to perform. Past performances on similar projects will also be assessed in terms of timeliness, completing work within budget and quality of work.

The City observes a "cone of silence" and policies for ethical and professional behavior on all advertised solicitations. After issuance of the solicitation, respondents shall refrain from contacting any member of the evaluation committee, the City Manager or the City Commission regarding this proposal until the Commission approves the successful proposer.

Costs of preparation of a response to this RFP are solely those of the proposer. The City assumes no responsibility for any such costs incurred by the proposer.

EVALUATION CRITERIA

- **Qualifications & Capability of Firm** **20%**
- **Experience** **20%**
- **Project Approach** – demonstrates understanding of project requirements, and proposes methods and work schedule accomplish the work meeting or exceeding criteria listed in the RFP. **30%**
- **References** **15%**
- **Cost Proposal** **15%**

INSURANCE REQUIREMENTS

Insurance requirements are outlined in the General Conditions of this Request for Proposal.

BOND REQUIREMENTS

Bid bonds requirements are outlined in the General Conditions of this Request for Proposal.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

GENERAL CONDITIONS REQUEST FOR PROPOSAL

1. **PREPARATION OF PROPOSAL –** REQUEST FOR PROPOSAL will be prepared in accordance with the following:
   a. The enclosed Contact Sheet/Proposal Form, attached hereto as "Exhibit A", must be used when submitting your REQUEST FOR PROPOSAL.
   b. All information required by the Contact Sheet/Proposal Form must be furnished. The Proposer must print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
   c. Unit prices must be shown and where there is an error in extension of price, the unit price will govern.
   d. Alternate Proposals will not be considered unless authorized by the Request for Proposal.
   e. Proposers will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
   f. Proposers must make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Proposer of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City's Purchasing Ordinance is set forth in Chapter 2-420, *et seq*.
   g. Prices quoted must be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Request for Proposal.
   h. Deliveries are to be FOB Destination unless otherwise specified in the Request for Proposal.
   i. Deliveries are to be made during regular business hours.
   j. Proposals and Proposal prices must be valid for a minimum of ninety (90) days, unless otherwise stated on the REQUEST FOR PROPOSAL.

2. **SUBMISSION OF PROPOSAL**
   a. The City of Fernandina Beach has partnered with **DemandStar using their E-bidding platform**. All submittals will be received through the **DemandStar E-bidding platform**. To register and submit through DemandStar go to www.demandstar.com/registration.

3. **REJECTION OF PROPOSAL**
   a. The City reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City will be the sole judge of the submittals. The City's decision will be final.

4. WITHDRAWAL OF PROPOSAL

a. Proposals may not be withdrawn after the time set for the opening for a period of time as specified.
b. Proposals may be withdrawn prior to the time set for the opening. Such request must be in writing.

5. LATE PROPOSAL

a. REQUEST FOR PROPOSAL and modifications received after the time set for the opening will not be considered.
b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

a. Proposers must comply with all local, state, and federal directives, orders and laws as applicable to the REQUEST FOR PROPOSAL and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.
b. A “Public Entity Crimes Statement”, in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as “Exhibit B”, must be received at the time of the proposal.
c. A “Drug Free Workplace Certification” attached hereto as “Exhibit C”, must be received at the time of the proposal.
d. The City of Fernandina Beach requires that the Proposer selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.
e. An “E-Verify Statement” attached hereto as “Exhibit D” must be received at the time of the proposal.

7. AWARD OF REQUEST FOR PROPOSAL

a. The REQUEST FOR PROPOSAL will be awarded to the most responsive and responsible proposer offering the best value to the City of Fernandina Beach.
b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
c. A written award of acceptance (Purchase Order) mailed or otherwise furnished to the successful Proposer will result in a binding contract without further action by either party.
d. Unless otherwise noted in the specifications, the length of the agreement will be one year, with two one-year renewals possible based on the mutual consent of the parties.
e. Upon award, for construction projects, the Contractor will be required to complete/execute the City’s Contract and General Conditions for Construction Services.

f. Agreement may be cancelled with 60-day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

a. The City will not be responsible for any cost incurred by a prospective Proposer in responding to this REQUEST FOR PROPOSAL.

9. BONDS

- If Proposal is less than $100,000 no Proposal Bond or Payment and Performance Bond required.
- If Proposal is greater than $100,000 and is for material only, a Proposal Bond is required but no Payment and Performance Bond is required.
- If Proposal is $100,000 - $200,000, and is for services, a Proposal Bond is required but no Payment and Performance Bond is required.
- If Proposal is greater than $200,000, and is for services, Proposal Bond and Payment and Performance Bond is required.

PROPOSAL BOND:

a. If the Base Proposal or the Base Proposal plus the sum of any alternates fall into the criteria above requiring a Proposal Bond, the Proposer must enclose a Certified Check or Proposal Bond with each Proposal. A Certified Check or Proposal Bond must be for an amount not less than five percent (5%) of the Proposal price and must be made payable to the CITY OF FERNANDINA BEACH as a guarantee that the Proposer will not withdraw its proposal for a period of ninety (90) calendar days after Proposal closing time. Proposal Bonds or Certified Checks will be returned to unsuccessful Proposal within 10 days of proposal award. Successful proposers will receive their Certified Check or Proposal Bond after the contract/agreement has been signed and a Performance and Payment Bond is received.

PERFORMANCE AND PAYMENT BONDS:

a. In the event the Contract is awarded to the Proposer, Proposer will thereafter enter into a written contract with the CITY OF FERNANDINA BEACH and furnish a Payment and Performance Bond in an amount equal to the contract price. The form of the bonds shall be in accordance with Section 255.05 of Florida Statutes. Failing to do so, Proposer must forfeit its proposal security.
   Payment and Performance Bond must be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida. The following exceptions to proposer providing Performance and Payment Bonds are as follows: In lieu of the Performance and Payment Bonds, a contractor may file with the City an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in part II of chapter 625, Florida Statutes. Any such alternative form of security must be for the same purpose and be subject to the same conditions as those applicable to the bonds.

The value of an alternative form of security must be in the amount of the proposal.

10. PUBLIC INFORMATION

a. All information contained in this Proposal is public information, and as such will be handled in accordance with chapter 119, Florida Statutes.

11. ADDITIONAL INFORMATION

a. The City reserves the right to require Proposers to provide references and information on previous similar experience prior to award of the contract.

12. QUESTIONS

a. Any questions about the REQUEST FOR PROPOSAL should be communicated per instructions in the REQUEST FOR PROPOSAL.

13. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The parties recognize that FIRM/LESSOR is an independent Contractor. FIRM/LESSOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of FIRM/LESSOR, its officers, employees, agents, and representatives. FIRM/LESSOR's liability hereunder must include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of FIRM/LESSOR against the CITY and FIRM/LESSOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision will survive termination of this Agreement and will not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification will be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the FIRM/LESSOR must, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Contractor" as used in the insurance rider, will mean and include Subcontractors of every tier.

A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million ($1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.

B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000.00) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:

1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
2. Completed Operations/Products Liability.
3. Broad Form Property Damage
4. Personal and Advertising Injury Liability
5. Independent Contractors
6. Endorsements must be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, (your company), their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.
7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, (your company) and all other parties required to be named as additional insureds.
8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your company).
9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1, 000,000) dollars minimum per occurrence.

E. During the term of this agreement, (if applicable) the FIRM/LESSOR will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the FIRM/LESSOR. The amount of insurance must not be less than One Million ($1,000,000) Dollars per occurrence and aggregate.

F. Loss Deductible – If the insurance of any FIRM/LESSOR contains deductible(s), penalty(s) or self-insured retention(s), the FIRM/LESSOR

Whose insurance contains such provision(s) must be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense must furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which will provide for the interests of [Name of Owner] , [Name of General Contractor] and (your company) to be named as Loss Payees and will contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.
"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.

H. The above insurances must each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of General Contractor] and [Name and address of your company] by certified mail-return receipt requested ."

I. The amount of insurance contained in the aforementioned insurance coverages will not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.

J. The Contractor must file certificates of insurance prior to the commencement of work with the Owner and the General Contractor which will be subject to the Owner, General Contractor and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.

K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

L. The carrying of the insurance described shall in no way be interpreted as relieving the Contractor or Subcontractor of any responsibility of liability under this Contract.

M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials must contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of General Contractor], [Name of Contractor (your company)] and all other indemnities named in the Contract.

N. Should the Contractor engage a Subcontractor, the same conditions will apply under this contract to each Subcontractor, however, the retained Subcontractor must be required to maintain limits of liability of not less than One Million ($1,000,000) Dollars per occurrence and Two Million ($2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

14. PAYMENT

Payment due hereunder must be made by the City to FIRM/LESSOR in accordance with the Florida Prompt Payment Act. Florida Statute 218 Section 74.

15. PROPOSAL PROTESTS

Proposal protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-444.

16. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, FIRM/LESSOR may not participate in the proposal if FIRM/LESSOR is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, https://www.sam.gov/portal/SAM/. FIRM/LESSOR must include copy of search results with bid or proposal.

17. LOBBYING

a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups
who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTORS must not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters must be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

EXHIBITS

EXHIBIT "A" **Contact Sheet**

EXHIBIT "A-1" **Proposal Pricing Form**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

EXHIBIT "A"
CONTACT SHEET

Name: _____

Federal Taxpayer ID _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555		
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925		
	Auditorium, kitchen, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	8,675		
	Aquatics bldg - 2 bathrooms, offices, classroom and program room	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,565		
	Mens/womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	1,728		
						Total for Atlantic Recreation Center
MLK Jr. Center						
1200 Elm Street	Auditorium, kitchen, 2 bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	2,272		
	Mens/Womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	875		
	Program room	2x/week	Evenings after 7pm	1,115		
	Offices, hallways, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	1,036		
						Total for MLK Jr. Ctr
Peck Center						
510 S 10th Street	City Offices - IT, Finance, HR, Fire, and City Attorney, and associated conference rooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,480		
	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578		
	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944		
						Total for Peck Center
			Total approximate square footage	**42,748**		

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is_____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length

agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____ 20_____ by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____STATE: _____ ZIP CODE: _____

SIGNATURE: _____PHONE: _____

NAME (TYPED OR PRINTED): _____TITLE: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name:_____Title: _____

Signature: _____Date: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____ 20_____ by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐

online notarization, this _____ day of _____ 20_____
by _____,

_____

Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

_____

Firm Date

_____

Authorized Signature Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

1. Submitters to upload to Demandstar.com before the 2:00PM deadline.
2. Requested square footage of restrooms at all facilities. (see chart on pages 3-5)
3. Floors requiring the extra maintenance (page 3 – Paragraph "All uncarpeted floors…) needs square footage. (see chart on pages 3-5)
4. Frequency of floor cleaning. In scope
5. Spray and buff wood floors? No
6. This RFP includes the Atlantic Recreation Center (ARC), the Martin Luther King, Jr. (MLK), Peck gym and Peck Center Main Building. This is not a city-wide cleaning contract. All areas to be cleaned were viewed during the pre-bid walk through.
7. Is an onsite supervisor mandatory? No
8. The Peck gymnasium (basketball court) floor is not part of this cleaning scope. The City will take care of the gymnasium floor.
9. Nothing along the wall in the Peck gymnasium (basketball court) is part of this scope.
10. The scope includes the Peck restrooms, offices, cardio and workout room.
11. Change the square footage of the Peck – removing the gymnasium floor from the square footage. (see chart on pages 3-5)
12. Clarify the time for the Peck gymnasium to be cleaned. Morning or evening? It can be cleaned in the early morning before 11am.
13. The Peck center elevator floor is included in this scope of work.
14. Make sure the square footage of the Peck library and the back instructor room are provided in this scope. (see chart on pages 3-5)
15. Detail the expectations for each area of the Peck Center. Detailed in the scope of work
16. ARC has two part-time cleaning employees.
17. MLK has one part-time cleaning employee.
18. HighTech cleans the Peck Center currently and one person cleans the building.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

LOCATION	ROOM	SIZE	STAGE	Additional Info
Atlantic 2500 Atlantic Ave	Auditorium	5684 sq ft	YES	Stage 22x25 Lobby 16x21 Audit 98 ft long Audit 58 ft wide
Atlantic 2500 Atlantic Ave	Patio Room	1980 sq ft	No	
Atlantic 2500 Atlantic Ave	Auditorium mens bathroom	132 sq ft	No	
Atlantic 2500 Atlantic Ave	Auditorium Womens Bathroom	132 sq ft	No	
Atlantic 2500 Atlantic Ave	Locker Room Mens	458 sq ft	No	
Atlantic 2500 Atlantic Ave	Locker Room Womens	544 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Bathroom Boys	130 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Bathroom Girls	130 sq ft	No	
Atlantic 2500 Atlantic Ave	Conference Room	629 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Room	1262 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Room	427 sq ft	No	
Atlantic 2500 Atlantic Ave	Aquatics Classroom	215 sq ft	No	
Atlantic 2500 Atlantic Ave	Aquatics Instructor Room	320 sq ft	No	
MLK 1200 Elm St/MLK St	Auditorium	1470 sq ft	Yes	Stage
MLK 1200 Elm St/MLK St	Auditorium Bathroom Vestibule	60 sq ft	No	
MLK 1200 Elm St/MLK St	Auditorium Bathroom Mens	209 sq ft	No	
MLK 1200 Elm St/MLK	Main Building Bathrooms Mens	81 sq ft	No	

St				
MLK 1200 Elm St/MLK St	Main Building Bathroom Womens	88 sq ft	No	
MLK 1200 Elm St/MLK St	Locker Room Mens	375 sq ft	No	
MLK 1200 Elm St/MLK St	Locker Room Womens	426 sq ft	No	
MLK 1200 Elm St/MLK St	Conference Room	440 sq ft	No	
MLK 1200 Elm St/MLK St	Camp Room	660 sq ft	No	
Peck Center 516 S. 10th St	Auditorium	1426 sq ft	Yes	Stage 512 sq ft 34 Standing
Peck Center 516 S. 10th St	Reception Room	567 sq ft	No	
Peck Center 516 S 10th St	Instructor Room	840 sq ft	No	
Peck Center 516 S 10th St	Library	567 sq ft	No	
Peck Center 516 S 10th St	Weight Room	512 sq ft	No	
Peck Center 516 S 10th St	Cardio Room	700 sq ft	No	
Peck Center 516 S 10th St	Gymnasium Bathroom Mens	130 sq ft	No	
Peck Center 516 S 10th St	Gymnasium Bathroom Womens	130 sq ft	No	
Peck Center 516 S 10th St	Bathroom 1st Floor Mens	187 sq ft	No	
Peck Center 516 S 10th St	Bathroom 1st Floor Womens	187 sq ft	No	

Peck Center 516 S 10th St	Bathroom 2nd Floor Mens	183 sq ft	No	
Peck Center 516 S 10th St	Bathroom 2nd Floor Mens	183 sq ft	No	

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

1. Proposal Bond Delivery. The RFP requires sealed proposals via Demandstar.com only. How should the physical Proposal Bond (or alternative cashier's check, certified check, etc. per Section 9) be delivered? Should it be scanned and uploaded to Demandstar, hand-delivered to City Hall, or mailed separately? What is the specific delivery address if a physical document is required, and what is the deadline for the bond to be received? The Proposal Bond or the Cashier's check can be uploaded electronically to Demandstar.com.

2. Pricing Format on Exhibit A-1. The Bid Pricing Form (Exhibit A-1) provides a single pricing cell per cleaning area. Should the pricing in each cell be quoted **monthly**, **annually**, or both? Should a total contract value (monthly and annual) be summarized at the bottom of the form? Monthly

3. Price Escalation in Renewal Years. Sections 7.d and the contract structure provide for two one-year renewals after the initial term. Is the proposer's bid pricing fixed for the full three-year potential term, or may pricing be adjusted at each renewal for inflation, fuel cost increases, or labor rate adjustments? If adjustments are permitted, is there a maximum percentage or index reference (e.g., CPI)? The renewals are with the same terms and conditions and pricing.

4. Cleaning Chemicals and Supplies. The Scope of Work specifies that the City provides trash liners, paper towels, toilet paper, hand soap, and dispenser refills. Please confirm that the contractor is responsible for providing all cleaning chemicals (including EPA List-N disinfectants, germicidal cleaners, floor finish, Shark coating-approved cleaners, etc.). Are there any City-specified product brands or restrictions beyond the non-abrasive requirement for Shark coating? Contractor must provide cleaning chemicals.

5. Facility Access After Hours. Most areas are to be cleaned in evening hours (after 5:00 PM or after 7:00 PM). How will the contractor's personnel access the facilities — keys issued, lockbox, code entry, security escort? Is there any City requirement for personnel to be on a pre-approved access list? Keys and possible key cards

6. Event Cleaning Provisions. The Scope of Work references "Cleaning for Events Outside the Normal Scheduled Cleanings." Should the proposer include an hourly rate or unit rate for event cleaning in the Cost Proposal, or is this billed on a separate work-order basis at time of need? Yes, Please

7. Local Preferences. Does the City of Fernandina Beach apply any scoring or evaluation preferences for Service-Disabled Veteran-Owned Small Businesses (SDVOSBs), Veteran-Owned Small Businesses, Minority-Owned businesses, or local Florida-based businesses? No. Due to the fact that under Section 287-057 state statue F.S., the City is prohibited from offering such scoring or evaluation preferences.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

8. Anticipated Contract Start Date. What is the City's anticipated timeline for evaluation, award, contract execution, and Notice to Proceed / commencement of services under RFP 26-06? Understanding the planned service start date is important for staffing, equipment procurement, and coordination with the current service provider during transition. Oct 1, 2026

9. Regarding the "as-needed" floor stripping, waxing, and buffing requirements outlined in the Scope of Work, will the City establish a baseline mandatory annual frequency, such as twice per year, or is the contractor expected to perform these tasks strictly upon request by the facility manager without additional compensation? This will be on an as needed basis and can be billed outside the monthly price

10. For the hourly rate requested for event cleanings outside the normal schedule, does the City guarantee a minimum number of billable hours per call-out, such as a 3-hour minimum? No

11. Are there any background screening, fingerprinting, or Jessica Lunsford Act requirements for contract personnel assigned to spaces utilized for youth camp rooms and recreation classes? The cleaning outside of those hours.

Bid Proposal 26-06 City of Fernandina Beach

Parks Janitorial Services

Andrews & Sons Commercial Cleaning LLC

Brianna Andrews

43489 Claxton Cirlce

Callahan, FL 32011

(904) 572-6258

Briannaecole@gmail.com

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2. Table of Contents
3. Letter of Transmittal – pages 1-2
4. Qualifications and Experience – pages 3-4
5. Project Approach – pages 5-8
6. References – page 9
7. Cost Proposal – page 10
8. Exhibits "A-H" - Please note that exhibit A-1 is missing. My sincerest apologies, but I was unable to print that form for whatever reason. However, the same information, a line-item breakdown, is located within my Cost Proposal. Also, the exhibits are not in a particular order, but all requested documentation has been submitted.
9. Resume

Letter of Transmittal

Brianna Andrews Owner/Operator

Andrews & Sons Commercial Cleaning LLC

43489 Claxton Circle

Callahan, FL 32011

Dear Scott, Katie, & Wanda,

First may I just say that it was a pleasure to meet you all and I am genuinely hoping and looking forward to doing business with you! In this proposal packet, I intend to show you my understanding, commitment to, qualifications, experience, and project approach for streamlining your janitorial services. By streamlining your service, you ensure that the highest standards of cleanliness are met and sustained for public use, health, and safety.

I understand that you are looking for a local cleaning contractor to assist in maintaining a few of the City's facilities, specifically the Rec Center, Peck, and the MLK. The scope of work outlined in the bid proposal is for basic janitorial services. The buildings being discussed are not only historic but have been renovated several times over the decades. As construction materials, specifications, and technology change over time, this can make the overall maintenance of public facilities challenging. It's important to have a contractor that understands the nuances of these buildings and is willing, knowledgeable, and happy to customize the job accordingly.

I am motivated by exceeding expectations! My commitment is simple, really; it would be an honor and a privilege to assist in maintaining the integrity of our rich and varied history. I'm a local native of Nassau and have a deep respect for our history and our historical buildings. I understand the importance of the preservation and conservation of our heritage and the local flare that only Fernandina Beach has and offers. We may thrive on tourism, but it's the locals that make it a memorable place to visit and keeps it all going.

I currently operate on my own and intend to personally handle this contract. If I need some part-time assistance, I fully intend to hire or subcontract locally. I have led and managed crews ranging from 3 to 9 people. I have personally viewed these buildings, read and understand the scope of work, and have been in the industry for over 20 years. I am detail-oriented with excellent time management skills. Under the current bid proposal,

one good contractor will be sufficient. I will be the main point of contact, Brianna Andrews 43489 Claxton Circle Callahan, FL 32011. My phone number is (904) 572-6258 and my email is briannaecole@gmail.com. In the event that I cannot be reached you may contact my son Dakota Vanwey 43489 Claxton Circle Callahan, FL 32011. His phone number is (904) 556-5279 and his email is dakotatvanwey@gmail.com.

Qualifications and Experience

I have been in the commercial and residential cleaning industry for over 20 years. My focus has been on specialty cleaning services such as post-construction clean up, Hoarder cleans, Terminal cleaning (out-patient surgical centers), facilities maintenance, managing/maintenance of Luxury Homes, properties, and businesses. As well as high volume turnkey rental agencies and properties. I have experience in cleaning properties ranging from apartments to beachfront estates. I have subcontracted in various subdivisions all over Amelia Island and Nassau County. The Preserve, Ocean Breeze, McArthur Estates, Amelia Island Plantation, and Wildlight just to name a few. I was also a subcontractor at the MD Anderson Cancer Hospital, post-construction clean up, in Jacksonville, Florida.

I've subcontracted through Progress and First Key rentals in Jacksonville; they are the first and second largest rental agencies in Jacksonville. As well as various luxury home builders such as D.S. Ware/Bridgemark, Riverside, and Luxury Homes. I subcontracted through Rockin Bottom, and the owner's information is listed in the references section. I have a unique and varied background which gives me the individual experience necessary to streamline the process, ensure job satisfaction and completion, stay on task by utilizing time management skills, be detail-oriented and see the job as a whole project as well. At the end of the day, I'm happy to make my client happy!

The experience I bring to the table is invaluable and unlikely to be found elsewhere, while the love, respect, and value I have for our heritage and history is unparalleled. I have excellent communication skills, both written and oral. I intuitively know and understand the expectations of any job I take on. It's this ability that allows me to not only meet but exceed expectations while my dedication, motivation and ambition lead the way. I am a dependable, responsible, and reliable person who takes pride in and has a passion for the trade. It would truly be an honor and a privilege to be able to serve my community by providing our Parks and Recreation Janitorial Services.

Every contractor working on a project big or small must have the flexibility, capability, and understanding to customize the work to the job. An example would be my suggestion for the hard wood stages located in the auditoriums. I suggest we use the Bona Hardwood Floor Cleaning system. It's the same system used in high-end luxury homes and will help ensure the longevity and appearance of the hard wood flooring areas. I DO NOT intend to charge extra for this. I will be submitting a flat square foot rate, which can be found under Cost Proposal at the end of this packet. Please don't let budgetary concerns

prevent you from using my services. If you have any budgetary concerns, I'm happy to discuss them with you.

In the next section, I'll be going over my streamlined project approach and getting into more detail regarding the scope of work.

I will be submitting a copy of my resume as well as a list of references in this packet.

Project Approach

My project approach demonstrates not only my capabilities but also my experience in handling the scope of work requested. I intend to put a small crew on the road consisting of one to two people. I hire exclusively local.

The overall scope of work involves cleaning the bathrooms at all three locations five days a week; the showers seven days a week, and all other areas are to be serviced twice weekly.

Bathrooms are to be cleaned daily and include the sanitization and disinfection of mirrors/glass top to bottom, sinks, faucets (chrome and/or stainless steel), countertop surfaces, cabinets (in/out), partitions, emptying trash receptacles, replacing liners and cleaning as necessary to keep receptacles free from stains and offensive odors, spot cleaning walls, toilets/urinals (in/out behind and around), dispensers, light switches, trash receptacles, baseboards, doors, door handles, knobs, stops and floors. My method for flooring is to vacuum the area and or dust mop and then proceed to wet mop. The contractor is also responsible for replenishing bathroom paper products, such as toilet paper and paper towels as well as soap for the hand dispensers. It is also the contractor's responsibility to keep an inventory of consumable products such as trash liners, hand soap, toilet paper and paper towels, at each location and convey that information to the appropriate contact for the City of Fernandina. It is the City's responsibility to provide all consumable products required to replenish hand dispensers, toilet paper, paper towels, and trash liners. The contractor shall provide all labor, equipment, and cleaning chemicals for the project. It is the contractor's responsibility to maintain inventory levels and convey that information in a timely manner to ensure that every area is serviced properly.

To properly clean and sanitize an area, you must first remove all visible soil, dirt, and debris from the surface area. You then spray the surface area down with a non-abrasive disinfectant, I prefer Scrubbing Bubbles. You then wipe or scrub the surface free from any stains, soil, prints, residues, or rust. For tougher rust stains there is Rustoleum, for rust removal and pumice stones for hard water stains depending on the surface area composition. Purple Power is the preferred degreaser for built up dirt, soil, grime, and any other unidentifiable substance, it is also relatively mild and non-abrasive. Fabuloso is the preferred daily cleaner for basic cleaning, dusting, and mopping.

Bathrooms require the highest degree of attention to detail and organization. When the work commences, I will start in the bathrooms, finish, and then move on to other areas.

Periodically, the contractor shall perform descaling to remove any hard water stains on surfaces.

Kitchens and breakrooms are to be serviced twice weekly and include emptying the trash, replacing trash liners, and spot clean receptacles as necessary to ensure they are free from offensive odors and stains. Contractor will disinfect all vertical surfaces including countertops, cabinets, sinks, faucets, light switches, dispensers, baseboards, and the outside of all appliances including the refrigerators. The contractor will vacuum and or dust mop and then wet mop the tile flooring with floor disinfectant/cleaner. The contractor is not responsible for dirty dishes or the inside contents or condition of the appliances including ovens, dishwashers, and refrigerators. The contractor is responsible for cleaning all microwaves inside and outside. The contractor is also responsible for replenishing consumable products in hand dispensers as well as paper products such as paper towels. Please note that the contractor is happy to be available for additional cleaning not contained within the current scope of work such as cleaning inside ovens and refrigerators. Any additional cleaning must be requested by the client, discussed and approved to be billed separately at an agreed upon hourly rate.

Common and public areas such as hallways, auditoriums, classrooms, the library, museum, etc., shall have vertical surfaces dusted, interior glass doors shall be cleaned and free from soil and handprints. Crown molding shall be dusted, fire extinguishers, light switches, emergency exit doors, door handles, knobs and stops shall be free from debris. Windowsills, doors and door frames shall be dusted and wiped free from dust, lint and debris. Floors shall be vacuumed and or dust mopped then followed by a wet mop. A/C vents and fans shall be dusted and cleaned. Drinking fountains shall be cleaned and disinfected, including the spout, button, and drain. All interior glass shall be free from soil and handprints. Furniture shall be wiped down and free from dust, lint and foreign debris. The hardwood stages and other hardwood areas, excluding the basketball court at the Peck, shall have the hardwood Bona system used to help maintain the wood for future generations. These areas are to be serviced twice weekly, including stairs.

Offices shall be cleaned, dusted, and vacuumed/mopped where applicable. This shall include emptying the trash, replacing the liners, dusting vertical surfaces, windowsills, furniture, and vacuuming. Office equipment such as computers, copiers, keyboards, monitors, typewriters, telephones, fax machines, adding machines, portable calculators

and desk lamps shall NOT be cleaned. The contractor shall take great care around these items. The contractor shall not move, displace, or clean personal items and shall take care not to disrupt these items. If personal items are in the way of cleaning, the contractor shall perform the cleaning duties around said items to the best of their ability and notify the Contract Administrator if any problems or issues arise.

Entrances and exits shall have walkways free from obstructions, foreign debris and trash. Door glass is to be cleaned inside and outside to remove debris, soil, grit, and handprints. Floor mats or runners shall be swept and or vacuumed, removed and cleaned underneath and then replaced. Ledges and handicap accessibility equipment shall also be dusted and free from dirt and debris.

Please note that the contractor is aware that these buildings are historical and nuances, as well as adjustments will inevitably arise. The contractor is happy to adjust the processes, methods, or procedures as well as the cleaning schedule to accommodate. All areas, excluding bathrooms, are to be serviced twice weekly. While the public showers are to be serviced daily as well as on weekends.

Public showers and the shark coating will be cleaned daily including weekends with a non-abrasive, mild daily cleaner such as Fabuloso. Floors will be swept and mopped; drains will be scrubbed and descaled. Faucets and fixtures shall be sanitized and polished.

General guidelines for flooring are as follows: All carpeted areas are to be vacuumed as to be free from dust, dirt and debris. All non-carpeted areas will be either vacuumed and or dust mopped, followed by a wet mopping disinfectant solution. The mopping system used will be the industry standard yellow commercial bucket mopping system. Except in hardwood areas that require conservation and preservation, in those cases the Bona Hardwood Floor Cleaning system will be used. Please note that this is just a general guideline, and our process and system are customizable to the job needs and/or requirements.

I am a highly detailed and organized person with excellent time management skills. I stay on task and hold myself accountable for any deficiencies. I am quick to reevaluate and adjust where and when necessary. My proposed cleaning schedule is as follows:

The Atlantic Recreation Center (The Rec):

Bathrooms/showers will be cleaned daily. On Monday & Wednesday I'll clean the bathrooms as well as the Admin Offices, classrooms, weight room, hallways, and auditorium. On Tuesday and Thursday, I'll clean the bathrooms as well as the kitchen,

aquatics, offices, classrooms, and program rooms. On Friday I'll clean the bathrooms as well as entrances, exits, treat the hardwood areas with Bona and clean or revisit any other listed area that may have received more than usual traffic.

The Peck

Bathrooms are to be cleaned daily. The basketball court is currently maintained by the client, City of Fernandina Beach, and is not the responsibility of the contractor. The contractor is happy to offer dust mopping services to remove dirt, dust, and debris to assist the client. On Monday & Wednesday, I'll clean the bathrooms and all the city offices, conference rooms, hallways, and common areas. On Tuesday & Thursday I'll clean the bathrooms and the library, auditorium, museum, gym and offices, exercise room and foyer. On Friday I'll clean the bathrooms, stairs, entrances, exits, and provide a Bona treatment for the hardwood stage, as well as revisit any areas that may have received more than usual traffic.

The MLK

Bathrooms/showers are to be cleaned daily. On Monday & Wednesday I'll clean the bathrooms, auditorium, kitchen, and program room. On Tuesday & Thursday I'll clean the bathrooms, offices, and hallways. On Friday I'll clean the bathrooms and showers, provide a Bona treatment for the stage, entrances, exits, and revisit any area that receives unusual traffic.

The buildings are listed in the order in which I intend to service them. I anticipate the overall job to take 6 to 8 hours nightly to complete although this can vary significantly at times depending on commercial use, needs, and special events. This is just an estimate of the actual job duration; the current proposal is calculated based on the square footage. This in turn saves the city some money for the services requested and desired.

Communicating clearly and effectively, utilizing good time management skills, and taking pride in a job well done will take care of any deficiencies that may arise once the work is started. Remember that at the end of the day I'm happy to make you happy!

The work shall commence on or before 10/01/2026 at the client's discretion.

References

Jann Sheppard Business Owner

Rockin Bottom

129 Sea Grove Lane

Jacksonville Beach, FL 32250

Email: jan.shepherd@hotmail.com

(904) 465-2590

Professor Annie Cardell, PhD

(Personally known for 40+ years)

8 33rd Street SE

Charleston, WV 25304

anniecardell@gmail.com

(304) 860-0408

Debbie or Bill Hyde

Amelia Island Plantation Homeowners

10 Was Myrtle

Fernandina Beach, FL 32034

(404) 242-6272

Linda or Juan Mayol Esq.

The Landings -private homeowners

5003 1st Coast Hwy

Fernandina Beach, FL 32024

(305) 773-3619

Limayol@gmail.com

Cost Proposal

My cost proposal is $ 0.11 cents per square foot. The approximate total square footage is 42,748. That will amount to approximately $56,424 annually. The breakdown is this the Rec center is 23,448 in total square footage that amounts to $2579.00 monthly for the desired frequency, duration, and scope of work. The Peck total square footage is 14,002 which amounts to $1540.00 monthly for the frequency, duration, and scope of work. The MLK total square footage is 5,298 which amounts to $583.00 monthly for the frequency, duration, and scope of work.

Any additional performed cleaning services not within the scope of work, suck as appliances or special events, upon request and approval will be billed at $40.00 per hour.

For the frequency, duration, and scope of work requested for janitorial services for the Rec center, the cost annually will be approximately $30,948.

For the frequency, duration, and scope of work requested for janitorial services for the Peck center, the cost annually will be approximately $18,480.

For the frequency, duration, and scope of work requested for janitorial services for the MLK center, the cost annually will be approximately $6,996. This totals approximately $56,424.

The contractor will invoice on the 1st day of the month and will expect payment in full according to the Florida Prompt Payment Act.

I am happy to invoice the buildings together as a whole or individually for line-item identification purposes.

By accepting my proposal, you will be streamlining your janitorial services thus ensuring that the highest standards of cleanliness are being met. This in turn will ensure the highest standards for public health and safety of which we all serve and are a part of, as well as providing to the city consistency and quality of service/product.

To whom it may concern,

I am happy to provide proof of insurance upon proposal acceptance, with a definitive start date prior to the commencement of work.

Thank you,

Bri

EXHIBIT "A"
CONTACT SHEET

Name: Brianna Andrews Andrews & Sons Commercial Cleaning LLC

Federal Taxpayer ID 92-0592763

Mailing Address: 43489 Claxton Circle

City, State, & Zip Code: Callahan, FL 32011

Telephone: (904) 572-6258 Fax: -

Email: briannaecole@gmail.com

Submitted By: Brianna Andrews

Title: Owner/operator

Accounting Contact:

Name: Brianna Andrews Title: Owner

Email Address: briannaecole@gmail.com Phone (904) 572-6258

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Andrews r Sons Commercial Cleaning LLC

CITY: Callahan STATE: FL ZIP CODE: 32011

SIGNATURE: Brianna Andrews PHONE: (904) 572-6258

NAME (TYPED OR PRINTED): Brianna Andrews TITLE: Owner

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: 26-06

Project Description: Parks Janitorial Services

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Brianna Andrews - Andrews Sons Commercial Cleaning

Authorized Signature: Brianna Andrews

Title: Owner

Date: 12/2/26

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Brianna Andrews Title: Owner

Signature: Brianna Andrews Date: 6/2/26

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(a) ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach

2. This sworn statement is submitted by (entity) Andrews & Sons Commercial Cleaning LLC whose business address is 43189 Claxton Circle Callahan FL 32011 and (if applicable) Federal Employer Identification Number (FEIN) is 92-0592763 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Brianna Andrews and my relationship to the entity named above is owner.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   1. A predecessor or successor of a person convicted of a public entity crime; or

   2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length

Exhibit H — Disputes Disclosure Form

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

○ YES ⊗ NO

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

○ YES ⊗ NO

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

○ YES ⊗ NO

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts of extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Firm Andreas Sons Commercial Cleaning Date 6/2/26

Authorized Signature Briana Andreas

Printed or Typed Name and Title Briana Andreas Owner

This form shall be included with bid/proposal

This document was transcribed by AI and may contain mistakes that seem believable. To overcome this limitation, we offer 30 minutes of free Aira visual interpreting. Call 1-800-835-1934 or use the Aira app, give the access code "DocAccess", and share this document ID with your interpreter: 68B-0B8. Your interpreter can view the document at docaccess.com/go. All users agree to the terms of use by using this product.

ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Brianna Andrews **TITLE:** Owner/Operator

ADDRESS: 43489 Claxton Circle

CITY: Callahan **STATE:** FL

AUTHORIZED SIGNATURE: Briana Andrews **DATE:** 6/16/26

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Brianna Andrews TITLE: Owner/operator

ADDRESS: 43489 Claxton Circle

CITY: Callahan STATE: FL

AUTHORIZED SIGNATURE: Brianna Andrews DATE: 6/4/26

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Brianna Elizabeth Andrews

2 Business name/disregarded entity name, if different from above

Andrews & Sons Commercial Cleaning

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

Callahan, FL 32011

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

5	9	0	–	0	6	–	2	7	7	4

or

Employer identification number

9	2	–	0	5	9	2	7	6	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code,* later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code,* later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code,* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Brianna Andrews

Callahan, FL 32011 | +1 904 572 6258 | briannaecole@gmail.com

Professional Summary

Dedicated project manager and licensed cleaning contractor with over 10 years' experience in commercial & post-construction cleaning. Proven ability to oversee 24-hour facilities, crisis intervention, shelter operations/maintenance, mentor residents, and deliver trauma-informed support. Skilled in safety planning, client advocacy, and maintaining high standards for health, safety, and customer satisfaction.

Work Experience

Owner/Operator

Andrews & Sons Commercial Cleaning LLC | Jacksonville, FL

October 2022 to Present

- Operated fully licensed and insured cleaning business, delivering residential, commercial, post-construction, terminal, and luxury home cleaning services
- Served clients including Riverside, Bridgemark/D.S. Ware, and multiple Amelia Island Plantation accounts, ensuring high-quality service
- Demonstrated excellent oral and written communication skills, consistently exceeding client expectations through attention to detail
- Applied analytical and intuitive problem-solving skills to deliver efficient cleaning solutions in fast-paced environments
- Managed/maintained luxury Homes. References provided upon request

Resident Overnight Domestic Violence Advocate

Confidential Priviately-Held Company | Florida

December 2024 to April 2026

- Oversaw overnight shelter operations, ensuring safety planning, crisis intervention, and case management for survivors of domestic violence
- Facilitated empowerment-focused support groups, offering traditional, cultural, and alternative healing through yoga and meditation, increasing peer connection and advocacy education
- Mentored and supervised residents, ensuring trauma-informed service delivery and consistent support for survivors
- Maintained shelter safety, cleanliness and ADA accessibility by conducting routine facility checks and coordinating repairs with support staff
- Collaborated with community partners to strengthen coordinated responses to domestic violence, focusing on housing stability and economic independence

Lead Cleaner

Rocking Bottom Inc-Jann Sheppard Owner | Jacksonville, FL

January 2018 to May 2023

- Led cleaning crews for post-construction homes, servicing clients such as Riverside Homes, First Key Rentals, and luxury properties
- Ensured high standards of cleanliness and client satisfaction by supervising team performance and quality control

Lead Cleaner
Debbie's Cleaning | Fernandina Beach, FL
January 2015 to January 2018

• Performed a variety of cleaning services for residential and commercial properties, including hospitals, restaurants, and post-construction homes

• Maintained high standards of cleanliness and safety, contributing to client satisfaction across diverse property types

Office Manager/Administrative Assistant
Odebrecht Construction | Orlando, FL
January 2000 to December 2003

Performed various job site clerical duties related to overall job site operations including but not limited to answering a multi-line phone system, payroll, accounts receivable/payable, OSHA safety training for employees/subcontractors, new hires, communicate effectively with vendors, subs and employees, filing, contract administration, reconciling job site budget and petty cash.

Education

Business (Associate's degree)
FSCJ | Jacksonville, FL
April 2026 to Present

Criminal Justice (Some college)
Florida Metropolitan University-South Orlando

Upper secondary education

Skills

Financial acumen **Direct support** **Team management** **Janitorial experience** **Commercial cleaning** **Attention to detail** **Property management** **Administrative experience** **Google Workspace** **Facilities management** **Case management** **Housekeeping management** **Data analysis skills** **Residential Cleaning** **Industrial cleaning** **Microsoft Office** **Interpersonal skills** **Crisis intervention** **Communication skills** **Customer relationship building** **Time management** **Conflict management** **Multitasking** **Problem-solving** **Project management** **Custodial experience**

Languages

English

Certifications and Licenses

Class E

Social Work License

Driver's License

BLS Certification

Additional Information

Authorized to work in the US for any employer

6/29/2026 Reason for Incomplete Submittal

I sent Ms. Andrews an email about the incomplete status determination. The email read as follows:

Andrews & Sons Commercial Cleaning LLC submittal for this RFP is incomplete and cannot be accepted by the City for the following reasons:

1. The signature pages of notary for Exhibits B, G and F are missing.
2. Exhibit A-1 Bid Pricing Form is missing.
3. The forms should have been submitted in PDF format.

The city appreciates your time and interest in submitting this proposal. If you have any questions, please ask.
Thank you for the submittal.

After receiving my email concerning the incomplete submittal, Ms. Andrews called to discuss the incomplete status. She understands why this determination was made,. She looks forward to submitting a proposal for other janitorial RFPs, ITBs, for the City.

WSW
6/29/2026





City of Fernandina Beach,
Florida
RFP 26-6
Parks Janitorial Services





Leanne Varney
President
Boro Building & Property Maintenance
(941) 952 – 8537
Leanne@BoroFL.com

City of Fernandina Beach, Florida RFP 26-6 Parks Janitorial Services

Greenscape Enterprises Inc D/B/A

Boro Building & Property Maintenance

Head Office Address :

6321 Porter Road suite 5,
Sarasota, FL, 34240

Leanne Varney
President

Cell: (941) 952-8537
Office: (941) 556-9027
Email: Leanne@BoroFL.com

We have been in business with this name since 03/15/2010
Document #P10000022938
FEIN: 27-2225172

City of Fernandina Beach
Wanda Weaks
1180 S 5th street
Fernandina Beach, FL 32034

City of Fernandina Beach RFP 26-6 Parks Janitorial Services

Dear Wanda Weaks and Procurement Department,

On behalf of **Boro Building & Property Maintenance**, we are pleased to submit our proposal in response to City of Fernandina Beach **RFP.** We appreciate the opportunity to be considered for this project and are fully committed to providing exceptional cleaning and maintenance services, The City of Fernandina Beach.

As a **locally owned and operated, family-run business**, we take great pride in delivering cost-effective, high-quality custodial services that ensure safe, clean, and welcoming environments for all visitors. We understand the scope of work outlined in the RFP and are confident in our ability to meet and exceed your expectations, both in performance and reliability.

We currently service over **2,000,000 square feet of facilities daily** and manage several high-profile municipal and county park systems throughout Southwest Florida and beyond. Most notably, we currently hold the **Sarasota County contract**, providing 365-day-a-year park cleaning services across **approximately 70 locations**. This includes full supply of consumables, such as cleaning products, trash liners, and hand soap, and is supported by our proprietary **BoroQC** inspection app, which allows for real-time quality control and service monitoring.

Our other current and recent clients include:

- **City of Punta Gorda Parks Contract** – Daily cleaning and maintenance across city parks.
- **Nathan Benderson Park (Sarasota)** – High-capacity sports complex with tailored services for major events.
- **City of Bonita Springs Parks Contract** – Daily maintenance with a proven record of responsiveness and excellence.
- **Charlotte County –** Daily Janitorial Service for 73 county buildings 190 visits per week
- **Nassau County Parks (15 Parks)** – Intensive service schedule with three visits per day and a focus on restroom quality and public satisfaction.

Across all contracts, we offer our clients a suite of technology-backed quality control and operations tools, including:

- **Boro Quality Control (BoroQC)** – A digital platform for inspections, complaint tracking, and reporting with weekly summaries sent directly to your team.

- **Time Tracker** – Our GPS-enabled time-tracking system ensures transparency and accountability by recording the presence and activity of our staff at your facilities in real time.

Our **team of over 70 trained professionals**, robust management structure, and flexible operational capabilities make us uniquely qualified to handle this contract — even during seasonal peaks and large events.

If awarded, Boro Building & Property Maintenance is fully prepared to begin work within your designated timeframe. We welcome the opportunity to meet with your team to further discuss our approach and how we can tailor our services to meet the City's unique needs.

Thank you again for your consideration. Please feel free to contact me at 941-952-8537 or Leanne@borofl.com with any questions or to schedule a meeting.

Sincerely,

Leanne Varney
President
Boro Building & Property Maintenance
941-952-8537
Leanne@Borofl.com

QUALIFICATIONS OF THE FIRM AND THE EMPLOYEES.

Boro Building & Property Maintenance, 6321 Porter Road suite 5, Sarasota, FL, 34240 , is a widely respected commercial janitorial firm. Established March 15 , 2010 as a Florida Corporation, we provide janitorial and custodial services for private organizations and governmental Agencies.

Boro BPM and its employees are very skilled in every aspect of this RFP. Our structure is so that we have contract managers that will be assigned to this contract, having years of Janitorial Management experience.

We have a long, successful history of performing work in the State of Florida and are in good standing with federal, state, and municipal jurisdictions.

Boro BPM currently conducts business in 8 Florida Counties and has approximately 70 permanent employees, over 30 contracts in place, and services over 2.5 million square feet daily.

Over the past 15 years, we have maintained a similar customer base. Our range of customers is wide, from small park restroom buildings to large contracts with multiple county facilities with additional floor care, window care and carpet cleaning.

These city and county government projects include a variety of building types and specifications. Boro is fully capable of providing the services needed to meet the needs of the user, the contract specifications and meeting those needs in a cost-effective manner.

For this project, our primary objectives will be to ensure that all services are performed on schedule and to your complete satisfaction. The scope of work and requirements of this RFP are very much within our abilities, and we take no exceptions to the terms and conditions. Boro Building & Property Maintenance has extensive experience with various facility. specifications and requirements, as listed in our references. We fully understand and meet all of the requirements for this project.

Our financial strength is demonstrated by our annual sales volume, which exceeds $2,500,000. We have grown at an annual rate of approximately 20% over the past five years and anticipate the same growth for the future by maintaining, monitoring and improving our services' quality. Additionally, we have a $5M bonding capacity with insurance coverage that exceeds industry standards.
All our employees are run through the Government's ***E-Verify system***.
The Bank – Truist has been our primary banking institution since 2010 and can provide a reference letter upon request.

Boro Building & Property Maintenance owns our office building and warehouse at our corporate headquarters in Sarasota and have been at this location for over 10 years. Boro has the financial resources to ensure that we are able to provide the necessary equipment, chemicals, cleaning supplies and personnel to maintain this contract for custodial services, and will be ready to proceed upon receipt of a notice to proceed.

WORK PLAN.

Immediately upon notification of the contract award, Boro Building & Property Maintenance will ensure that all positions are filled with qualified, trained personnel.
All personnel must have at least two years experience in the janitorial field,
be able to communicate in writing and orally in English language, be a U.S. Citizen or possess an Alien registration receipt card form 1051 and be legally able to work in the United States. **E-verify** confirmation of the documentation presented by an applicant is performed, as well as personal and previous employment reference checks. After all the above is verified to our satisfaction, all new hires undergo a level 2 background check. Any additional checks required by our clients will be conducted with results available if required.

The contracts manager will have working knowledge of the facilities and work closely with your facilities management team.
Through our extensive BoroQC Quality Control Plan, we can assure our clients that their facilities are going to be cleaned to the highest standards. Boro requires all of its Supervisors to provide inspection reports to the Project Manager Leanne Varney. These inspections can be forwarded to the Facilities Manager as well for review.

The supervisor & project manager will be on call 24/7 and will carry a smartphone in order to receive calls and e-mails.
They will give guidance, instruction, and training to the general cleaners, and oversee the completion of the work assignments in a quality and timely manner. They will monitor the efforts of the crew throughout the day and provide assistance where needed. As areas are completed it will be the Supervisors main task to check the work and bring deficiencies to the crew's attention for immediate corrective action.

The General Cleaners will perform all general facility and restroom cleaning functions using
The cleaning industry's best methods during the process. Boro will hire cleaners to supplement our crews. All employees will have a job description with daily as well as periodic tasks. All periodic tasks will complement those tasks on the scope of work to ensure completion. All periodic floor and carpet tasks will be scheduled, completed and inspected by the supervisor and the contracts manager.

IMPLEMENTATION PLAN

Week 1 following Notice of Award: (Days 1-5) (8 weeks prior to start date)
• Review contract documents
• Project Principal meets with Contracting Officer and supporting staff
• Perform site surveys with management, staff and customer to provide overall planning and coordination for the implementation
• Begin personnel selection for any additional staffing needs
• Assessment of office space and janitorial closets provided by client

Week 2: (Days 8-12) (7 weeks prior to start date)
• Process applications for additional personnel needs
• Review equipment and supply needs
• Submit detailed list of equipment and chemicals for approval
• Review uniforms needs and requirements and proceed with procurement
• Procure communication devices, equipment and chemicals not currently on hand

Week 3: (Days 15-19) (6 weeks prior to start date)
• Run background checks and E-Verify reports
• Finalize employee hiring
• Establish and confirm delivery dates & location for delivery of equipment & chemicals
• Detail the back-up plan, contingency plans, inspection reports
• Establish janitorial tasks schedules for each building
• Review security and key control requirements
• Training for new crew members and supervisors by management and suppliers
• Confirm equipment & supply delivery
• Supply MSDS sheets in binder of all approved chemicals and ensure all manuals applicable to the effort are available when needed.
• Ensure that all prerequisites have been fulfilled before the implementation date

Week 4: (Days 22-26) (5 weeks prior to start date)
• Re-inspect facilities with management & supervisor
• Pre- service conference with client's management and AFS management
• Review billing and invoicing requirements
• Begin services
• Training, supervision and daily inspections to ensure compliance with task list
• Ensure staff is working as a team and supervisors are supported to provide the necessary leadership

Week 5: (Days 29-33) (4 weeks prior to start date)
• Re-inspect facilities with management & supervisor
• Meetings with client's management and AFS to go over any issues
• Management will continue training sessions and task inspections to ensure compliance

- Management and supervisors ensure equipment is performing as required
- Management and supervisors ensure compliance with proper chemicals use

Week 6: (Days 36-40) (3 weeks prior to start date)

- Re-inspect facilities with management & supervisor
- Communicate with client's management to ensure all service goals are met
- Monitor staff levels and compliance with duties, tasks and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary

Weeks 7 and 8: (Days 43-54) (2 weeks prior to start date)

- Project Principal inspections continue on a random basis
- Monitor staff levels and compliance with duties, tasks and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary
- Project Manager verifies that client is satisfied with projected approach

STAFFING PLAN.

Leanne Varney, owner & president will be the contracts manager for this contract if awarded.
Leanne has 15 years of experience running large Janitorial County Contracts. Leanne puts everything into her business and treats every contract as it is her only one. Available 24/7, she dedicated her life to Boro. She has successfully ran many Janitorial contracts since purchasing Boro 15 years ago. We currently provide services to many local counties to you, The city of Punta Gorda, The City of Sanibel, Desoto County, Sarasota County, Manatee County, St John County and many more. We serviced 30 buildings for Putnam County for over 9 years and unfortunately lost this contract earlier due to being under bid. That being said, we are ready for a new contract to focus on and we have equipment resources & professional labor ready for a new home. We employee approximately 70 dedicated staff, we have had some employees for 12 years. We have a great relationship with all of our staff and continue to offer a happy, safe workplace.

We have a local contracts manager who works alongside Leanne each day, Joanne is a fantastic asset to Boro. She spends her days inspecting all our local buildings/parks. Joanne is very proactive in checking up on our staff to make sure the job is getting done as per contract. Any issues that arise, Joanne is there the following morning to make sure this problem has been resolved. Joanne uses our quality control system, Boro QC each day to conduct her inspections of all the locations she visits each day. She will drop off any supplies needed, she also maintains a good level of supplies in our storage units. She will cover shifts as needed. We are so grateful to have Joanne a part of our team.

If awarded this contract we will appoint Lead supervisors, these supervisors will work each day, making sure everyone is completing the job as per contract. This person may be one of our current employees. This person will be checking to make sure any issues that arise are taken care of immediately. This person will be helping with keeping up with supplies. They will also have access to perform inspections on Boro QC. Our very own Quality Control system.

Below the lead supervisors, we will promote team leaders. These people will be very important to make sure the day-to-day cleaning is completed. We feel with experience, having one person to pass any requests onto the staff is the most efficient. When cleaning large multi-story buildings with past experience we feel splitting the building by floors works the best & minimizes complaints or issues we feel the staff are not as overwhelmed if, for example, they are only reliable for one floor as opposed to trash in the entire building etc. We also feel cross-training is one of the most important, that way we are covered once (as we know it's going to happen) someone calls off. The team leader will be always working in the building, they will also be responsible for securing the building each night. They will be helping schedule the monthly, and semi-annual schedules, making sure everything is followed. We will issue check sheets for each building/floor too.

After being in the janitorial industry for many years, we feel we have seen and experienced everything that is possible. Some things are quite mind-blowing to say the least! We would only bid on something we feel we can handle. We understand problems will arise.
We quickly get issues to turn into a positive. We try to plan ahead of these things happening. We provide a fantastic service with so much support. We understand every County is different and what may work in

another County may not work with you. We will work as hard as possible to make sure every person that is employed is working to the best of their ability.

QUALITY CONTROL – BOROQC.

The problem with tracking quality has been that paper inspections are inefficient. Using the system that we have created, we can easily track the progress of service using app-based inspection software.
Periodic, weekly inspections must be performed on the property. The inspections are run through an app. The app is set up specifically for inspecting your unique facilities, it walks the inspector through the process step by step to ensure the nothing is missed. The categories are as follows:

Receptions/Lobby
Floor Area
Trash Removal
Dusting/Polishing
Coffee Area
Entrance/Other Glass Areas

Office Area
Floor Area
Trash Removal
Dusting/Polishing
Coffee Area
Entrance/Other Glass Areas

Break Room/Kitchen
Floor Area
Trash Removal
Dusting/Polishing
Sink Area
Refrigerator/Microwave

Service Area
Floor Area
Trash Removal
Dusting/Polishing
Entrance/Other Glass Areas

Restrooms
Toilet Bowl
Urinal
Dusting/Polishing
Sink Area/Mirrors
Paper Supplies
Trash Removal
Floor Area

Stairway/Elevator
Floor Area
Dusting/Polishing
Trash Removal

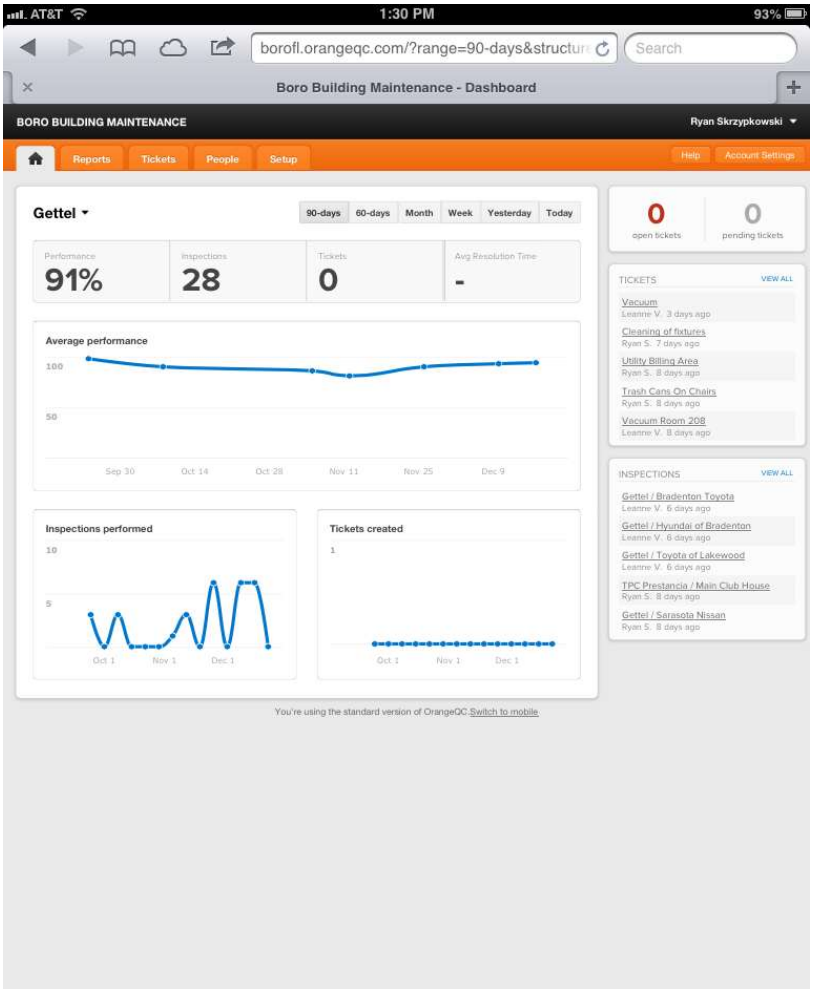
Janitors Closet
Cleanliness / Tidiness

Building security
Building Security/Alarms
Lighting
Summary

Once an inspection has been performed, the inspection is sent out to the cleaning crew to ensure that any issues are resolved that same day.

A copy of the inspection is also sent out to the customer to again ensure that everyone is in the loop.
The reports are detailed and contain photo's, GPS locations, and overall scores. The inspections are logged online to allow whoever may have an interest to look back through the inspections to the beginning of the contract.
Inspections are shown on the same online dashboard as the ticket system.

The online dashboard detailing
the number of inspections
recorded over a 90 day period.



Time Tracking

Another major problem in the cleaning industry is confirming the amount of time that a building is serviced. The industry has used paper time cards for years which, again, have proven to be ineffective.
Our customers deserve value for their money.

Introducing the online time tracker…
Each cleaning team member logs into the system via a free, land-based phone. This offers multiple benefits to the customer.
1. They know that they are getting a sufficient amount of time from the cleaning team.
2. They know exactly who was on the property and at what time.
3. In case of an emergency, we have a real time log of who has been in the building and who has not.

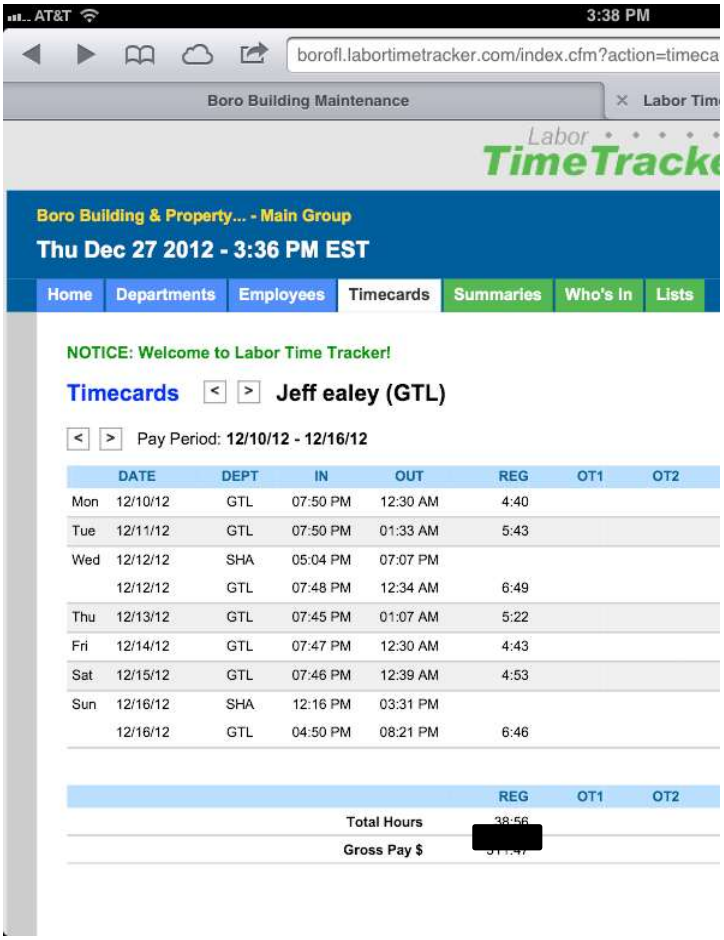


FIG 4
The Labor time tracker, online screenshot

SAFETY PROGRAM.

Please view our Safety Training Videos at https://youtu.be/dmiyNm6xEcE It is essential that all new employees view and sign off on these videos as it is all part of their BPM initial documentation review. We have an exceptional Workers Compensation Claims history with very few claims. We provide all the best equipment to ensure a safe working environment for our crews. Although we do have a section in our training videos on the use of ladders, we strongly advice against it as we offer telescopic poles to reach the elevated areas. I have included out training section below as I feel this is all part of a safe, overall environment.

TRAINING

Over the years, Boro Building & Property Maintenance has developed proven and standardized training methods to let employees know exactly what is expected at each job and within each task. We have found that when shortcomings occur, inadequate training is usually the cause. That's why training plays such an important role in our contract management system. We take considerable pride in ensuring that only a properly trained cleaning staff is involved in the maintenance of your property. In new contract jobs where our client's existing service workers are retained, Boro will provide an orientation session to introduce them to our company and excite them about joining the Boro team.

Orientation: A new employee is welcomed to the company through our orientation program. We recognize that the first two weeks on the job create a powerful and lasting impression, and orientation training is designed to teach basic cleaning techniques and to show new workers the meaning of teamwork.
In addition to hands-on training, all employees are required to pass the following courses given online by Betco University. We have found that their training program incorporates all of the most important features necessary to ensure that the proper techniques are taught which results in superior cleaning. Each employee is also given a set of written rules and specific information on their job assignments.
The following are required training modules: Basic Cleaning Techniques, Restroom Sanitation, Dilution Control, Tools and Equipment, HAZCOM, OSHA Blood Borne Pathogens, Worker Safety, Disinfection Basics, and Infection Control Basics. Additionally, we will train the employees on site-specific tasks, such as securing the facility at night and proper use of any security systems. At the beginning of each six-month period, Boro's management team will perform additional assessments of the work being performed to determine if additional training is needed.

EQUIPMENT .

We are very proud to use the latest cleaning technologies. I would like to let you know that we use the CLOROX 360 System. This is a very innovative sanitization process, please view the video information at https://youtu.be/KbFTlYm3lLk Should we become your trusted venders, we can use this process in your high risk areas at no extra cost. We have Auto floor scrubbers, deep extraction carpet machines, Mops, buckets, vacuum cleaners both conventional and back pack type, various sizes of mobile tote tubs, window cleaning equipment, pressure washers, mobile dustless sand blasting (DB 500) we have a dedicated hard floor restoration team for your periodic hard floor cleaning schedule. Utility trailers, flat bed trailers.

We are in a good position to acquire additional equipment as and when needed.

References

REFERENCE 1

Company Name: Sarasota County - Parks and Rec
Address: 1660 Ringling Blvd
City, State, Zip: Sarasota, Florida 34236

Contact Person: Teri Stabler
Business Phone: 941-415-4270
Email Address: Tstabler@scgov.net

Project/Svc/Item Description:
Janitorial service for Parks & Rec cleaning restrooms, emptying trash cans, cleaning trails and playgrounds.

Contract/Order Amount: $360,000 per year

Completed/Delivered: Current contract since 2014

Updated Phone Number for Teri Stabler: 941-415-4270

REFERENCE 2

Company Name: The City of Punta Gorda
Address: 326 W Marion Ave

City, State, Zip: Punta Gorda, Florida 33950

Contact Person: Don Ryan

Business Phone: 941-628-0826

Email Address: dryan@cityofpuntagorda.com

Project/Svc/Item Description:
Janitorial services for Parks and government buildings, Day Porter and Night cleaning.

Contract/Order Amount: $186,000 per year

Completed/Delivered: Current since 2021

REFERENCE 3

Company Name: Nathan Benderson Park

Address: 5851 Nathan Benderson Circle

City, State, Zip: Sarasota, Florida 34235

Contact Person: Courtney Kreilick

Business Phone: 941-358-7275

Email Address: Ckreilick@nathanbendersonpark.org

Project/Svc/Item Description:
Day porter, 365 days a year, 7am to 8pm. Park and building cleaning and pressure washing.

Contract/Order Amount: $94,000 per year

Completed/Delivered: Current Contract Since 2018

REFERENCE 4

Company Name: The City of Bonita Springs

Address: 26740 Pine Avenue

City, State, Zip: Bonita Springs, Florida 34135

Contact Person: Jason Jaccari

Business Phone: 239-313-1825

Email Address: Jasonjaccari@cityofbonitasprings.org

Project/Svc/Item Description:
Daily Park cleaning and Dressing room cleaning 365 days a year.

Contract/Order Amount: $90,000 per year

Completed/Delivered: Current Since 2023

REFERENCE 5

Company Name: Nassau County

Address: 45195 Musselwhite Road

City, State, Zip: Callahan, Florida 32011

Contact Person: Tony Lombardi

Business Phone: 904-753-6436

Email Address: tlombardi@nassaucountyfl.com

Project/Svc/Item Description:
Janitorial Services for Parks serviced 4x's a day. Staff is responsible for unlocking doors.

Contract/Order Amount: $84,000

Completed/Delivered: Current since March 2025

REFERENCE 6

Company Name: City of Fernandina Beach

Address: 2500 Atlantic Ave

City, State, Zip: Fernandina Beach, Fl, 32034

Contact Person: Scott Mikelson

Business Phone: (904) 310-3356

Email Address: smikelson@fbfl.org

Project/Svc/Item Description:
Janitorial Services for Parks serviced 2x's a day. Staff is responsible for unlocking doors.

Contract/Order Amount: $106,680

Completed/Delivered: Current since September 2025

Key Personnel



Leanne Varney, President (Assigned to manage this contract if awarded)
Tel: 941-556-9027
Cell: 941-952-8537
leanne@BoroFL.com

Leanne's Personal Profile

I offer proven performance in facilities management, consistency and a drive to meet and exceed targets. I am confident, polite and committed to achieving the very best in everything I do combined with a real enthusiasm for business and strive for success to ensure all opportunities come to fruition.

Key Skills

Excellent management and customer relationship skills

- Experience of managing key accounts.
- Genuine passion and interest in management.
- Experience of working to targets and objectives both individually and within a team environment.

Commitment to success

- Proven record of consistent performance.
- Ability to network effectively.
- Enthusiastic participation in professional development and on-going workplace learning.

Employment Summary

- Boro Building & Property Maintenance

September 2010 – Current day.
President of Operations, employing over 60 staff, multiple tiers of management
Responsible for the overall operations of the business
Responsible for new business development

Certifications & Experience

NBSC Group;

- Introduction to cleaning sanitation
- Daily office cleaning
- Carpet cleaning course
- Vericlean
- Hazcom
- Commit2Clean-restroom care
- Floor care

Environmental Compliance Training Institute;

- 8 hour Haz-Comm standard 29 CFR 1910
- 50 hour Hazwoper Supervisor/competent Person 29 CFR 1910 & CFR 1926
- 10 hour first responder 29 CFR1910.120

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

GREENSCAPE ENTERPRISES INC

2 Business name/disregarded entity name, if different from above.

BORO BUILDING & PROPERTY MAINTENANCE

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☑ Individual/sole proprietor ☑ C corporation ☑ S corporation ☑ Partnership ☑ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☑ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

6321 PORTER ROAD SUITE 5

Requester's name and address (optional)

6 City, state, and ZIP code

SARASOTA, FL, 34240

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

___ - __ - ____

or

Employer identification number

27 - 2225172

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** BEN VARNEY (Apr 22, 2025 08:56 EDT) **Date** Apr 22, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X

Form **W-9** (Rev. 3-2024)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/13/2026

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

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

PRODUCER Atlas Insurance Agency 7120 Beneva Road Sarasota FL 34238	**CONTACT NAME:** Construction Certificates **PHONE (A/C, No, Ext):** 941-366-8424 **FAX (A/C, No):** **E-MAIL ADDRESS:** constructioncerts@atlasinsuranceagency.com
	INSURER(S) AFFORDING COVERAGE / **NAIC #** **INSURER A :** American Builders Ins. Co. (A Stock Company) 11240
INSURED GREEENT-01 Greenscape Enterprises Inc. DBA Boro Building & Property Maintenance 6321 Porter Rd Suite 5 Sarasota FL 34240	**INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 2042852029 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ **UMBRELLA LIAB** ☐ OCCUR						EACH OCCURRENCE	$
	☐ **EXCESS LIAB** ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCV100346201	12/28/2025	12/28/2026	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage is subject to policy forms, conditions & exclusions. Ben Varney and Leanne Varney are excluded officers in regards to Workers Compensation.

CERTIFICATE HOLDER

For Informational Purposes Only

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/18/2026

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

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

PRODUCER Acentria Insurance - Sarasota 3800 South Tamiami Trail Suite 325 Sarasota FL 34239 License#: L100460	**CONTACT NAME:** Certificate Department **PHONE (A/C, No, Ext):** 813-689-0021 **FAX (A/C, No):** 813-654-7656 **E-MAIL ADDRESS:** COIBrandon@acentria.com
INSURED Greenscape Enterprises, Inc. dba Boro Building & Property Maintenance 6321 Porter Rd., Suite 5 Sarasota FL 34240 BOROBUI-01	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Nationwide Mutual Insurance Company — 23787 **INSURER B :** Infinity Auto Insurance Company — 11738 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 456772199 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			ACPCG015954955228	3/16/2026	3/16/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			50022619401	3/16/2026	3/16/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) FL PIP	$ 1,000,000 $ $ $ $ 10,000
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A A	Equipment Crime			ACPCI015954955228 ACPCP015954955228	3/16/2026 3/16/2026	3/16/2027 3/16/2027	Contractors Equipment Deductible Employee Dishonesty	$35,000 $1,000 $100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

** For Informational Purposes Only **

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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State of Florida

Department of State

I certify from the records of this office that GREENSCAPE ENTERPRISES, INC is a corporation organized under the laws of the State of Florida, filed on March 15, 2010.

The document number of this corporation is P10000022938.

I further certify that said corporation has paid all fees due this office through December 31, 2012, that its most recent annual report was filed on January 26, 2012, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of Florida, at Tallahassee, the Capital, this the Twenty First day of May, 2012

Ken Detzner

Secretary of State

Authentication ID: **200235373902-052112-P10000022938**

To authenticate this certificate,visit the following site, enter this ID, and then follow the instructions displayed.
https://efile.sunbiz.org/certauthver.html



Thank You

Our Service

A safe and clean environment is a must for any business. Good quality cleaning will eradicate poor hygiene practices, protect and motivate employees, creating the right impression for your customers.

We offer a complete managed service to include the provision of trained cleaners, using superior cleaning equipment and green cleaning products.

With a trained network of staff we are experienced and responsive to new demands and are ideally placed to provide your organization with a quality service from the start.

Our company is operated to comply with OSHA guidelines. To ensure the safety and health of your staff and your customers.

Our Experience

Boro Building and Property Maintenance, Inc has been developing business, researching products and pleasing clients since 1995. Throughout this time we have learned the importance of value.

Our staff will help plan to maximize your value of service. We will give advise when needed to ensure you enjoy our 100% satisfaction policy that our current clients have become accustomed to.

Boro Building & Property Maintenance

Quality

Countless, unseen details are often the difference between mediocre and magnificent.

EXHIBIT "A"
CONTACT SHEET

Name: Baro Building and Property Maintenace

Federal Taxpayer ID 27-2225172

Mailing Address: 6321 Porter rd ste S

City, State, & Zip Code: Sarasota FL 34240

Telephone: 941-416-2324 Fax: N/A

Email: Leanne@barofl.com

Submitted By: Leanne Varney

Title: President

Accounting Contact:

Name: Rob Skrzypkowski Title: _____

Email Address: Rob@barofl.com Phone: 941-323-3937

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555		
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925		
	Auditorium, kitchen, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	8,675		
	Aquatics bldg - 2 bathrooms, offices, classroom and program room	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,565		
	Mens/womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	1,728		
					3,200 P. MONTH	**Total for Atlantic Recreation Center**
MLK Jr. Center						
1200 Elm Street	Auditorium, kitchen, 2 bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	2,272		
	Mens/Womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	875		
	Program room	2x/week	Evenings after 7pm	1,115		
	Offices, hallways, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	1,036		
					1,600 P. MONTH	**Total for MLK Jr. Ctr**
Peck Center						
510 S 10th Street	City Offices - IT, Finance, HR, Fire, and City Attorney, and associated conference rooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,480		
	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578		
	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944		
					2,000 P. MONTH	**Total for Peck Center**
			Total approximate square footage	**42,748**		

$6,800 Per MONTH - TOTAL

L. Varney

BORO BUILDING & PROPERTY MTNCE

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach

2. This sworn statement is submitted by (entity) Boro Building Property Maintenace whose business address is 6321 Porter rd ste 5 Sarasota FL and (if applicable) Federal Employer Identification Number (FEIN) is 27-2225172 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A .)

3. My name is Leanne Varney and my relationship to the entity named above is President .

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length

agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

L. Varney 6-22-2026
Signature Date:

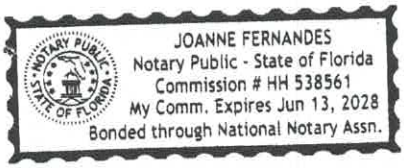
STATE OF FLORIDA
COUNTY OF Sarasota
Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 22 day of June 20 26
by Leanne Varney,

Joanne Fernandes
Notary Public Printed Name

JOANNE FERNANDES
Notary Public - State of Florida
Commission # HH 538561
My Comm. Expires Jun 13, 2028
Bonded through National Notary Assn.

My Commission Expires 6-13-2028

Personally Known ✓ OR Produced Identification _____ ID Produced _____



THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Boca Building & Property Maintenance

CITY: Sarasota STATE: FL ZIP CODE: 34240

SIGNATURE: L. Varney PHONE: 941-416-2324

NAME (TYPED OR PRINTED): Leanne Varney TITLE: President

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP 26-06

Project Description: Provide janitorial services for park's recreation buildings operated by the City of Fernandina Beach Florida

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Bara Buildings + Property Maintenace

Authorized Signature: L. Varney

Title: President

Date: 6.22.2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Leanne Varney Title: President

Signature: L. Varney Date: 6.22.2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Fernandina Beach RFP 26-06 Parks Janitorial Services. Maintenace

This sworn statement is submitted by (entity) Baco Buildings Property whose business address is 6321 Porter rd ste S Sarasota and (if applicable) Federal Employer Identification Number (FEIN) is 27-2225172 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A .)

My name is Leanne Varney and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

L. Varney 6-22-2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Sarasota

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 22 day of June 2026
by Leanne Varney,

Joanne Fernandes
Notary Public Printed Name

My Commission Expires 6-13-2026

Personally Known ✓ OR Produced Identification _____ ID Produced _____

JOANNE FERNANDES
Notary Public - State of Florida
Commission # HH 538561
My Comm. Expires Jun 13, 2028
Bonded through National Notary Assn.

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina RFP 26-06 Parks Janitorial Services

This sworn statement is submitted by (entity) Bora Building Property Maintenance whose business address is 6321 Parker rd ste S Sarasota FL and (if applicable) Federal Employer Identification Number (FEIN) is 27-2225172 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Leanne Varney and my relationship to the entity named above is President.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

L. Varney 06/22/26
Signature Date:

STATE OF FLORIDA
COUNTY OF Sarasota

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐

online notarization, this 22 day of June 2026
by Leanne Varney,

Notary Public Joanne Fernandes
Printed Name

My Commission Expires 6-13-2026

Personally Known ✓ OR Produced Identification _____ ID Produced _____

JOANNE FERNANDES
Notary Public - State of Florida
Commission # HH 538561
My Comm. Expires Jun 13, 2028
Bonded through National Notary Assn.

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X___

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Boro Buildings + Property Maintenace — 6-22-2026
Firm — Date

L. Varney — Leanne Varney - President
Authorized Signature — Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Leanne Varney **TITLE:** President

ADDRESS: 6321 Porter rd ste S

CITY: Sarasota **STATE:** FL

AUTHORIZED SIGNATURE: L. Varney **DATE:** 6-22-2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

1. Submitters to upload to Demandstar.com before the 2:00PM deadline.
2. Requested square footage of restrooms at all facilities. (see chart on pages 3-5)
3. Floors requiring the extra maintenance (page 3 – Paragraph "All uncarpeted floors…) needs square footage. (see chart on pages 3-5)
4. Frequency of floor cleaning. In scope
5. Spray and buff wood floors? No
6. This RFP includes the Atlantic Recreation Center (ARC), the Martin Luther King, Jr. (MLK), Peck gym and Peck Center Main Building. This is not a city-wide cleaning contract. All areas to be cleaned were viewed during the pre-bid walk through.
7. Is an onsite supervisor mandatory? No
8. The Peck gymnasium (basketball court) floor is not part of this cleaning scope. The City will take care of the gymnasium floor.
9. Nothing along the wall in the Peck gymnasium (basketball court) is part of this scope.
10. The scope includes the Peck restrooms, offices, cardio and workout room.
11. Change the square footage of the Peck – removing the gymnasium floor from the square footage. (see chart on pages 3-5)
12. Clarify the time for the Peck gymnasium to be cleaned. Morning or evening? It can be cleaned in the early morning before 11am.
13. The Peck center elevator floor is included in this scope of work.
14. Make sure the square footage of the Peck library and the back instructor room are provided in this scope. (see chart on pages 3-5)
15. Detail the expectations for each area of the Peck Center. Detailed in the scope of work
16. ARC has two part-time cleaning employees.
17. MLK has one part-time cleaning employee.
18. HighTech cleans the Peck Center currently and one person cleans the building.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

LOCATION	ROOM	SIZE	STAGE	Additional Info
Atlantic 2500 Atlantic Ave	Auditorium	5684 sq ft	YES	Stage 22x25 Lobby 16x21 Audit 98 ft long Audit 58 ft wide
Atlantic 2500 Atlantic Ave	Patio Room	1980 sq ft	No	
Atlantic 2500 Atlantic Ave	Auditorium mens bathroom	132 sq ft	No	
Atlantic 2500 Atlantic Ave	Auditorium Womens Bathroom	132 sq ft	No	
Atlantic 2500 Atlantic Ave	Locker Room Mens	458 sq ft	No	
Atlantic 2500 Atlantic Ave	Locker Room Womens	544 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Bathroom Boys	130 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Bathroom Girls	130 sq ft	No	
Atlantic 2500 Atlantic Ave	Conference Room	629 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Room	1262 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Room	427 sq ft	No	
Atlantic 2500 Atlantic Ave	Aquatics Classroom	215 sq ft	No	
Atlantic 2500 Atlantic Ave	Aquatics Instructor Room	320 sq ft	No	
MLK 1200 Elm St/MLK St	Auditorium	1470 sq ft	Yes	Stage
MLK 1200 Elm St/MLK St	Auditorium Bathroom Vestibule	60 sq ft	No	
MLK 1200 Elm St/MLK St	Auditorium Bathroom Mens	209 sq ft	No	
MLK 1200 Elm St/MLK	Main Building Bathrooms Mens	81 sq ft	No	

St				
MLK 1200 Elm St/MLK St	Main Building Bathroom Womens	88 sq ft	No	
MLK 1200 Elm St/MLK St	Locker Room Mens	375 sq ft	No	
MLK 1200 Elm St/MLK St	Locker Room Womens	426 sq ft	No	
MLK 1200 Elm St/MLK St	Conference Room	440 sq ft	No	
MLK 1200 Elm St/MLK St	Camp Room	660 sq ft	No	
Peck Center 516 S. 10th St	Auditorium	1426 sq ft	Yes	Stage 512 sq ft 34 Standing
Peck Center 516 S. 10th St	Reception Room	567 sq ft	No	
Peck Center 516 S 10th St	Instructor Room	840 sq ft	No	
Peck Center 516 S 10th St	Library	567 sq ft	No	
Peck Center 516 S 10th St	Weight Room	512 sq ft	No	
Peck Center 516 S 10th St	Cardio Room	700 sq ft	No	
Peck Center 516 S 10th St	Gymnasium Bathroom Mens	130 sq ft	No	
Peck Center 516 S 10th St	Gymnasium Bathroom Womens	130 sq ft	No	
Peck Center 516 S 10th St	Bathroom 1st Floor Mens	187 sq ft	No	
Peck Center 516 S 10th St	Bathroom 1st Floor Womens	187 sq ft	No	

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

Peck Center 516 S 10th St	Bathroom 2nd Floor Mens	183 sq ft	No	
Peck Center 516 S 10th St	Bathroom 2nd Floor Mens	183 sq ft	No	

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Leanne Varney **TITLE:** President

ADDRESS: 6321 Porter rd ste S

CITY: Sarasota **STATE:** FL

AUTHORIZED SIGNATURE: L. Varney **DATE:** 6-22-2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

1. Proposal Bond Delivery. The RFP requires sealed proposals via Demandstar.com only. How should the physical Proposal Bond (or alternative cashier's check, certified check, etc. per Section 9) be delivered? Should it be scanned and uploaded to Demandstar, hand-delivered to City Hall, or mailed separately? What is the specific delivery address if a physical document is required, and what is the deadline for the bond to be received? The Proposal Bond or the Cashier's check can be uploaded electronically to Demandstar.com.

2. Pricing Format on Exhibit A-1. The Bid Pricing Form (Exhibit A-1) provides a single pricing cell per cleaning area. Should the pricing in each cell be quoted **monthly**, **annually**, or both? Should a total contract value (monthly and annual) be summarized at the bottom of the form? Monthly

3. Price Escalation in Renewal Years. Sections 7.d and the contract structure provide for two one-year renewals after the initial term. Is the proposer's bid pricing fixed for the full three-year potential term, or may pricing be adjusted at each renewal for inflation, fuel cost increases, or labor rate adjustments? If adjustments are permitted, is there a maximum percentage or index reference (e.g., CPI)? The renewals are with the same terms and conditions and pricing.

4. Cleaning Chemicals and Supplies. The Scope of Work specifies that the City provides trash liners, paper towels, toilet paper, hand soap, and dispenser refills. Please confirm that the contractor is responsible for providing all cleaning chemicals (including EPA List-N disinfectants, germicidal cleaners, floor finish, Shark coating-approved cleaners, etc.). Are there any City-specified product brands or restrictions beyond the non-abrasive requirement for Shark coating? Contractor must provide cleaning chemicals.

5. Facility Access After Hours. Most areas are to be cleaned in evening hours (after 5:00 PM or after 7:00 PM). How will the contractor's personnel access the facilities — keys issued, lockbox, code entry, security escort? Is there any City requirement for personnel to be on a pre-approved access list? Keys and possible key cards

6. Event Cleaning Provisions. The Scope of Work references "Cleaning for Events Outside the Normal Scheduled Cleanings." Should the proposer include an hourly rate or unit rate for event cleaning in the Cost Proposal, or is this billed on a separate work-order basis at time of need? Yes, Please

7. Local Preferences. Does the City of Fernandina Beach apply any scoring or evaluation preferences for Service-Disabled Veteran-Owned Small Businesses (SDVOSBs), Veteran-Owned Small Businesses, Minority-Owned businesses, or local Florida-based businesses? No. Due to the fact that under Section 287-057 state statue F.S., the City is prohibited from offering such scoring or evaluation preferences.

8. Anticipated Contract Start Date. What is the City's anticipated timeline for evaluation, award, contract execution, and Notice to Proceed / commencement of services under RFP 26-06? Understanding the planned service start date is important for staffing, equipment procurement, and coordination with the current service provider during transition. Oct 1, 2026

9. Regarding the "as-needed" floor stripping, waxing, and buffing requirements outlined in the Scope of Work, will the City establish a baseline mandatory annual frequency, such as twice per year, or is the contractor expected to perform these tasks strictly upon request by the facility manager without additional compensation? This will be on an as needed basis and can be billed outside the monthly price

10. For the hourly rate requested for event cleanings outside the normal schedule, does the City guarantee a minimum number of billable hours per call-out, such as a 3-hour minimum? No

11. Are there any background screening, fingerprinting, or Jessica Lunsford Act requirements for contract personnel assigned to spaces utilized for youth camp rooms and recreation classes? The cleaning outside of those hours.

CleanSpace

2026

Proposal (RFP) 26-06 PARKS JANITORIAL SERVICES

Our Mission:

"To empower employees to create clean spaces that elevate the operations of businesses and communities."

Date : 06-23-2026

Prepared for:

Wanda Weaks
Purchasing Specialist
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

Contact Us:

800.499.0116
CleanSpaceOnline.com

Created by:

Diane Gambino
bids@cleanspaceonline.com
561.880.1951

Letter of Transmittal

Date: June 23, 2026
Wanda Weaks, Purchasing Specialist
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
RE: Request for Proposal (RFP) 26-06 – Parks Janitorial Services

Dear Ms. Weaks and Members of the Evaluation Committee,
Clean Space, LLC is pleased to submit our formal response to RFP 26-06 for Parks Janitorial Services. As an industry-leading commercial cleaning provider specialized in public sector and municipal operations, we possess the precise qualifications, technology integrations, and direct parks facility experience required to deliver pristine, sanitary environments for the City of Fernandina Beach.

I. Understanding of the Work

Clean Space thoroughly understands the operational scale, schedule constraints, and rigorous standards mandated by this solicitation. Our operational team is fully prepared to manage daily, weekly, and periodic cleaning schedules across the three primary complexes: the **Atlantic Recreation Center**, the **Martin Luther King Jr. Center**, and the **Peck Center**.
We acknowledge the specific execution windows dictated by the City, including evening deployments at the Atlantic and MLK complexes, and the early morning completion requirements for the Peck Center. Furthermore, our staffing models directly account for the mandatory **7-day-a-week cleaning and disinfecting required for the high-traffic pool restrooms and showers** at the ARC and MLK locations. We note the explicit exclusion of the Peck Center gymnasium basketball court floor and walls as clarified in Addendum No. 1, and have engineered our floor maintenance workflows to utilize approved, non-abrasive chemical systems to preserve your specialized **Shark Floor Coatings**.

II. Positive Commitment to Perform

Clean Space makes an absolute, unconditional commitment to perform all services specified in RFP 26-06 and Addendum No. 1 in complete accordance with the City's Minimum Cleaning Standards. We accept all general and special conditions outlined in the solicitation documents.
Founded in 2011, Clean Space manages contracts totaling over 25,000,000 square feet of public facilities across Florida, maintaining a 97% client retention rate. Supported by a $25 million line of credit and over 1,000 trained custodial professionals, we guarantee immediate mobilization, seamless supply coordination, and absolute contract continuity without financial or operational risk to the City. We will provide all necessary labor, equipment, and cleaning supplies, and we certify that our pricing will remain firm for a minimum of 90 days from submission.

III. Key Contact Personnel

The following key executives and operations leaders are authorized to bind the company, respond to evaluation queries, and act as primary points of contact for the City of Fernandina Beach:

- **Authorized Corporate Signatory & CEO:**
  Matt Giunco, Chief Executive Officer
  3764 NW 124th Avenue, Coral Springs, FL 33065
  Phone: 954-880-5188 | Email: mg@cleanspaceonline.com
- **Primary Operations & Project Contact:**
  Lina Hernandez, Project Manager
  Phone: 1-800-499-0116 | Email: info@cleanspaceonline.com
- **Account Coordination & Quality Assurance Contact:**
  Ana Cruz, Account Manager
  Phone: 1-800-499-0116 | Email: info@cleanspaceonline.com

We look forward to partnering with the City of Fernandina Beach to elevate the cleanliness, safety, and community pride of your vital parks and recreation complexes.

Sincerely,
Matt Giunco **Chief Executive Officer**
Clean Space, LLC

TAB 1: Qualifications and Capability of Firm

Section A: Statement of Qualifications, Abilities, and Expertise

Corporate Overview & Infrastructure

Founded on April 11, 2011, Clean Space, LLC has grown to become one of the State of Florida's most reliable and trusted commercial janitorial partners. Headquartered in Coral Springs, Clean Space operates an extensive network of regional satellite offices, including active facilities in Vero Beach, Port Saint Lucie, Tarpon Springs, and Sarasota. This infrastructure enables us to deliver localized, high-touch support to municipal partners throughout the state.

Clean Space currently manages the daily maintenance and operational continuity of over **1,000 client locations statewide**, encompassing more than **25,000,000 square feet** of cleanable space. Our municipal portfolio includes direct partnerships with more than **150 Florida cities and counties**. This massive footprint demonstrates our profound expertise in navigating the unique operational demands, public security standards, and high-traffic variances inherent to government administrative and park facilities.

Unmatched Financial Stability & Capacity

A critical aspect of our operational capability is our solid financial foundation, which completely eliminates performance risk for the City of Fernandina Beach.

- **Enterprise Backing:** Clean Space and its parent company, Alliance Building Services, closed the fiscal year 2025 with gross revenues exceeding **$350 million**.
- **Liquid Financial Reserves:** Clean Space maintains active commercial lines of credit totaling **$25 million**.
- **Operational Security:** This financial strength guarantees our ability to maintain uninterrupted payroll compliance, absorb immediate contract expansions, mobilize equipment rapidly, and comfortably meet the City's insurance and bonding requirements.

Workforce Management & Compliance Standards

Clean Space employs a professional workforce of over **1,000 trained custodial professionals**. Our retention rate stands at an industry-leading **97%**, reflecting our commitment to fair labor practices and thorough employee engagement.

To ensure absolute safety and alignment with the City of Fernandina Beach's risk management standards, all personnel operate under strict compliance guardrails:

- **Strict Security Screenings:** Every employee assigned to this contract must successfully pass comprehensive background checks, including formal **Level 2 background screenings** where applicable, protecting public spaces and youth camp zones.
- **Professional Image & Identification:** All on-duty personnel are mandated to wear standard company-issued uniforms—consisting of a branded Clean Space black polo shirt, black pants, and black work footwear. Onsite supervisors are easily identifiable in white branded polo shirts. Photo ID badges are worn visibly at all times.

Section B: Key Personnel & Project Organization

Clean Space has structured a dedicated, multi-tiered management team to oversee the City of Fernandina Beach contract. This team provides clear lines of accountability, ensuring that both routine operations and sudden event cleaning requests are executed seamlessly. Per the requirements of Addendum No. 1, while an onsite supervisor is not mandatory, our structure utilizes a localized account team backed by a corporate framework to enforce strict quality control.

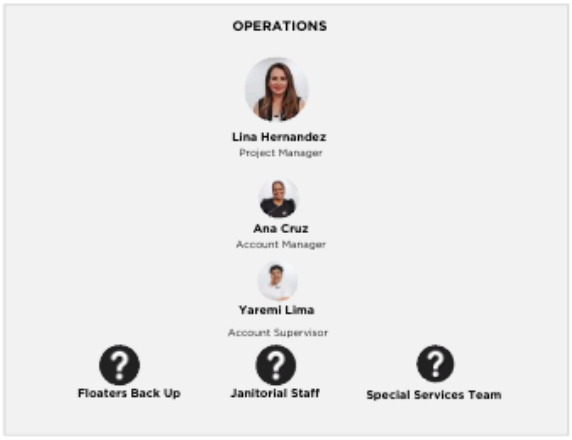
Project Organization Chart

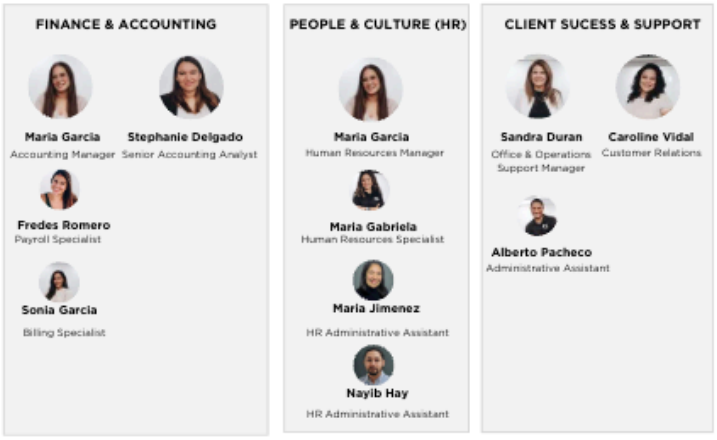
PROJECT ORGANIZATION CHART

CleanSpace

OPERATIONS

BACK OFFICE ADMINISTRATION





Management Roles & Responsibilities

Role	Named Assignment	Core Contract Responsibility
Executive Oversight & Binding Authority	Matt GiuncoChief Executive Officer	Holds ultimate P&L and contractual accountability. Authorizes corporate resources, credit allocations, and high-level contract reviews.
Contract Administration & Primary Contact	Lina HernandezProject Manager	Acts as the primary point of contact for the City's Contract Administrator. Manages master scheduling, ensures labor hours meet performance metrics, and delivers formal inspection reports.
Quality Assurance & Communication Lead	Ana CruzAccount Manager	Oversees daily operational execution, manages the OrangeQC ticket pipeline, coordinates with park staff for City-furnished consumables, and enforces the minimum cleaning standards.
Field Operations & Training	Yaremi LimaAccount Supervisor	Conducts unannounced quality audits, manages evening and weekend shift logs, executes hands-on training for specialized coatings, and handles rapid-response calls.

Resumes

Matt Giunco

Chief Executive Officer (CEO)

Parkland, FL 33076 | mg@cleanspaceonline.com | 954-880-5188

Professional Summary

CEO with 15+ years leading operations, revenue growth, and organizational strategy in the commercial cleaning industry. Proven track record building high performing teams, establishing scalable processes, and closing enterprise accounts. Trilingual leader (English, Spanish, Portuguese) adept at driving profitability and service excellence.

Core Skills

- P&L; ownership, budgeting & forecasting
- Sales strategy, enterprise account acquisition
- Operational excellence & process design
- Team leadership, coaching & culture building
- Vendor management & contract negotiations
- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Trilingual: English, Spanish, Portuguese

Professional Experience

Chief Executive Officer (CEO) | Clean Space Commercial Cleaning Service | Coral Springs, FL
April 2011 – Present

- Own company vision, strategy, and P&L; scaled multi-site operations and service delivery.
- Built and led cross-functional teams; implemented SOPs that improved quality and efficiency.
- Developed pricing models and proposals; secured and renewed key commercial contracts.
- Instituted KPIs and dashboards to monitor margins, retention, and SLA compliance.

Area Supervisor | Execu Clean | Parkland, FL
January 2007 – April 2011

- Managed a team of 30 cleaners, ensuring quality control and efficiency.
- Oversaw scheduling of services and special projects.
- Conducted customer meetings to maintain service satisfaction.
- Trained and supervised employees to maintain performance standards.
- Scouted for new business opportunities.

Lead Cleaner | The Master's Touch
April 2005 – January 2007

- Ensured service quality for a large charter school.
- Performed janitorial services across designated areas.
- Inspected site work completion and compliance.

OPERATIONS MANAGER

Lina M. Hernandez

754.308.9917
lhernandez@cleanspaceonline.com
Parkland, FL

PROFESSIONAL SUMMARY

Operations Manager with proven expertise in leadership, human resources, marketing, and organizational management. Highly skilled at identifying problems, implementing effective solutions, and fostering collaborative work environments. Dedicated, detail-oriented, and committed to driving operational efficiency and achieving company goals.

CORE SKILLS

- **Leadership & team management**
- **Human resources & employee training**
- **Strategic planning & organizational development**
- **Project management & budgeting**
- **Technology integration & systems management**
- **QuickBooks, Microsoft Office, Clover System Sales Application, Outlook, Notary Public, Swept App**

PROFESSIONAL EXPERIENCE

Operations Manager | Clean Space Inc. | Coral Springs, FL

- Responsible for overall direction, coordination, and completion of custodial service contracts, ensuring alignment with company strategy and client goals.
- Managed resource allocation, scheduling, and project deliverables with consistent progress reporting.
- Oversaw quality assurance programs to maintain service excellence.
- Prepared reports defining project milestones, challenges, and solutions for customers and corporate leadership.

Project Manager | Kelly Janitorial Systems, Inc. | Fort Lauderdale, FL

- Led planning, implementation, and monitoring of contract performance to meet client needs and objectives.
- Facilitated project scope, goals, and deliverables; defined tasks and resource requirements.
- Assembled, coordinated, and managed project staff and budgets to ensure success.
- Communicated daily with contracting officers and management team to resolve issues and track performance.
- Ensured daily resolution of client concerns by identifying high-priority needs and implementing solutions.

TAB 2: Experience

Section A: Experience in Described Scope of Work
Proven Municipal and Parks & Recreation Performance

Clean Space, LLC brings deep, direct experience in managing multi-facility municipal janitorial contracts across the State of Florida. Since 2011, our management team has leveraged over 50 years of combined industry experience to service complex, high-traffic government facilities, currently maintaining over 25,000,000 square feet of public sector real estate.
Crucially, our operational capabilities extend far beyond standard commercial offices. We possess an active and highly successful track record of managing dedicated **Parks and Recreation contracts** featuring specialized requirements identical to the City of Fernandina Beach's scope, including community centers, public auditoriums, multi-location park restrooms, and high-frequency athletic complexes.

Directly Relevant Past Performance Portfolio
To demonstrate our ability to maintain timeliness, adhere strictly to budgets, and uphold exceptional quality control standards across scattered geographic locations, we highlight our current long-term partnerships with similar Florida municipalities:

- **Martin County Parks & Recreation**
    - *Scope & Fit:* Full janitorial services across **51 distinct park locations** totaling **500,000 square feet**.
    - *Contract Term:* Active partnership since 2017 (Ongoing).
    - *Annual Volume:* $250,000.
- **Sarasota County Parks & Recreation**
    - *Scope & Fit:* Full janitorial management of **25 park facilities** totaling **175,000 square feet** under the administration of the Parks & Rec division.
    - *Contract Term:* Active partnership since 2022 (Ongoing).
    - *Annual Volume:* $500,000.
- **City of Clearwater (Athletics Division)**
    - *Scope & Fit:* Specialized janitorial maintenance of **10 athletic and recreation facilities** encompassing **200,000 square feet**.
    - *Contract Term:* Active partnership since 2023 (Ongoing).
    - *Annual Volume:* $275,000.
- **City of North Port**
    - *Scope & Fit:* Decentralized janitorial operations for **20 municipal locations** totaling **600,000 square feet**, including community centers and administrative hubs.
    - *Contract Term:* Active partnership since 2022 (Ongoing).
    - *Annual Volume:* $300,000.
- **City of Boynton Beach**
    - *Scope & Fit:* High-density cleaning and maintenance for **49 local municipal buildings** encompassing **500,000 square feet**.
    - *Contract Term:* Active partnership since 2017 (Ongoing).
    - *Annual Volume:* $700,000.

Core Competencies Aligned with Fernandina Beach Requirements

Our experience across these contracts directly correlates to the operational hurdles present in the Fernandina Beach Parks solicitation:

- **7-Day Restroom Rotations:** We currently manage daily and weekend cleaning workflows for public park restrooms and pool facilities in Martin and Sarasota Counties, matching the exact 7-day service footprint required for the ARC and MLK pools.
- **Public Facility Renters & Special Events:** Clean Space regularly scales operations up to handle cleanup tasks after weekend facility rentals and community sports events, seamlessly integrating with our automated, line-item hourly billing structures.
- **Advanced Floor and Surface Care:** Our field technicians are expertly trained in managing sensitive surfaces. We possess extensive corporate experience executing non-abrasive, non-bleach chemical applications required to protect specialized coatings like the City's **Shark Floor Coatings**.

Section B: Legal, Fine, and Litigation Disclosures

Clean Space, LLC maintains an exemplary legal record and prides itself on ethical corporate citizenship and complete contractual transparency.

1. Convictions and Fines

Neither Clean Space, LLC, nor any of its corporate principals, executives, or managers have incurred any convictions, citations, or financial fines for violations of any state or federal law within the past three (3) consecutive years.

2. Litigation and Active Claims

There are absolutely zero active claims, ongoing disputes, or historical instances of litigation filed by Clean Space, LLC, its parent organization (Alliance Building Services), or its current executives against the City of Fernandina Beach.

Furthermore, no executive, principal, or supervisor currently employed by Clean Space, LLC has ever participated in, or been associated with, any litigation or legal claim against the City of Fernandina Beach while working with another cleaning firm or employer.

TAB 3: Project Approach

Section A: Understanding of Work & Operational Methodologies

Clean Space, LLC utilizes an operational framework engineered specifically for public-use municipal facilities. We recognize that parks and recreation buildings experience unpredictable traffic variances, seasonal events, and distinct public sanitation challenges. Our approach blends structured custodial schedules with advanced workforce technology to guarantee that all facilities are maintained in strict compliance with the City of Fernandina Beach's Minimum Cleaning Standards.

Tailored Facility Workflows

To deliver consistent results across the City's portfolio, our cleaning protocols are divided into distinct asset categories:

- **Restrooms & Showers (High-Sanitation Zones):** All restrooms will be thoroughly sanitized and disinfected with a hospital-grade germicide cleaner during every scheduled rotation. Staff will clean and disinfect wash basins, operating fixtures, chrome, counters, toilets, urinals, partitions, and mirrors. In accordance with the SOW, periodic descaling will be performed to eliminate hard-water buildup, ensuring surfaces remain entirely free of scale, rust, streaks, and stains.
- **Specialized Floor Care Management & Billing Structure** > Uncarpeted floor surfaces will receive routine washing and structural maintenance to uphold a clean, uniform look. In strict compliance with Addendum No. 1, wood flooring is exempt from spray-buffing , and the Peck Center basketball court is entirely excluded from our scope. In accordance with Addendum No. 2, Question 9, Clean Space notes that extensive periodic floor maintenance—including comprehensive stripping, deep waxing, and restorative refinishing—will be executed on an as-needed basis and **invoiced as a separate project expense outside our routine monthly base flat rate**. This ensures the City only pays for heavy floor restoration precisely when facility traffic demands it.
- **Office & Public Common Areas:** Staff will execute low-dusting and wiping of all horizontal and vertical surfaces below 80 inches (including chairs, files, counters, sills, and door tops), vacuum all carpeted spaces and entrance mats, empty trash receptacles, and clean entrance door glass. To protect municipal infrastructure, our teams are strictly trained never to disrupt or clean electronic office equipment or personal items.
- **Kitchen & Breakroom Areas:** Our crews will execute localized sanitization of all countertop surfaces, wipe down refrigerator exteriors, clean sinks and faucets, and clean microwave interiors and exteriors during each scheduled rotation. Staff will not handle internal refrigerator cleaning or dirty dishes.

Section B: Master Work Schedule & Staffing Model

Our scheduling matrix is designed to respect the unique operating hours of each facility while optimizing labor allocations to prevent missed coverage. Clean Space will deploy a specialized team of four part-time field custodians, precisely matching the historical operational footprint disclosed in Addendum No. 1.

Site-by-Site Operational Schedule

Facility Location	Cleanable Zones & Specifications	Required Frequency	Operational Shift Window	Staffing Allocation
Atlantic Recreation Center 2500 Atlantic Ave	Administrative offices, classrooms, weight room, auditorium, kitchen, and public bathrooms.	Restrooms: Mon–Fri Other Areas: 2x/Week	Late Evening Shift Executed after 5:00 PM / 7:00 PM	2 Dedicated Part-Time Custodians
ARC Pool Facilities 2500 Atlantic Ave	Men's and Women's public pool restrooms and locker/shower rooms.	Daily: 7 Days/Week, including weekends	Nightly Shift Executed after 7:00 PM	Shared ARC Evening Crew Assignment
Martin Luther King Jr. Center 1200 Elm Street	Auditorium, kitchen, program room, offices, hallways, and public bathrooms.	Restrooms: Mon–Fri Other Areas: 2x/Week	Late Evening Shift Executed after 7:00 PM	1 Dedicated Part-Time Custodian
MLK Pool Facilities 1200 Elm Street	Men's and Women's public pool restrooms and locker/shower rooms.	Daily: 7 Days/Week, including weekends	Nightly Shift Executed after 7:00 PM	Shared MLK Evening Crew Assignment
Peck Center 510 S. 10th Street	City Offices including IT, Finance, HR, Fire, Attorney; common areas, library, museum, auditorium, gym offices, cardio/workout rooms, elevator, and bathrooms.	Restrooms: Mon–Fri Other Areas: 2x/Week	Early Morning Shift Completed before 8:00 AM / 11:00 AM	1 Dedicated Part-Time Custodian

Section C: Specialized Task Execution & Asset Protection

Shark Floor Coating Preservation Protocol
The City has specified that shower rooms and designated flooring feature a specialized **Shark Floor Coating**. Standard abrasive floor pads and harsh acidic chemicals or bleach will strip, discolor, or permanently destroy this protective finish. Clean Space field teams receive specialized training on proprietary floor assets and will strictly clean these zones using non-abrasive tools and certified neutral chemical solutions explicitly approved for Shark coatings.

Monthly Restroom and Shower Drain Sanitization
To completely eliminate municipal odor issues and prevent bio-film accumulation, our teams implement a strict monthly drain intervention protocol:

- All floor drains, restroom drains, hand sinks, and shower drains will be scrubbed down to the pipe throat using specialized stiff-bristle detail brushes.
- Drains will be treated with an OSHA-compliant, high-foaming germicidal cleaner to dissolve underlying soap scum, grease, and trapped hair.
- Technicians will clear all standing debris from drain grates to ensure they remain completely free of mop strands and organic odors.

Section D: Environmental & Green Cleaning Commitment
Clean Space delivers an environmentally responsible cleaning program that protects indoor air quality and enhances worker safety without sacrificing germicidal efficacy. Our chemical program relies on Diversey's line of green-certified solutions, meeting Green Seal®, EcoLogo®, and EPA Safer Choice standards. All products are housed in closed, automated dilution-control dispensing centers to eliminate chemical waste and ensure consistent concentration levels.

Approved Onsite Chemical Matrix

Product Name	Application Area	Eco-Certification
Glance® NA	Glass, Windows, Mirrors	Green Seal, EcoLogo
Crew® Bathroom	Toilets, Urinals, Scales	Green Seal, EcoLogo
Stride® Citrus HC	Tile, Natural Hard Floors	Green Seal, EcoLogo
Shockwave™ Heavy Duty	Concrete, Tough Degreasing	EcoLogo
Bona SuperCourt™	Resilient Floor Coating	GREENGUARD Gold

Section E: Technology, Accountability & Quality Control

Clean Space eliminates municipal oversight burdens by backing our performance with absolute digital transparency. We don't just claim that a facility has been cleaned; we actively prove it through automated data collection.

Real-Time Workforce Tracking via Swept

- **GPS-Verified Attendance:** Custodial staff are required to clock in and clock out of their assigned park facilities using our GPS-enabled mobile applications. The system automatically verifies that the worker is physically on-site within the facility's geographic perimeter before allowing a time-log to register, preventing missed shifts or phantom billing.
- **Digital SOW Checklists:** Custodians follow localized, digital cleaning checklists directly on their mobile devices. Tasks must be checked off in real time as they are completed, giving our offsite operational support team immediate visibility into shift progression.

Photo-Validated Quality Control via OrangeQC

Our Account Supervisor will conduct routine, unannounced field audits using tablet-based inspection forms customized for each park complex.

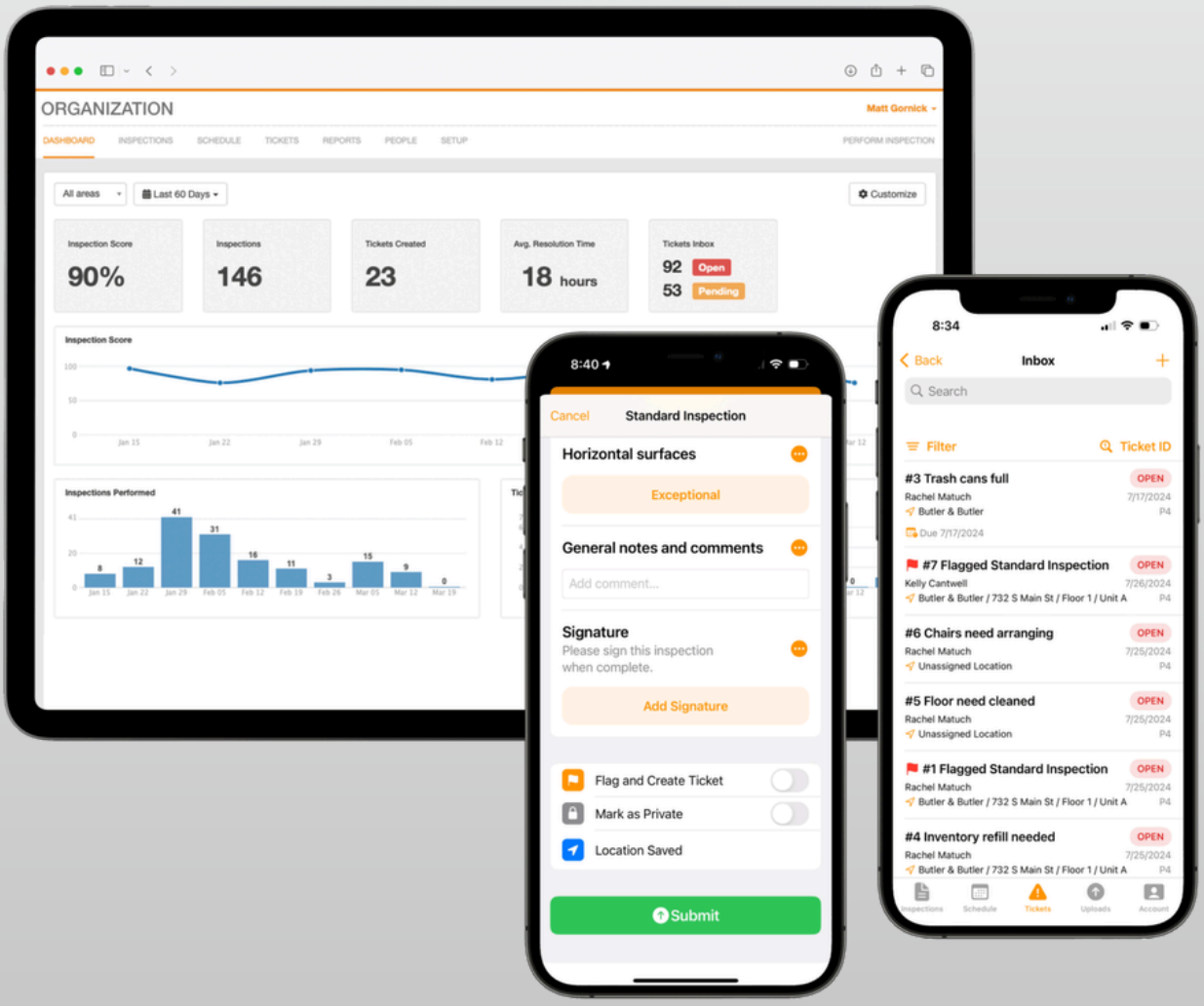
- **Objective Metric Scoring:** Every cleanable zone receives a quantifiable score based on real-time conditions.
- **Visual Documentation:** Inspection reports require time-stamped, photo-backed evidence of completed tasks (e.g., polished chrome fixtures, freshly mopped tile floors, fully stocked dispensers), which are compiled and immediately emailed to the City as a PDF report.
- **Consumable Coordination:** To comply with SOW inventory mandates, our staff utilizes digital supply logs to track the usage of City-provided paper towels, soap, and trash liners, proactively coordinating inventory orders with designated City staff to prevent supply stockouts.

CleanSpace

We back up our promises with transparency & accountability.

You always know what's getting done—and how well.

- Regular inspections
- Quantifiable cleaning standards
- Photos, timestamps, and GPS on inspections
- Custom inspection checklists tailored to each facility



CleanSpace

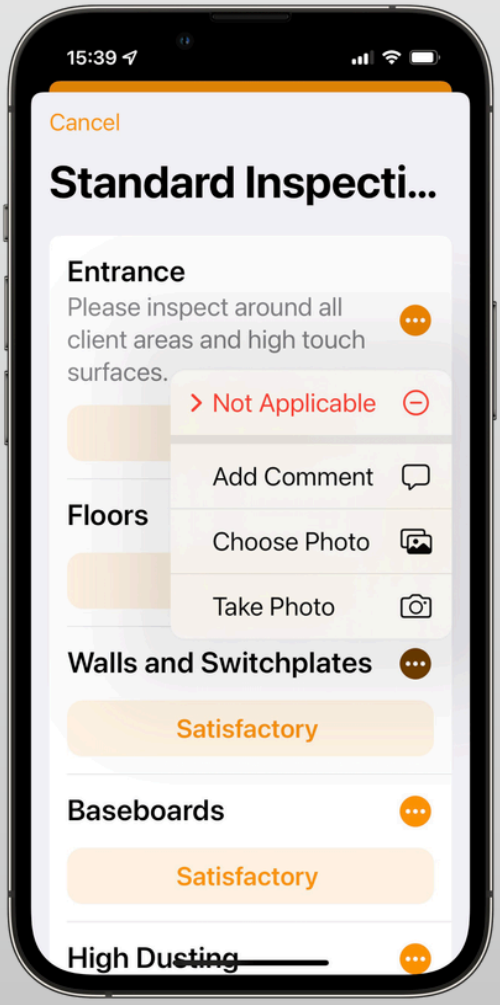
Mobile Inspections from Anywhere

Complete inspections directly from a phone or tablet—on-site and in real time.

Our team performs inspections digitally while on location, capturing accurate and consistent data as work is completed.

This ensures nothing is missed and all information is recorded instantly.

- Capture photos, notes, and inspection results on-site
- Record timestamps and GPS automatically
- Standardize inspections across all locations
- Eliminate paperwork and manual reporting



Accurate inspections, completed in real time.

CleanSpace

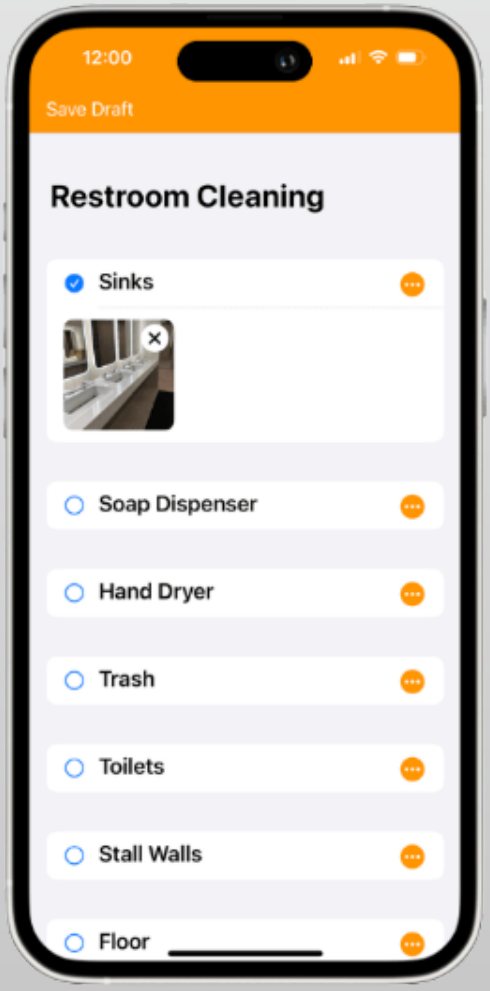
Custom Cleaning Standards

Every facility has different requirements—and we build our system around them.

We create customized inspection checklists based on your specific needs, ensuring every area is evaluated to your standards.

This allows us to deliver consistent results across all locations.

- Tailored checklists for each facility or building
- Define cleaning standards by area and scope
- Ensure consistency across teams and locations
- Easily adjust standards as needs evolve



Your standards, clearly defined and consistently followed.

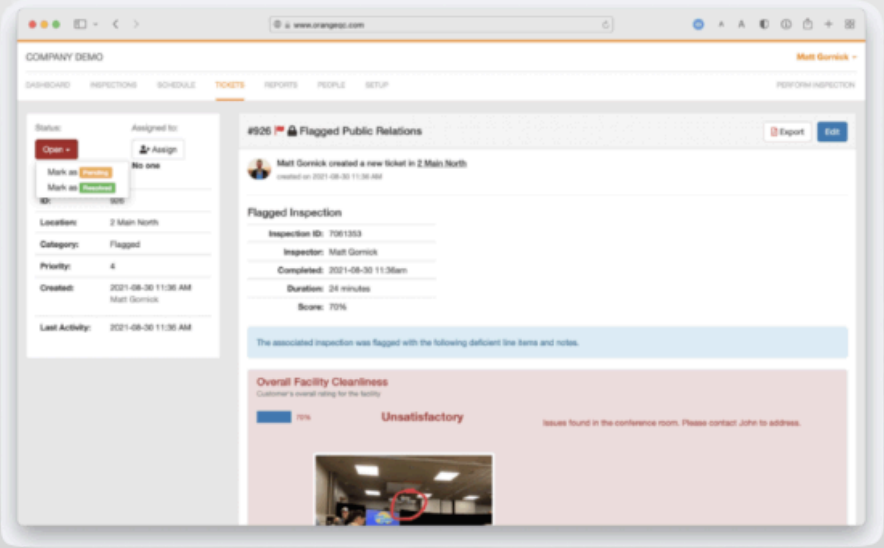
CleanSpace

Real-Time Alerts & Notifications

Stay informed the moment something needs attention.

When issues are reported or identified during inspections, our team is notified immediately.

This allows us to respond quickly and resolve problems before they escalate.



- Instant alerts when issues are reported
- Automatic notifications to the right team members
- Faster response and resolution
- Full visibility into open and completed items

Fast response starts with real-time awareness.

CleanSpace

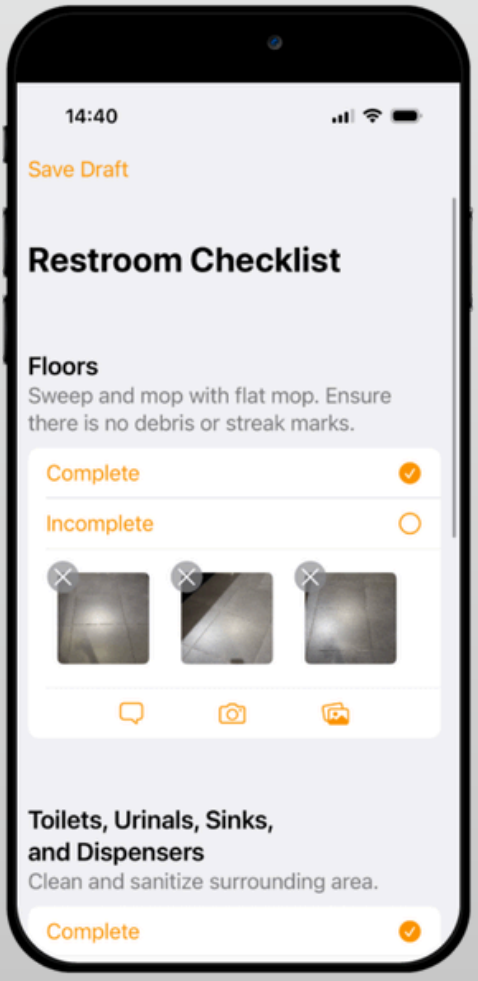
Rely on our validated service.

Our team uses checklists to verify work completion with GPS, photos, and timestamps.

We keep detailed records of completed services, supervisor visits, and inspection results.

All data is captured in real time using mobile inspections.

We don't just complete the work—we prove it.





Section E-1: Service Transition Plan & Mobilization Timeline

Clean Space will implement a structured, phased mobilization framework to ensure a seamless operational handoff with minimal disruption to the City's parks and recreation activities. Our transition model features strict milestones calibrated precisely around the City's formal **October 1, 2026 contract commencement date**:

Mobilization Milestone Matrix

- **Phase 1: 30 Days Prior to Service Start (September 1, 2026)**
  - **Staffing Allocation:** Core background-screened, part-time custodial assets are permanently assigned to their designated park facility routes.
  - **Data Integration:** Facility SOW profiles, room-by-room parameters, and custom cleaning checklists are built and loaded directly into the *Swept* and *OrangeQC* software tracking portals.
- **Phase 2: 7 Days Prior to Service Start (September 24, 2026)**
  - **Asset Logistics:** High-performance commercial cleaning equipment and Diversey green-certified product inventories are safely delivered to designated onsite facility storage areas.
  - **Access & Keys:** Security clearances are finalized, and physical keys/electronic key cards are secured from City administration for authorized personnel after-hours deployment.
  - **Targeted Training:** On-site custodial staff complete practical walkthrough training, focusing heavily on safety protocols and non-abrasive chemical dilutions required to preserve the specialized Shark Floor Coatings.
- **Phase 3: Day 1 Contract Activation (October 1, 2026)**
  - **Operational Launch:** Full routine schedules initiate across the ARC, MLK, and Peck complexes.
  - **Tracking Activation:** Mandated GPS-verified timekeeping logs and real-time electronic checklist completions go active.
  - **Baseline Deep Clean:** Teams execute an initial detailed cleaning baseline to immediately unify facility aesthetics across all public areas.
- **Phase 4: First Week Performance Audit (October 1 – October 7, 2026)**
  - **Oversight Blitz:** The Account Supervisor executes daily, unannounced mobile quality audits to fine-tune shift pacing and labor efficiencies.
  - **Inventory Baseline:** Staff establishes consumption rates for City-provided paper products and soaps to finalize proactive inventory replenishment ordering cycles with City staff.

Section F: Deficiency Rectification & Escalation Protocols

Clean Space recognizes that a core evaluation requirement for the City is a clear methodology for resolving operational deficiencies. Our communication framework is designed to eliminate email delays and resolve issues instantly.

The OrangeQC Communication Hub

All communication, service requests, and quality flags are centralized within our integrated communication hub. City personnel do not need to learn complex software or manage loose text messages; logging a request is as simple as sending an email to a dedicated account address or scanning a facility-specific QR code.

Step	Process Stage	Description
Step 1	Issue Entry	City staff sends email, logs into app, or scans onsite QR code.
Step 2	Automated Ticketing	OrangeQC system auto-generates a ticket with GPS and timestamp data.
Step 3	Instant Alert Deployment	Real-time push alerts are sent to the Project Manager and Account Supervisor.
Step 4	Mandatory Remediation	Field supervisor deploys to site and resolves the deficiency immediately.
Step 5	Visual Ticket Closure	Supervisor uploads photo proof of the fix and closes the ticket with City review.

Guaranteed Response and Resolution Windows

- **Text/Email Communication Response:** Clean Space guarantees a maximum **10-minute response time** for any digital or email inquiry received via our client dashboard.
- **Onsite Deficiency Remediation:** In the event that an inspection score falls below our target threshold (90%) or the City flags an urgent custodial issue, an immediate alert is pushed to the field supervisor. Clean Space guarantees that a supervisor or backup team member will be onsite at the affected facility to physically remediate the deficiency within **one hour** of notification.

Tab 4 - References

Clean Space, LLC understands that past performance is a vital metric in municipal evaluations. The references detailed below represent active Florida public sector contracts managed directly by our firm. Each profile highlights our extensive corporate experience in successfully maintaining decentralized, high-traffic parks, athletic zones, and recreation facilities that align precisely with the scope of work outlined in RFP 26-06.

Past Performance Summary

- **Years in Business:** Since 2011
- **Client Locations Serviced:** 1000+ statewide
- **Government Agencies Served:** 1500+ cities and counties
- **Total Square Footage Serviced:** 25,000,000+ square feet
- **Employees:** 1000+ trained custodial professionals
- **Client Retention Rate:** 97%

MARTIN COUNTY PARKS & RECREATION			
SERVICE:	**SQFT:**	**LOCATIONS:**	**ANNUAL $:**
Janitorial	500,000	51	$250,000
CONTACT:	**Name:** Steve Monteith **Title:** Parks Manager **Phone:** 772.285.0530 **Email:** Smonteit@martin.fl.us		
TERM:	2017 - Ongoing		

CITY OF NORTH PORT			
SERVICE:	**SQFT:**	**LOCATIONS:**	**ANNUAL $:**
Janitorial	600,000	20	$300,000
CONTACT:	**Name:** Nick Genna **Title:** Parks Manager **Phone:** 941.628.8696 **Email:** ngenna@northportfl.gov		
TERM:	2022 - Ongoing		

CITY OF BOYNTON BEACH			
SERVICE:	**SQFT:**	**LOCATIONS:**	**ANNUAL $:**
Janitorial	500,000	49	$700,000
CONTACT:	**Name:** Christina Yodice **Title:** Supervisor, Facilities Operations **Phone:** 561.742.6207 **Email:** yodicec@bbfl.us		
TERM:	2017 - Ongoing		

CITY OF MIRAMAR			
SERVICE:	**SQFT:**	**LOCATIONS:**	**ANNUAL $:**
Janitorial	450,000	25	$750,000
CONTACT:	**Name:** Wahid Ishmael **Title:** PW Facilities Coordinator **Phone:** 954.495.3017 **Email:** wishmael@miramarfl.gov		
TERM:	2024 - Ongoing		

CITY OF HALLANDALE			
SERVICE:	**SQFT:**	**LOCATIONS:**	**ANNUAL $:**
Janitorial	200,000	10	$350,000
CONTACT:	**Name:** Freddy La Rosa **Title:** Facilities Manager **Phone:** 954.457.1609 **Email:** elarosa@hallandalebeachfl.gov		
TERM:	2022 - Ongoing		

SARASOTA COUNTY			
SERVICE:	**SQFT:**	**LOCATIONS:**	**ANNUAL $:**
Janitorial	175,000	25	$500,000
CONTACT:	**Name:** Prin Khempanya **Title:** Admin, Parks & Rec **Phone:** 941.263.6327 **Email:** Nirattha.Khempanya@sarasotafl.gov		
TERM:	2022 - Ongoing		

CITY OF CLEARWATER			
SERVICE:	**SQFT:**	**LOCATIONS:**	**ANNUAL $:**
Janitorial	200,000	10	$275,000
CONTACT:	**Name:** Carla Scrivener **Title:** Athletics Sr. Manager **Phone:** 727.444.8322 **Email:** Carla.Scrivener@myclearwater.com		
TERM:	2023 - Ongoing		

CITY OF SEBASTIAN			
SERVICE:	**SQFT:**	**LOCATIONS:**	**ANNUAL $:**
Janitorial	50,000	12	$100,000
CONTACT:	**Name:** Jim Testa **Title:** Facilties Manager **Phone:** 772.205.7560 **Email:** JTesta@cityofsebastian.org		
TERM:	2022 - Ongoing		

Clean Space has established long-term partnerships with municipalities and public agencies throughout Florida by consistently delivering reliable service, operational transparency, and high cleaning standards.

The locations listed above represent current client sites with active contracts and ongoing daily service. **Additional references are available upon request.**

TAB 5: Cost Proposal

In accordance with the Proposal Outline requirements for RFP 26-06, Clean Space, LLC provides the following comprehensive breakdown of monthly fees and hourly rates to complete the specified scope of work. The fees detailed below are all-inclusive of the required labor, commercial equipment, and cleaning supplies necessary to meet or exceed the City's Minimum Cleaning Standards. Per the clarifications provided in Addendum No. 2, all routine facility fees are quoted on a fixed **Monthly** basis. Extensive periodic floor care (such as stripping and waxing) will be treated on an as-needed basis and billed independently outside this routine schedule.

I. Routine Monthly Janitorial Base Fees

Line Item	Monthly Base Bid
Total for Atlantic Recreation Center	$4,247.58
Total for MLK Jr. Ctr	$1,390.68
Total for Peck Center	$2,051.02
Combined Routine Monthly Base Bid	$7,689.28

II. Additional Work-Order & Event Cleaning Fees

For facility rentals and specialized parks department events occurring outside the normal scheduled routine cleaning windows, Clean Space, LLC will provide on-demand custodial support billed on a separate work-order basis at the following flat hourly rate:

- **Hourly Rate for Special Events Cleaning:** $23.00 / Hour

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: Matt Giunco

Federal Taxpayer ID 32-0338631

Mailing Address: 3764 NW 124th Ave

City, State, & Zip Code: Coral Springs, FL 33065

Telephone: 954.880.5188 **Fax:** N/A

Email: mg@cleanspaceonline.com

Submitted By: Matt Giunco

Title: CEO

Accounting Contact:

Name: Maria Garcia **Title:** Accounting Manager

Email Address: accounting@cleanspaceonline.com **Phone:** 754.252.5566

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center					Type text here	
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555		
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925		
	Auditorium, kitchen, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	8,675		
	Aquatics bldg - 2 bathrooms, offices, classroom and program room	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,565		
	Mens/womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	1,728		
					$4,247.58	**Total for Atlantic Recreation Center**
MLK Jr. Center						
1200 Elm Street	Auditorium, kitchen, 2 bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	2,272		
	Mens/Womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	875		
	Program room	2x/week	Evenings after 7pm	1,115		
	Offices, hallways, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	1,036		
					$1,390.68	**Total for MLK Jr. Ctr**
Peck Center						
510 S 10th Street	City Offices - IT, Finance, HR, Fire, and City Attorney, and associated conference rooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,480		
	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578		
	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944		
					$2,051.02	**Total for Peck Center**
			Total approximate square footage	**42,748**		

Hourly Rate for Event Cleanings Outside Normal Schedule: $23.00

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for RFP 26-06 PARKS JANITORIAL SERVICES.

2. This sworn statement is submitted by (entity) Clean Space, LLC whose business address is 3764 NW 124th Ave, Coral Springs, FL 33065 and (if applicable) Federal Employer Identification Number (FEIN) is 32-0338631 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Matt Giunco and my relationship to the entity named above is CEO.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length

agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X ____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

M Giunco 6/23/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Broward

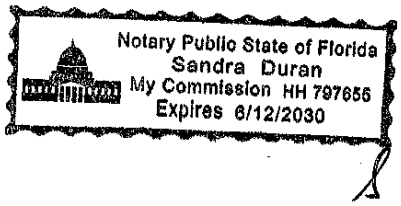
Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 23 day of June 2026
by Matt Giunco,

Sandra Duran
Notary Public Printed Name

Notary Public State of Florida
Sandra Duran
My Commission HH 797655
Expires 6/12/2030

My Commission Expires 6/12/2030

Personally Known _____ OR Produced Identification X ID Produced Driver License



THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Clean Space, LLC

CITY: Coral Springs STATE: FL ZIP CODE: 33065

SIGNATURE: _____ PHONE: 954.880.5188

NAME (TYPED OR PRINTED): Matt Giunco TITLE: CEO

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP 26-06

Project Description: PARKS JANITORIAL SERVICES

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Clean Space, LLC

Authorized Signature: 

Title: CEO

Date: 6/23/2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Matt Giunco Title: CEO

Signature:  Date: 6/23/2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 26-06 PARKS JANITORIAL SERVICES.

This sworn statement is submitted by (entity) Clean Space, LLC whose business address is 3764 NW 124th Ave, Coral Springs FL 33065 and (if applicable) Federal Employer Identification Number (FEIN) is 32-0338631 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Matt Giunco and my relationship to the entity named above is CEO.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

Signature 6/23/2026
Date:

STATE OF FLORIDA
COUNTY OF Broward

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 23 day of June 2026
by Matt Giunco,

Notary Public Sandra Duran
Printed Name

My Commission Expires 06/12/2030

Personally Known _____ OR Produced Identification X ID Produced D. License

Notary Public State of Florida
Sandra Duran
My Commission HH 797655
Expires 6/12/2030

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "G"
NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 26-06 PARKS JANITORIAL SERVICES.

This sworn statement is submitted by (entity) Clean Space, LLC whose business address is 3764 NW 124th Ave, Coral Springs FL 33065 and (if applicable) Federal Employer Identification Number (FEIN) is 32-0338631 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Matt Giunco and my relationship to the entity named above is CEO.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____ 6/23/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Broward

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐

online notarization, this 23 day of June 2026
by Matt Giunco,

Notary Public Sandra Duran
Printed Name

My Commission Expires dmc 12 /2030

Personally Known _____ OR Produced Identification X ID Produced Driver License

Notary Public State of Florida
Sandra Duran
My Commission HH 797655
Expires 6/12/2030

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO__X__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO__X___

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO__X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Clean Space, LLC	6/23/2026
Firm	Date
	Matt Giunco CEO
Authorized Signature	Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Matt Giunco **TITLE:** CEO

ADDRESS: 3764 NW 124th Ave

CITY: Coral Springs **STATE:** FL

AUTHORIZED SIGNATURE: [signature] **DATE:** 6/23/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Matt Giunco **TITLE:** CEO

ADDRESS: 3764 NW 124th Ave

CITY: Coral Springs **STATE:** FL

AUTHORIZED SIGNATURE: _____ **DATE:** 6/23/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

1. Proposal Bond Delivery. The RFP requires sealed proposals via Demandstar.com only. How should the physical Proposal Bond (or alternative cashier's check, certified check, etc. per Section 9) be delivered? Should it be scanned and uploaded to Demandstar, hand-delivered to City Hall, or mailed separately? What is the specific delivery address if a physical document is required, and what is the deadline for the bond to be received? The Proposal Bond or the Cashier's check can be uploaded electronically to Demandstar.com.

2. Pricing Format on Exhibit A-1. The Bid Pricing Form (Exhibit A-1) provides a single pricing cell per cleaning area. Should the pricing in each cell be quoted **monthly**, **annually**, or both? Should a total contract value (monthly and annual) be summarized at the bottom of the form? Monthly

3. Price Escalation in Renewal Years. Sections 7.d and the contract structure provide for two one-year renewals after the initial term. Is the proposer's bid pricing fixed for the full three-year potential term, or may pricing be adjusted at each renewal for inflation, fuel cost increases, or labor rate adjustments? If adjustments are permitted, is there a maximum percentage or index reference (e.g., CPI)? The renewals are with the same terms and conditions and pricing.

4. Cleaning Chemicals and Supplies. The Scope of Work specifies that the City provides trash liners, paper towels, toilet paper, hand soap, and dispenser refills. Please confirm that the contractor is responsible for providing all cleaning chemicals (including EPA List-N disinfectants, germicidal cleaners, floor finish, Shark coating-approved cleaners, etc.). Are there any City-specified product brands or restrictions beyond the non-abrasive requirement for Shark coating? Contractor must provide cleaning chemicals.

5. Facility Access After Hours. Most areas are to be cleaned in evening hours (after 5:00 PM or after 7:00 PM). How will the contractor's personnel access the facilities — keys issued, lockbox, code entry, security escort? Is there any City requirement for personnel to be on a pre-approved access list? Keys and possible key cards

6. Event Cleaning Provisions. The Scope of Work references "Cleaning for Events Outside the Normal Scheduled Cleanings." Should the proposer include an hourly rate or unit rate for event cleaning in the Cost Proposal, or is this billed on a separate work-order basis at time of need? Yes, Please

7. Local Preferences. Does the City of Fernandina Beach apply any scoring or evaluation preferences for Service-Disabled Veteran-Owned Small Businesses (SDVOSBs), Veteran-Owned Small Businesses, Minority-Owned businesses, or local Florida-based businesses? No. Due to the fact that under Section 287-057 state statue F.S., the City is prohibited from offering such scoring or evaluation preferences.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

8. Anticipated Contract Start Date. What is the City's anticipated timeline for evaluation, award, contract execution, and Notice to Proceed / commencement of services under RFP 26-06? Understanding the planned service start date is important for staffing, equipment procurement, and coordination with the current service provider during transition. Oct 1, 2026

9. Regarding the "as-needed" floor stripping, waxing, and buffing requirements outlined in the Scope of Work, will the City establish a baseline mandatory annual frequency, such as twice per year, or is the contractor expected to perform these tasks strictly upon request by the facility manager without additional compensation? This will be on an as needed basis and can be billed outside the monthly price

10. For the hourly rate requested for event cleanings outside the normal schedule, does the City guarantee a minimum number of billable hours per call-out, such as a 3-hour minimum? No

11. Are there any background screening, fingerprinting, or Jessica Lunsford Act requirements for contract personnel assigned to spaces utilized for youth camp rooms and recreation classes? The cleaning outside of those hours.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

1. Submitters to upload to Demandstar.com before the 2:00PM deadline.
2. Requested square footage of restrooms at all facilities. (see chart on pages 3-5)
3. Floors requiring the extra maintenance (page 3 – Paragraph "All uncarpeted floors…) needs square footage. (see chart on pages 3-5)
4. Frequency of floor cleaning. In scope
5. Spray and buff wood floors? No
6. This RFP includes the Atlantic Recreation Center (ARC), the Martin Luther King, Jr. (MLK), Peck gym and Peck Center Main Building. This is not a city-wide cleaning contract. All areas to be cleaned were viewed during the pre-bid walk through.
7. Is an onsite supervisor mandatory? No
8. The Peck gymnasium (basketball court) floor is not part of this cleaning scope. The City will take care of the gymnasium floor.
9. Nothing along the wall in the Peck gymnasium (basketball court) is part of this scope.
10. The scope includes the Peck restrooms, offices, cardio and workout room.
11. Change the square footage of the Peck – removing the gymnasium floor from the square footage. (see chart on pages 3-5)
12. Clarify the time for the Peck gymnasium to be cleaned. Morning or evening? It can be cleaned in the early morning before 11am.
13. The Peck center elevator floor is included in this scope of work.
14. Make sure the square footage of the Peck library and the back instructor room are provided in this scope. (see chart on pages 3-5)
15. Detail the expectations for each area of the Peck Center. Detailed in the scope of work
16. ARC has two part-time cleaning employees.
17. MLK has one part-time cleaning employee.
18. HighTech cleans the Peck Center currently and one person cleans the building.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

LOCATION	ROOM	SIZE	STAGE	Additional Info
Atlantic 2500 Atlantic Ave	Auditorium	5684 sq ft	YES	Stage 22x25 Lobby 16x21 Audit 98 ft long Audit 58 ft wide
Atlantic 2500 Atlantic Ave	Patio Room	1980 sq ft	No	
Atlantic 2500 Atlantic Ave	Auditorium mens bathroom	132 sq ft	No	
Atlantic 2500 Atlantic Ave	Auditorium Womens Bathroom	132 sq ft	No	
Atlantic 2500 Atlantic Ave	Locker Room Mens	458 sq ft	No	
Atlantic 2500 Atlantic Ave	Locker Room Womens	544 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Bathroom Boys	130 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Bathroom Girls	130 sq ft	No	
Atlantic 2500 Atlantic Ave	Conference Room	629 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Room	1262 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Room	427 sq ft	No	
Atlantic 2500 Atlantic Ave	Aquatics Classroom	215 sq ft	No	
Atlantic 2500 Atlantic Ave	Aquatics Instructor Room	320 sq ft	No	
MLK 1200 Elm St/MLK St	Auditorium	1470 sq ft	Yes	Stage
MLK 1200 Elm St/MLK St	Auditorium Bathroom Vestibule	60 sq ft	No	
MLK 1200 Elm St/MLK St	Auditorium Bathroom Mens	209 sq ft	No	
MLK 1200 Elm St/MLK	Main Building Bathrooms Mens	81 sq ft	No	

St				
MLK 1200 Elm St/MLK St	Main Building Bathroom Womens	88 sq ft	No	
MLK 1200 Elm St/MLK St	Locker Room Mens	375 sq ft	No	
MLK 1200 Elm St/MLK St	Locker Room Womens	426 sq ft	No	
MLK 1200 Elm St/MLK St	Conference Room	440 sq ft	No	
MLK 1200 Elm St/MLK St	Camp Room	660 sq ft	No	
Peck Center 516 S. 10th St	Auditorium	1426 sq ft	Yes	Stage 512 sq ft 34 Standing
Peck Center 516 S. 10th St	Reception Room	567 sq ft	No	
Peck Center 516 S 10th St	Instructor Room	840 sq ft	No	
Peck Center 516 S 10th St	Library	567 sq ft	No	
Peck Center 516 S 10th St	Weight Room	512 sq ft	No	
Peck Center 516 S 10th St	Cardio Room	700 sq ft	No	
Peck Center 516 S 10th St	Gymnasium Bathroom Mens	130 sq ft	No	
Peck Center 516 S 10th St	Gymnasium Bathroom Womens	130 sq ft	No	
Peck Center 516 S 10th St	Bathroom 1st Floor Mens	187 sq ft	No	
Peck Center 516 S 10th St	Bathroom 1st Floor Womens	187 sq ft	No	

Peck Center 516 S 10th St	Bathroom 2nd Floor Mens	183 sq ft	No	
Peck Center 516 S 10th St	Bathroom 2nd Floor Mens	183 sq ft	No	

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-357-4829

VALID OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026

Receipt #: 325-330608

Business Name: CLEAN SPACE INC

Business Type: CLEANING/JANITORIAL (JANITORIAL SERVICES)

Owner Name: JESSICA GIUNCO

Business Location: 3764 NW 124TH AVE
CORAL SPRINGS

Business Phone: 9548805188

Business Opened: 04/11/2011

State/County/Cert/Reg:

Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		100		

For Vending Business Only

Number of Machines: **Vending Type:**

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
150.00	0.00	0.00	0.00	0.00	0.00	150.00

Receipt Fee 150.00
Packing/Processing/Canning Employees 0.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

CLEAN SPACE INC
3764 NW 124TH AVE
CORAL SPRINGS, FL
33065-2410

Receipt #WWW-24-00281397
Paid 07/14/2025 150.00

2025 - 2026

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-357-4829

VALID OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026

Receipt #: 325-330608

Business Name: CLEAN SPACE INC

Business Type: CLEANING/JANITORIAL (JANITORIAL SERVICES)

Owner Name: JESSICA GIUNCO

Business Location: 3764 NW 124TH AVE
CORAL SPRINGS

Business Phone: 9548805188

Business Opened: 04/11/2011

State/County/Cert/Reg:

Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		100		

Signature

For Vending Business Only

Number of Machines: **Vending Type:**

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
150.00	0.00	0.00	0.00	0.00	0.00	150.00

Receipt #WWW-24-00281397
Paid 07/14/2025 150.00

SAM.GOV

Exclusion Search Results 0 Total Results

Filter by:

Keyword (ALL)	Status
"Clean Space, LLC" "Clean Space, LLC"	Active

Client#: 149853 CLEANSPA

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/01/2026

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

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

PRODUCER	CONTACT NAME: Beth Howard	
Starkweather & Shepley (WE) PO Box 549 Providence, RI 02901-0549 401 596-2212	PHONE (A/C, No, Ext): 401 596-2212	FAX (A/C, No): 401-735-1059
	E-MAIL ADDRESS: bhoward@starshep.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Indemnity Co of America	25666
INSURER B : Travelers Propty Casualty Co of Amer	
INSURER C : The Travelers Indemnity Company	25658
INSURER D : Travelers Caslty & Surety Co of America	31194
INSURER E :	
INSURER F :	

INSURED
Clean Space, LLC
3764 NW 124th Ave
Coral Springs, FL 33065

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC OTHER:	X	X	P6606A059016TIA	06/01/2026	06/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$1,000,000 $300,000 $5,000 $1,000,000 $2,000,000 $2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	X	X	BAB27518022543G	06/01/2026	06/01/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$1,000,000 $ $ $ $
B	UMBRELLA LIAB / OCCUR X EXCESS LIAB / X CLAIMS-MADE DED / RETENTION $	X	X	EXB27506692543	06/01/2026	06/01/2027	EACH OCCURRENCE AGGREGATE 	$2,000,000 $2,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	UBB275002A2543V	06/01/2026	06/01/2027	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
D	Crime			108285433	06/01/2026	06/01/2027	$1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is additional insured on a primary noncontributory basis with a waiver of subrogation per the terms and conditions on the policies.

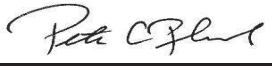
CERTIFICATE HOLDER

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Clean Space LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

P.O. BOX 670577

6 City, state, and ZIP code

Coral Springs, FL 33067

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

3	2	–	0	3	3	8	6	3	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person**  **Date** 01/01/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding; or

3. Claim exemption from backup withholding if you are a U.S. exempt payee; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;

2. You do not certify your TIN when required (see the instructions for Part II for details);

3. The IRS tells the requester that you furnished an incorrect TIN;

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or

5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

HIGH TECH

COMMERCIAL CLEANING

"A Cleaning Revolution, The Proactive Way"

A Cleaning Proposal designed specifically for



Submitted by:

Nichole Nace

Director of Sales

904-732-7270

904-449-9993

Nichole.nace@htccleaning.com

NewVenture of Jacksonville, Inc.

DBA High Tech Commercial Cleaning

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June 24th, 2026

Wanda Weeks
City of Fernandina Beach RFP 26-06 Parks Janitorial Cleaning Services

Dear Wanda:

Thank you for allowing me to discuss your cleaning requirements for your facility. I sincerely appreciate this opportunity!

High Tech Commercial Cleaning "HTCC" has been the industry leader in the Fernandina area, servicing hundreds of clients for over two decades. Some of our key partners include **Ascension St. Vincent's HealthCare, UF Health, Rock Dental Brands, and Watson Realty**, just to name a few. We have consistently held the highest customer retention rate in the industry. There is a reason why 98% of the clients of High Tech Commercial Cleaning renew their contracts with us every year.

We understand that finding a **reliable** cleaning company is a tough choice. Our method to providing you quality janitorial services is simple: Honesty, Integrity, Loyalty and unmatched customer service. Enclosed, you will find not only the most thorough health focused cleaning schedule in the industry, but the platform that defines the High Tech Commercial Cleaning difference.

Below is a list of High Tech Commercial Cleanings Contacts
Operations Manager Josh Price: josh.price@htccleaning.com 904-803-7034
General Manager Chuck Pearce: chuck.pearce@htccleaning.com 904-234-8098
Director of Sales Nichole Nace: Nichole.nace@htccleaning.com 904-449-9993
Head of Accounting Adam Pearce: adam.pearce@htccleaning.com 904-224-0770

Best regards,

Nichole Nace

Nichole Nace
Director of Sales
High Tech Commercial Cleaning
(904) 449-9993 mobile
nichole.nace@htccleaning.com

Proactive Quality Control

We seek to find out what we can do better! Many companies offer a guarantee, but do they have a way to support it?

LODESTAR



http://lodestar.htccleaning.com

THE HIGH TECH SERVICE GUARANTEE

"Any complaint resulting from the neglect of duties outlined in the cleaning schedule that is not resolved within one business day, will receive a free scheduled service at no additional charge"

We are able to stand by this guarantee using Lodestar, our proprietary business process management software, which tracks your services from start to finish.

Inspections & Customer Service Calls

- Automatically system scheduled by Lodestar to ensure targeted dates are met consistently. These become permanent record in Lodestar.
- Inspection results are shared with you and are immediately emailed to your cleaning team, ensuring areas of needed improvement are communicated timely.

Complaint Resolution

When a complaint is entered into Lodestar, every step of the process is recorded and tasked to your dedicated Operations Manager until it is 100% resolved. All tasks must be completed by close of business.

Lodestar Customer Portal

A designated point of contact in your facility will be given full access to:

- Manage your company contacts
- View past inspections
- Documents
- Invoice status & history
- Account history & timeline
- Managing multiple locations

Online messaging for communication with your team & HTCC

Health Focused Cleaning

Through proper training, our cleaning techniques & equipment program are built around providing you a healthier environment.

Disinfection of Frequently Touched Surfaces

- Entrance door handles, receptionist counters, phones, kitchen & restroom surfaces and handles will be wiped with **hospital-grade quaternary disinfectants** every clean to avoid the spread of viruses and bacteria.

ZERO Cross Contamination Process

- Color coded microfiber cloths & mop heads are used to ensure no cross contamination of viruses, bacteria and germs.
- **Red** = Restrooms
- **Blue** = Kitchen/Break Rooms
- **Green** = General Purpose

Environmentally Safe Cleaning Products

- Our core cleaning agents have passed the GS-34 standard for being officially Green Seal Certified. Odorless cleaning products are available upon request.

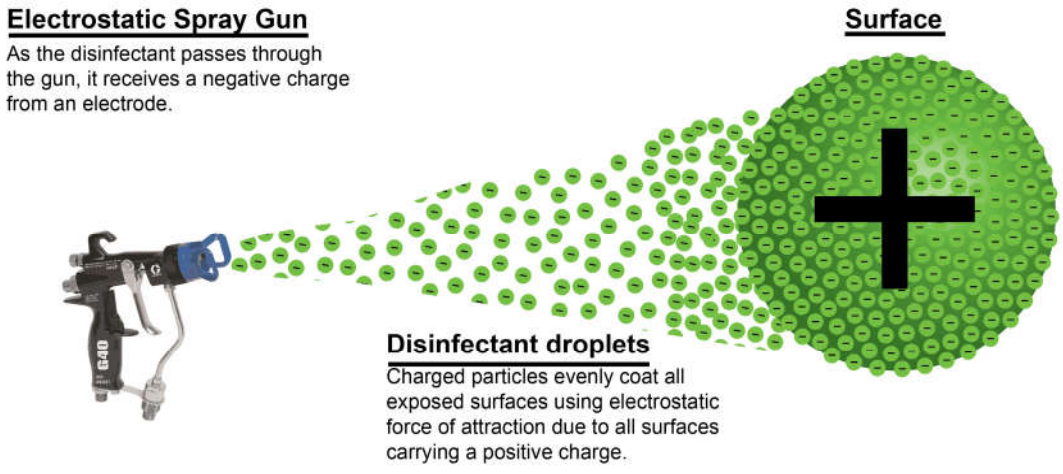
Improved Air Quality

- HEPA filtered vacuums capture 99.9% of all dust particulates. HTCC will vacuum all carpeted areas, mats, rugs & air vents to improve your indoor air quality.

HealthShield Electrostatic Disinfecting

This service is utilized for virus outbreaks and / or proactive disinfection of your facility. Ask a HTCC representative how you can add this affordable service weekly or monthly!

HEALTH SHIELD



The Right People

HTCC is a locally owned and operated woman owned business, providing first class janitorial services to businesses in the state of Florida for over a decade. Any company is only as good as the people that work there. Having the right people has been the key to our success.

- **Historical Facts**
- 98% contract renewal rate, 24 years in a row
- "Top 50 Women Owned Businesses" – *Business Journal* (13 years in a row)
- "Best of Jacksonville, Cleaning Services" (11 years in a row)
- "Top 50 Fastest Growing Private Companies" – *Business Journal*
- 100+ years of combined janitorial and business management experience

- **Your designated Operations Manager**
- Receives a monthly bonus based on customer satisfaction and measured by account retention rates
- Performs regular physical inspections of your facility
- Ready to assist you at any time during normal business hours
- Conducts on-site training with cleaning teams as needed to improve performance

- **Your Cleaning Team**
- Bonded and insured with liability and worker's compensation insurance
- Wears HTCC designated shirts and ID badges
- Certified through required professional cleaning training
- Compliant with all OSHA requirements for safety
- Receives additional industry specific training for Medical, Restaurants, Schools, Preschool, Industrial, Financial, Religious Institutions & Auto Dealerships



Customized Cleaning

No building or environment is the same, therefore an HTCC representative will work closely with you to customize our services around your needs.

- **Cleaning Schedule –The most thorough in the industry**
- Clearly defining cleaning duties, ensures cleaning team accuracy and removes inconsistency issues.
- Cleaning duties are customized specifically to your facility's needs.

- **Physical Inspections**
- You are in control! Increase or decrease the frequency of quality control inspections at any time by contacting your assigned Operations Manager.



References

CJ Logistics
1232 King St Jacksonville FL 32204
Tracy Armstrong phone:904-378-4200 email:tracy.armstrong@cjlogisticsamerica.com
SQ Feet 10,620
Price per month $6,977
Years serviced 2

North Florida Management (King St)
4601-300 Bulls Bay Highway Jacksonville FL 32219
Stephanie Sprague phone:904-864-7190 email: Ssprague@womenscarefl.com
SQ Feet 19,440
Price per month $5,000
Years serviced 1

Pineland Bank
715 Centre Street Fernandina Beach FL 32034
Susan Sturges phone: (904) 261-8233 email: ssturges@pinelandbank.com
SQ Feet 4,143
Price per month $425
Years serviced 15

HTCC cannot provide a list of all customers with all contact info due to confidentiality agreements. We can provide the following:

Total active accounts: 696
Total Monthly Billing: $552,870

Experience

Chuck Pearce
Chuck Pearce brings over 16 years of experience in software project management and general business management, combined with a lifelong background in the commercial cleaning industry. Having grown up working in the cleaning business, Chuck developed a strong work ethic, attention to detail, and deep understanding of operational excellence from an early age.

Throughout his career, Chuck has successfully led complex projects, managed cross-functional teams, and overseen business operations with a focus on efficiency, quality, and client satisfaction. His expertise in project planning, process improvement, resource management, and strategic execution enables him to deliver consistent results in both technology and service-oriented environments.

By combining professional management experience with hands-on industry knowledge, Chuck offers a unique perspective that bridges operational best practices, customer service, and organizational leadership. His commitment to quality, accountability, and continuous improvement makes him a valuable asset in delivering successful outcomes for clients

Nichole Nace
Nichole Nace has 29 years of professional cleaning experience, including 12 years at High Tech Commercial Cleaning. She brings extensive industry knowledge, precision, and professionalism to every project. Her background includes maintaining strict cleanliness standards in sensitive and detail-oriented facilities where compliance, safety, and consistency are critical.

Nichole has a clear and comprehensive understanding of industry standards, proper sanitation procedures, equipment handling, and quality control practices. Known for reliability, efficiency, and attention to detail, taking pride in delivering exceptional results while maintaining professional relationships with clients and staff alike.

Nichole’s experience spans both residential and commercial settings, with specialized expertise in high-performance environments that require advanced cleaning protocols and uncompromising standards.

Josh Price
Josh Price brings a strong combination of customer service expertise and operational leadership experience to the organization. He spent five years with Comcast, where he developed exceptional communication, problem-solving, and customer relationship management skills while consistently delivering high levels of service and support.

Building on this customer-focused foundation, Josh transitioned into the commercial cleaning industry and currently serves as an Operations Manager at High Tech Commercial Cleaning. In this role, he oversees daily operations, coordinates staff and resources, ensures adherence to strict quality standards, and supports the successful execution of cleaning services in specialized facilities.

Josh's ability to manage operations efficiently while maintaining a strong focus on client satisfaction makes him a valuable member of the team. His commitment to quality, accountability, and continuous improvement contributes to the consistent delivery of reliable and professional services.

PRICING AGREEMENT

CLIENT:	Atlantic Recreation Center
CLEANING LOCATION:	2500 Atlantic Ave Fernandina Beach, FL 32034

PRICING

REGULAR SERVICE: $4,527.00 per month 10-1-26 (Start Date)

As outlined in the attached Cleaning Schedule

FREQUENCY:	7 times per week
NIGHTS PER WEEK:	Monday – Sunday
TIME OF CLEAN:	After 7:00pm

Special event cleaning can be requested by job, hourly rate is $25 per hour.

Additional terms & conditions:

- A duplicate key must be provided by Client, prior to the Start Date.
- **Atlantic Recreation Center** will provide all consumables: paper towels, hand soap, trash can liners, etc.
- HTCC will provide all chemicals & equipment.
- Holiday Schedule – All 6 major holidays have been taking into consideration and deducted from the service price during the preparation of this proposal for Clients receiving service 5 or more times per week. All other Clients that have a service date which falls on these holidays will receive service on an alternative day.
- Some painted walls may not be cleanable due to the type of paint or their current condition.
- Hand sanitizer contains alcohol and will remove the finish from hard surface flooring.
- If HTCC is required to incur any undisclosed fee(s) for risk management, background checks, additional insurance, or third-party billing systems, HTCC shall have the right to adjust the above price accordingly.
- Hard surface flooring will require additional floor maintenance per manufacturer specifications in addition to standard sweeping and mopping to properly maintain them. Please see the HTCC Link Book or consult with a HTCC representative to learn more.

CLIENT REPRESENTATIVE

Signature: _____

Date: _____

HTCC REPRESENTATIVE

Signature: Nichole Nace

Date: 6-24-26

CLIENT: MLK Jr. Center

CLEANING LOCATION: 1200 Elm St.
Fernandina Beach, FL 32034

PRICING
REGULAR SERVICE: $2,183.00 per month 10-1-26 (Start Date)
As outlined in the attached Cleaning Schedule

FREQUENCY: 7 times per week
NIGHTS PER WEEK: Monday – Sunday
TIME OF CLEAN: After 7:00pm

Special event cleaning can be requested by job, hourly rate is $25 per hour.

Additional terms & conditions:

- A duplicate key must be provided by Client, prior to the Start Date.
- **MLK Jr. Center** will provide all consumables: paper towels, hand soap, trash can liners, etc.
- HTCC will provide all chemicals & equipment.
- Holiday Schedule – All 6 major holidays have been taking into consideration and deducted from the service price during the preparation of this proposal for Clients receiving service 5 or more times per week. All other Clients that have a service date which falls on these holidays will receive service on an alternative day.
- Some painted walls may not be cleanable due to the type of paint or their current condition.
- Hand sanitizer contains alcohol and will remove the finish from hard surface flooring.
- If HTCC is required to incur any undisclosed fee(s) for risk management, background checks, additional insurance, or third-party billing systems, HTCC shall have the right to adjust the above price accordingly.
- Hard surface flooring will require additional floor maintenance per manufacturer specifications in addition to standard sweeping and mopping to properly maintain them. Please see the HTCC Link Book or consult with a HTCC representative to learn more.

CLIENT REPRESENTATIVE

Signature: _____

Date: _____

HTCC REPRESENTATIVE

Signature: Nichole Nace

Date: 6-24-26

CLIENT:	Peck Center
CLEANING LOCATION:	510 S 10th Street Fernandina Beach, FL 32034

PRICING

REGULAR SERVICE: $3,189.00 per month 10-1-26 (Start Date)

As outlined in the attached Cleaning Schedule

FREQUENCY:	5 times per week
NIGHTS PER WEEK:	Monday – Friday
TIME OF CLEAN:	After 5:00pm Gym after 9:00pm

Special event cleaning can be requested by job, hourly rate is $25 per hour.

Additional terms & conditions:

- A duplicate key must be provided by Client, prior to the Start Date.
- **Peck Center** will provide all consumables: paper towels, hand soap, trash can liners, etc.
- HTCC will provide all chemicals & equipment.
- Holiday Schedule – All 6 major holidays have been taking into consideration and deducted from the service price during the preparation of this proposal for Clients receiving service 5 or more times per week. All other Clients that have a service date which falls on these holidays will receive service on an alternative day.
- Some painted walls may not be cleanable due to the type of paint or their current condition.
- Hand sanitizer contains alcohol and will remove the finish from hard surface flooring.
- If HTCC is required to incur any undisclosed fee(s) for risk management, background checks, additional insurance, or third-party billing systems, HTCC shall have the right to adjust the above price accordingly.
- Hard surface flooring will require additional floor maintenance per manufacturer specifications in addition to standard sweeping and mopping to properly maintain them. Please see the HTCC Link Book or consult with a HTCC representative to learn more

CLIENT REPRESENTATIVE

Signature: _____

Date: _____

HTCC REPRESENTATIVE

Signature: Nichole Nace

Date: 6-24-26

EXHIBITS

EXHIBIT "A"	Contact Sheet
EXHIBIT "A-1"	Proposal Pricing Form
EXHIBIT "B"	Public Entity Crimes
EXHIBIT "C"	Drug-Free Workplace Certification
EXHIBIT "D"	E-Verify Statement
EXHIBIT "E"	Proposer Acknowledgements and Agreements
EXHIBIT "F"	Conflict of Interest
EXHIBIT "G"	Non-Collusion Affidavit
EXHIBIT "H"	Disputes Disclosure

AMERIS BANK

OFFICIAL CHECK

06620000452

PAY Five Thousand Nine Hundred Forty and 00/100ths Dollars

DATE: June 22, 2026

TO THE ORDER OF City of Fernandina Beach

$5,940.00

NON NEGOTIABLE

CUSTOMER COPY
RETAIN FOR YOUR RECORDS

Newventure of Jacksonville, Inc.
REMITTER1

High Tech Commercial Cleaning
REMITTER2

THE ORIGINAL DOCUMENT HAS A WHITE REFLECTIVE WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW. DO NOT CASH IF NOT PRESENT.

AMERIS BANK

OFFICIAL CHECK

06620000452

175/612

DATE: June 22, 2026

PAY Five Thousand Nine Hundred Forty and 00/100ths Dollars

$5,940.00

TO THE ORDER OF City of Fernandina Beach

Newventure of Jacksonville, Inc.
REMITTER1

High Tech Commercial Cleaning
REMITTER2

AUTHORIZED SIGNATURE

FORM NO. 9851B COPYBAN CAPTURE® ANTI-FRAUD PROTECTION

⑈066200004 52⑈ ⑆061201754⑆ 20200 28243⑈

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: NewVentures of Jacksonville Inc. DBA High Tech Commercial Cleaning

Federal Taxpayer ID 59-3708254

Mailing Address: 8130 Baymeadows Circle west Suite 306

City, State, & Zip Code: Jacksonville FL 32256

Telephone: 904-732-7270 **Fax:** 904-731-1858

Email: nichole.nace@htccleaning.com

Submitted By: Nichole Nace

Title: Director of Sales

Accounting Contact:

Name: Adam Pearce **Title:** Accounting Department

Email Address: adam.pearce@htccleaning.com **Phone:** 904-224-0770

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555		
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925		
	Auditorium, kitchen, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	8,675		
	Aquatics bldg - 2 bathrooms, offices, classroom and program room	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,565		
	Mens/womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	1,728		
					$4,527.00 per month	**Total for Atlantic Recreation Center**
MLK Jr. Center						
1200 Elm Street	Auditorium, kitchen, 2 bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	2,272		
	Mens/Womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	875		
	Program room	2x/week	Evenings after 7pm	1,115		
	Offices, hallways, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	1,036		
					$2,183.00 per month	**Total for MLK Jr. Ctr**
Peck Center						
510 S 10th Street	City Offices - IT, Finance, HR, Fire, and City Attorney, and associated conference rooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,480		
	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578		
	Gymnasium - offices, exercise rooms hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944		
					$3,189.00 per month	**Total for Peck Center**
			Total approximate square footage	**42,748**		

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for RFP 26-06 Parks Janitorial Cleaning Services.

2. This sworn statement is submitted by (entity) High Tech Commercial Cleaning whose business address is 8130 Baymeadows Cir. W suite 306 Jacksonville FL 32256 and (if applicable) Federal Employer Identification Number (FEIN) is 59-3708254 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Nichole Nace and my relationship to the entity named above is Director of Sales.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length

agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Nichole Nace 6-24-26
Signature Date:

STATE OF FLORIDA
COUNTY OF Duval
Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 24 day of June 20 26
by Nichole Nace,

Sherri Bisbee Sherri Bisbee
Notary Public Printed Name

SHERRI BISBEE
Notary Public - State of Florida
Commission # HH 770401
My Comm. Expires Feb 26, 2030
Bonded through National Notary Assn.

My Commission Expires Feb. 26 2030

Personally Known ✓ OR Produced Identification _____ ID Produced _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: NewVentures of Jacksonville Inc. DBA High Tech Commercial Cleaning

CITY: Jacksonville STATE: FL ZIP CODE: 32256

SIGNATURE: Nichole Nace PHONE: 904-732-7270

NAME (TYPED OR PRINTED): Nichole Nace TITLE: Director of Sales

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP 26-06 Parks Janitorial Cleaning Services

Project Description: Janitorial Services for MLK Building, Atlantic Recreation Center, and Peck Center

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: NewVentures of Jacksonville Inc. DBA High Tech Commercial Cleaning

Authorized Signature: Nicholas Mace

Title: Director of Sales

Date: 6-24-26

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Nichole Nace Title: Director of Sales

Signature: Nichole Nace Date: 6-24-26

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 26-06 Parks Janitorial Cleaning Service

This sworn statement is submitted by (entity) High Tech Commercial Cleaning whose business address is 8130 Baymeadows Cir W Suite 306 Jacksonville Fl 32256 and (if applicable) Federal Employer Identification Number (FEIN) is 59-3708254 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Nichole Nace and my relationship to the entity named above is Director of Sales.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

Nichole Nace 6-24-26

Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 24 day of June 20 26
by Nichole Nace,

Sherri Bisbee Sherri Bisbee

Notary Public Printed Name

My Commission Expires Feb. 26 2030

Personally Known ✓ OR Produced Identification _____ ID Produced _____

SHERRI BISBEE
Notary Public - State of Florida
Commission # HH 770401
My Comm. Expires Feb 26, 2030
Bonded through National Notary Assn.

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 26-06 Parks Janitorial Cleaning Service

This sworn statement is submitted by (entity) High Tech Commercial Cleaning whose business address is 8130 Baymeadows Cir. w Suite 306 Jacksonville FL 32256 and (if applicable) Federal Employer Identification Number (FEIN) is 59-3708254 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Nichole Nace and my relationship to the entity named above is Director of Sales.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Nichole Nace 6-24-26
Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐

online notarization, this 24 day of June 20 26
by _____,

Sherri Bisbee Sherri Bisbee
Notary Public Printed Name

My Commission Expires Feb. 26 2030

Personally Known ✓ OR Produced Identification _____ ID Produced _____

SHERRI BISBEE
Notary Public - State of Florida
Commission # HH 770401
My Comm. Expires Feb 26, 2030
Bonded through National Notary Assn.

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X___

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X___

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

NewVentures of Jacksonville Inc. DBA High Tech Commercial Cleaning	6-24-26
Firm	Date
Nichole Nace	Nichole Nace Director of Sales
Authorized Signature	Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Nichole Nace **TITLE:** Director of Sales

ADDRESS: 8130 Baymeadows Circle W Suite 306

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: Nichole Nace **DATE:** 6-24-26

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

1. Submitters to upload to Demandstar.com before the 2:00PM deadline.
2. Requested square footage of restrooms at all facilities. (see chart on pages 3-5)
3. Floors requiring the extra maintenance (page 3 – Paragraph "All uncarpeted floors…) needs square footage. (see chart on pages 3-5)
4. Frequency of floor cleaning. In scope
5. Spray and buff wood floors? No
6. This RFP includes the Atlantic Recreation Center (ARC), the Martin Luther King, Jr. (MLK), Peck gym and Peck Center Main Building. This is not a city-wide cleaning contract. All areas to be cleaned were viewed during the pre-bid walk through.
7. Is an onsite supervisor mandatory? No
8. The Peck gymnasium (basketball court) floor is not part of this cleaning scope. The City will take care of the gymnasium floor.
9. Nothing along the wall in the Peck gymnasium (basketball court) is part of this scope.
10. The scope includes the Peck restrooms, offices, cardio and workout room.
11. Change the square footage of the Peck – removing the gymnasium floor from the square footage. (see chart on pages 3-5)
12. Clarify the time for the Peck gymnasium to be cleaned. Morning or evening? It can be cleaned in the early morning before 11am.
13. The Peck center elevator floor is included in this scope of work.
14. Make sure the square footage of the Peck library and the back instructor room are provided in this scope. (see chart on pages 3-5)
15. Detail the expectations for each area of the Peck Center. Detailed in the scope of work
16. ARC has two part-time cleaning employees.
17. MLK has one part-time cleaning employee.
18. HighTech cleans the Peck Center currently and one person cleans the building.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

LOCATION	ROOM	SIZE	STAGE	Additional Info
Atlantic 2500 Atlantic Ave	Auditorium	5684 sq ft	YES	Stage 22x25 Lobby 16x21 Audit 98 ft long Audit 58 ft wide
Atlantic 2500 Atlantic Ave	Patio Room	1980 sq ft	No	
Atlantic 2500 Atlantic Ave	Auditorium mens bathroom	132 sq ft	No	
Atlantic 2500 Atlantic Ave	Auditorium Womens Bathroom	132 sq ft	No	
Atlantic 2500 Atlantic Ave	Locker Room Mens	458 sq ft	No	
Atlantic 2500 Atlantic Ave	Locker Room Womens	544 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Bathroom Boys	130 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Bathroom Girls	130 sq ft	No	
Atlantic 2500 Atlantic Ave	Conference Room	629 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Room	1262 sq ft	No	
Atlantic 2500 Atlantic Ave	Camp Room	427 sq ft	No	
Atlantic 2500 Atlantic Ave	Aquatics Classroom	215 sq ft	No	
Atlantic 2500 Atlantic Ave	Aquatics Instructor Room	320 sq ft	No	
MLK 1200 Elm St/MLK St	Auditorium	1470 sq ft	Yes	Stage
MLK 1200 Elm St/MLK St	Auditorium Bathroom Vestibule	60 sq ft	No	
MLK 1200 Elm St/MLK St	Auditorium Bathroom Mens	209 sq ft	No	
MLK 1200 Elm St/MLK	Main Building Bathrooms Mens	81 sq ft	No	

St				
MLK 1200 Elm St/MLK St	Main Building Bathroom Womens	88 sq ft	No	
MLK 1200 Elm St/MLK St	Locker Room Mens	375 sq ft	No	
MLK 1200 Elm St/MLK St	Locker Room Womens	426 sq ft	No	
MLK 1200 Elm St/MLK St	Conference Room	440 sq ft	No	
MLK 1200 Elm St/MLK St	Camp Room	660 sq ft	No	
Peck Center 516 S. 10th St	Auditorium	1426 sq ft	Yes	Stage 512 sq ft 34 Standing
Peck Center 516 S. 10th St	Reception Room	567 sq ft	No	
Peck Center 516 S 10th St	Instructor Room	840 sq ft	No	
Peck Center 516 S 10th St	Library	567 sq ft	No	
Peck Center 516 S 10th St	Weight Room	512 sq ft	No	
Peck Center 516 S 10th St	Cardio Room	700 sq ft	No	
Peck Center 516 S 10th St	Gymnasium Bathroom Mens	130 sq ft	No	
Peck Center 516 S 10th St	Gymnasium Bathroom Womens	130 sq ft	No	
Peck Center 516 S 10th St	Bathroom 1st Floor Mens	187 sq ft	No	
Peck Center 516 S 10th St	Bathroom 1st Floor Womens	187 sq ft	No	

Peck Center 516 S 10th St	Bathroom 2nd Floor Mens	183 sq ft	No	
Peck Center 516 S 10th St	Bathroom 2nd Floor Mens	183 sq ft	No	

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Nichole Nace **TITLE:** Director of Sales

ADDRESS: 8130 Baymeadows Circle W Suite 306

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: Nichole Nace **DATE:** 6-24-26

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

1. Proposal Bond Delivery. The RFP requires sealed proposals via Demandstar.com only. How should the physical Proposal Bond (or alternative cashier's check, certified check, etc. per Section 9) be delivered? Should it be scanned and uploaded to Demandstar, hand-delivered to City Hall, or mailed separately? What is the specific delivery address if a physical document is required, and what is the deadline for the bond to be received? The Proposal Bond or the Cashier's check can be uploaded electronically to Demandstar.com.

2. Pricing Format on Exhibit A-1. The Bid Pricing Form (Exhibit A-1) provides a single pricing cell per cleaning area. Should the pricing in each cell be quoted **monthly**, **annually**, or both? Should a total contract value (monthly and annual) be summarized at the bottom of the form? Monthly

3. Price Escalation in Renewal Years. Sections 7.d and the contract structure provide for two one-year renewals after the initial term. Is the proposer's bid pricing fixed for the full three-year potential term, or may pricing be adjusted at each renewal for inflation, fuel cost increases, or labor rate adjustments? If adjustments are permitted, is there a maximum percentage or index reference (e.g., CPI)? The renewals are with the same terms and conditions and pricing.

4. Cleaning Chemicals and Supplies. The Scope of Work specifies that the City provides trash liners, paper towels, toilet paper, hand soap, and dispenser refills. Please confirm that the contractor is responsible for providing all cleaning chemicals (including EPA List-N disinfectants, germicidal cleaners, floor finish, Shark coating-approved cleaners, etc.). Are there any City-specified product brands or restrictions beyond the non-abrasive requirement for Shark coating? Contractor must provide cleaning chemicals.

5. Facility Access After Hours. Most areas are to be cleaned in evening hours (after 5:00 PM or after 7:00 PM). How will the contractor's personnel access the facilities — keys issued, lockbox, code entry, security escort? Is there any City requirement for personnel to be on a pre-approved access list? Keys and possible key cards

6. Event Cleaning Provisions. The Scope of Work references "Cleaning for Events Outside the Normal Scheduled Cleanings." Should the proposer include an hourly rate or unit rate for event cleaning in the Cost Proposal, or is this billed on a separate work-order basis at time of need? Yes, Please

7. Local Preferences. Does the City of Fernandina Beach apply any scoring or evaluation preferences for Service-Disabled Veteran-Owned Small Businesses (SDVOSBs), Veteran-Owned Small Businesses, Minority-Owned businesses, or local Florida-based businesses? No. Due to the fact that under Section 287-057 state statue F.S., the City is prohibited from offering such scoring or evaluation preferences.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

8. Anticipated Contract Start Date. What is the City's anticipated timeline for evaluation, award, contract execution, and Notice to Proceed / commencement of services under RFP 26-06? Understanding the planned service start date is important for staffing, equipment procurement, and coordination with the current service provider during transition. Oct 1, 2026

9. Regarding the "as-needed" floor stripping, waxing, and buffing requirements outlined in the Scope of Work, will the City establish a baseline mandatory annual frequency, such as twice per year, or is the contractor expected to perform these tasks strictly upon request by the facility manager without additional compensation? This will be on an as needed basis and can be billed outside the monthly price

10. For the hourly rate requested for event cleanings outside the normal schedule, does the City guarantee a minimum number of billable hours per call-out, such as a 3-hour minimum? No

11. Are there any background screening, fingerprinting, or Jessica Lunsford Act requirements for contract personnel assigned to spaces utilized for youth camp rooms and recreation classes? The cleaning outside of those hours.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/19/2026

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

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

PRODUCER	CONTACT NAME: Kara M. Dantry
World Insurance Associates LLC 2111 N. Franklin Drive, Suite 100 Washington PA 15301	PHONE (A/C, No, Ext): 17247451600 FAX (A/C, No): 724-745-0224 E-MAIL ADDRESS: KaraDantry@worldinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Western Surety Company	13188
INSURER B : Ohio Casualty Insurance Company	24074
INSURER C : American Fire & Casualty Company	24066
INSURER D : Rockwood Casualty Insurance Company	35505
INSURER E :	
INSURER F :	

INSURED	NEWVENT-09
New Ventures of Jacksonville Inc. dba High Tech Commercial Cleaning 8130 Baymeadows Circle W S#306 Jacksonville FL 32256	

COVERAGES **CERTIFICATE NUMBER:** 1936498339 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC OTHER:	Y	Y	BKO69085229	5/1/2026	5/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Employee Benefits	$ 1,000,000 $ 300,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
C	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	BAA69085229	5/1/2026	5/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED X RETENTION $ 10,000		Y	USO69085229	5/1/2026	5/1/2027	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	WC709524	4/1/2026	4/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Third Party Bond			69705074	4/28/2026	4/28/2027	Limit	50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as an additional insured for General Liability, including ongoing and completed operations and Automobile Liability where required by written contract. General liability and Automobile Liability policies are primary and non-contributory to certificate holders insurance. A waiver of subrogation, in favor of the certificate holder, is provided for General Liability, Automobile Liability and Workers Compensation where required by written contract. A 30-day notice of cancellation applies. Participating franchisees are included in the General Liability, Workers Compensation, and Bond coverage's. Umbrella coverage follows form over the General Liability, Automobile Liability and Workers Compensation policies.

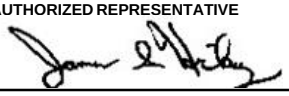
CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
NEWVENTURE OF JACKSONVILLE, INC.

2 Business name/disregarded entity name, if different from above
HIGH TECH COMMERCIAL CLEANING

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
8130 BAYMEADOWS CIRCLE WEST STE 306

Requester's name and address (optional)

6 City, state, and ZIP code
JACKSONVILLE FL 32256

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

5	9	–	3	7	0	8	2	5	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 01/01/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*



City of Fernandina Beach
Parks Janitorial Services

25 June 2026
RFP 26-06

Submitted by:
Russ Metevia
Southern Cleaning Service, Inc
7900 Belfort Parkway, Suite 300
Jacksonville, FL 32256
Ph. 904-855-5052
RMetevia@scsione.com

SOUTHERN CLEANING SERVICE, INC

SOUTHERN CLEANING SERVICE, INC

June 22, 2026

City of Fernandina Beach, Florida
2500 Atlantic Ave
Fernandina Beach, FL. 32034

RE: City of Fernandina Beach, Florida (Parks Janitorial Services RFP 26-06)

To whom it may concern

Pursuant to your request for a "Submittal Letter" required in your request for proposal, this letter serves as acknowledgement my authority to execute contracts and other documents as may be required by city of Fernandina Beach, Florida.

Other officers that are also authorized to act on behalf of Southern Cleaning Service, Inc. are:

H. Dean Goforth, President and Chief Executive Officer (205) 467-6655

David Yance, Executive Vice President of Business Development (205)467-6655

Kristie Henderson, Corporate HR and Legal Team (205)467-6655

Please feel free to call us if you have any questions, whatsoever.

Sincerely,



H. Dean Goforth
President and Chief Executive Officer
Southern Cleaning Service, Inc.
13052 US Highway 11
Springville, Al 35146

Letter of Transmittal

Southern Cleaning Service, Inc
Headquarters: 13052 US Highway 11
Springville, AL 35146
Branch Office: 7900 Belfort Parkway, Suite 300
Jacksonville, FL 32216
Contact Name: Russ Metevia
Contact Email: RMetevia@scsione.com
Contact Number: 904-855-5052
6/25/2025

Subject: Proposal Submission for RFP-26-06, Parks Janitorial Services

Southern Cleaning Service, Inc. (SCSI) is pleased to submit our proposal in response to RFP-26-06 to provide comprehensive janitorial services for the City of Fernandina Beach. With over four decades of experience, SCSI is a trusted leader in delivering reliable, professional, and cost-effective cleaning solutions across a broad range of municipal and commercial facilities. We are fully committed to maintaining the City's high standards of cleanliness, safety, and operational excellence.

Executive Summary

SCSI's team of seasoned professionals and trained janitorial staff are dedicated to exceeding performance expectations. We understand the importance of detailed compliance with RFP specifications and have aligned our proposal with your required scope of services, insurance, licensing, and performance standards. Our approach is customer-focused and compliance-driven, ensuring:

- **Complete Scope Adherence**: Daily, weekly, and quarterly services as specified, including restrooms, offices, lobbies, stairwells, and specialized cleaning needs.
- **Green & Effective Supplies**: Use of EPA-approved, environmentally friendly cleaning products where possible, with a full list of proposed products and equipment included.
- **Technology Integration**: Our use of Janitorial Manager software ensures accurate scheduling, reporting, inspections, and real-time communication with City personnel.
- **Accountability & Security**: Bonded and background-checked staff with secure ID badges and strict adherence to all facility access and locking protocols.

Letter of Transmittal

We appreciate the opportunity to present our qualifications and look forward to the possibility of serving the City of Fernandina Beach. **We are confident that SCSI's expertise, commitment to excellence, and customer-focused approach make us the ideal partner for this contract.** Please do not hesitate to contact **Russ Metevia** at **RMetevia@scsione.com or 904-855-5052** should you require any additional information.

Sincerely,

David Yance

David Yance
EVP of Business Development

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Qualifications and Capability of Firm

1.1: Introduction



My name is Russ Metevia, and I will be your primary connection to SCSI, managing the operations for the City of Fernandina Beach's janitorial services. I am a customer focused, results-driven sales manager with 30+ years of experience delivering revenue growth by developing and implementing strategic client solutions. I have an extensive background working for fortune 500 multi-national enterprises while guiding teams of 10+ resources through customer needs satisfaction. I have a background in telecommunications, technology and office services with client relationship building skills that translate across industry

Southern Cleaning Service, Inc. (SCSI) has been a leader in the janitorial and facility management industry for over four decades. Our company has built a strong reputation for delivering high-quality cleaning services across multiple sectors, including municipal, healthcare, education, industrial, and commercial facilities. SCSI's steady growth and longevity in the industry are a testament to our dedication to client satisfaction, operational excellence, and sustainable cleaning practices.

RMetevia@scsione.com

Visit our website
www.scsione.com

1.1: Introduction

The SCSI mission is simple:
We build long-term, profitable relationships with our clients and employees. You can count on us!

We conduct business in a way that instills a sense of confidence in our customers. It's something that reaches beyond SCSI's service competence; it's a sense of security. You'll know you chose correctly when you choose SCSI.





We continue to transform the industry through our knowledge , integrity, and professionalism. We can expertly handle most anything you ask of us. Consistent and steady growth is what sustains us long term, and ensures we maintain lasting relationships with our clients and employees.

Who We Are

SCSI is a full-service janitorial and facility support company delivering reliable, high-quality cleaning and maintenance solutions for municipal, government, commercial, and public-use facilities.

- Daily Janitorial Services
- Stripping and Waxing
- Routine Pressure Washing
- Routine Window Cleaning

Why SCSI?

- ✓ Experienced Teams
- ✓ Customized Cleaning Programs
- ✓ Safety Focused Operations

SCSI's Commitment

SCSI is committed to delivering reliable, high-quality janitorial services through strong communication, accountability, and consistent performance through:

Partnership-Focused Approach

- ✓Act as a true partner to the City, not just a service provider
- ✓Maintain open, consistent communication with the City.

Consistent Quality & Accountability

- ✓Deliver reliable, high-quality cleaning services across all facilities
- ✓Utilize structured inspections and performance tracking to ensure standards are met
- ✓Maintain a goal of zero missed services and minimal call-backs

Responsiveness & Flexibility

- ✓Rapid response to service requests, issues, and emergencies
- ✓Ability to support on-call, special event, and deep cleaning needs
- ✓Same-day corrections on an
- ✓Adjust staffing and services as City needs evolve over the contract term

1.2: Company Profile

Business Name:	Southern Cleaning Service Incorporated (SCSI)
Proposing Office Address:	7900 Belfort Parkway, STE 300, Jacksonville, FL 32256
Local Office Number:	904-260-3100
Corporate Address:	13052 US 11, Springville, AL 35146
Federal ID #:	63-0935427
Telephone Number:	205-467-6655
Business Established:	1983
Corporate Structure:	SCSI is a C Corporation and is privately owned by a single owner.
Number of Employees:	300
DUNS #:	148077613

Southern Cleaning Service, Inc. is not currently involved in arbitration or litigation for any reason.

Southern Cleaning Service, Inc. has never filed for reorganization or bankruptcy.

Southern Cleaning Service, Inc. has been providing comprehensive janitorial and commercial cleaning services since 1983, serving a range of clients including Kroger, St. Johns County, Orange City, Daytona Beach, and the city of Fort Pierce.

H. Dean Goforth



Founder

President

CEO

SCSI was founded in 1983 in order to meet facility maintenance and management needs of multiple clients. The company continues to grow under his leadership and follows the same vision today as he had in the beginning: “Be the best at what we do and retain long-term relationships with our customers by delivering on our promise to them.” His experience in this area, process, efficiency, design, and implementation for both retail and industrial clients led him to be awarded the US Small Business Young Entrepreneur award in 1992.



David McDowell

RVP of Operations
DMcDowell@scsione.com

Dedicated RVP of Operations with over a decade of commitment with Southern Cleaning Service, Inc. Focused in overseeing multi-site operations, strategic planning, and client satisfaction, David has a proven track record in creating and fostering high performing teams across both commercial and governmental facilities that provide efficient and measurable performance

Core Competencies

- Multi-site Operational Leadership
- Strategic Planning & Execution
- Staff Development & Succession Planning
- Quality Assurance & Compliance
- Cross-functional Partnership

Professional Experience

Southern Cleaning Service, Inc.

- Directs daily operations across multiple facilities throughout the country, generating over $45,000,000 in annual revenue.
- Provides dedicated training and mentorship to a team of regional area managers, ensuring consistent execution of standards.
- Standardizes operating procedures, safety programs, and training initiatives across all locations to ensure quality control.
- Developed strict and uniform training programs to ensure employee competency and retention.
- Generated a top-notch leadership pipeline to provide service throughout the country.



Russ Metevia

Strategic Business Development Manager
RMetevia@scsione.com

Experienced Sales Manager with over seven years of tenure at Southern Cleaning Service, Inc. Skilled in managing large-scale sanitation, warehouse labor, and municipal janitorial contracts. Adept at building client partnerships, overseeing operations, and ensuring consistent service delivery across high-volume accounts.

Core Competencies

- Contract & Account Management
- Large-Scale Workforce Oversight
- Municipal & Commercial Facility Services
- Client Relationship Development
- Service Quality & Compliance
- Strategic Planning & Sales Support
- Team Leadership & Training

Professional Experience

Southern Cleaning Service, Inc.

- Kroger Delivery – Oversee partnership involving more than 24,000 weekly hours of sanitation and warehouse labor,.
- City of Midland, TX – Direct daily janitorial services across all municipal buildings, maintaining strict adherence to city requirements and quality benchmarks.
- Ellis County, TX – Direct daily janitorial services across all municipal buildings, maintaining strict adherence to county requirements and quality benchmarks.
- BJ's Distribution Center – Manage contract providing approximately 500 hours of sanitation services per month, delivering consistent and efficient results.



Jammie Byrd

Director of Operations
JByrd@scsione.com

As the Director of Operations, I oversee all Projects, Maintenance, Janitorial and Contractual obligations throughout numerous states and locations. I make sure that everything we do, we do with Integrity, and with the utmost care for each and every account. I visit each account regularly to meet with the account contacts and to inspect our work that is being done or is completed, to ensure it meets our customers satisfaction, above and beyond the typical scope of work.

Core Competencies

- Account/Contract Management
- Leadership/Team Management
- Safety Compliance
- Quality Inspections and Training

Professional Experience

Southern Cleaning Service, Inc.

- Oversees more than 250 buildings that are serviced daily by our staff, which consists of offices, car dealerships, Parks, Gyms, grocery stores, distribution and fulfillment centers, and specialty businesses.
- Is in charge of a vast range of projects like Facilities maintenance and Post construction clean-ups, pressure washing, painting and epoxy flooring.



Sara Gresham

Regional Manager of Business Administration
SGresham@scsione.com

Dynamic and results driven Regional Manager of Business Administration with over 3 years of experience with Southern Cleaning Service, Inc., Sara is detail oriented and analytical in strategic planning, process optimization, reporting accuracy, and developing standardized operation procedures that enhance accountability, compliance, and performance metrics across multi-site regions of commercial and municipal entities.

Core Competencies

- Policy & Procedure Development
- Data Analytics & KPI Monitoring
- Strategic Planning
- Direct Partnership with On-Site Management Team
- Process Improvement & Standardization

Professional Experience

Southern Cleaning Service, Inc.

- Oversees the implementation and management of Janitorial Manager to ensure contract compliance and customer satisfaction.
- Partners with RVP of Operations and On-Site Area Managers to ensure alignment between field operations, HR, and finance.
- Partners with RVP of Operations and Strategic Business Development Manager to oversee and manage the daily operations of our partnership with Kroger delivery, which boasts over 24,000 hours in labor per week.



Amber Byrd

Operations Manager
AByrd@scsione.com

Amber has overseen and implemented the roll outs of over 40 different janitorial accounts, which includes Municipalities, Schools, Offices, Distribution Centers, Car Dealerships, Churches, Condominiums, Restaurants/Game Room, etc. She is responsible for overseeing the day-to-day operations of over 40 different janitorial accounts that consist of a total of over 250 buildings that are cleaned daily in Florida and in Texas. She works hands on with each account to ensure that our Customers are being taken care of to the highest standard.

Core Competencies

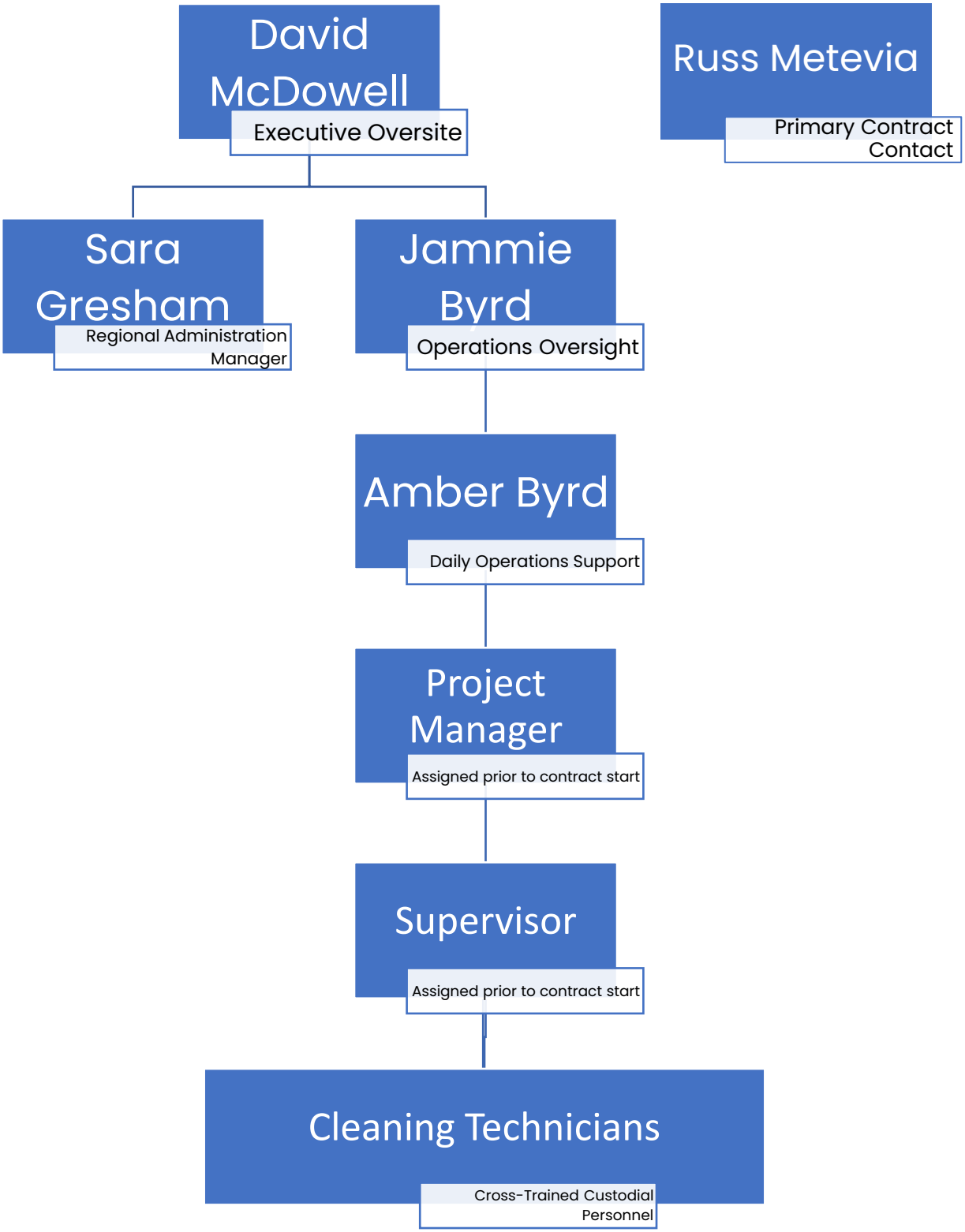
- Account/Client Management
- Leadership/Team Management
- Contract/Budget Management
- Staff/Hiring Management

Professional Experience

Southern Cleaning Service, Inc.

- City of Midland, Texas – Oversees daily janitorial service for Municipality Buildings to ensure that all of the account's needs and expectations are met. Has regular communication with account to maintain a positive relationship and resolve their issues promptly if they arise.
- Ellis County, Texas – Oversees daily janitorial service for Municipality Buildings to ensure that all of the account's needs and expectations are met. Has regular communication with account to maintain a positive relationship and resolve their issues promptly if they arise.

1.3: Key Personnel



Experience

Successful Previous Contracts

SCSI has extensive experience delivering janitorial and facility services for contracts comparable in scope and complexity to the work requested. We currently service millions of square feet across counties and municipalities, providing daily cleaning, floor care, and specialty services under long-term agreements.

Notably, we manage 46 buildings for Sumter County, FL (389,721 sq. ft.) under a five-year, $525,324 annual contract, and 40 facilities for the City of Daytona Beach, FL (485,450 sq. ft.) under a similar agreement. We also serve DeLand, Clermont, South Daytona, and St. Johns County, and in 2024 we began a five-year, $428,400 annual contract with the City of Midland, TX (260,102 sq. ft.).

These results demonstrate SCSI's proven ability to manage complex, multi-facility programs and consistently deliver high-quality outcomes for government clients.

Across these contracts, SCSI has delivered reliable daily servicing, strong quality control, accurate invoicing, and proactive communication. Our account management team is highly responsive, quickly addressing requests and resolving issues—earning positive feedback and repeat multi-year partnerships.

2.1 Contract History

Previous Default

- SCSI has never defaulted on a contract nor been denied a bid due to non-responsibility to perform. Our financial and human resources are robust, allowing us to efficiently take on and manage large municipal clients like the City of Fernandina Beach. Through our extensive experience working with both small and large municipalities, we have developed the necessary expertise and operational capacity to successfully execute any municipal contract. Our staffing and equipment resources exceed the requirements needed for new contracts, thanks to our well-structured organization, strategic planning team, and pre-developed contract startup protocols. Southern Cleaning Service, Inc. and its principals have incurred no convictions, fines, or violations of state or federal law within the past three years. No executive or principal of the company has current claims against, or has participated in litigation involving, the City of Fernandina Beach.



Financial Stability

- Southern Cleaning Service, Inc. has been in business for over 40 years and is currently seeing double digit growth. Our financial and human resources allow us the ability to take on larger municipal clients, like yourselves. **Through our current and past experience and contracts with both smaller and larger municipalities, we have the experience and resources needed to take on and succeed with any municipal contract**. Our staffing and equipment resources are above anything needed to take on additional clients, which is due to our company structure, excellent planning staff, and pre-developed new contract strategies for startups. Our continued attention to detail and diversity in the market contribute to our continued financial growth and stability. We certify that our current financial and human resources are stable and more than enough to provide all services.

2.1 Contract History

Sumter County
Bushnell, FL

1. County Buildings Janitorial Services - 389,721 total ft².
2. Contract amount: $525,324 per year
3. Services included: Janitorial, Floor Care, Pressure Washing
4. Total of 46 Sumter County buildings cleaned daily
5. 5 Year Contract – Dec. 2022 Start

City of Daytona Beach
Daytona Beach, FL

1. City Building Janitorial Services— 485,450 total ft².
2. Contract Amount: $235,000 per year.
3. Services include janitorial and floor care.
4. 40 buildings cleaned daily
5. 5 Year Contract - 2023 Start Date

City of Clermont
Clermont, FL

1. City Building Janitorial Services— 50,345 total ft².
2. Contract Amount: $200,000 per year.
3. Services include janitorial, floor care, and porter services.
4. 19 buildings and restrooms cleaned daily
5. 5 Year Contract – 2022 Start

City of South Daytona
South Daytona, FL

1. City Building Janitorial Services – 25,500 total ft².
2. Contract amount: $28,000 per year
3. Services included: Janitorial, Floor Care, Pressure Washing
4. Total of 5 City buildings cleaned daily
5. 5 Year Contract – 2023 Start Date

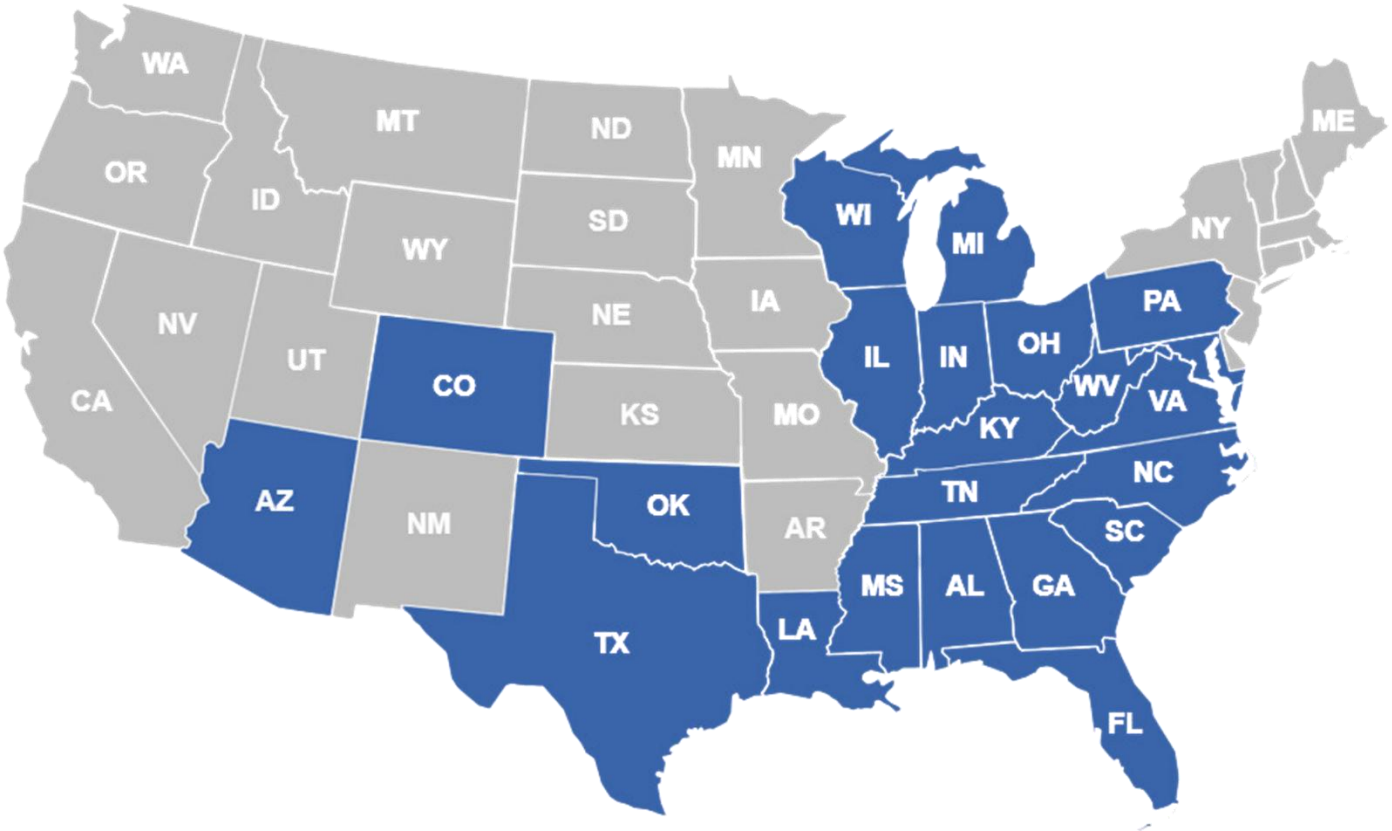
St Johns County
St. Augustine, FL

1. County Buildings Floor Care – 273,995 total ft².
2. Contract amount: $219,155.16 per year
3. Services included: Floor Care and Daily Janitorial Services
4. Total of 48 St John's County Buildings
5. 5 Year Contract – 2022 Start

City of Midland
Midland, TX

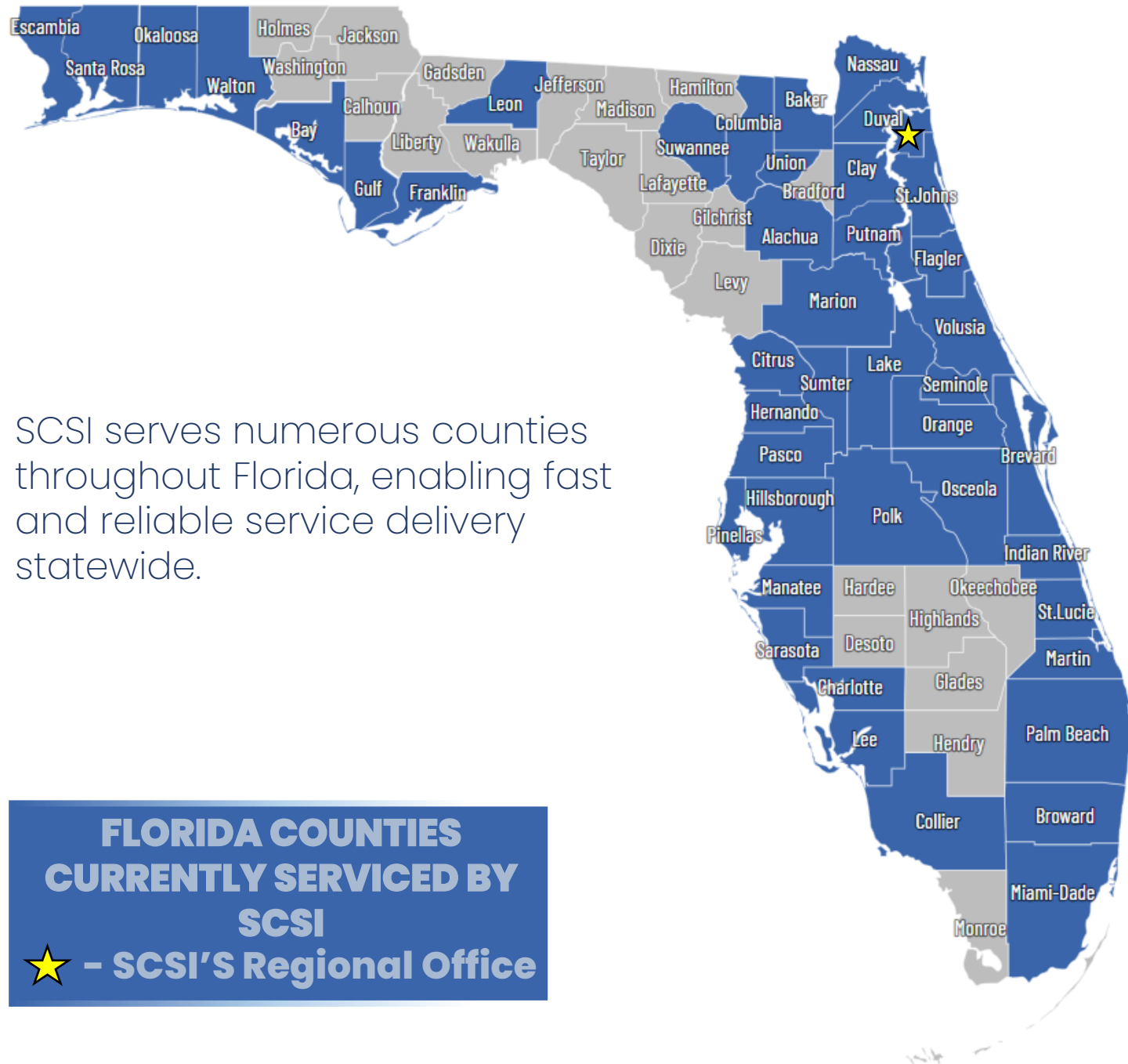
1. City Building Janitorial Services— 260,102 total ft².
2. Contract Amount: $428,400 per year.
3. Services include janitorial, parking garage cleaning, and floor care.
4. 10 buildings and restrooms cleaned daily
5. 5 Year Contract – July 2024 Start Date

GEOGRAPHICAL SERVICE COVERAGE



STATES CURRENTLY SERVICED BY SCSI

STATEWIDE COVERAGE

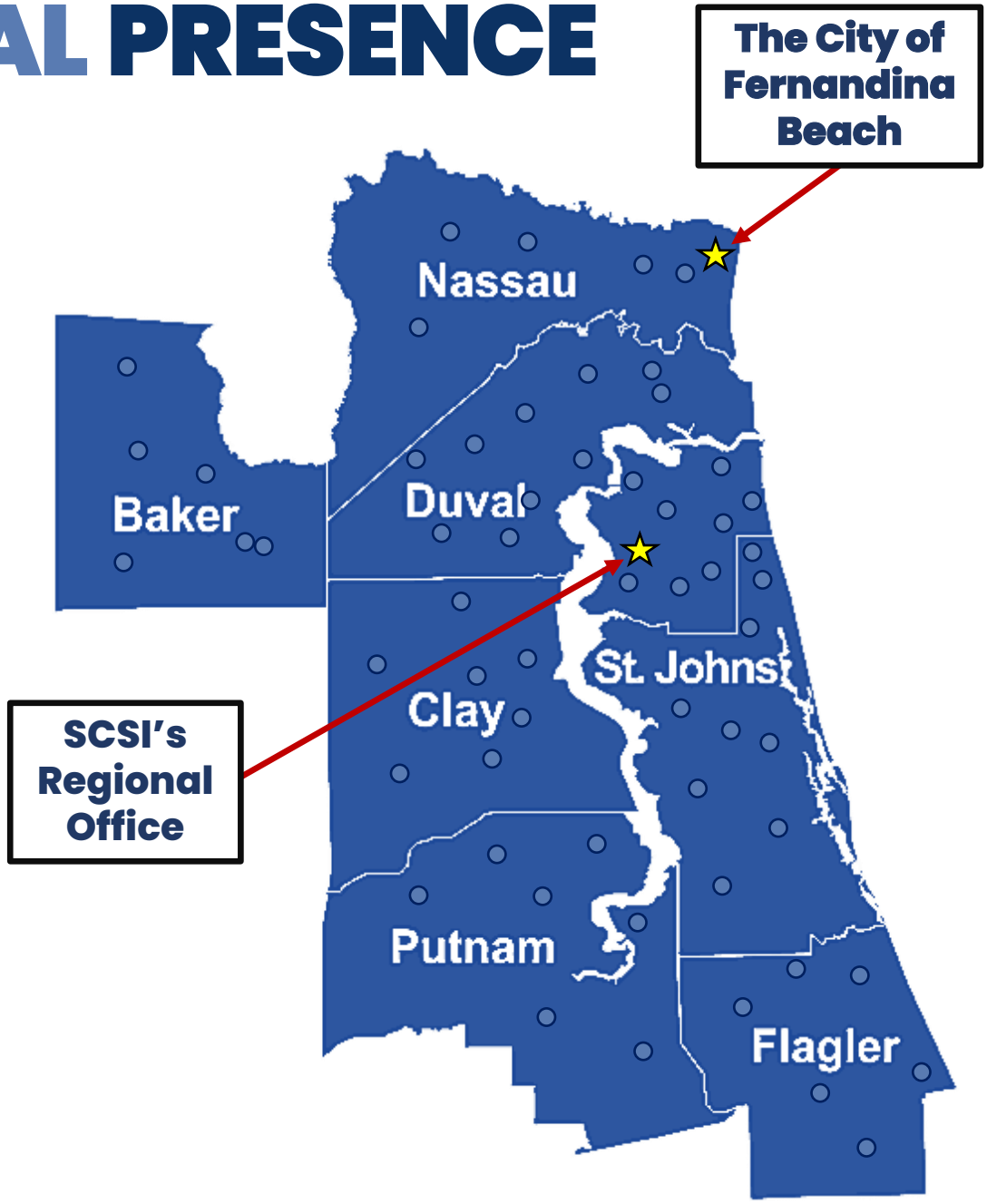


SCSI serves numerous counties throughout Florida, enabling fast and reliable service delivery statewide.

FLORIDA COUNTIES CURRENTLY SERVICED BY SCSI

★ - SCSI'S Regional Office

LOCAL PRESENCE



Our Northeast Florida presence guarantees less than 1 hour response time to the City of Fernandina Beach.

All blue dots represent locations SCSI serves.

Project Approach

Quality From Day One

At the start of every contract, SCSI equips each account with brand-new commercial-grade equipment matched to the number of buildings, square footage, and scope of work.



By supplying new equipment tailored to each facility, **SCSI ensures staff can meet performance expectations immediately**, without delays from maintenance or reliability issues.



This investment delivers efficiency, safety, and consistency from day one. It minimizes downtime, reduces equipment failures, and supports compliance with the City's quality and sustainability standards.

Ultimately, this approach protects City assets, enhances reliability, and reinforces SCSI's commitment to consistent, high-quality outcomes.

Project Approach and Methodology

Southern Cleaning Service, Inc. understands that The City of Fernandina Beach requires a janitorial partner that delivers **consistent, high-quality service across multiple facility types** while maintaining strict accountability and compliance standards.

Facility-Specific Needs

- SCSI fully understands the scope of work for each building. We recognize that each building has its own needs and are capable of providing anything they might require.

Operational Expectations

- Strict adherence to facility-specific service schedules

Accurate completion of:

- Daily Cleaning Logs
- Periodic Cleaning Logs
- Consistent performance to minimize call-backs
- Ability to support on-call and emergency cleaning needs

Compliance & Security

- Background-checked, properly identified staff (ID badges visible at all times)
- Adherence to restricted access areas and security protocols
- Compliance with OSHA safety standards
- Clear communication with the City's Facilities team

Understanding of City's Facilities

Southern Cleaning Service, Inc. understands that the City of Fernandina Beach requires consistent, high-quality janitorial services across multiple recreation facilities, each with unique operational requirements, schedules, and public use demands.

Atlantic Recreation Center

SCSI recognizes that the Atlantic Recreation Center includes administrative offices, classrooms, public restrooms, a weight room, an auditorium, kitchen facilities, aquatic program areas, and heavily utilized pool restrooms and showers. Our team will provide daily restroom sanitation, scheduled cleaning of public and administrative spaces, floor care, window cleaning, and responsive support for high-traffic recreational activities.

MLK Jr. Center

The MLK Jr. Center serves both community programming and recreational activities. SCSI understands the importance of maintaining clean and welcoming auditoriums, kitchens, program rooms, offices, hallways, and pool facilities. Our cleaning approach emphasizes daily restroom maintenance, disinfection of high-touch surfaces, and flexible support for community events and programming needs.

Peck Center

The Peck Center houses City offices, conference rooms, library spaces, museum areas, gymnasium facilities, and public gathering spaces. SCSI will provide detailed cleaning services tailored to both administrative and public-use environments, ensuring professional presentation, sanitary conditions, and minimal disruption to City operations.

Our experience managing municipal contracts throughout Florida allows us to quickly adapt to the operational needs of parks, recreational facilities, administrative offices, and event spaces while maintaining consistent quality, accountability, and responsiveness.

Staffing Plan & Cleaning Schedule

Three weeks prior to the contract's start date, SCSI will conduct additional walkthroughs of each building to develop the most accurate staffing plan. SCSI maintains a structured local staffing model that ensures adequate supervision, accountability, and uninterrupted service coverage.

Project Manager

- Provides overall Contract leadership and client communication.
- Conducts daily walkthroughs and inspections, floating between the assigned buildings.
- Coordinates staffing coverage and responds to issues in real time.

Lead Custodian

- Provide direct supervision of custodial staff during assigned shifts.
- Ensure cleaning frequencies and scope requirements are met.
- Address immediate operational issues and report concerns to the Account Manager.
- Assist with training and performance coaching.

Custodians

- Perform daily janitorial services in accordance with Contract specifications and cleaning frequencies.
- Follow all safety, security, and conduct requirements outlined by the City of Fernandina Beach.
- Maintain professional appearance and identification at all times.

Floater / Relief Staff

- Cross-trained employees available to cover absences, call-outs, or increased service needs.
- Ensures no gaps in coverage and compliance with staffing requirements.

Staffing Plan & Cleaning Schedule

SCSI has developed this preliminary staffing schedule based on the anticipated cleaning frequencies, facility usage patterns, and operational requirements of each location. Prior to contract commencement, our management team will conduct final walkthroughs with City staff to confirm service hours, special event requirements, and any adjustments needed to optimize staffing levels.
Two cross-trained custodians will be assigned to each facility to ensure accountability, service continuity, and uninterrupted coverage during absences, vacations, or increased operational demands.

Facility	Work Hours	Staffing Plan
Atlantic Recreation Center	Monday – Friday: 5 hours Saturday – Sunday: 2 hours	2 custodians
MLK Jr. Center	Monday – Friday: 3 hours Saturday – Sunday: 2 hours	2 custodians
Peck Center	Monday – Friday: 5 hours	2 custodians

Any service deficiencies identified by City personnel or through internal inspections will be addressed within 24 hours, or immediately when health or safety concerns exist. Corrective actions will be documented, reviewed with supervisory personnel, and incorporated into ongoing employee training to prevent recurrence.

3.1: Project Approach



Our team maintains a structured emergency response protocol to ensure rapid resolution of urgent custodial or facility-related issues. Supervisors and key personnel are available outside of normal operating hours.

Emergency Response Procedures

1. Facility staff may contact our 24/7 on-call supervisor to report urgent issues.
2. Supervisor will assess the situation immediately and determine the appropriate response.
3. Additional custodial staff will be dispatched to the facility to address the issue.
4. Our team will coordinate directly with facility management until the situation is resolved.

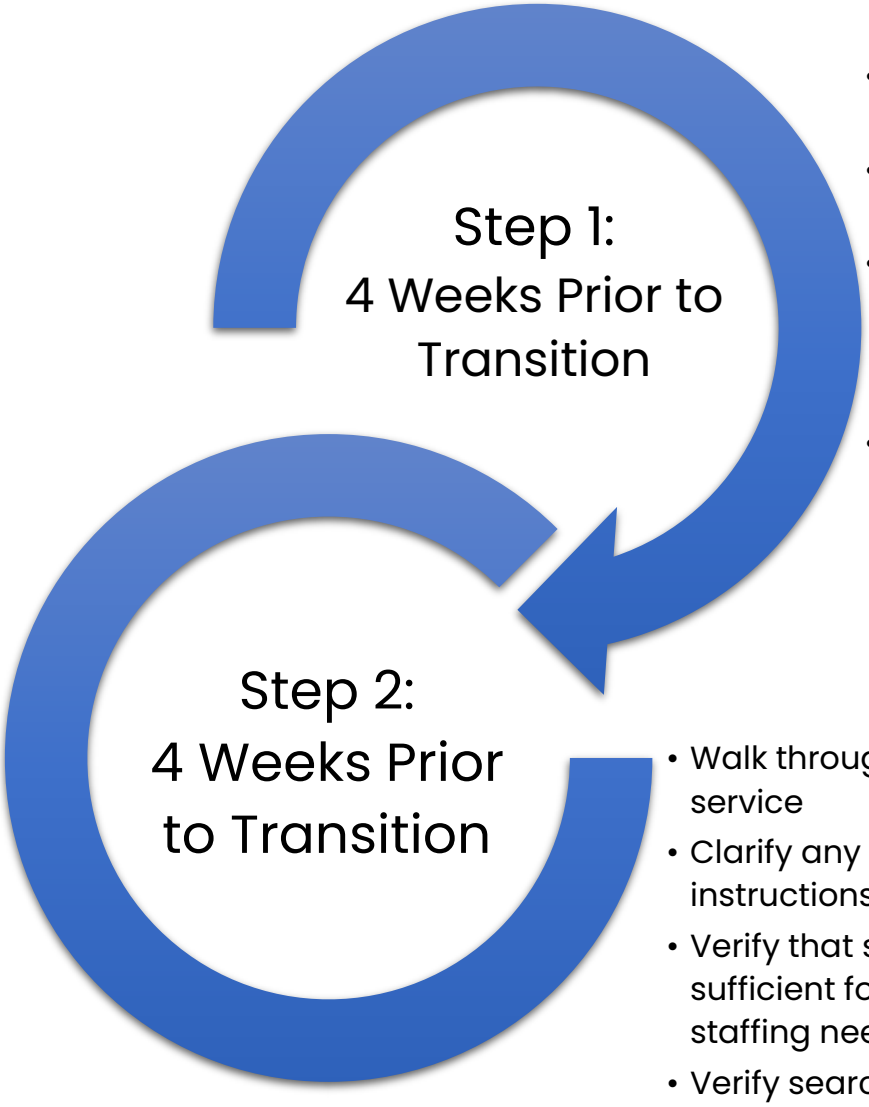
After Hour Contact Structure

A designated on-call supervisor is available outside of normal business hours.	Supervisors maintain direct phone access to management and field personnel to coordinate rapid response	Contact information for after-hours emergencies will be provided to facility management and updated as needed

3.1: Project Approach

Transition Plan

We boast a knowledgeable and experienced staff that has successfully planned and staffed multiple city and county municipalities. We have created an initial transition plan to ensure every step along the way is covered before our first day of cleaning.

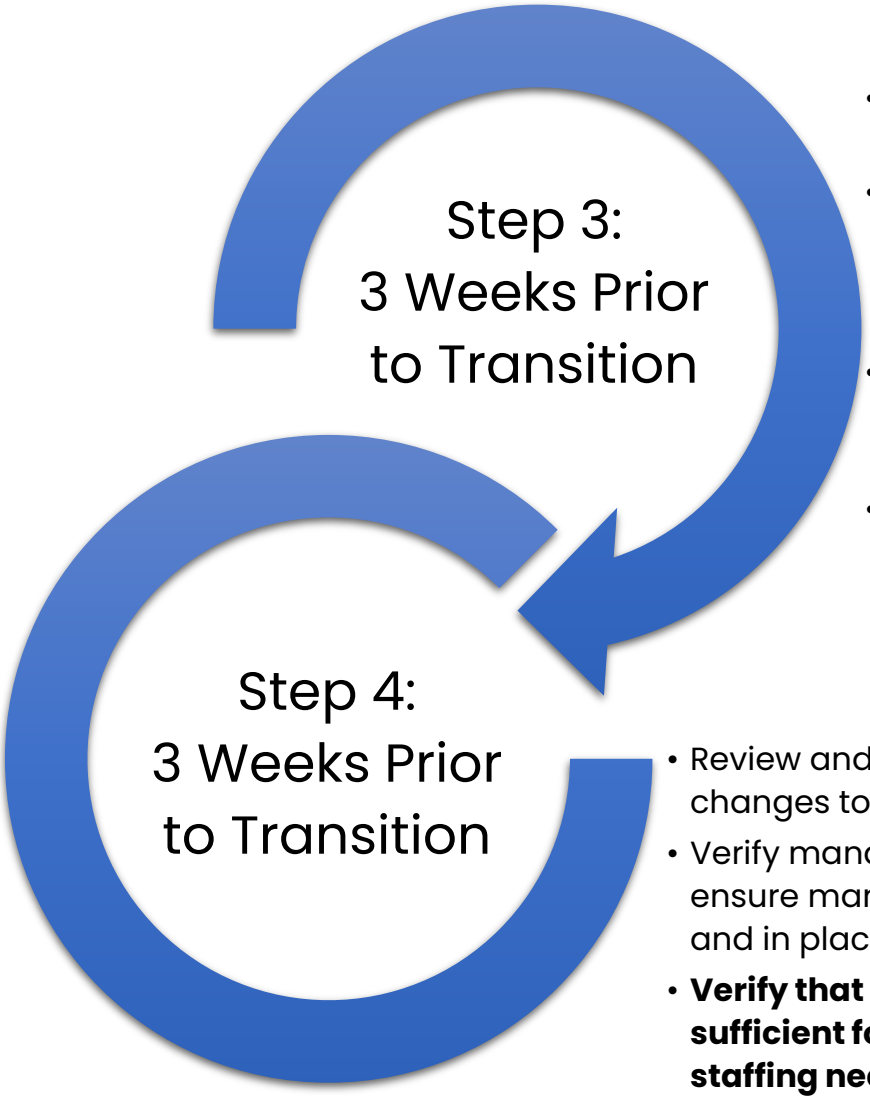


- Meet and Review Step by Step Plan to Transition to SCSI
- Organize and set time for particulars for transition date
- Exchange contact information for all transition steps (turning in background screenings, receiving keys, etc).
- Supply contact info to personnel overseeing sanitation for the City of Fernandina Beach's janitorial services.

- Walk through building locations of service
- Clarify any special cleaning instructions in the SOW for each shift
- Verify that staffing plan will be sufficient for each shift, noting special staffing needs
- Verify search areas are updated to meet any new information for Supervisors or Techs

3.1: Project Approach

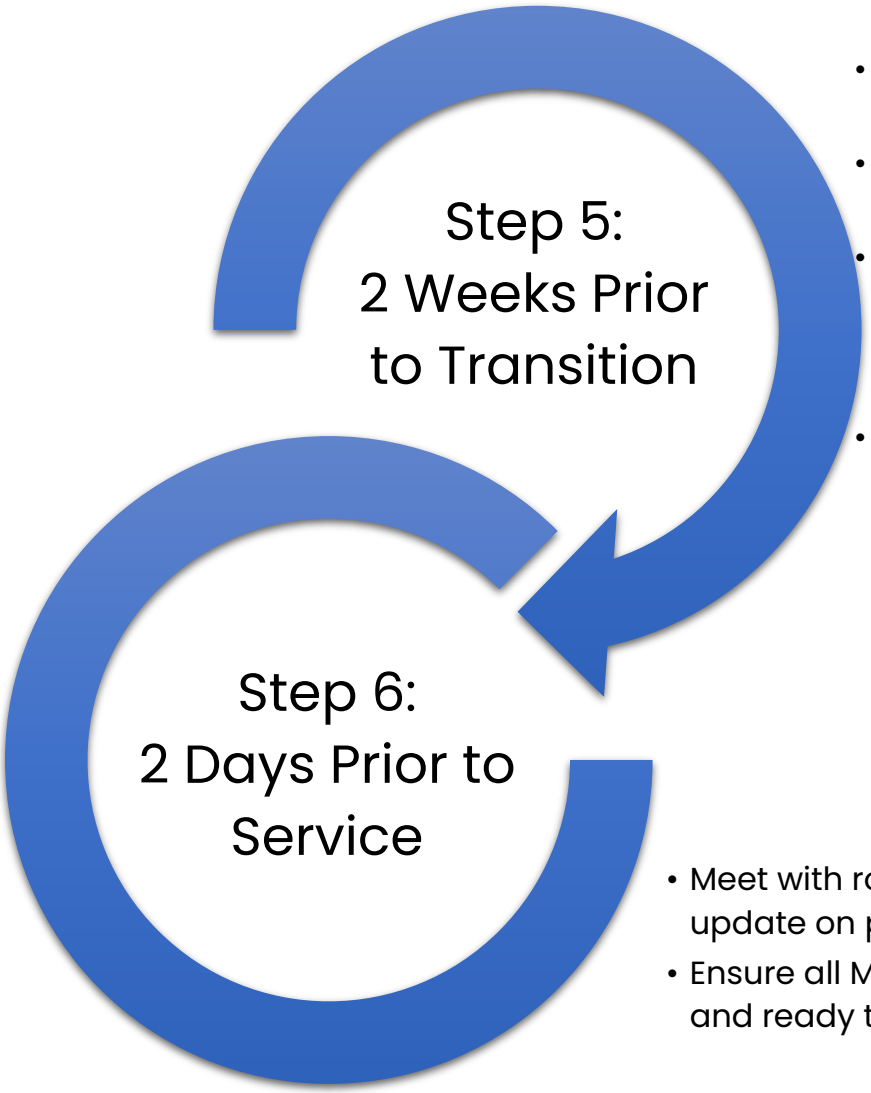
Transition Plan



- Review existing supervisors and assign new areas and locations
- Review applicants and hire any additional supervisory positions once all criteria and SCSI screening has been completed
- Review existing cleaning techs and assign new areas and locations
- Assign cleaning techs per shift/per location

- Review and adapt any necessary changes to preliminary staffing plan
- Verify management oversight and ensure management team is sufficient and in place
- **Verify that staffing plan will be sufficient for each shift, noting special staffing needs**
- **Order Inventory and organize any needed supplies or equipment**

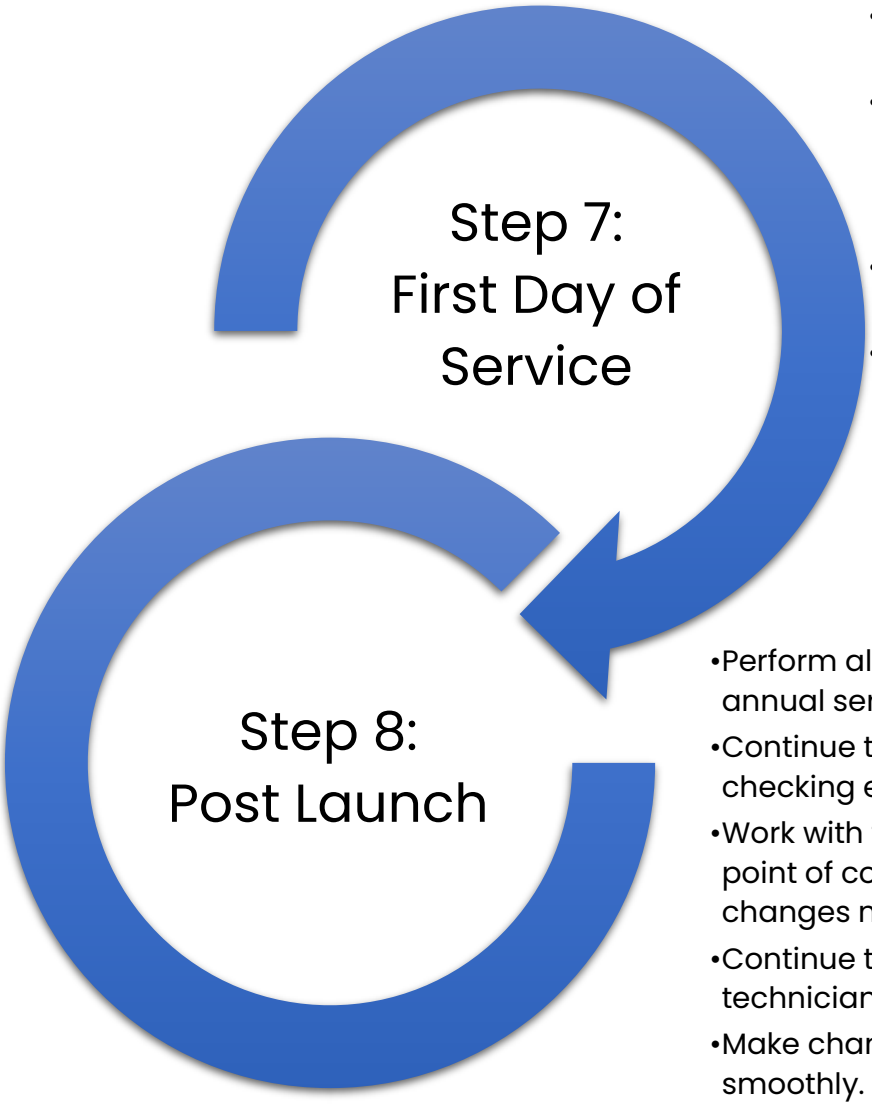
Transition Plan



- Provide Safety Awareness Training for all new employees
- Provide each new employee with thorough cleaning training
- Provide cross training for all services that will be performed
- Provide training on each chemical and/or cleaning solution – including accident or spill solution
- Test each employee on knowledge and skill for each location.

- Meet with roll out team to discuss and update on plan of action
- Ensure all MSDS binders are compiled and ready to be stored

Transition Plan



- Deliver supplies and equipment for each area/location
- Organize janitorial closets and ensure all MSDS binders are in place
- Oversee supervisors and techs to ensure all expectations and duties are clear for a smooth transition and roll out
- Check with point of contact for any last minutes updates or changes
- Oversee initial launch and assess cleaning ability of each tech, addressing any issues or change in staffing needs

- Perform all weekly, monthly, quarterly, and annual services within the first two weeks
- Continue to monitor service, routinely spot checking each building
- Work with the City of Fernandina Beach's point of contact on any initial concerns or changes needing to be addressed
- Continue to train and develop cleaning technicians to increase efficiency
- Make changes as needed, swiftly and smoothly.
- Hold weekly account service reviews for the first 4 weeks
- Monthly reviews as followed

BEYOND THE ROLL OUT



SCSI treats every account with a personalized and dedicated touch. We are a customer satisfaction-based company, and we do not succeed if you are not happy. Our dedication does not stop once the roll out plan has been conducted, nor does our quality of service.

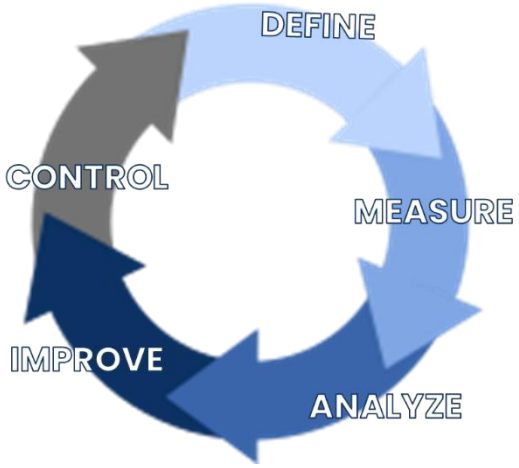
Weekly Alignment Meeting with City Officials and SCSI Account Management Team to ensure continued partnership and satisfaction

Weekly Quality Inspections Performed by our trained Management Team to provide transparency and dedication to exceptional quality

Personalization and Individual Attention – If We Win Your Business, it will be managed by our team directly, unlike large franchises

3.2: Quality Control

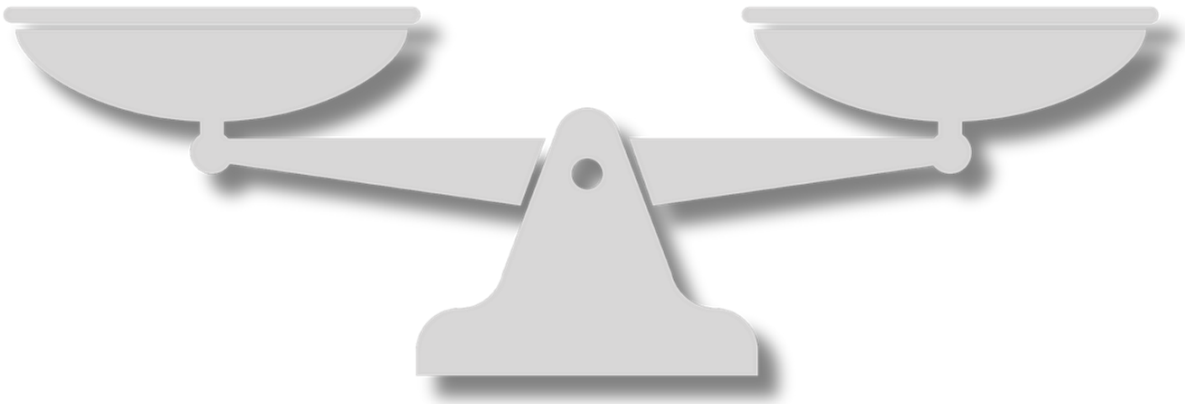
- **STANDARDIZATION**
- **SIMPLIFICATION**
- **SUSTAINABLE**
- **CONTINUOUS IMPROVEMENT**



SCSI has provided superior service for its customers for 40+ years. Our executive management team has 100 + years of combined facility maintenance and management experience. The key to our success, is long term relationships with our customers. We develop an in depth understanding of their business and the goals of their leaders. Our experience in similar janitorial services and our finances qualify us to serve the City of Fernandina Beach.

OPTIMIZE RESOURCES

CUSTOMER'S EXPERIENCE



JANITORIAL MANAGER



Partnering with SCSI means hiring professional cleaning contractors focused on providing you with a clean, safe, and healthy environment.

We utilize the Janitorial Manager software, allowing us to stay on top of quality checks, customer communication, and more!

Your Own Customer Portal!

Janitorial Manager's Client portal gives you the ability to request services or supplies, provide feedback on our services, view inspection reports, and communicate directly with your project manager.

Checklist and Documentation!

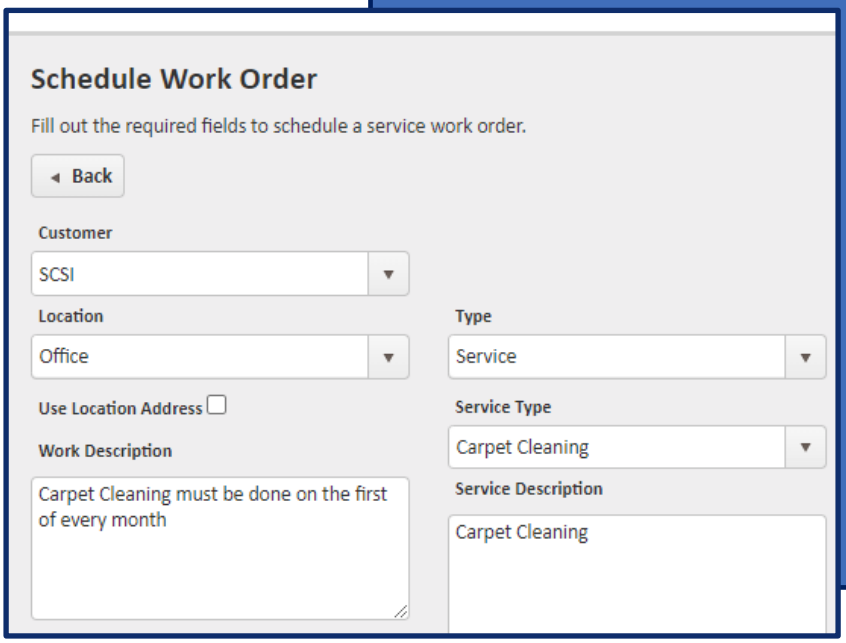
The checklist feature of Janitorial Manager assures that all of our staff is fully aware of the tasks they are to perform at your facility, and provides documentation of the activities they have performed, giving you peace of mind that essential cleaning and disinfecting tasks are being accomplished.

Messaging System!

The comprehensive instant communication ability with the JM Connect App allows us to keep communication flowing with our cleaning professionals, and with you – our valued customer. This assures we meet your expectations, while proactively sharing critical information to address concerns before they become problems.

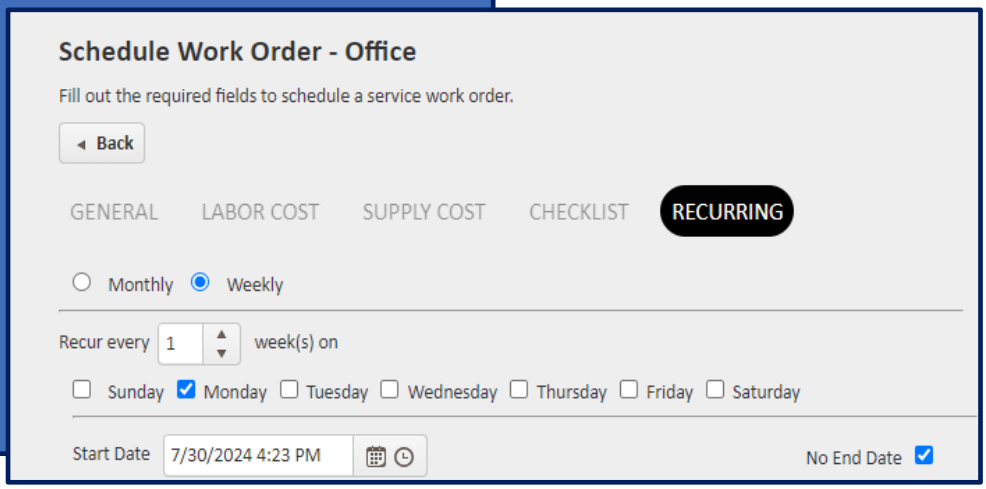
3.2: Quality Control

SCSI utilizes Janitorial Manager to schedule, track, and verify all services through a structured work order system, providing comprehensive service tracking and streamlined management.



- Tracks recurring and scheduled service requested by the City of Fernandina Beach.
- Supports both on-demand and recurring work orders
- Provides real-time visibility into service completion

We are able to input 'Work Orders' as needed, offering flexible scheduling.



Daytona Beach City Hall

Cleaning Task Completed Daily

- ☐ Promptly lock and secure buildings by 5:00 P.M. Unlock City Hall for various Board and Commission meetings and secure building when meeting is over.
  - ☐ Thoroughly sweep all hard floors, including stairwells.
  - ☐ Wet-mop all hard floor areas.
  - ☐ Wet-mop all restroom floors, including baseboards, using a neutral cleaner with a disinfectant.
  - ☐ Thoroughly clean all restrooms and restroom fixtures, including mirrors, shelves, wash basins, stools, urinals, counters, kick boards, shower stalls, partitions and doors.
  - ☐ All restroom equipment to be properly cleaned and disinfected.
    - ☐ Replenish all restroom supplies (toilet tissue, soap, towels, etc.)
    - ☐ Wash Basins will be cleaned with an abrasive cleaner, rinsed with clean water and damp wiped to remove excess water. Shine wash basins with a dry cloth.
    - ☐ Mirrors will be sprayed with a cleaning chemical and wiped clean with dry cloth. A second cloth will be utilized to remove streaks and smears.
  - ☐ Toilet bowls will be cleaned and disinfected, include the interior, flush rim, seat, exterior.
  - ☐ Urinals will be cleaned and disinfected.
  - ☐ Any graffiti on any walls or partitions will be removed immediately.
  - ☐ Clean all entrance door glass, inside and outside, removing all fingerprints and dirt. All entries will be kept clean removing spider webs from glass from ten feet prior to the door.
  - ☐ All trash cans will be emptied (including under any pavilions) and walkway and entry will be swept or blown clean of all debris. Any graffiti will be removed immediately.
  - ☐ Clean and disinfect all drinking fountains and clean outside ashtrays.
  - ☐ Empty all wastepaper baskets, trash and disposal containers and remove this refuse from the building and building premises.
  - ☐ Empty all recycling bins and remove this refuse from the building to the designated recycling dumpster.
  - ☐ Empty all recycling bins and remove this refuse from the building to the designated recycling dumpster.
  - ☐ Vacuum all carpets.
  - ☐ Spot clean all hallway and office carpet as required for spillage or stained areas.
  - ☐ Remove all trash from all areas around building, including parking areas and in front of buildings. Sweep or blow all exterior walkways leading to entrances.

SAMPLE

How We Ensure Quality

- **Weekly inspections** via Janitorial Manager app to ensure task completion
- Standardized scoring system (A–F scale) to rank services
- Real-time performance tracking

Title	From	To	Description	Color
F	0	60	Enter Description	
D	60	70	Enter Description	
C	70	80	Enter Description	
B	80	90	Enter Description	
A	90	100	Enter Description	

Figure 1: Inspection Scoring

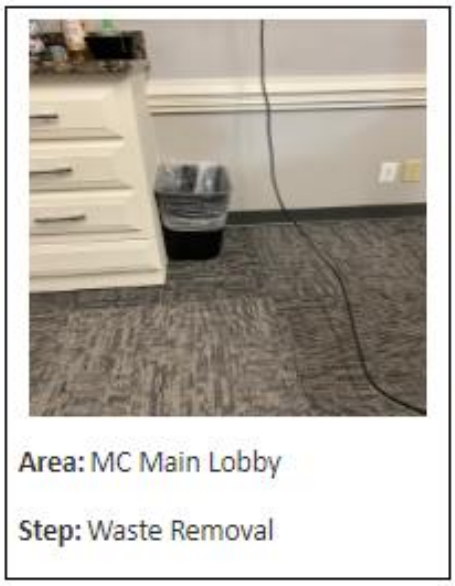


Figure 2: Example of Quality Check

What You Get

- Immediate issue identification before they escalate
- **Fast corrective action**
- Managers will provide explanations and service improvement plans
- Photo documentation for transparency

Quality Check Summaries can be directly emailed to you!

3.3: Learning and Development

We offer an extensive training program to ensure our employees are knowledgeable in the following areas:

- Biohazardous Waste Cleaning And Removal
- Bloodborne Pathogen Certification
- Attendance
- Knowledge And Skill Level
- Quality Of Work
- Response To Discrepancies
- Results Of QA Inspection
- Professionalism And Appearance
- Adherence To Company Policy



Jammie Byrd training employees on Chemical Safety

Sanitation Training

· All SCSI employees will receive training needed to safely and competently perform the services required by this contract.

Environmental Health

SCSI provides environmental health and training to ensure compliance with all federal, state, and local laws or regulations.

Chemical Training

SCSI develops and implements procedures to ensure employees use chemicals in accordance with the instruction of the chemical manufacturers.

Learning Management System

SCSI offers a centralized digital learning platform for all employees.

1

User-Friendly LMS

SCSI utilizes a centralized training platform providing employees with accessible and structured learning resources

2

Customized Training Paths

SCSI's training content is tailored to frontline staff, supervisors, and operational responsibilities.

3

Continuous Improvement

SCSI supports safe work practices, employee growth, and ongoing compliance with organizational standards.

We offer a **streamlined** and **accessible** training environment that empowers employees, strengthens performance, and ensures organizational success.

3.3: Learning and Development

The LMS dashboard serves as the central access point for all employee training. The dashboard provides direct visibility into required courses, enabling employees and supervisors to monitor compliance with mandatory training requirements.

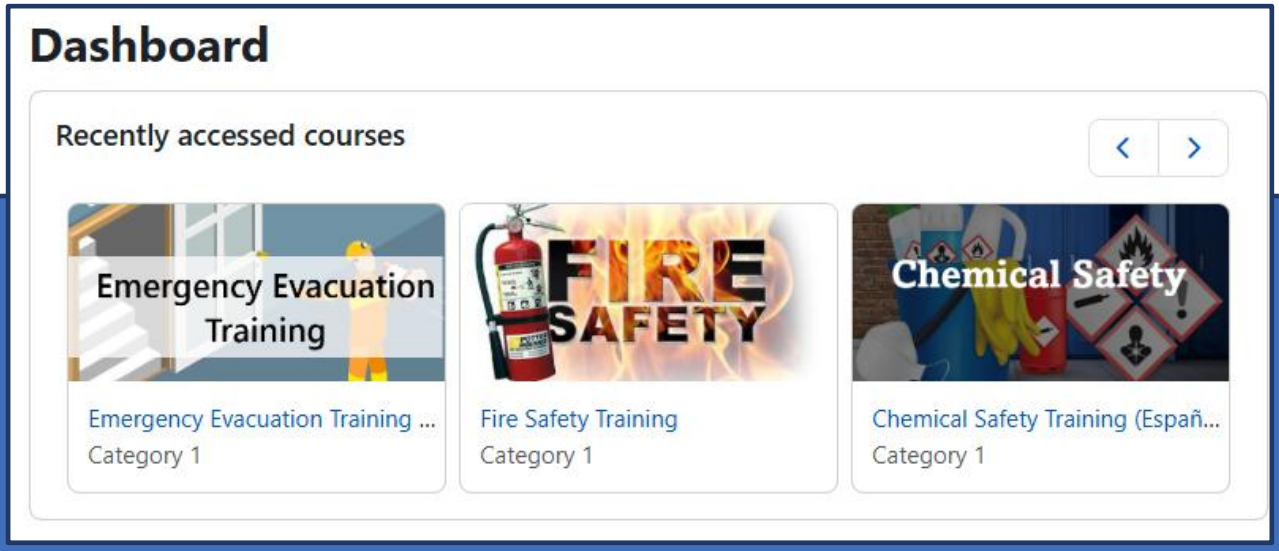
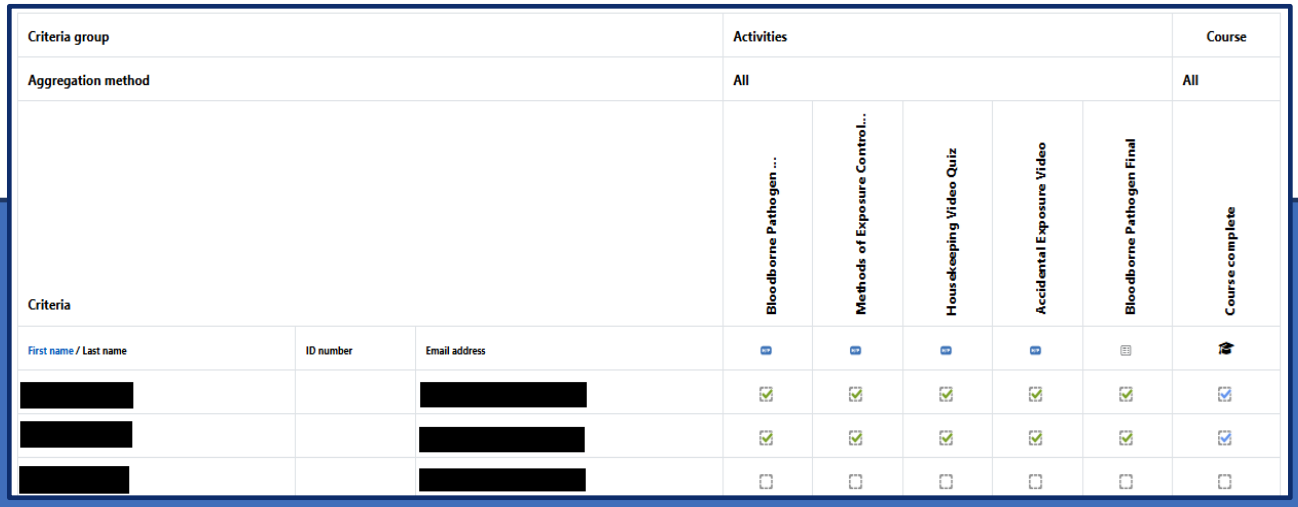


Figure 3: SCSI's LMS Dashboard

Figure 3 illustrates the dashboard view showing required training modules accessed by an employee, demonstrating the system's ease of navigation and real-time training oversight.

3.3: Learning and Development

Our LMS provides supervisors and administrators with progress and activity reports, enabling real-time monitoring of employee training completion across all required modules.



Criteria group			Activities					Course
Aggregation method			All					All
Criteria			Bloodborne Pathogen ...	Methods of Exposure Control...	Housekeeping Video Quiz	Accidental Exposure Video	Bloodborne Pathogen Final	Course complete
First name / Last name	ID number	Email address						
[redacted]		[redacted]	☑	☑	☑	☑	☑	☑
[redacted]		[redacted]	☑	☑	☑	☑	☑	☑
[redacted]		[redacted]	☐	☐	☐	☐	☐	☐

Figure 4: SCSI's LMS reporting system

Figure 4 illustrates this functionality in practice, showing how supervisors generate completion reports and communicate directly with employees to send reminders and support timely course completion.

3.4: Knowledge & Best Practices

Employee Safety Practices

SCSI Standards and Compliance

- SCSI Provides and uses adequate barricades and signs to block off hazardous work areas and/or to provide sufficient warning prior to, during, and after the performance of services.
- SCSI takes precautions necessary to protect persons or property against injury and damage, and is responsible for any such damage or injury that occurs as a result of fault or negligence of SCSI employees.
- SCSI will comply with all federal security mandates in relation to the performance of this RFP. PROTECTION & SAFETY It is the responsibility of each employee to correct or report any unsafe conditions or practices that he or she may observe. The site supervisor is responsibility for training and reinforcing safe working environments and safe working techniques and cleaning practices.
- SCSI employees injured or not feeling well while on duty and/or while performing work tasks as described in SCSI task checklists, must report such incidents immediately to their Site Supervisor for documentation. Appropriate measures must be taken, if necessary (i.e., call 911, first aid kit, send employee home, etc.).
- SCSI employees are trained to report any suspicious or illegal activity. Employees are to never make contact with, pursue, or interfere with an individual or group who may be engaging in suspicious or illegal activity, but must immediately report all situations by calling 911, reporting to the facility security personnel on duty/security office, and Site Supervisor.
- SCSI will remain in compliance with all Federal and State OSHA requirements, Green Seal Standards, and FAA, CBP and TSA regulations.

3.4: Knowledge & Best Practices

WHAT MAKES SCSI SUCCESSFUL

LISTENING TO AND UNDERSTANDING OUR CUSTOMERS' NEEDS

RECOGNIZING THAT OUR CUSTOMERS HAVE CHOICES

CREATING AND KEEPING AN OPEN LINE OF COMMUNICATION

MANAGING OUR BUSINESS WITH HIGH ETHICAL STANDARDS

CONSTANTLY KEEPING CUSTOMER SATISFACTION OUR TOP PRIORITY



3.4: Knowledge & Best Practices

Safety You Can Trust

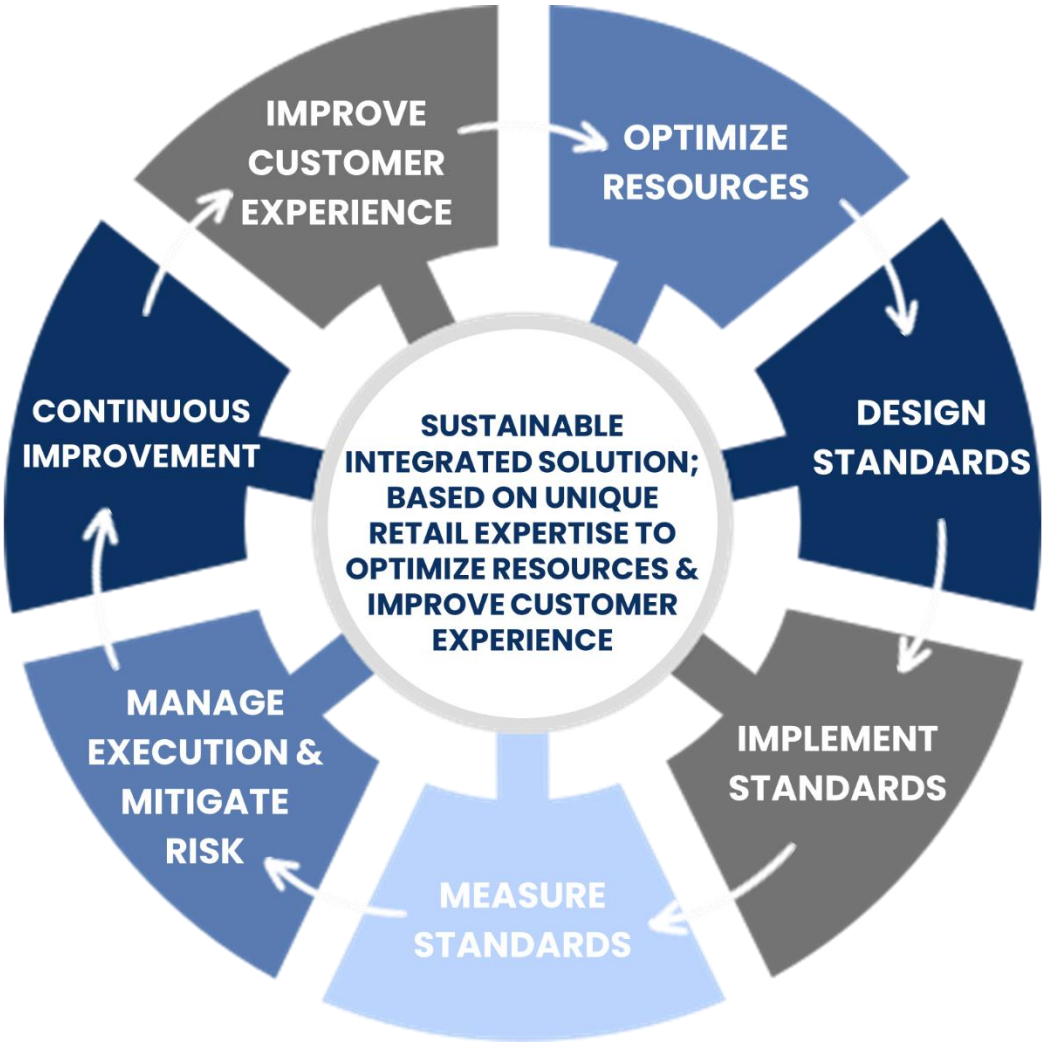
At SCSI, we are committed to maintaining the highest standards of safety and integrity across all our operations. As part of our rigorous hiring and compliance protocols, all personnel undergo comprehensive national background checks to ensure they meet stringent security requirements. This includes Florida Level 2 background screening, which involves fingerprint-based checks through both the Florida Department of Law Enforcement (FDLE) and the FBI. Additionally, for contracts involving law enforcement facilities, such as police departments, our staff meet Criminal Justice Information Services (CJIS) compliance standards, ensuring they are fully vetted and authorized to work in secure environments. These measures reflect our dedication to providing trustworthy and professional service to every client.





SCSI SUSTAINABLE INTEGRATED SOLUTION

CONTINUOUS IMPROVEMENT



Waste Reduction Practices

SCSI is committed to environmentally responsible operations and incorporates waste reduction practices into all of our contracts. Our waste reduction policy emphasizes minimizing landfill impact through efficient supply management, use of eco-friendly and reusable products, and recycling of paper, plastics, and other eligible materials at client facilities.



By reducing product waste and extending the life of supplies, we are able to lower material costs while maintaining high service standards. In addition, our staff are trained in proper waste segregation and responsible chemical use, which reduces both environmental impact and unnecessary spending. **Through these practices, SCSI not only supports sustainability goals but also delivers measurable cost savings and efficiency for our clients.**

Color Coded Cleaning System

SCSI employs a color-coded cleaning system that assigns specific colors to cleaning tools and equipment to prevent cross-contamination and improve hygiene standards. This system helps to ensure that items such as rags, mop heads, and mop buckets are used appropriately for different areas, reducing the risk of spreading bacteria and infections.

RED	• Bathrooms/Toilets • High risk sanitary areas such as toilets, urinals and toilet floors
YELLOW	• Clinical/Healthcare • Washbasins and surfaces including tiled walls, mirrors, glass and metal
BLUE	• General Use • Low risk general areas such as desk tops, window ledges, dusting and polishing
GREEN	• Food/Bar • Kitchen food processing, food service and bar areas

Two-Bucket Mopping Method

SCSI utilizes a two-bucket mopping system to help ensure that floors are properly cleaned and sanitized. This system helps to keep dirty water from contaminating clean water. One bucket holds clean solution, the other collects rinse water. While cleaning, the mop is dipped in clean water, used, then rinsed before re-dipping.



Figure 4

Hand Hygiene Protocols



Figure 5

Our cleaning technicians are thoroughly trained on proper handwashing frequency and provided with sanitizers and gloves to wear change regularly throughout their shift.

Supplier Information

At SCSI, environmental responsibility is central to how we operate. We proudly use **Diversey cleaning products** across all janitorial services. Diversey is a global leader in sustainable cleaning, and every product we use is **Green Seal® Certified** to meet the highest standards for health, safety, and environmental impact.

By choosing these products, SCSI:

- Reduces the use of harsh chemicals
- Minimizes indoor air pollutants
- Promotes safer conditions for staff and building occupants
- Uses biodegradable, non-toxic solutions free of unnecessary dyes and fragrances

Together, these measures ensure healthier facilities, safer workplaces, and a cleaner planet.

SCSI doesn't just clean—we clean responsibly.

3.4: Knowledge & Best Practices

Each location will be thoroughly supplied with the following items:

Cleaning Supplies

- [ ] Diversey Virex TB Disinfectant Cleaner
- [ ] Coastwide Professional Stainless-Steel Cleaner and Polish
- [ ] Diversey Stride Citrus Neutral Floor Cleaner
- [ ] Coastwide Professional Foaming Glass Cleaner
- [ ] Coastwide Professional Carpet Spotter 67
- [ ] Diversey Crew Clinging Plus Toilet Bowl Cleaner
- [ ] Coastwide Professional Degreaser Triple Power
- [ ] Xtraction II Springtime Scent Carpet Extraction Cleaner

Cleaning Equipment

- [ ] Hoover Commercial TaskVac HEPA Upright Vacuum, Bagless
- [ ] Rubbermaid Brute Rolling Trash Can with Caddy Nylon Bag
- [ ] Coastwide Professional Dust Mop
- [ ] Coastwide Professional 12" Angled Broom
- [ ] Coastwide Professional Heavy Duty Upright Dustpans
- [ ] Coastwide Professional Mop Handle
- [ ] Coastwide Professional Mop Heads
- [ ] Advance SC750 Walk Behind Floor Scrubber
- [ ] New Advance ES400 XLP Self-Contained Carpet Extractor

Prior to contract commencement, SCSI will deploy all required commercial-grade custodial equipment, supplies, SDS documentation, and consumable inventory to each The City of Fernandina Beach facility. Equipment assignments will be based on building size, floor type, and operational requirements. Backup equipment and relief inventory will remain available to ensure uninterrupted service throughout the contract term.

Safety Data Sheets Compliance



All cleaning products used on-site are supported by current Safety Data Sheets (SDS). Each site will have its dedicated folder containing all SDS required for cleaning.

- SDS documents are maintained in accordance with OSHA Hazard Communication Standards
- SDS information is accessible to supervisors and staff at all times

Benefits to Your Facility

- ✓ Improved workplace safety
- ✓ Reduced chemical exposure risks
- ✓ Regulatory compliance support
- ✓ Faster emergency response readiness
- ✓ Consistent janitorial best practices

Inventory Management

SCSI utilizes a proactive inventory management and replenishment process to ensure all City facilities remain fully stocked with paper products, hand cleaning gel/foam, and custodial consumables while working within limited onsite storage capacity.

Daily Restocking Process

- Custodial staff inspect all dispensers, restroom supplies, and consumable inventory during each cleaning shift.
- Paper towels, toilet tissue, hand soap/foam, and sanitizer dispensers are refilled prior to the completion of each scheduled shift.
- Staff utilize daily checklists to verify all consumables have been replenished and properly stocked.
- Supervisors conduct routine inspections to ensure quality control and inventory compliance.
- Low inventory levels are communicated immediately to management for replenishment scheduling.

Product Delivery Process

- SCSI maintains a scheduled delivery process to replenish paper products and consumables at each facility based on usage levels and operational demand.
- Supplies are delivered directly to designated custodial storage areas using company service vehicles.
- Inventory levels are monitored closely to prevent overstocking due to limited onsite storage space.
- Deliveries are coordinated to maintain minimum required stock levels while maximizing storage efficiency.
- Emergency restocking procedures are available for unexpected usage increases or special events.

3.4: Knowledge & Best Practices



HARD FLOOR CARE (VCT)

- Our employees experience hands on training with all wet floor machines and supplies. They are trained on the basics of VCT floors and on how to properly strip and wax a VCT floor. Our employees are trained on how to apply finish on VCT, and how to perform daily maintenance and burnishing. We also teach our employees how to top and recoat, and on the use of the right supplies and equipment for VCT floors.



CARPET CARE

- Our Employees are thoroughly trained in all types of carpet care, including vacuuming and spot cleaning. They learn how each machine works and are taught which chemicals are used to maintain carpets. We teach employees how to recognize various carpets and fibers, and how to remove a wide range of stains from carpet. We also train on the proper way to steam clean carpets, and extraction equipment.

Cleaning Procedures

Dwell Time for Disinfectants

- Purpose: Ensures surfaces are effectively sanitized
- Practice: Disinfectants are left to sit on high-touch surfaces (like doorknobs and switches) for the manufacturer's recommended time before wiping.

Microfiber Cleaning System

- Benefits: traps more dirt, reduces chemical usage, and minimizes lint and streaks
- Use: Microfiber cloths, mop heads, and dusters are used in rotation and laundered properly to maintain effectiveness

Top-to-Bottom Cleaning

- Purpose: Avoids re-contaminating cleaned areas
- Practice: Clean high surfaces (shelves, light fixtures) before lower surfaces (desks, floors)

HEPA-Filtration Vacuums

- Purpose: Traps fine dust, allergens, and airborne particles
- Practice: All vacuuming of carpets and vents use HEPA-equipped vacuums to support air quality standards

High-Touch Point Focus

- Targets: Light switches, doorknobs, handrails, elevator buttons, shared equipment
- Practice: These areas are cleaned and disinfected at higher frequencies, using separate cloths per area or per floor

Cleaning Procedures

Dedicated Restroom Equipment

- Practice: Equipment (like toilet brushes, mop buckets, and rags) used in restrooms are never used in other areas, even if cleaned

Dilution Control Systems

- Purpose: Ensures correct chemical ratios to maximize effectiveness and minimize waste
- Practice: Cleaning staff use automated or manual dilution systems based on product guidelines

Scheduled Equipment Sanitization

- Practice: Cleaning tools (mop heads, microfiber cloths, vacuum filters, etc.) are sanitized and/or replaced on a fixed schedule

PPE Use and Disposal

- Standard: Gloves, masks, goggles, and shoe covers are worn as needed and disposed of per OSHA standards, especially in healthcare or high-risk settings

References

References

St. Johns County

St. Johns, FL



Contact Information:
Allen Karapcik
akarapcik@sjcfl.us
500 San Sebastian View Street
St. Augustine, FL 32084
(904)669-9708

SCSI delivers custodial services and recurring floor maintenance for 48 municipal facilities, including recreation centers that require daily cleaning. Our staff ensures offices, restrooms, break areas, and other shared spaces are consistently clean, sanitized, and properly supplied to support daily operations.

Services Provided by SCSI

- Daily janitorial services and restocking/inventory control for all 48 buildings.
- Restroom cleaning, sanitizing, and supply replenishment
- Floor care services including vacuuming, mopping, carpet cleaning, stripping, and waxing.

References

Sumter County

Sumter County, FL



Contact Information:
Freddie Fudge
freddie.fudge@sumtercountyfl.gov
319 East Anderson Avenue
Bushnell, FL 33513
(352)689-4400

SCSI provides daily janitorial services, floor care, and pressure washing for 46 municipal facilities, including recreation centers, administrative offices, public-use facilities, and other high-traffic government buildings. We maintain clean restrooms, breakrooms, offices, and high-traffic common areas while keeping these areas fully stocked.

Services Provided by SCSI

- Restroom, office, courtroom, and common area cleaning and sanitizing.
- Floor care services including vacuuming, mopping, carpet cleaning, stripping, and waxing.
- Routine pressure washing for 46 municipal buildings.

References

City of Daytona Beach
Daytona Beach, FL



Contact Information:
Frank Angelakis
angelakisfrank@codb.us
950 Bellevue Avenue, Daytona Beach, FL 32114
(386)671-8743

SCSI provides daily janitorial services, and routine floor care for 40 City buildings. We have a 5-year contract with them (2023 – 2028). Our staff ensures offices, restrooms, break areas, and other shared spaces are consistently clean, sanitized, and properly supplied to support daily operations.

Services Provided by SCSI

- Daily janitorial services and restocking/inventory control for all 40 buildings.
- Restroom cleaning, sanitizing, and supply replenishment
- Floor care services including vacuuming, mopping, carpet cleaning, stripping, and waxing.

Cost Proposal

Southern Cleaning Service, Inc. has provided the completed Exhibit A-1 Pricing Form in accordance with the City's requirements. All pricing includes labor, supervision, equipment, cleaning supplies, and operational support necessary to perform the services described in the RFP. Pricing excludes consumable restroom and kitchen supplies that are to be furnished by the City, consistent with the solicitation requirements. Additional event-related cleaning services will be provided at the hourly rate identified in the attached pricing form.

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555		
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925		
	Auditorium, kitchen, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	8,675		
	Aquatics bldg - 2 bathrooms, offices, classroom and program room	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,565		
	Mens/womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	1,728		
					$3,159.00	**Total for Atlantic Recreation Center**
MLK Jr. Center						
1200 Elm Street	Auditorium, kitchen, 2 bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	2,272		
	Mens/Womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	875		
	Program room	2x/week	Evenings after 7pm	1,115		
	Offices, hallways, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	1,036		
					$1,989.00	**Total for MLK Jr. Ctr**
Peck Center						
510 S 10th Street	City Offices - IT, Finance, HR, Fire, and City Attorney, and associated conference rooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,480		
	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578		
	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944		
					$2,925.00	**Total for Peck Center**
			Total approximate square footage	**42,748**		

Hourly rate for additional requested cleaning services: $28.00 per hour


Thank you!

DESCRIPTIONS (Continued from Page 1)

** Supplemental Names **
Southern Cleaning Service, Inc.
Service Star, Inc.
LBG Management Services, Inc.
Service Star Outdoor Solutions LLC
Service Star, LLC.
Service Star, Inc.
LBG Management Services, Inc. DBA Central Seed, Supply and Equipment

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: Southern Cleaning Service, Inc.

Federal Taxpayer ID 63-0935427

Mailing Address: 13052 US Highway 11

City, State, & Zip Code: Springville, Alabama 35146

Telephone: 205-467-6655 **Fax:** N/A

Email: DYance@scsione.com

Submitted By: Russ Metevia

Title: Strategic Business Development Manager

Accounting Contact:

Name: Allison Blackmon **Title:** Accounting

Email Address: ABlackmon@scsione.com **Phone:** 205-467-6655

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555		
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925		
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	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578		
	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944		
					$2,925.00	**Total for Peck Center**
			Total approximate square footage	**42,748**		

Hourly rate for additional requested cleaning services: $28.00 per hour

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for Parks Janitorial Services .

2. This sworn statement is submitted by (entity) Southern Cleaning Service, Inc. whose business address is 13052 US Highway 11, Springville, Alabama 35146 and (if applicable) Federal Employer Identification Number (FEIN) is 63-0935427 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is David Yance and my relationship to the entity named above is EVP of Business Development

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length

agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_X_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature 06/22/2026
Date:

Alabama
STATE OF ~~FLORIDA~~
COUNTY OF St. Clair

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 22nd day of June 20 26
by David Yance,

Notary Public

Deesha Tallent
Printed Name

My Commission Expires 11/5/2027

Personally Known X OR Produced Identification _____ ID Produced _____



THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Southern Cleaning Service, Inc.

CITY: Springville STATE: Alabama ZIP CODE: 35146

SIGNATURE: _____ PHONE: 205-467-6655

NAME (TYPED OR PRINTED): David Yance TITLE: EVP of Business Development

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP 26-06-0-2026

Project Description: Parks Janitorial Services for three Fernandina Beach Recreation Centers.

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Southern Cleaning Service, Inc.

Authorized Signature: _____

Title: EVP of Business Development

Date: 06/22/2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP 26-06-0-2026

Project Description: Parks Janitorial Services for three Fernandina Beach Recreation Centers.

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Southern Cleaning Service, Inc.

Authorized Signature: _____

Title: EVP of Business Development

Date: 06/22/2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: David Yance Title: EVP of Business Development

Signature:  Date: 06/22/2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Fernandina Beach.

This sworn statement is submitted by (entity) Southern Cleaning Service, Inc. whose business address is 13052 US Highway 11, Springville, Alabama 35146 and (if applicable) Federal Employer Identification Number (FEIN) is 63-0953427 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is David Yance and my relationship to the entity named above is EVP of Business Development

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

Signature 06/22/2026 Date:

STATE OF ~~FLORIDA~~ Alabama
COUNTY OF St. Clair

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 22nd day of June 2026 by David Yance,

Notary Public Deesha Tallent Printed Name

My Commission Expires 11/5/27

Personally Known x OR Produced Identification _____ ID Produced _____

DEESHA TALLENT NOTARY PUBLIC ALABAMA STATE AT LARGE

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for Fernandina Beach.

This sworn statement is submitted by (entity) Southern Cleaning Service, Inc. whose business address is 13052 US Highway 11, Springville, Alabama 35146 and (if applicable) Federal Employer Identification Number (FEIN) is 63-0935427 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is David Yance and my relationship to the entity named above is EVP of Business Development

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature _____ Date: 06/22/2026

STATE OF ~~FLORIDA~~ Alabama
COUNTY OF St. Clair

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐

online notarization, this 22nd day of June 2026
by David Yance,

Deesha Tallent
Notary Public

Deesha Tallent
Printed Name

My Commission Expires 11/5/2027

Personally Known x OR Produced Identification _____ ID Produced _____



THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X___

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Southern Cleaning Service, Inc.	06/22/2026
Firm	Date
Authorized Signature	David Yance, EVP of Business Development
	Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Southern Cleaning Service, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
13052 US Highway 11

Requester's name and address (optional)

6 City, state, and ZIP code
Springville, AL 35146

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			–			–				

or

Employer identification number
6	3	–	0	9	3	5	4	2	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person ▶** [signature] | **Date ▶** 06/10/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Client#: 3968 SOUCL

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/30/2026

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

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

PRODUCER	CONTACT NAME: Kristen Collum	
Harmon Dennis Bradshaw, Inc. 334-273-7277 P.O. Box 241667 Montgomery, AL 36124	PHONE (A/C, No, Ext): 334 273-7277	FAX (A/C, No): 334-273-9197
	E-MAIL ADDRESS: kcollum@hdbinsurance.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Union Fire Ins. Co. of PA	19445
INSURER B : Evanston Insurance Company	35378
INSURER C : Federal Insurance Company	20281
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Southern Cleaning Service, Inc.
13052 US 11
Springville, AL 35146

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			3961000	05/01/2026	05/01/2027	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
							MED EXP (Any one person)	$25,000
							PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$4,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$4,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			WC011967621	05/01/2026	05/01/2027	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y	N / A					E.L. EACH ACCIDENT	$2,000,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$2,000,000
							E.L. DISEASE - POLICY LIMIT	$2,000,000
B	Contr Poll			CPLMOL127807	11/27/2025	11/27/2026	$1,000,000 Aggregate	
C	Employee Theft			J06380220	11/09/2025	11/09/2026	$250,000 / $2,500 ded	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** Workers Comp Information **

Proprietors/Partners/Executive Officers/Members Excluded:

Dean Goforth, Officer

Dean Goforth, President

(See Attached Descriptions)

CERTIFICATE HOLDER

Proof of Coverage

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

David J. Dennis

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KBC

PROPOSAL FOR PARKS JANITORIAL SERVICES

CITY OF FERNANDINA BEACH, FLORIDA

Request for Proposal No. 26-06

SUBMITTED BY:

KLH Management Group LLC

doing business as **System4 of North Florida**

701 Market Street, Suite 111
Saint Augustine, FL 32095
(904) 906-6400 · whenderson@system4.com
Federal Taxpayer ID: 92-1756298

SBA-CERTIFIED SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)

PROPOSAL CONTENTS

Letter of Transmittal	**3**
Tab 1 — Qualifications and Capability of Firm	**4**
Tab 2 — Experience	**6**
Tab 3 — Project Approach	**8**
Tab 4 — References	**13**
Tab 5 — Cost Proposal (Exhibit A-1 filed separately)	**—**
Appendix A — Weston Henderson Resume	**submitted separately**
Appendix B — Required Exhibits (A through H, signed and notarized)	**submitted separately**
Appendix C — Addenda 1 and 2 (acknowledged)	**submitted separately**
Appendix D — Proposal Bond (Cashier's Check $5,900)	**submitted separately**
Appendix E — Certificates of Insurance	**submitted separately**
Appendix F — SAM.gov EPLS Search Results	**submitted separately**
Appendix G — St. Augustine Business License	**submitted separately**

LETTER OF TRANSMITTAL

Submitted to: Wanda Weaks, Purchasing Specialist · City of Fernandina Beach

June 24, 2026

Wanda Weaks, Purchasing Specialist
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
RE: Request for Proposal 26-06 · Parks Janitorial Services

Dear Ms. Weaks and Members of the Evaluation Committee:

KLH Management Group LLC, doing business as **System4 of North Florida**, is pleased to submit this proposal in response to **Request for Proposal 26-06, Parks Janitorial Services**. We have carefully reviewed the full RFP package, the Scope of Work, all General Conditions, and both Addenda 1 and 2, and we understand and accept all terms and conditions as written.

System4 of North Florida is an **SBA-certified Service-Disabled Veteran-Owned Small Business (SDVOSB) and Minority-Owned Business** headquartered in Saint Augustine, Florida. We operate active recurring janitorial and facility service programs across more than 50 commercial, healthcare, hospitality, industrial, and public-sector facilities throughout Northeast Florida, including multi-site portfolios that range from 7-facility infusion-center networks to single-building country clubs.

We bring a **military operating discipline** to every contract. The company is owned and run by an former U.S. Navy Lieutenant, and that lineage shapes how we work in the field: a clear chain of command, clear and specific direction at the technician level, on-the-ground supervision by a Crew Leader who answers for execution every shift, and an Account Manager who owns overall performance and serves as the City's single accountable point of contact. We make things clear and simple. When something slips, we fix it. We do not accept missed tasks, drift, or complacency.

Our proposal addresses every requirement listed in the Scope of Work, with specific attention to the items the City has called out as critical: **Shark-coated shower-room chemistry**, **EPA List-N disinfectant protocols** for daily restroom service, **spray-buff floor care** for the Atlantic Auditorium, security-aware service for the Peck Center City Offices, and a true after-hours service window that respects facility programming.

Our recurring annual proposal is **$117,996.00** (one hundred seventeen thousand, nine hundred ninety-six dollars) for the full Scope of Work across all three facilities. The full pricing breakdown by facility is presented on the completed Exhibit A-1 Bid Pricing Form filed with this submission. Our quoted hourly rate for additional cleanings outside the scheduled scope is **$50.00 per hour**, with a one-hour minimum.

Our pricing is **valid for the entire review and validity period** required by the RFP, and we have included the required **Proposal Bond in the form of a Chase Bank Cashier's Check for $5,900.00 made payable to the City of Fernandina Beach**.

The primary point of contact for this proposal and for the duration of any resulting contract is:

Weston Henderson Owner / President
KLH Management Group LLC, dba System4 of North Florida
701 Market Street, Suite 111 · Saint Augustine, FL 32095
Direct: (904) 906-6400 · Email: whenderson@system4.com

We welcome the opportunity to serve the City of Fernandina Beach and its residents. Thank you for your time and consideration.

Sincerely,

Weston Henderson
Owner and President
KLH Management Group LLC, dba System4 of North Florida

TAB 1 QUALIFICATIONS AND CAPABILITY OF FIRM

Evaluation weight: 20% · Firm capability, certifications, infrastructure, capacity to perform

Firm Overview

KLH Management Group LLC operates as **System4 of North Florida**, a regional commercial cleaning and facility services firm serving Northeast Florida from our operations base in Saint Augustine. KLH Management Group LLC is a Florida Limited Liability Company in good standing, owned and operated by U.S. Navy veteran **Weston Henderson**, who acquired the business in 2023 and runs it concurrent with active U.S. Navy service. The company holds active **SBA certification as a Service-Disabled Veteran-Owned Small Business (SDVOSB)** and is registered and active in the federal **SAM.gov** system.

We operate the System4 franchise model for the Northeast Florida territory, which gives us the agility of a local owner-operated business combined with the technology platform, training systems, supply infrastructure, and chemistry expertise of a national franchise network. This combination is the structural reason we can run multi-site contracts at municipal-grade scale without losing the single-point-of-accountability that small-business contracting depends on.

Certifications and Registrations

Certification or Registration	Detail
SBA SDVOSB Certification	Service-Disabled Veteran-Owned Small Business, currently active
SAM.gov Registration	Active · CAGE Code **10VK6** · Not on EPLS exclusion list
Federal Taxpayer ID (FEIN)	92-1756298
Florida LLC, Active	KLH Management Group LLC · Sunbiz active and in good standing
E-Verify Enrollment	Active enrollment per U.S. DHS E-Verify program (Exhibit D)
Drug-Free Workplace Policy	Documented and in force (Exhibit C)
Business License	City of St. Augustine Business Tax Receipt (current · filed Appendix G)
Insurance Coverage	Per RFP Section 13 (Cert of Insurance attached - Appendix E)

Insurance Coverage

Our insurance coverage meets or exceeds every requirement in RFP Section 13. The Certificate of Insurance attached as Appendix E lists the **City of Fernandina Beach as Additional Insured on a primary and non-contributory basis** with the 30-day cancellation-notice endorsement required by Section 13 B.6 and 13 B.7. The summary of carried coverage:

Coverage	Limit	RFP Requirement Met
Commercial General Liability	$1M per occurrence / $2M aggregate	**YES**
Commercial Automobile	$1M combined single limit · owned, non-owned, hired	**YES**
Umbrella / Excess Liability	$1M per occurrence	**YES**
Workers Compensation	Per FL Statute · Employers Liability $1M	**YES**
Additional Insured Endorsement	City of Fernandina Beach · primary and non-contributory	**YES**

Operational Infrastructure

Our infrastructure is purpose-built for multi-site municipal contracts:

- **Local operations base** in Jacksonville/Saint Augustine
- **Vehicle fleet** sized and equipped for multi-facility routing: backup vacuums, pads, spray-buff equipment, EPA List-N chemistry, and Shark-coating compatible cleaners staged for rotation across sites.
- **Floor-care equipment** on hand: Tennant T350 walk-behind scrubber, Pro-Team backpack vacuums, high-speed buffers, and dedicated mop and bucket systems for Shark-coated wet areas to prevent cross-contamination from harsher chemistry.
- **Chemistry program**: EPA List-N registered disinfectants for daily restroom service, non-abrasive neutral-pH cleaners certified compatible with Shark coating, food-safe surface cleaners for kitchen areas, and low-VOC products throughout.
- **Supply pipeline** via the System4 distribution network: paper, liners, and chemistry available with 24-hour replenishment when the City's stocked supplies are not adequate or when we need backup inventory.
- **Reporting platform**: System4 facility-services software generating monthly inspection reports with A through F letter-grade scoring across 16 service zones, photo documentation, and a 6-month trend curve delivered directly to the Contract Administrator.
- **24/7 emergency dispatch**: locally operated phone line answered by Weston Henderson or the assigned Account Manager personally during all hours.

Workforce Plan and Capacity

The Scope of Work translates to an estimated 48 cleaning hours per week across the three facilities. We will staff a **two-person crew structure** with a dedicated Lead Cleaner owning Atlantic Recreation Center and MLK Jr. Center, and a Support Cleaner owning Peck Center (including the morning Gymnasium shift). Both cleaners report directly to our Account Manager, who walks each site monthly to deliver the inspection report in person.

Workforce capacity is backed by our broader recurring workforce supporting 50+ active programs. If a primary crew member is out, we have trained backup personnel familiar with the System4 service protocol available within 24 hours.

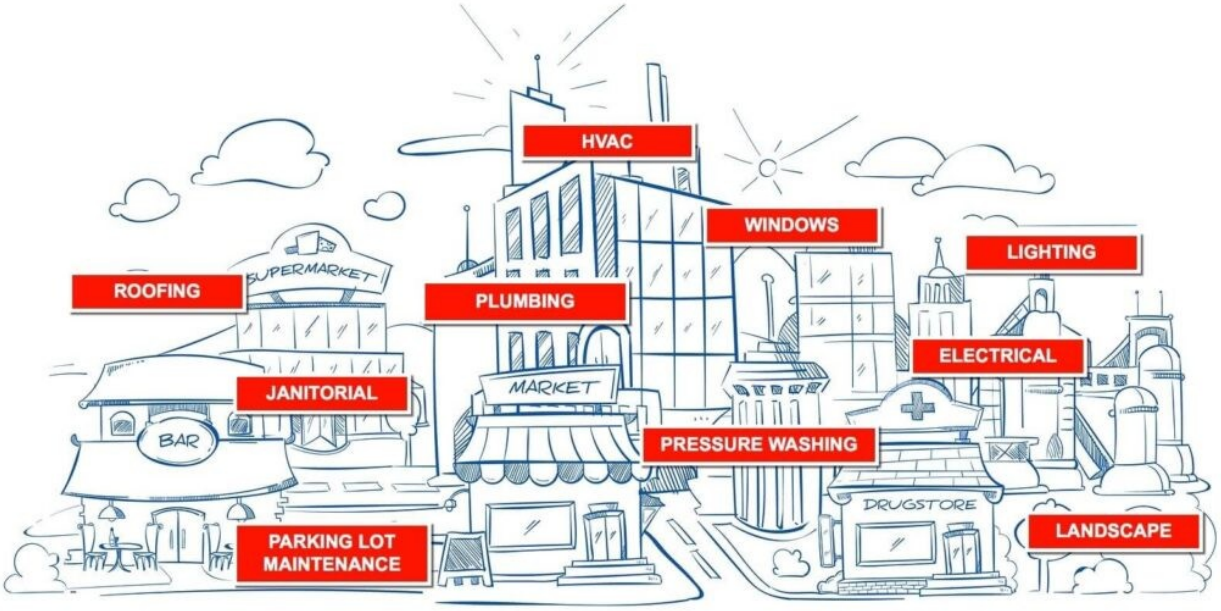
Financial Stability

KLH Management Group LLC has operated continuously as a System4 franchise with annual revenue growth in every year of operation. We carry no past-due tax liabilities, no material litigation, no contract defaults, and no public-entity-crimes history (see notarized Exhibit B). We are bondable, and the proposal bond accompanying this submission demonstrates the underlying balance-sheet capacity to perform under the contract.

Full Facility Services Capability

Beyond Janitorial - One accountable team for every service line your facility needs

System4 of North Florida is built as a **full facility services partner**, not just a commercial cleaning company. The Scope of Work for RFP 26-06 is janitorial, and our proposal addresses every line of that scope. But as the City's relationship with System4 grows, the same single point of contact, the same Account Manager, and the same accountable team can take on every other facility service line the City needs across the same three facilities or any other municipal property — with one phone number, one invoice, and one written monthly inspection report covering it all.



Service lines we deliver across our portfolio today

Commercial Janitorial Daily, nightly, weekend programs · EPA List-N infection-control · restroom-grade discipline	**Pressure Washing** Annual reset + quarterly maintenance + monthly touch-ups for facades, sidewalks, dumpster pads, glass	**Day Porter** Sidewalk service, condition reporting, cobweb / sticker / graffiti removal, signage cleaning
Floor Care Strip / wax, buffing, carpet shampoo, hard-surface refinishing, spray-buff	**Window Cleaning** Interior + exterior, storefront glass, high-rise capable through vetted partner network	**Post-Construction Cleanup** Rough / final / turnover cleans for tenant build-outs and new construction
HVAC / Plumbing / Electrical Licensed trade partners managed under the System4 Work Order Management (WOM) program — one call, one invoice	**Landscape / Grounds** Turf, mowing, irrigation, fertilization, bedding rotation through vetted regional partners	**Parking Lot / Sweeping / Striping** Machine sweep, porter rounds, asphalt seal, striping and curb paint through partner network
Roofing / Lighting / Signage Inspection, minor repair, bulb / fixture replacement; major work coordinated through licensed trades	**Disinfection / Specialty Services** EPA List-N protocols, electrostatic spraying, biohazard / trauma response	**24/7 Emergency Response** Locally operated dispatch answered by Owner or Account Manager personally

For RFP 26-06 the City has scoped only janitorial — and that is exactly what this proposal addresses. We mention the broader capability here so the Contract Administrator knows that as needs surface across the three facilities — emergency restoration,

a quick pressure-wash of the gymnasium entry, a one-time post-event deep clean, an HVAC filter trade-out — the same single point of contact, the same Account Manager, and the same accountable team can handle it all without sourcing a new vendor.

TAB 2 EXPERIENCE

Evaluation weight: 20% · Past performance, similar projects, multi-site capability

System4 of North Florida has built a recurring book of business of **50+ active programs** across Northeast Florida, with concentrations in commercial office, healthcare, hospitality, industrial distribution, country-club, and public-sector verticals. The five engagements summarized below are the most directly relevant to the Parks Janitorial Services scope: multi-site routing, after-hours service windows, public-sector or member-facing presentation standards, infection-control restroom protocols, and floor-care chemistry discipline.

IVX Health · 7 Infusion-Center Network (NE Florida)

[MULTI-SITE · HEALTHCARE]

Scope: Daily janitorial service across seven outpatient infusion clinics ranging from 4,000 to 8,000 sqft. EPA List-N disinfection protocols, documented sanitation logs, infection-control program.

Why it matters here: Demonstrates true multi-site routing across a metro region, infection-control restroom discipline, and the ability to deliver documentation a regulated end-customer can rely on.

Years: Active since 2024 · 24-month rolling track record of zero missed visits, referenced by IVX corporate as their NE Florida standard.

Reference: Available on request through Account Manager (contact in Tab 4).

Glen Kernan Golf and Country Club · Jacksonville

[PUBLIC-FACING · 6 DAYS / WK]

Scope: Six-day-per-week cleaning across clubhouse, fitness center, member locker rooms with daily wet-area service, dining areas, and member cottages. Member-presentation standards every service.

Why it matters here: Mirrors the Parks Janitorial requirement to deliver visibly clean, well-maintained public-facing facilities every day - including daily wet-area restroom service that maps directly to the City's Shark-coated pool restrooms.

Years: Active since 2025

Reference: Available on request through Account Manager (contact in Tab 4).

Upper Line Health · FOUR Outpatient Clinics (NE Florida)

[MULTI-SITE · HEALTHCARE]

Scope: Multi-clinic daily janitorial program with restroom-disinfection rotation, exam-room turnover, and waiting-area presentation standards.

Why it matters here: A second multi-site healthcare reference with active, current performance. Shows that our multi-site routing model is repeatable, not a one-time accomplishment.

Years: Active since 2022.

Reference: Available on request through Account Manager (contact in Tab 4).

Ribault Clubhouse · Florida Department of Environmental Protection [PUBLIC SECTOR · STATE OF FL]

Scope: Public-sector facility supporting state-affiliated programming. Clubhouse cleaning, event support, and ongoing facility maintenance support.

Why it matters here: Direct public-sector experience working with a state agency. The procurement-administrator cadence, reporting expectations, and contract-administration discipline transfer directly to a City contract.

Years: Active State Contract. Operating since 2024

Reference: Available on request. See Below

Marsh Landing Country Club · Ponte Vedra Beach [PUBLIC-FACING · HOSPITALITY]

Scope: Country club janitorial program covering clubhouse, locker rooms with wet-area restroom standards, fitness facility, and event-space turnover. After-hours service window.

Why it matters here: Combines after-hours service window with daily wet-area discipline and high-presentation standards. Direct parallel to the after-5 PM and after-7 PM Park-facility schedule.

Years: Active recurring program.

Reference: See Below.

Litigation, Defaults, and Disclosures

KLH Management Group LLC has no judgments, settlements, contract terminations for cause, regulatory fines, or material litigation in the past three years related to the performance of janitorial or facility services contracts. The notarized Public Entity Crimes Affidavit (Exhibit B) and Non-Collusion Affidavit (Exhibit G) accompany this submission. The Disputes Disclosure (Exhibit H) is also filed.

TAB 3 PROJECT APPROACH

Evaluation weight: 30% (largest single category) · Methods, work schedule, deficiency correction, QC

Understanding of Project Requirements

This contract is not three separate buildings — it is one integrated City service delivered through three facilities, each with a distinct programming pattern that drives our crew tasks, our chemistry selection, and our quality-control rhythm. We have read the Scope of Work in detail and have built our approach around four operational realities the City has signaled in the RFP:

- **A Clear Plan of action wins over schedules.** Atlantic Recreation Center and MLK Jr. Center operate facility programs into the evening hours — we service everything after the 7:00 PM cutoff with the exception of office and admin areas, which we hit after 5:00 PM. Peck Center Gymnasium is the opposite shape: we service it before the facility opens at 8:00 AM.
- **Shark-coated showers are a chemistry decision, not a labor decision.** The City has explicitly called out that abrasive cleaners cannot be used on the pool-restroom showers at Atlantic Rec and MLK Jr. Our crews carry a dedicated mop, bucket, and chemistry set for those rooms — it never crosses with the more aggressive cleaners we use elsewhere.
- **Restrooms get daily attention regardless of facility frequency.** The pool bathrooms run daily, and we have scoped them as a daily route with dedicated time-on-task and re-stocking discipline.
- **City offices have security implications.** Peck Center IT, Finance, HR, Fire, and City Attorney offices receive service from a security-cleared, background-checked, single-assigned crew member who is the only person on our team who enters those rooms.

Operating Discipline — A Military Mindset

System4 of North Florida is owned and run by an active-duty U.S. Navy Lieutenant, and that lineage is reflected in how we operate every contract. We bring a **military mindset** to this work: a clear chain of command, clear and specific direction at the technician level, on-the-ground supervision by a Crew Leader who answers for execution, and an Account Manager who owns overall performance and is the City's single communication channel. **We make things clear and simple.** What gets cleaned, when it gets cleaned, and how it gets cleaned is documented and not left to interpretation. When service quality slips, we fix it. **We do not accept missed tasks, drift, or complacency.** That is the standard we hold internally and the standard we will deliver to the City of Fernandina Beach.

Three-Layer Chain of Command

Role	Responsibility	Reports To
Cleaning Technician	Executes the assigned scope at the assigned facility on the assigned shift to documented standard. No improvisation. No shortcuts. Every visit checklist signed off in the System4 mobile app.	Crew Leader
Crew Leader	Supervises shift performance on the ground. Verifies every visit is complete, on time, and to standard. Corrects deficiencies in real time. Owns the daily walk-through.	Account Manager
Account Manager	Owns overall contract performance. Walks every facility monthly. Delivers the monthly written inspection report. Single point of contact for the City Contract Administrator on every operational, scope, and invoice question.	Owner/The City POC
Owner — Weston Henderson	Escalation point, quarterly executive walk-through, ultimate accountability for contract delivery. Reachable 24/7 on (904) 906-6400.	**The City POC**

There is no ambiguity at any layer of this structure. The City's Contract Administrator knows exactly who to call (the assigned Account Manager) and exactly who is above them if escalation is ever needed (Weston Henderson). **No buck-passing. No call-center routing. No "I thought someone else was doing it."** When we say we will deliver the Scope of Work as written, we mean every line, every facility, every visit.

Service Methodology by Task Category

Task Category	System4 Method
Restrooms (germicide each cleaning, descaling, drain treatment)	EPA List-N registered disinfectant on every cleaning. Quarterly descale cycle for hard-water staining. Monthly floor-drain treatment with enzymatic cleaner. Daily wet mop and disinfect floors. Paper / soap / tissue replenished from City stock with running low-stock log.
Shark-coated showers / pool restrooms	**Dedicated non-abrasive chemistry only**: neutral-pH cleaners certified compatible with Shark coating, microfiber-only application, separate mop and bucket from rest of facility. No bleach, no acidic cleaners, no abrasive pads.
Vinyl / wood floor care (spray-buff)	Spray-buff using high-speed buffer with floor-finish-compatible burnishing pad. Auditorium and program rooms cycled per RFP requirement. Quarterly strip and re-coat option available if requested.
Office and public-area general cleaning	Trash, liners replaced when soiled or full, spot mop tile, vacuum traveled carpet and mats, dust horizontal surfaces below 80 inches, clean entrance door glass, sweep all stairs and entry mats.
Kitchens (refrigerator exterior, countertops, microwaves, sinks)	Food-safe surface cleaner. Microwaves cleaned inside and out. Refrigerator exterior wiped. Sinks and faucets cleaned and dried. Dispose of trash. **Per RFP we do NOT touch refrigerator interiors or dirty dishes.**
Low / high dusting and wall spot-cleaning	Microfiber dusting on all horizontal and vertical surfaces below 80 inches. Spot-clean wall handprints and soil per RFP. Personal items and electronics are not touched — we work around them.
Stairs, landings, entry mats	Interior wood and tile stairs are lightly mopped and immediately dried with rags or towels per the RFP requirement. Exterior stairs, landings, and entry mats are swept.
Equipment caution	No cleaning of computers, copiers, keyboards, monitors, telephones, fax machines, calculators, or desk lamps.
City office security awareness (Peck Center)	Single security-cleared crew member assigned to City Offices including Fire and City Attorney. Background-checked, badge-controlled, no door-propping, lockup verification at end of shift.

Proposed Work Schedule

The schedule below maps each facility zone to a specific crew member, time window, and frequency. It honors every time-window constraint in the Scope of Work (after 5 PM for office areas, after 7 PM for evening-program areas, before 8 AM for Peck Gym), and it builds 48 cleaning hours per week into a route that minimizes drive time and maximizes route consistency.

Atlantic Recreation Center · Lead Cleaner A

Zone	Sq Ft	Frequency	Time Window
Admin offices, classrooms, public restrooms	6,555	Restrooms M-F, areas 2x/wk	After 5:00 PM
Weight Room and 2 public restrooms	3,925	Restrooms M-F, areas 2x/wk	Evenings after 7:00 PM
Auditorium, kitchen, 2 public restrooms	8,675	2x/wk + spray-buff floor	Evenings after 7:00 PM
Aquatics building (offices, classroom, program room, 2 BR)	2,565	2x/wk	After 5:00 PM
Mens / Womens pool restrooms and showers (Shark coating)	1,728	**DAILY 7x/wk**	Evenings after 7:00 PM

MLK Jr. Center · Lead Cleaner A

Zone	Sq Ft	Frequency	Time Window
Auditorium, kitchen, 2 restrooms	2,272	2x/wk	Evenings after 7:00 PM
Mens / Womens pool restrooms and showers (Shark coating)	875	**DAILY 7x/wk**	Evenings after 7:00 PM
Program room	1,115	2x/wk	Evenings after 7:00 PM
Offices, hallways, 2 public restrooms	1,036	2x/wk	Evenings after 7:00 PM

Peck Center · Support Cleaner B (security-cleared)

Zone	Sq Ft	Frequency	Time Window
City Offices (IT, Finance, HR, Fire, City Attorney + conf rooms)	2,480	2x/wk + restrooms M-F	After 5:00 PM
Common Areas (hallways, library, auditorium, museum, 4 BR)	7,578	2x/wk + restrooms M-F	Evenings after 5:00 PM
Gymnasium (offices, exercise rooms, foyer, 2 public BR)	3,944	2x/wk + restrooms M-F	**Mornings before 8:00 AM**

Total weekly cleaning hours: 48 · Lead Cleaner A: ~35 hrs/wk (Atlantic + MLK Jr.) · Support Cleaner B: ~13 hrs/wk (Peck Center).

Quality Control Plan (QCP)

Our Quality Control Plan (QCP) is built around four layers of inspection and accountability: **nightly verification** by the cleaning technician on every visit, **weekly Crew Leader site inspection**, **monthly Account Manager inspection**, and **quarterly executive review** by the Owner. Every layer produces written documentation delivered to the Contract Administrator.

Layer	Frequency	Owner	Output
Nightly self-check	Every visit	Cleaner on site	Visit checklist signed off in System4 mobile app, time-stamped, geo-verified. Restroom-supply low-stock log.
Weekly Crew Leader inspection	Once per week	Crew Leader	On-site walk-through of all assigned facilities. Verifies the prior week's visits were complete to standard. Photo-spot-checks high-traffic zones. Logs corrective actions delivered to technicians and escalates anything trending to Account Manager.
Monthly inspection	Once per month	Assigned Account Manager	Written A through F letter-grade inspection report across 16 zones with photo documentation, 6-month trend, action items, delivered in PDF.
Quarterly executive review	Once per quarter	Weston Henderson, Owner	On-site walk-through, contract scorecard, opportunity to surface scope changes or recurring issues.

Deficiency Correction Protocol

Deficiencies happen. The discipline that separates a good janitorial program from a problem one is how fast they get caught and corrected. Our protocol is bounded by clock time, not by best-effort promises:

Deficiency Type	Response Time	What Happens
Urgent (sanitation, safety, biohazard)	**Within 2-4 hours**	Dispatch of nearest cleaner or supervisor. EMS trip rate applies only after the standard service has been completed once that day.
Standard (missed task, supply outage, cleanliness)	By next scheduled visit	Re-clean on next visit at no charge. Account Manager confirms by phone or text the same day.
Recurring (same issue in two consecutive months)	Within 5 business days	Root-cause review. Written corrective action plan delivered to Contract Administrator. Crew change considered if needed.

Communication and Reporting Cadence

The Contract Administrator does not have to chase us for information. Our default cadence:

- **Daily** visit verification time-stamped in our system, available on request.
- **Bi-Weekly** Account Manager check-in by phone or email.
- **Monthly** written inspection report delivered in the first business week.
- **Quarterly** On-site review.
- **Annually** contract performance summary, multi-year trend, and recommendation memo.
- **24/7** emergency line answered by Owner or Account Manager personally.

Sample Inspection Report

We have included a sample of the monthly inspection report format that the Contract Administrator will receive each month. The report covers 16 service zones with A through F letter-grade scoring, photo documentation of representative areas, a 6-month trend curve, and a recommendations section for the next 30 days.

Tax-Exempt Pricing

Our pricing excludes federal taxes and Florida sales, excise, and use taxes in accordance with the City's tax-exempt status (RFP Section 1.e).

Cone of Silence Compliance

We have read and we observe the Cone of Silence and lobbying-blackout provisions in the RFP. No contact has been made or will be made by KLH Management Group LLC, Weston Henderson, or any of our employees or representatives with any City Commissioner, the City Manager, members of the Evaluation Committee, or other City personnel concerning this RFP outside of Ms. Wanda Weaks, Purchasing Specialist, until the City Commission approves the successful proposer.

Why System4 Is the Right Partner for This Contract

SDVOSB SBA-certified Service-Disabled Veteran-Owned Small Business serving the public sector with disciplined contracting hygiene.	**LOCAL PROXIMITY** 42 miles from Fernandina Beach with same-day drive-time for supervisor visits, supply runs, and emergency response.	**MULTI-SITE TRACK RECORD** 7-clinic IVX Health, 4-clinic Upper Line, 6-day-per-week Glen Kernan. Multi-site routing is what we do.
DOCUMENTED MONTHLY INSPECTIONS Written A through F grade reports with photo documentation every month — delivered to the Contract Administrator, not buried in an app.	**SHARK COATING CHEMISTRY** We have the chemistry knowledge and dedicated equipment to service Shark-coated showers without coating damage.	**SINGLE POINT OF CONTACT** One Account Manager, one phone number, one invoice. Owner reachable 24/7. No call-center hand-offs.

TAB 4 REFERENCES

Evaluation weight: 15% · Minimum three references with contact information

The references below have active recurring service programs with System4 of North Florida and have given permission to be contacted by the City of Fernandina Beach evaluation committee. We have selected references for direct relevance to the Parks Janitorial Services scope.

Reference 1 · IVX Health · 7-Clinic NE Florida Network

CONTACT: Cheryl Young, Regional Facilities Director

PHONE: 281-602-0741 EMAIL: cyoung@ivxhealth.com

Address: Multiple Addresses Throughout North Florida

Scope of Service: Daily janitorial service across seven outpatient infusion clinics. EPA List-N disinfection protocol, infection-control documentation, daily restroom service, after-hours service window.

Years of Service: Active since 2022 (4 years recurring)

Relevance to RFP 26-06: Multi-site routing across a metro region. After-hours service window. Disciplined restroom and wet-area protocols. Documented sanitation reporting to a regulated end-customer.

Reference 2 · Glen Kernan Golf and Country Club

CONTACT: Mike Giammaresi, General Manager

PHONE: 904-312-1945. **EMAIL:** mgiammaresi@glenkernan.com

Address: 4590 Glen Kernan Pkwy E, Jacksonville, FL 32246

Scope of Service: Six-day-per-week janitorial program across clubhouse, fitness, member locker rooms with daily wet-area service, dining, and member cottages. Member-facing presentation standards.

Years of Service: Active since 2021 (5 years recurring)

Relevance to RFP 26-06: Daily restroom and wet-area service with high public-presentation standards — directly parallel to the Atlantic and MLK Jr. daily pool restroom requirement. After-hours service window discipline.

Reference 3 · Ribault Clubhouse / Florida Department of Environmental Protection

CONTACT: Raymond Semanchik, Facility Coordinator ; Marie Thompson(marie@theribaultclub.com)

PHONE: 904-251-2812 **EMAIL:** raymond.semanchik@floridadep.gov

Address: 11242 Fort George Road, Jacksonville, FL 32226

Scope of Service: Public-sector facility supporting state-affiliated programming. Clubhouse cleaning and ongoing facility maintenance.

Years of Service: Active recurring program with floorcare.

Relevance to RFP 26-06: Direct public-sector reference — government procurement-administrator cadence, reporting discipline, and contract administration transfer directly to a City contract.

WESTON N. HENDERSON

Saint Augustine, FL | (904) 906-6400 | whenderson@system4.com | (412) 608-8175 | westonh013@gmail.com

EDUCATION

University of Florida **April 2021**

Master of Business Administration (MBA), Hough Graduate School of Business *Gainesville, FL*

- Focus of Study: Real Estate, Strategy, Finance, Negotiations

United States Naval Academy **May 2013**

Bachelor of Science in Quantitative Economics *Annapolis, MD*

- Varsity Football Player, 2012 All-Service Academy Defensive Lineman of the Year

WORK EXPERIENCE

KLH Management Group LLC, dba System4 of North Florida — Owner / President **2023 – Present**

Owner and Operator *Saint Augustine, FL*

Own and operate KLH Management Group LLC, the System4 commercial cleaning and facility services regional franchise serving Northeast Florida. SBA-certified Service-Disabled Veteran-Owned Small Business (SDVOSB) delivering janitorial, day porter, pressure washing, floor care, post-construction cleanup, and integrated facility services across commercial, healthcare, hospitality, industrial, and public-sector verticals. Run the company concurrent with active U.S. Navy service.

- Grew the business to **50+ active recurring service programs** across Northeast Florida, including multi-site portfolios (IVX Health 7-clinic infusion network, Upper Line Health 4-clinic network, Chase Corporate Office Baymeadows, Glen Kernan Country Club 6-day-per-week program, Marsh Landing Country Club, DHL/Swisher Tradeport industrial, Ribault Clubhouse / FL Department of Environmental Protection).
- Secured **SBA SDVOSB certification** and federal SAM.gov registration, and built out the corporate compliance infrastructure (E-Verify, drug-free workplace, public-entity-crimes affidavits, OSHA-grade safety program) required to compete for municipal, state, and federal contracts.
- Operate and continuously refine the company's **monthly facility inspection reporting program**: a written A-through-F letter-grade inspection delivered to every customer each month with photo documentation, action items, and 6-month trend analytics. The firm's central differentiator in the regional janitorial market.
- Lead a workforce of recurring crew, account managers, and subcontracted service partners covering 11 Northeast Florida counties from the Saint Augustine operations base. Personally responsible for executive sales relationships, customer escalations, account-management oversight, financial reporting, and the long-range growth plan for the territory.
- Built up the firm's pricing, cost-modeling, and bid-response discipline. Manage multi-year recurring contracts, annual escalation provisions, performance and payment bonds, commercial insurance program ($2M GL aggregate plus auto, umbrella, workers' compensation, and professional liability), and quarterly cash-flow planning.
- Expanded regional brand and digital presence (system4northflorida.com) and built a referral pipeline through industry associations (BOMA, IFMA, NAIOP, IREM), property-management firms, and SDVOSB / veteran-business networks.

United States Navy — Lieutenant / O-3 **2013 – Present**

Special Projects Unit Two: Mission Commander and Maintenance Department Leader (2021 – Present) *Jacksonville, FL*

Senior Instructor Pilot / Program Manager / Quality Assurance Maintenance Department Officer

Mission Commander leading aircrew through rigorous research, development, testing, and evaluation on the U.S. Navy's P-8A Poseidon. As Officer-In-Charge, conducted global flight operations while leading experimental testing programs in support of the squadron. As a Maintenance Department Leader (~200 personnel), oversaw multiple maintenance programs while leading Sailors through over 5,000 mishap-free operational flight hours and four U.S. Naval Aviation fleet-wide inspections.

- Led Special Project missions through the research, development, testing, and evaluation of hundreds of P-8A systems, avionics, and wartime capabilities by coordinating resources and organizing testing plans on thirteen testing detachments.
- Leader of maintenance professionals overseeing the administration of eighteen aircraft maintenance programs crucial to the success and safety of daily flight operations. Developed three programs focusing on safety and procedural compliance in the workplace. Led the department through four extensive Naval Maintenance inspections resulting in near-perfect results.

CPRW-11: Aerial Refueling Instructor Pilot and Weapons and Tactics Instructor (2019 – 2021) *Jacksonville, FL*

Training Program Manager / Aerial Refueling Operations Officer / Public Affairs Officer

Responsible for the Aerial Refueling Training Program for eight U.S. Navy P-8A Squadrons (~3,000 personnel). Instructed P-8A pilots on over 400 flight hours and over 100 flight events consisting of aerial refueling and pilot training. Evaluated over 81 Combat Aircrews on maritime warfare tactics, mission aircrew teamwork, and overall mission effectiveness prior to deploying to support peace and wartime operations.

- Developed and administered the first P-8A aerial refueling training program by designing pilot proficiency requirements, implementing eleven revisions in the Wing Training Manual, and creating training qualification standards for all P-8A pilots. Directed the coordination of over 720 missions or $240M in flight operations each year. Coordinated training flights for fifteen U.S. Air Force Tanker Units and the P-8A. Responsible for the standardization and procedural compliance for over 240 P-8A Pilots with all Naval flight publications.
- Managed the external and internal public communications and relationships on behalf of the Commodore of Wing Eleven. Maintained relationships with local news affiliates and the N.A.S. Jacksonville public affairs officer by coordinating multiple visits from distinguished visitors including the Vice President of the United States and the Jacksonville Jaguars.

Patrol Squadron Forty Five: Instructor Pilot and Mission Commander (2015 – 2019) *Jacksonville, FL*

Pilot Training Officer, Maintenance Leader, Ground Safety Program Officer, Awards/Personnel Officer

Initially assigned as an officer and pilot for an operational P-8A Poseidon patrol and reconnaissance squadron. Served on two U.S. Navy operational deployments to the European and Asian areas of responsibility. Trained and obtained multiple qualifications including Plane Commander, Instructor Pilot, and Mission Commander on the P-8A Poseidon Aircraft. Entrusted as a leader to serve as mission commander on combat aircrews and the senior pilot training officer.

- Responsible for the execution of the pilot training program for all 40 P-8A squadron pilots. Oversaw all pilot training which included allocating 250 flight hours and 100 simulator training hours each month in support of the squadron's operational mission.
- Led Combat Aircrews of nine enlisted sailors and naval officers as a Mission Commander designated by the Commanding Officer. Executed over 54 operational missions leading combat aircrews into dynamic environments in support of global commanders.

Student Naval Aviator (2013 – 2015) *March 2015*

Completed Naval Flight Training with a well-above-average performance score.

- Advanced Multi-Engine Flight Training, Primary Flight Training
- Introductory Flight Screening / Aviation Preflight Indoctrination / Water and Land Survival Training

ADDITIONAL DATA

- **SBA-Certified Service-Disabled Veteran-Owned Small Business (SDVOSB)** — KLH Management Group LLC, dba System4 of North Florida
- **Active TOP SECRET (SCI-Read In) Security Clearance**
- **Military Awards:** Meritorious Unit Commendation, Afghanistan Campaign Medal, Navy Commendation Medal, Humanitarian Assistance Medal
- **Industry Affiliations:** Building Owners and Managers Association (BOMA), International Facility Management Association (IFMA), Northeast Florida Builders Association, St. Augustine Chamber of Commerce

CHASE

Terms and Conditions (Remitter and Payee):

* Please keep this copy for your record of the transaction
* The escheatment laws of a specific state will consider these funds to be "abandoned" if the Cashier's Check is not cashed by a certain time
  - Please cash/deposit this Cashier's Check as soon as possible to prevent this from occurring
  - In most cases, the funds will be considered "abandoned" after the "Void After" Date
* Placing a Stop Payment on a Cashier's Check
  - Stop Payment can only be placed if the Cashier's Check is lost, stolen, or destroyed
  - We may not re-issue or refund the funds after the stop payment has been placed until 90 days after the original check was issued
* Please visit a Chase branch to report a lost, stolen, or destroyed Cashier's Check or for any other information about this item

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Customer Copy

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06/24/2026

Void after 1 year

Remitter: KLH MANAGEMENT GROUP LLC/WESTON N HENDERSON

$** 5,900.00 **

Pay To The Order Of: THE CITY OF FERNANDINA BEACH

Drawer: **JPMORGAN CHASE BANK, N.A.**

Memo:----------

Note: For information only. Comment has no effect on bank's payment.

NON NEGOTIABLE

282111107 6/2023 8810004306

HOLD DOCUMENT AT ANGLE TO VIEW ARTIFICIAL WATERMARK ON BACK

CASHIER'S CHECK

HOLD DOCUMENT AT ANGLE TO VIEW ARTIFICIAL WATERMARK ON BACK

CHASE

2151600130

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440

Date 06/24/2026 Void after 1 year

Remitter: KLH MANAGEMENT GROUP LLC/WESTON N HENDERSON

Pay To The Order Of: THE CITY OF FERNANDINA BEACH

Pay: FIVE THOUSAND NINE HUNDRED DOLLARS AND 00 CENTS $** 5,900.00 **

Do not write outside this box

Memo: RFP 26-06

Note: For information only. Comment has no effect on bank's payment.

Drawer: JPMORGAN CHASE BANK, N.A.

Thomas W Horne

Thomas W Horne, Chief Administrative Officer
JPMorgan Chase Bank, N.A.
Columbus, OH

Security Features. Details on Back.

⑈2151600130⑈ ⑆044000037⑆ 75866132 6⑈

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: Weston Henderson

Federal Taxpayer ID 92-1756298

Mailing Address: 701 Market Street Ste 111

City, State, & Zip Code: Saint Augustine, FL 32095

Telephone: 904-906-6400 **Fax:** _____

Email: whenderson@system4.com

Submitted By: Weston Henderson

Title: Owner

Accounting Contact:

Name: Weston Henderson **Title:** Owner

Email Address: blling-jacksonville@system4.com **Phone:** 4126088175

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555	$1,308.05	
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925	$783.36	
	Auditorium, kitchen, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	8,675	$1,731.71	
	Aquatics bldg - 2 bathrooms, offices, classroom and program room	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,565	$512.00	
	Mens/womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	1,728	$1,207.43	
					$5,542.55	**Total for Atlantic Recreation Center**
MLK Jr. Center						
1200 Elm Street	Auditorium, kitchen, 2 bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	2,272	$453.50	
	Mens/Womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	875	$611.32	
	Program room	2x/week	Evenings after 7pm	1,115	$222.59	
	Offices, hallways, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	1,036	$206.82	
					$1,494.23	**Total for MLK Jr. Ctr**
Peck Center						
510 S 10th Street	City Offices - IT, Finance, HR, Fire, and City Attorney, and associated conference rooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,480	$495.06	
	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578	$1,512.96	
	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944	$788.20	
					$2,796.22	**Total for Peck Center**
			Total approximate square footage	**42,748**		

GRAND TOTAL — **Monthly: $9,833.00** — **Annual: $117,996.00**

All recurring janitorial services across all three facilities

Additional hourly rate for cleaning outside normal scheduled cleanings: **$50.00 per hour** (1-hour minimum)

Bidder: KLH Management Group LLC dba System4 of North Florida · Weston Henderson, Owner / President · (904) 906-6400
SBA-Certified SDVOSB · SAM.gov Active · E-Verify Enrolled · Drug-Free Workplace Certified

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for KLH Management Group LLC d/b/a System4 of North Florida

2. This sworn statement is submitted by (entity) KLH Management Group whose business address is 701 Market Street Ste 111 Saint Augustine, FL 32095 and (if applicable) Federal Employer Identification Number (FEIN) is 92-1756298 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Weston Henderson and my relationship to the entity named above is Owner.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length

agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

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

   W/H The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

   W/H The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

   W/H The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

[signature] 6/17/26
Signature Date:

STATE OF FLORIDA
COUNTY OF St. Johns
Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 17 day of June 20 26
by Weston Henderson,

[signature] Courtney Christian
Notary Public Printed Name

COURTNEY CHRISTIAN
Notary Public - State of Florida
Commission # HH 451123
My Comm. Expires Oct 20, 2027
Bonded through National Notary Assn.

My Commission Expires 10/20/2027

Personally Known _____ OR Produced Identification X ID Produced FL ID

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: KLH Management Group LLC d/b/a System4 of North Florida

CITY: Saint Augustine STATE: FL ZIP CODE: 32095

SIGNATURE: _____ PHONE: 4126088175

NAME (TYPED OR PRINTED): Weston Henderson TITLE: Owner

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP 26-06 PArks Janitorial Services

Project Description: Park Janitorial Services

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: KLH Management Group LLC d/b/a System4 of North Florida

Authorized Signature:

Title: Owner/President

Date: 6/17/26

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Weston Henderson Title: Owner

Signature: W. M Date: 6/17/26

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for COFB/KLH Management Group

This sworn statement is submitted by (entity) KLH Management Group LLC whose business address is 701 Market Street STE 111 Saint Augustine, FL 32095 and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Weston Henderson and my relationship to the entity named above is Owner.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

W.M. 6/17/26
Signature Date:

STATE OF FLORIDA
COUNTY OF St Johns

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 17 day of June 2026
by Weston Henderson,

Courtney Christian
Notary Public Printed Name

My Commission Expires 10/20/2027

Personally Known _____ OR Produced Identification Y ID Produced FL DL

COURTNEY CHRISTIAN
Notary Public - State of Florida
Commission # HH 451123
My Comm. Expires Oct 20, 2027
Bonded through National Notary Assn.

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for KLH Management Group d/b/a System4 of North Florida

This sworn statement is submitted by (entity) KLH Management Group LLC whose business address is 701 Market Street STE 111 Saint Augustine, FL 32095 and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Weston Henderson and my relationship to the entity named above is Owner.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

W.H. 6/17/26
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐

online notarization, this 17 day of June 2026
by Weston Henderson,

Courtney Christian
Notary Public Printed Name

My Commission Expires 10/20/2027

Personally Known _____ OR Produced Identification X ID Produced FL DL

COURTNEY CHRISTIAN
Notary Public - State of Florida
Commission # HH 451123
My Comm. Expires Oct 20, 2027
Bonded through National Notary Assn.

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X___

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X__

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

KLH Management Group LLC — 6/17/26
Firm — Date

Authorized Signature — Weston Henderson Owner
Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
RFP 26-06
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: Weston Henderson **TITLE:** Owner

ADDRESS: 701 Market Street Ste 111

CITY: Saint Augustine **STATE:** FL

AUTHORIZED SIGNATURE: [signature] **DATE:** 6/17/26

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 26-6
PARKS JANITORIAL SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 26-06**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the submittal.

Respondents shall thoroughly familiarize themselves with the contents of this Addendum before submitting the proposal.

NAME: WESTON HENDERSON **TITLE:** OWNER

ADDRESS: 701 MARKET STREET STE 111

CITY: SAINT AUGUSTINE **STATE:** FL

AUTHORIZED SIGNATURE: [signature] **DATE:** 6/17/20

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/17/2026

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

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

PRODUCER
World Insurance Associates LLC
2111 N Franklin Dr Ste. 100
Washington PA 15301

CONTACT NAME: Kara M. Dantry
PHONE (A/C, No, Ext): 724-745-1600 **FAX (A/C, No):** 724-745-0224
E-MAIL ADDRESS: KaraDantry@worldinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Ohio Security Insurance Company	24082
INSURER B : Ohio Casualty Insurance Company	24074
INSURER C : Western Surety Company	13188
INSURER D :	
INSURER E :	
INSURER F :	

INSURED KLHMANA-01
KLH Management Group LLC d/b/a System4 of North Florida
701 Market St
Saint Augustine FL 32095

COVERAGES **CERTIFICATE NUMBER:** 1657271691 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	Y	Y	BKS65775731	2/20/2026	2/20/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	**AUTOMOBILE LIABILITY** ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	BAS65775731	2/20/2026	2/20/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000	Y	Y	USO65775731	2/20/2026	2/20/2027	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	XWS65775731	2/20/2026	2/20/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Third Party Bond			72533067	2/20/2026	2/20/2027	Limit	$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is named as additional insured for General Liability, on a primary contributory basis when required in a written contract, and Auto Liability. Affiliates are covered under General Liability and Bond. Waiver of subrogation applies to General Liability, Auto Liability, Workers Comp, and Umbrella when required in written contract. Umbrella follows form over General Liability, Auto Liability and Employers Liability.

CERTIFICATE HOLDER

City of Fernandina Beach
Attn: Wanda Weeks
204 Ash Street
Fernandina Beach FL 32034
United States

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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KLH MANAGEMENT GROUP LLC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
TEK3PCJTP6G3	**10VK6**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jun 12, 2027**	
Physical Address	Mailing Address	
701 Market ST **St Augustine, Florida 32095-8800** **United States**	**701 Market ST** **St Augustine, Florida 32095-8800** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**(blank)**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Florida 05	**Florida / United States**	**system4northflorida.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jun 15, 2026	**Jun 12, 2026**	**Mar 11, 2025**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Jan 6, 2023	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than $10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than $5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than $5,000 or reimbursement, restitution, or damages greater than $100,000, or other acknowledgment of fault?

Not Selected

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure
Sole Proprietorship

Entity Type
Business or Organization

Organization Factors
(blank)

Profit Structure
For Profit Organization

Socio-Economic Types

Minority-Owned Business
Self Certified Small Disadvantaged Business
Veteran-Owned Business
Small Business Joint Venture
Black American Owned
Service-Disabled Veteran-Owned Business

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
Yes

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
10VK6

Electronic Funds Transfer

Account Type
Checking

Routing Number
*********31**

Lock Box Number
(blank)

Financial Institution
JPMORGAN CHASE BANK, NA

Account Number
*********46**

Automated Clearing House

Phone (U.S.)
4126088175

Email
whenderson@system4.com

Phone (non-U.S.)
(blank)

Fax
(blank)

Remittance Address

Weston Henderson
3948 3RD ST S
275
Jacksonville Beach, Florida 32250
United States

Taxpayer Information

EIN
*******6298**

Type of Tax
Applicable Federal Tax

Taxpayer Name
KLH Management Group LLC

Tax Year (Most Recent Tax Year)
2024

Name/Title of Individual Executing Consent
Owner

TIN Consent Date
Jun 12, 2026

Address
701 Market ST
Saint Augustine, Florida 32095

Signature
Weston Henderson

Points of Contact

Accounts Receivable POC

Weston N Henderson, OWNER
whenderson@system4.com
4126088175
9049-066400 (Non-US Phone)

Electronic Business

Weston Henderson, OWNER
whenderson@system4.com
4126088175

701 Market ST
STE 111
Saint Augustine, Florida 32095
United States

Government Business

Weston Henderson, OWNER
whenderson@system4.com
4126088175

701 Market ST
STE 111
Saint Augustine, Florida 32095
United States

Past Performance

Donald Meyers, Sales Manager
dmeyers@system4.com
9049066405

701 Market ST
Saint Augustine, Florida 32095
United States

Sole Proprietorship POC

Weston Henderson, OWNER
whenderson@system4.com
4126088175

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**561720**	**Janitorial Services**
	238990	**All Other Specialty Trade Contractors**
	561210	**Facilities Support Services12**
	561740	**Carpet And Upholstery Cleaning Services**
	561790	**Other Services To Buildings And Dwellings**

Product and Service Codes

PSC	PSC Name
8540	**Toiletry Paper Products**

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)
$660,000.00

Number of Employees (in accordance with 13 CFR 121)
2

Location

Annual Receipts (in accordance with 13 CFR 121)
(blank)

Number of Employees (in accordance with 13 CFR 121)
(blank)

Industry-Specific

Barrels Capacity
(blank)

Megawatt Hours
(blank)

Total Assets
(blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.

No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	(blank)

States	Counties	Metropolitan Statistical Areas
FLORIDA	**(blank)**	**(blank)**

This Receipt is issued pursuant to
County ordinance 87-36

2025/2026 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

Account 1098028

EXPIRES September 30, 2026

Business Type Cleaning Service

Location 701 Market St
St Augustine FL 32095

Business Name **System4 of North Florida**

New Business

Transfer

Tax	22.00
Penalty	0.00
Cost	0.00
Total	22.00

Owner Name KLH Management Group LLC

Mailing Address 3948 3rd St Ste 275
Jaxsonville Beach FL 32250

JENNIFER RAVAN
ST. JOHNS COUNTY TAX COLLECTOR

This receipt does not constitute a franchise, an agreement, permission or authority to perform the services or operate the business described herein when a franchise, an agreement, or other county commission, state or federal permission or authority is required by county, state or federal law.

This form becomes a receipt only when validated below

Paid by receipt(s) 2024-946436 on 07/30/25 for $22.00

Proposal Outline

Table of Contents

- **1. Letter of Transmittal Page: 2.**
- **Tab 1- Qualifications and capability of firm Page: 3.**
- **Tab 2- Experience Page:4.**
- **Tab 3- Project Approach Pages: 5,6 and 7.**
- **Tab 4- References Pages: 8 and 9.**
- **Tab 5- Cost Proposal Pages: 10,11 and 12.**

1.Letter of Transmittal

Dear Evaluation Committee,

Unique Facility Solutions Corp is pleased to submit this proposal for the Janitorial Services contract. We appreciate the opportunity to participate in this project and provide professional facility maintenance services.

Unique Facility Solutions Corp specializes in commercial cleaning and facility support services, delivering reliable, high-quality janitorial solutions designed to maintain safe, clean, and welcoming environments.

We are interested in this project because it aligns with our experience in providing consistent cleaning services, trained personnel, quality control procedures, and responsive customer support. Our team is committed to meeting all contract requirements while maintaining the highest standards of cleanliness, safety, and professionalism.

We understand the importance of dependable janitorial services and are prepared to provide the necessary labor, equipment, supplies, supervision, and operational support required for successful contract performance.

Thank you for considering Unique Facility Solutions Corp for this opportunity. We look forward to the possibility of working with your organization.

We understand that the scope of work requires reliable and comprehensive janitorial services, including daily facility cleaning, sanitation, maintenance of common areas, restroom care, floor maintenance, waste management, and quality control procedures to ensure a safe and professional environment for all users.

Sincerely,

Abner Almeida
Contact Person
Unique Facility Solutions Corp

Phone: 571-384-0413

Email: Abner@uniqueonthego.com

Tab 1-Qualifications and Capability of Firm

Unique Facility Solutions Corp is a professional facility services company specializing in commercial janitorial and cleaning solutions. Our company provides reliable, high-quality cleaning services designed to maintain safe, clean, and professional environments.

Our team has experience supporting a variety of facilities, including rental car operations, commercial offices, and other private-sector locations with high daily activity and operational demands.

Our capabilities include:

- Complete janitorial services
- Restroom cleaning and sanitation
- Office and public area cleaning
- Floor care and maintenance
- Trash removal and waste management
- Common area cleaning
- High-touch surface disinfection
- Facility maintenance support
- Quality control inspections

Unique Facility Solutions Corp utilizes trained personnel, structured cleaning procedures, and supervision methods to ensure consistent service delivery and customer satisfaction.

Key Personnel

Primary Contract Contact:
Abner Almeida
Unique Facility Solutions Corp
Phone: 571-384-0413
Email: Abner@uniqueonthego.com

Responsibilities:

- Contract communication
- Client coordination
- Quality control oversight
- Service management

Backup personnel will be assigned to support daily operations, employee coordination, and any required schedule adjustments to ensure uninterrupted service.

Tab 2-Experience

Unique Facility Solutions Corp has experience providing janitorial and facility cleaning services in private-sector environments, including rental car facilities, commercial offices, and high-traffic operational areas.

Our experience includes:

- Maintaining clean and sanitary facilities
- Restroom sanitation
- Floor maintenance
- Trash collection and disposal
- Cleaning common areas and offices
- Customer-focused facility support
- Routine and scheduled cleaning programs

Our team understands the importance of consistency, attention to detail, safety, and maintaining professional environments.

Unique Facility Solutions Corp has not previously performed a direct contract with a government agency; however, our experience in demanding commercial environments has prepared us to meet strict service standards, compliance requirements, and performance expectations.

Legal / Compliance Statement

Unique Facility Solutions Corp will provide required disclosures regarding any convictions, fines, claims, or litigation involving the company or its principals, as required by the City of Fernandina Beach.

Tab 3- Project Approach

Scope of Work Understanding and Project Approach

Unique Facility Solutions Corp understands that this contract requires dependable, professional, and consistent janitorial services, including all labor, equipment, cleaning supplies, supervision, and quality control necessary to maintain clean, safe, and professional City facilities.

Our team will perform comprehensive cleaning services across office areas, public spaces, kitchens, and restrooms while following all requirements and standards established by the City of Fernandina Beach.

Our cleaning approach includes:

- Daily cleaning and sanitization of restrooms, including toilets, urinals, sinks, mirrors, dispensers, floors, and high-touch surfaces.
- Proper waste management, including trash removal, liner replacement, cardboard disposal, and cleaning of trash receptacles.
- Floor maintenance including sweeping, mopping, spot cleaning, spray buffing, and maintaining floors in a safe and professional condition.
- Kitchen cleaning including countertops, sinks, faucets, appliances, microwaves, and common areas.
- Cleaning and disinfecting public areas, entrances, furniture, windows, mirrors, and frequently touched surfaces.
- Exterior cleaning responsibilities including entry areas, stairs, landings, walkways, and surrounding areas.

Staffing Plan

Unique Facility Solutions Corp will assign trained cleaning personnel responsible for completing all scheduled services according to contract requirements.

Our staffing approach includes:

- Qualified janitorial personnel
- Proper scheduling to maintain service continuity
- Management support and supervision
- Backup personnel availability when needed

Cleaning Methods

Our team will perform services including:

- Restroom cleaning and disinfection
- Office and public area cleaning
- Floor care and maintenance
- Trash removal and waste management
- Kitchen and common area cleaning
- Glass and mirror cleaning
- High-touch surface sanitization
- Routine facility maintenance support

All cleaning procedures will follow industry best practices, manufacturer recommendations, safety procedures, and the City's required standards.

Quality Control

Unique Facility Solutions Corp will maintain quality control through:

- Routine inspections
- Supervisor oversight
- Employee accountability
- Performance monitoring
- Client communication
- Corrective action procedures

Our management team will regularly review service quality to ensure all areas are maintained properly.

Correcting Deficiencies

If any service deficiency is identified, Unique Facility Solutions Corp will respond promptly by:

- Reviewing the reported issue
- Assigning corrective action
- Dispatching appropriate personnel if required
- Communicating resolution with the City
- Following up to confirm completion

Additional Event Cleaning Support

For additional cleaning services required outside the normal scheduled cleaning schedule, Unique Facility Solutions Corp will provide flexible staffing solutions and operational support based on the City's needs.

Unique Facility Solutions Corp is committed to delivering reliable, high-quality janitorial services while protecting City property, maintaining professional standards, and ensuring consistent service throughout the contract period.

Tab 4-References

Unique Facility Solutions Corp provides professional facility cleaning and janitorial services to a variety of commercial clients. Our experience includes office cleaning, restroom sanitation, facility maintenance, pressure washing, warehouse cleaning, and general facility support services.

Current Client References

1. Supreme National Supply

Contact Person: Igor Gomes
Phone: (781) 874-3854
Email: igorfontesgomes5@gmail.com

Address:
615 Summer st, Lynn MA 01905

Services Provided:
Unique Facility Solutions Corp provided professional janitorial services for Supreme National Supplies, including office cleaning, restroom sanitation, trash removal, floor care, and general facility maintenance support.

Our team maintained a clean, safe, and professional environment while ensuring consistent service quality and customer satisfaction.

Dates of Services Provided:
Current Client

2. ALSCO Uniforms

Contact Person: Joey

Email: wangyelof@alsco.com

Address:
725 S Pickett St
Alexandria, VA

Services Provided:
Unique Facility Solutions Corp provides facility support services including interior and exterior pressure washing, warehouse organization, office cleaning, and restroom cleaning.

Dates of Services Provided:
Current Client

3. The Hertz Corporation

Contact Person: Michael Gallagher
Phone: 412-315-9701
Email: michael.gallagher@hertz.com

Address:
156 Tomahawk Dr
Boston, MA

Services Provided:
Unique Facility Solutions Corp provides commercial cleaning services including office cleaning, facility maintenance, and general janitorial support.

Dates of Services Provided:

Current

Tab 5- Cost Proposal

Unique Facility Solutions Corp understands that the successful completion of this contract requires proper planning, staffing, equipment, supplies, supervision, and quality control.

Our pricing proposal includes all costs necessary to perform the complete scope of work required by the City of Fernandina Beach.

The proposed pricing structure includes the following:

Labor Costs

- Janitorial personnel wages
- Payroll expenses
- Employee training
- Staffing coverage and scheduling
- Supervision and management support

Equipment and Tools

- Vacuum equipment
- Mops and buckets
- Floor care equipment
- Cleaning tools
- Safety equipment
- Other janitorial equipment required for service delivery

Cleaning Supplies and Materials

- Approved cleaning products
- Disinfectants and sanitizing materials
- Restroom cleaning materials
- Floor care products
- Glass and surface cleaning products
- Other consumable supplies required for operations

Operational Expenses

- Transportation

- Administrative support
- Quality control inspections
- Communication and coordination
- Service management

Additional Event Cleaning Services

Unique Facility Solutions Corp will provide additional cleaning services outside the regular schedule when requested by the City.

Hourly Rate for Additional Event Cleaning:

$22.00 per hour

Monthly Contract Pricing: $12,114.12

Atlantic Recreation Center

- Admin offices, classrooms, public bathrooms: $1,711.53
- Weight Room and 2 public Bathrooms: $810.53
- Auditorium, kitchen, 2 public bathrooms: $2,282.04
- Aquatics bldg, 2 bathrooms, offices, Classroom and program room: $575.85
- Pool bathrooms/showers: $325.15

Total: $5,705.10 Monthly

MLK Jr. Center

- Auditorium, kitchen, 2 bathrooms: $1,642.90
- Pool bathrooms/showers: $219.06
- Program room: $328.57
- Offices, hallways, public bathrooms: $547.63

Total: $2,738.16 Monthly

Peck Center

- City Offices: $734.18
- Common Areas: $1,835.43
- Gymnasium: $1,101.25

Total: $3,670.86 Monthly

EXHIBIT "A"
CONTACT SHEET

Name: Unique Facility Solutions Corp

Federal Taxpayer ID: 99-3492397

Mailing Address: 617 Summer St

City, State, & Zip Code: Lynn, Ma, 01905

Telephone: (978) 626-7746 **Fax: None**

Email: admin@uniqueonthego.com

Submitted By: Abner Almeida

Title: Chief of Operations

Accounting Contact:

Name: Abner Almeida **Title: Chief Of Operations**

Email Address: abner@uniqueonthego.com **Phone: (571)384-0413**

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555	$1,711.53	
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925	$810.53	
	Auditorium, kitchen, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	8,675	$2,282.04	
	Aquatics bldg - 2 bathrooms, offices, classroom and program room	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,565	$575.85	
	Mens/womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	1,728	$325,15	
					$5,705.10	**Total for Atlantic Recreation Center**
MLK Jr. Center						
1200 Elm Street	Auditorium, kitchen, 2 bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	2,272	$1,642.90	
	Mens/Womens pool bathrooms and showers	1x/day; 7 days/week	Evenings after 7pm	875	$219,06	
	Program room	2x/week	Evenings after 7pm	1,115	$328,57	
	Offices, hallways, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	1,036	$547,63	
					$2,738.16	**Total for MLK Jr. Ctr**
Peck Center						
510 S 10th Street	City Offices - IT, Finance, HR, Fire, and City Attorney, and associated conference rooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	2,480	$734,18	
	Common Areas- Hallways, library, auditorium, museum, and 4 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Offices after 5:00pm	7,578	$1,835.43	
	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944	$1,101.25	
					$3,670.86	**Total for Peck Center**
			Total approximate square footage	**42,748**		

EXHIBIT A-1 BID PRICING FORM

FACILITY/ADDRESS	DETAIL	FREQUENCY	TIME OF CLEANING	APPROX SQ FT	PRICING	
Atlantic Recreation Center						
2500 Atlantic Avenue	Admin offices, classrooms, and public bathrooms	Restrooms Mon-Fri; other areas 2x/week	After 5:00pm	6,555	$1,711.53	
	Weight Room- 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Evenings after 7pm	3,925	$810.53	
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	Gymnasium - offices, exercise rooms, hallways, foyer, and 2 public bathrooms	Restrooms Mon-Fri; other areas 2x/week	Mornings before 8am	3,944	$1,101.25	
					$3,670.86	**Total for Peck Center**
			Total approximate square footage	**42,748**		

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL 26-06
PARKS JANITORIAL SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for **RFP 26-06 – Parks Janitorial Services**.

2. This sworn statement is submitted by (entity) **Unique Facility Solutions Corp** whose business address is **617 Summer St, Lynn Ma 01905** and (if applicable) Federal Employer Identification Number (FEIN) is **99-3492397** (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is **Abner Almeida** and my relationship to the entity named above is **Chief Of Operations** .

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length

agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_✔_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Abner Almeida 06/24/2026
Signature Date:

Nevada
STATE OF ~~FLORI~~DA
COUNTY OF Clark

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☑ online notarization, this 24th day of June 20 26
by Abner Almeida,

Davida Washington
Notary Public Printed Name

Davida Washington
NOTARY PUBLIC
STATE OF NEVADA
Appt. No. 23-1040-01
Expires August 15, 2027

Notarized remotely using audio-video communication technology via Proof.

My Commission Expires 08/15/2027

Personally Known _____ OR Produced Identification ✓ ID Produced Drivers license

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Unique Facility Solutions Corp

CITY: Lynn STATE: MA ZIP CODE: 01905.

SIGNATURE: Abner Almeida PHONE: (571)384-0413

NAME (TYPED OR PRINTED): Abner Felicio Almeida TITLE: Chief Of Operations

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP-26-06

Project Description: Parks Janitorial Services

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Unique Facility Solutions Corp

Authorized Signature: Abner Almeida

Title: Chief Of Operations

Date: 06/23/2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Abner Almeida Title: Chief Of Operations

Signature: Abner Almeida Date: 06/23/2026

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for **RFP 26-06 – Parks Janitorial Services**

This sworn statement is submitted by (entity) Unique Facility Solutions Corp whose business address is 617 Summer St, Lynn Ma 01905 and (if applicable) Federal Employer Identification Number (FEIN) is **99-3492397** (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Abner Almeida and my relationship to the entity named above is Chief of Operations.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

Abner Almeida 06/24/2026
Signature Date:

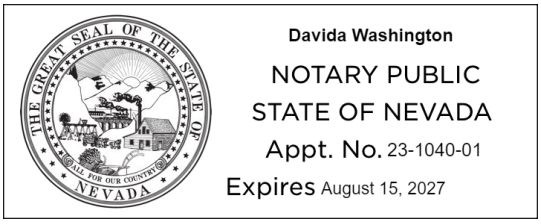
Nevada
STATE OF ~~FLORI~~DA
COUNTY OF Clark

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☑ online notarization, this 24th day of June 20 26
by Abner Almeida,

Davida Washington
Notary Public Printed Name

My Commission Expires 08/15/2027

Personally Known _____ OR Produced Identification ✓ ID Produced Drivers license



Notarized remotely using audio-video communication technology via Proof.

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for **RFP 26-06 – Parks Janitorial Services**

This sworn statement is submitted by (entity) Unique Facility Solutions Corp whose business address is 617 Summer St, Lynn, Ma 01905 and (if applicable) Federal Employer Identification Number (FEIN) is **99-3492397** (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Abner Almeida and my relationship to the entity named above is Chief Of Operations.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Abner Almeida
Signature

06/24/2026
Date:

STATE OF ~~FLORIDA~~ Nevada
COUNTY OF Clark

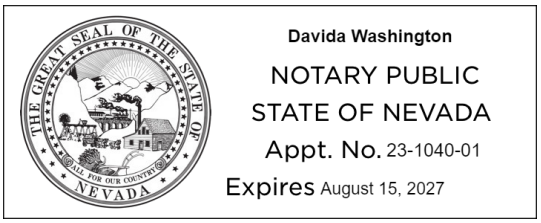
Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☑

online notarization, this 24th day of June 20 26
by Abner Almeida,

Davida Washington
Notary Public Printed Name

My Commission Expires 08/15/2027

Personally Known _____ OR Produced Identification ✔ ID Produced Drivers license



Notarized remotely using audio-video communication technology via Proof.

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

	06/23/2026
Firm	Date
Abner Almeida	Abner Felicio Almeida COO
Authorized Signature	Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Unique Facility Solutions Corp

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

617 Summer st

Requester's name and address (optional)

6 City, state, and ZIP code

Lynn, Ma 01905

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

9	9	–	3	4	9	2	3	9	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Sara Santos | **Date** 06/25/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/24/2026

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

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

PRODUCER	CONTACT NAME: Tiffany Simmons	
NSI Insurance Group LLC 5875 NW 163 Street Suite 207 Miami Lakes FL 33014	PHONE (A/C, No, Ext): (305) 556-1488	FAX (A/C, No): (305) 556-3680
	E-MAIL ADDRESS: tiffanys@nsigroup.org	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Unique Facilty Solutions Corp 617 Summer Street Lynn MA 01905	INSURER A : Lloyds of London	1128987
	INSURER B : Certain Underwriters at Lloyds	1120179
	INSURER C : Burlington Insurance Company	23620
	INSURER D : Palms Specialty Insurance Company, Inc.	17327
	INSURER E : Standard Fire Insurance Company	19070
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 25/26 Unique Facility Solutions Corp **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:			SCG1711625	08/18/2025	08/18/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Hired and Non-Owned	$ 1,000,000 $ 50,000 $ Excluded $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			1020113617	12/22/2025	12/22/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			SCX1716225	07/22/2025	07/22/2026	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UBB3052957	08/01/2025	08/01/2026	[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Garage Liability			864B01721	08/06/2025	08/06/2026	Each Accident- Auto Only Other than Auto Only Aggregate	$1,000,000 $1,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Reference Number: BA00002056 Pin Number - 16784778
ABRC and its Affiliates, and their respective officers, directors, employees, and agents are listed as Additional Insured when required by written contract.

CERTIFICATE HOLDER

FERNANDINA BEACH CITY HALL
204 ASH ST
FERNANDINA BEACH FL 32034

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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CITY OF FERNANDINA BEACH MANDATORY PRE-BID MEETING

RFP 26-06 PARKS JANITORIAL SERVICES

MAY 27,2026 Mandatory Pre-bid Meeting

DATE/TIME	NAME	COMPANY	ADDRESS	EMAIL
5/27	Brianna Andrews	Andrews + Sons Commercial Cleaning	43489 Claxton Circle Callahan	briannaecole@gmail.com
5/27	Joanne Fernandes	Boro Building + Property	6321 Porter rd ste 5 Sarasota FL 34240	Joanne@borofl.com
5/27	Sandra Oliveira	Clean Space	3764 NW 124th Avenue Coral Springs 33065	so@cleanspaceonline.com
5/27	Nichole Nace	High Tech Commercial	8130 Baymeadows Cir. W Suite 300 Jacksonville Fl 32246	nichole.nace@htccleaning.com
5/27	Abner Almeida	Unique Facility	617 Summer st Lynn MA	abner@uniqueonthego.com
5/27	Oscar Garcia	Nationwide Buildinol	3330 W Cypress st	david@nbservices.com osmagar@hotmail.com
5/27	Stephen Latson	Quality Maintenance Professional	731 Duval Station Rd	qmprofessionals@gmail.com
5/27	Patrick Vanwey	City Wide Facility Solutions	4131 Sunbeam Rd	patrick.vanwey@go citywide.com
5/27	Carlos Garcia	American Facility Service	13555 [illegible]	cgarcia@aamfacility.com
5/27	Donald Meyers	KLH Mangement Group LLC D/B/A System 4 of North Florida	161 Market Street St. Augustine Florida	DMeyers@system4.com
5/27	Amelia Hense	Southern Cleaning Service Inc	7900 Belfort Parkway Jacksonville FL 32256	ahense@scsione.com

CITY OF FERNANDINA BEACH ITB OPENING TALLY

RFP 26-03 - June 25, 2026 2:00PM

Bid Name: Parks Janitorial Services

Attended by Scott Mikelson, Kaitie Rivera, Wanda Weaks

DATE/TIME REC'D	COMPANY NAME/LOCATION	ATLANTIC RECREATION CENTER	MLK, JR. CENTER	PECK CENTER	TOTAL MONTHLY CHANGE	EXHIBITS A-H	ADDENDUM NO 1-2
06/25/2026 1:05pm	Clean Space LLC, Coral Springs, FL	$ 4,247.58	$ 1,390.68	$ 2,051.02	$ 7,689.28	✓	✓
6/25/2026 9:57am	Unique Facility Solutions, Lynn, MA	$ 5,705.10	$ 2,738.16	$ 3,670.86	$ 12,114.12	✓	✓
6/25/2026 9:06am	SCSI, Jacksonville, FL	$ 3,159.00	$ 1,989.00	$ 2,925.00	$ 8,073.00	✓	✓
6/25/2026 8:58am	System4 of North Florida, St. Augustine, FL	$ 5,542.55	$ 1,494.23	$ 2,796.22	$ 9,833.00	✓	✓
6/24/2026 3:27pm	American Facility Services, Inc., Alpharetta, GA	$ 1,710.70	$ 669.69	$ 869.00	$ 3,249.39	✓	✓
6/24/2026 1:51pm	Boro Building and Property Maint, Inc., Sarasota, FL	$ 3,200.00	$ 1,600.00	$ 2,000.00	$ 6,800.00	✓	✓
6/24/2026 8:38am	High Tech Commercial Cleaning, Jacksonville, FL	$ 4,527.00	$ 2,183.00	$ 3,189.00	$ 9,899.00	✓	✓
6/16/2026 2:21pm	Andrews and Sons Comm Cleaning, LLC, Callahan, FL	PROPOSAL PACKAGE INCOMPLETE					

This is a preliminary summary of the submittals as they were opened and announced at the bid opening. Contractor/Vendor should not assume award until after final/review/recommendation for award

City of Fernandina Beach
RFP 26-06 PARKS JANITORIAL SERVICES
Evaluation Committee Meeting Minutes
JULY 16, 2026 – 11:30AM
City Hall Conference Room
204 Ash Street
Fernandina Beach, FL 32034

CALL TO ORDER: Finance Department Purchasing Specialist Wanda Weaks called the meeting to order at 11:30AM.

ROLL CALL: Evaluation Committee Members: Parks Director, Scott Mikelson; Parks Deputy Manager, Kaitie Rivera; COFB Golf Course Manager, Jeffery Biggers were in attendance.

The City received eight responses to RFP 26-06, Parks Janitorial Services. (1)American Facility Services, Inc.; (2)Greenscape Enterprises, Inc., d/b/a Boro Building and Property Maintenance; (3)Clean Space, LLC; (4)High Tech Commercial Cleaning; (5)Southern Cleaning Service, Inc. d/b/a SCSI; (6)KLH Management Group, LLC, d/b/a System4 of North Florida; (7)Unique Facility Solutions Corp; and Andrews and Sons Commercial Cleaning, LLC. (8)Andrews and Sons submitted an incomplete proposal and was not a part of the evaluation.

Ms. Weaks recited the Evaluation Committee Members' collective scores, from highest to lowest, which were as follows: (1) Greenscape Enterprises d/b/a Boro Building and Property Maintenance, 257. (2) Clean Space, LLC, 250. (3) KLH Management Group d/b/a System4 of North Florida, 227. (4) American Facility Services, Inc., 212 (5) Southern Cleaning Service, Inc. d/b/a SCSI, 211. (6) Unique Facility Solutions Corp, 188. (7) High Tech Commercial Cleaning, 178.

Member Mikelson stated his scoring was based on experience with municipalities. Member Rivera and Biggers concurred.

Member Biggers noted the low pricing by American Facility Services. The fact that an award of the RFP is not based on pricing was discussed. The members agreed the pricing seemed very low for the scope of services being requested in the RFP.

Following the discussion, a motion was made by Member Mikelson, seconded by Member Rivera and Member Biggers, to award RFP 26-06 to Greenscape Enterprises d/b/a Boro Building and Property Maintenance.

The next step is to prepare a resolution to recommend that the RFP be awarded to Greenscape Enterprises d/b/a Boro Building and Property Maintenance at the next City Commission meeting.

ADJOURNMENT: There being no further business before the Evaluation Committee, the meeting adjourned at 11:42AM.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-98
Award of Invitation to Bid 26-13 — Installation of Polyurea or Equivalent Floor Coating System in City Facilities

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-98.

SYNOPSIS: The City issued Invitation to Bid ("ITB") 26-13 for Installation of Polyurea or Equivalent Floor Coating System in City Facilities, which received two submittals. City staff reviewed the submittals on July 30, 2026, and recommends awarding to Lifetime Coatings, LLC in Fiscal Year 2026/2027.

FISCAL IMPACT: Funds are budgeted in various departmental repair and maintenance accounts in Fiscal Year 2026/2027.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-98.

Catherine Sabattini, Public Works/Operations Director	07/31/2026
Jeremiah Glisson, Deputy City Manager	08/06/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/06/2026
Alisha Brown, Budget Analyst	08/07/2026
Susan Carless, Comptroller	08/07/2026
Teresa Prince, City Attorney	08/07/2026
Sarah Campbell, City Manager	08/10/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/10/2026

Hannah Portier

Date: July 08, 2026

Submitted By: Hannah Portier, Administrative Coordinator

COMMISSION ACTION: Adopt

RESOLUTION 2026-98

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING INVITATION TO BID 26-13: INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES TO LIFETIME COATINGS, LLC; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with the City's bid process, Invitation to Bid ("ITB") 26-13 was issued for Installation of Polyurea or Equivalent Floor Coating System in City Facilities on an as-needed basis, which received two submittals on July 30, 2026; and

WHEREAS, following review of the submittals, staff recommends awarding ITB 26-13 to Lifetime Coatings in Fiscal Year 2026/2027, with two one-year renewal options, attached hereto as Exhibit 1; and

WHEREAS, funds are allocated in various repairs and maintenance accounts in Fiscal Year 2026/2027.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby awards Invitation to Bid 26-13: Installation of Polyurea or Equivalent Floor Coating System in City Facilities to Lifetime Coatings, LLC, In Fiscal Year 2026/2027, attached hereto as Exhibit 1.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute documents pertaining to the award of Invitation to Bid 26-13, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall become effective immediately upon passage.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

_____

JAMES ANTUN
Mayor – Commissioner

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:



_____
TERESA L. PRINCE, ESQ.
City Attorney

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

EXHIBIT "A"
CONTACT SHEET

Name: Lifetime Coatings LLC

Federal Taxpayer ID: 82-3993885

Mailing Address: 6125 Luther Ln, Unit 227

City, State, & Zip Code: Dallas TX 75225

Telephone: 877-230-9292 **Fax:** _____

Email: jcarrillo@lifetimegreencoatings.com

Submitted By: Joe Carrillo

Title: VP of Development

Accounting Contact:

Name: Beth Smith **Title:** VP of Adminstration

Email Address: bsmith@lifetimegreencoatings.com **Phone:** 877-230-9292 ex701

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "A-1"

BID PRICING FORM

A. EXISTING FLOOR PREPARATION	$ 1.00 (sf)
B. APPLICATION OF BASE COAT	$ 4.50 (sf)
C. INSTALLATION OF VINYL CHIPS	$ included (sf)
D. INSTALLATION OF TOPCOAT	$ included (sf)
E. INSTALLATION OF BASE COVE	$ 12.50 (4" base) (lf)
F. HOURLY RATE FOR ADDITIONAL WORK	$ 125.00 per man/Hour

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for surface coatings.

2. This sworn statement is submitted by (entity) Lifetime Coatings LLC whose business address is 6125 Luther Ln., Unit 227 Dallas TX 75225 and (if applicable) Federal Employer Identification Number (FEIN) is 82-3993885 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: NA .)

3. My name is Michael Dzama and my relationship to the entity named above is CEO.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prim facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

   X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

   ____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

   ____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature _____ Date: 7/29/26

STATE OF ~~FLORIDA~~ Wyoming
COUNTY OF Laramie

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☒ online notarization, this 29 day of July, 20 26,
by Michael Drama,

Notary Public _____ Printed Name Beth Smith

My Commission Expires 1/25/28

ELIZABETH SMITH
Notary Public - State of Wyoming
Commission ID # 166527
My Commission Expires
January 25, 2028

Personally Known X OR Produced Identification _____ ID Produced _____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Lifetime Coatings LLC

CITY: Dallas STATE: TX ZIP CODE: 75225

SIGNATURE: _____ PHONE: 877-230-9292

NAME (TYPED OR PRINTED): Michael Dzama TITLE: CEO

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: ITB-26-13-0-2026

Project Description: Installation of Flooring in City Owned Buildings

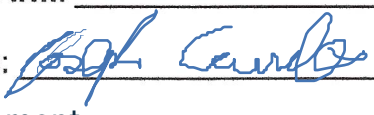
I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Lifetime Coatings LLC

Authorized Signature: 

Title: VP of Development

Date: 7-30-26

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Michael Dzama Title: CEO

Signature: _____ Date: July 24, 2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for surface coatings.

This sworn statement is submitted by (entity) Lifetime Coatings LLC whose business address is 6125 Luther Ln, Unit 227 Dallas TX 75225 and (if applicable) Federal Employer Identification Number (FEIN) is 82-3993885 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: NA .)

My name is Michael Dzama and my relationship to the entity named above is CEO.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature 7/29/24 Date:

STATE OF ~~FLORIDA~~ Wyoming
COUNTY OF Laramie

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☑ online notarization, this 29 day of July, 20 26,

by Michael Drama.

ELIZABETH SMITH
Notary Public - State of Wyoming
Commission ID # 166527
My Commission Expires
January 25, 2028

Beth Smith
Notary Public

Beth Smith
Printed Name

My Commission Expires 1/25/28

Personally Known X OR Produced Identification _____ ID Produced _____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for surface coatings.

This sworn statement is submitted by (entity) Lifetime Coatings LLC whose business address is 6125 Luther Ln, Unit 227 Dallas TX 75225 and (if applicable) Federal Employer Identification Number (FEIN) is 82-3993885 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: NA .)

My name is Michael Dzama and my relationship to the entity named above is CEO.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Signature 7/29/26 Date:

STATE OF ~~FLORIDA~~ Wyoming
COUNTY OF Laramie

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☒ online notarization, this 29 day of July, 2026,

by Michael Drama,

Beth Smith Beth Smith
Notary Public Printed Name

ELIZABETH SMITH
Notary Public - State of Wyoming
Commission ID # 166527
My Commission Expires
January 25, 2028

My Commission Expires 1/25/28

Personally Known X OR Produced Identification _____ ID Produced _____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Lifetime Coatings LLC	7-24-2026
Firm	Date
Authorized Signature	Michael Dzama, CEO
	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

INTRODUCTION

The City of Fernandina Beach, Florida is accepting competitive sealed bids for **INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM WITHIN VARIOUS CITY FACILITIES ANNUAL CONTRACTOR**. The work shall include all labor materials, equipment, supervision, and tools to perform the installation of the floor coating system as directed by the City's designee.

The City of Fernandina Beach will receive sealed submittals electronically via www.demandstar.com. Submittals must be successfully uploaded to Demandstar.com E-bidding system prior to the **10:00AM(EST)** deadline on **July 30, 2026**. The public bid opening will begin promptly at that time via Zoom. (information for the Zoom meeting can be found in the Notice of ITB on the City Website Bids/ Purchasing/Fernandina Beach, FL - Official Website and www.demandstar.com.)

It shall be the sole responsibility of the Bidder to have its Bid submitted electronically via **DemandStar website** (www.demandstar.com) and uploaded prior to the **10:00AM** deadline. Facsimile, paper or telegraphic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the Bidder. Submittals received after the deadline will not be considered. Award of the Bid is subject to authorization and appropriation of funds in the fiscal year budget.

The bid shall be submitted on the specified **Contact Sheet,** hereto attached as "**Exhibit A**" and **Bid Pricing Form**, hereto attached as **"Exhibit A-1"**. The person signing the Bid Response Form shall have the authority to bind the proposer to the Bid. All information on the Bid form shall be provided, or the Bid may not be accepted.

The competitive sealed Bid shall be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H".**

CONTRACTOR SHALL SIGN AND INCLUDE EXHIBITS "A-H". Failure to do so, may result in rejection of the bid.

"Sample Contract" City of Fernandina Beach provided as separate document.

In accordance with Item 16, General Terms and Conditions, please provide **proof the Contractor/Vendor is not listed in the Excluded Parties List System**, a federal suspension and debarment listing.

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

SCOPE OF WORK

Fernandina Beach is seeking bids from qualified Polyurea or equivalent floor coating and installation Contractors to perform services at various City buildings/facilities. The scope of services are as follows:

- Upon request and coordination by the City, Contractor is to perform a site visit to the facility identified to determine the costs and degree of work to be performed.
- Contractor shall prepare existing floors to a clean surface suitable for the application of the new floor coating.
- All products must meet the specifications listed herein.
- Any floors that contain damage shall be repaired to an acceptable surface utilizing Polyurea mender or equivalent.
- Contractor is to uniformly install a base coat over the concrete surface using a Pure Polyurea coating or product equivalent.
- Contractor shall uniformly “broadcast” vinyl chips with color to be selected by the City.
- Contractor shall uniformly install a Polyaspartic Topcoat or product equivalent.
- If applicable, Contractor is to install 4-8” base cove to all walls that join floor surfaces.

Contractor shall take all precautions to protect furnishings for this project. The Contractor shall follow all applicable safety procedures and practices for each project. OSHA regulations shall apply. The Contractor shall maintain a safe and secure jobsite throughout the time of the project. All debris is to be disposed of either in the Contractor’s dumpster or legally off-site.

Contractor may stage tools, materials, and equipment on the project premises with coordination by the City’s Designee. Contractor may arrange for their own dumpster to be used on site with location of dumpster coordinated and approved the City.

Normal work hours at City Buildings/facilities is 8:00 am to 5:00 pm M thru F. Extended hours may be approved by City as necessary.

Upon completion of the work, the Contractor is to notify the City’s Designee in writing to request a final inspection.

All work must carry a **5-year** labor and material warranty against peeling, bubbling, lifting or delamination or other workmanship defects.

Contractor is to provide unit pricing for the project per Exhibit A-1 (below) on this Invitation to Bid document. The pricing for the services contained within this bid shall remain the same through the term of the agreement beginning **October 1, 2026**, through **September 30, 2027**. Two, one-year extensions may be available based upon mutual agreement and same terms and conditions. (See item 7, Award of Invitation to Bid, General Conditions of Invitation to Bid)

QUALIFICATIONS

The Bid Submittal must include evidence of capabilities to complete the project specified**.** A reference list of similar projects (scope and size) successfully completed in the past. A reference list of subcontractors, and an equipment list, and other information requested by the City of Fernandina Beach.

The Contractor shall provide all necessary barriers and signage and take necessary precautions to protect buildings, general public and Contractor personnel. The Contractor shall at all times guard against damage or loss of City property or to the general public and shall be held responsible for replacing or repairing any loss or damage to the satisfaction of The City of Fernandina Beach.

CONTRACTOR shall perform all work under supervision of a capable supervisor using skilled employees.

AWARD

Award recommendation shall be made to the most responsive and responsible bidder offering the best value. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

Successful Bidder is required to have a Business License in the city where their home office is located. If Bidder's business office is located in the City of Fernandina Beach a business tax license is required.

BID PACKAGE

Bid Documents and Specifications are available to download from the City of Fernandina Beach website at www.fbfl.us/bids, and DemandStar at www.demandstar.com. Questions regarding bid package can be directed to Wanda Weaks, Purchasing Specialist, wweaks@fbfl.org.

CONTACT

Specification questions during the bid period shall be submitted in writing to Purchasing Specialist, Wanda Weaks, wweaks@fbfl.org.

Bidders are hereby put on notice that no contact shall be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA

A written response to bidder questions will be issued via Addendum and posted on the City's website at www.fbfl.us/bids and DemandStar at www.demandstar.com. It is the bidder's responsibility to check the City's website for Addenda prior to submitting their bid. The deadline for questions is **ten** days before bid opening.

If there is an Addendum it becomes part of the original Bid and shall be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or company submitting the bid or proposal. Failure to do so may disqualify the bid or proposal.

INSURANCE REQUIREMENTS

Insurance requirements are outlined in the General Conditions of this Invitation to Bid.

BOND REQUIREMENTS

No Bid Bond is required for this bid.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

To the extent allowable by law the City is an equal opportunity/affirmative action employer. To the extent allowable by law the City is committed to equal opportunity employment effort and expects firms that do business with the City to have an affirmative action program.

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

GENERAL CONDITIONS OF INVITATION TO BID

1. **PREPARATION OF BID -** INVITATION TO BID will be prepared in accordance with the following:
   a. The enclosed Contact Sheet/Bid Form attached hereto as "Exhibit A", must be used when submitting your INVITATION TO BID.
   b. All information required by the Contact Sheet/Bid Form must be furnished. The Bidder must print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
   c. Unit prices must be shown and where there is an error in extension of price, the unit price will govern.
   d. Alternate Bids will not be considered unless authorized by the Invitation to Bid.
   e. Bidders will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
   f. Bidders must make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Bidder of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City's Purchasing Ordinance is set forth in Chapter 2-420, *et seq*.
   g. Prices quoted must be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
   h. Deliveries are to be FOB Destination unless otherwise specified in the Invitation to bid
   i. Deliveries are to be made during regular business hours.
   j. Bids and Bid prices must be valid for a minimum of ninety (90) days, unless otherwise stated on the INVITATION TO BID.

2. **SUBMISSION OF BID**
   a. The City of Fernandina Beach has partnered with **DemandStar using their E-bidding platform**. All submittals will be received through the **DemandStar E-bidding platform**. To register and submit through DemandStar go to www.demandstar.com/registration.

3. **REJECTION OF BID**
   a. The City reserves the right to accept or reject any or all Bids, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City will be the sole judge of the submittals. The City's decision will be final.

4. **WITHDRAWAL OF BID**
   a. Bids may not be withdrawn after the time set for the opening for a period of time as specified.

b. Bids may be withdrawn prior to the time set for the opening. Such request must be in writing.

5. LATE BID

a. INVITATION TO BID and modifications received after the time set for the opening will not be considered.
b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

a. Bidders must comply with all local, state, and federal directives, orders and laws as applicable to the INVITATION TO BID and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract and as allowable by law.
b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as "Exhibit B", must be received at the time of the bid.
c. A "Drug Free Workplace Certification" attached hereto as "Exhibit C", must be received at the time of the bid.
d. The City of Fernandina Beach requires that the Bidder selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations and, to the extent applicable, the Bidder shall comply with all executive orders executed by the President of the US and any federal or State of Florida legislation related to diversity, equity and inclusion
e. An "E-Verify Statement" attached hereto as "Exhibit D" must be received at the time of the bid.

7. AWARD OF INVITATION TO BID

a. The INVITATION TO BID will be awarded to the most responsive and responsible bidder offering the best value to the City of Fernandina Beach.
b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
c. A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful Bidder will result in a binding contract without further action by either party.
d. Unless otherwise noted in the specifications, the length of the agreement will be one year, with 2 one year renewals possible based on the mutual consent of the parties.
e. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction

f. Services. An example of the contract can be found on the City's website at www.fbfl.us/bids, Bids and Purchasing web page.
g. Agreement may be cancelled with 60-day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

a. The City will not be responsible for any cost incurred by a prospective Bidder in responding to this INVITATION TO BID.

9. PUBLIC RECORDS INFORMATION

a. **Public Records:** The City is subject to Florida Public Records laws. Pursuant to Section 119.0701, Florida Statutes, Contractor/Consultant shall: (a) keep and maintain all public records as that term is defined in Chapter 119, Florida Statutes ("Public Records"), that ordinarily and necessarily would be required by the City in order to perform the work contemplated by this Agreement; (b) provide the public with access to Public Records, on the same terms and conditions that the City would provide the records and at a cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) meet all requirements for retaining Public Records and transfer, at no cost to the City, all public records in possession of Contractor/Consultant within thirty (30) days after termination of this Agreement, however terminated, and destroy any duplicate Public Records that are exempt or confidential and exempt from public records disclosure requirements and provide the City with a letter confirming that this has been done within thirty (30) days of the termination of this Agreement. All Public Records stored electronically must be provided to the City in a format that is compatible with the information technology of the City. If Contractor/Consultant does not comply with a public records request, the City may pursue any and all remedies available in law or equity, including but not limited to specific performance.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 904-310-3115, CBEST@FBFL.ORG, 204 ASH STREET, FERNANDINA BEACH, FL.

10. ADDITIONAL INFORMATION

a. The City reserves the right to require Bidders to provide references and information on previous similar experience prior to award of the contract.

11. QUESTIONS

a. Any questions about the INVITATION TO BID should be communicated per instructions in the INVITATION TO BID.

12. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The CONTRACTOR agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the CONTRACTOR in the performance of this Agreement. The CONTRACTOR's liability hereunder must include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the CONTRACTOR against the City and the CONTRACTOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision will survive termination of this Agreement and will not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

Subject to the limitations set forth in this Section, the CONTRACTOR must assume control of the defense of any claim asserted by a third party against the City and, in connection with such defense, must appoint lead counsel, in each case at the CONTRACTOR's expense. The City will have the right, at its option, to participate in the defense of any third-party claim, without relieving CONTRACTOR of any of its obligations hereunder. If the CONTRACTOR assumes control of the defense of any third-party claim in accordance with this paragraph, the CONTRACTOR must obtain the prior written consent of the City before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, the CONTRACTOR must not assume or maintain control of the defense of any third party claim, but must pay the fees of counsel retained by the City and all expenses, including experts' fees, if (i) an adverse determination with respect to the third party claim would, in the good faith judgment of the City, be detrimental in any material respect to the City's reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) the CONTRACTOR has failed or is failing to prosecute or defend vigorously the third party

claim. Each party must cooperate, and cause its agents to cooperate, in the defense or prosecution of any third-party claim and must furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06, Florida Statutes, as amended. CONTRACTOR expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.06, Florida Statutes, as amended. Nothing contained in the foregoing indemnification will be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the CONTRACTOR/VENDOR must, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Contractor" as used in the insurance rider, will mean and include Subcontractors of every tier.

A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million ($1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.

B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:
   1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
   2. Completed Operations/Products Liability.
   3. Broad Form Property Damage
   4. Personal and Advertising Injury Liability
   5. Independent Contractors
   6. Endorsements must be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, (your company) , their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.

7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, (your company) and all other parties required to be named as additional insureds.
8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your company).
9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1,000,000) minimum per occurrence.

E. During the term of this agreement, (if applicable) the Contractor/Vendor will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Contractor/Vendor. The amount of insurance must not be less than One Million ($1, 000,000) per occurrence and aggregate.

F. Loss Deductible – If the insurance of any CONTRACTOR/VENDOR contains deductible(s), penalty(s) or self-insured retention(s), the CONTRACTOR/VENDOR whose insurance contains such provision(s) must be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense must furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which will provide for the interests of [Name of Owner] , [Name of General Contractor] and (your company) to be named as Loss Payees and will contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.
"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.

H. The above insurances must each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of General Contractor] and [Name and address of your company] by certified mail-return receipt requested ." The City of Fernandina Beach shall be named as

Additional Insured on each required policy. Inability to add the City as Additional Insured is a basis to reject the submittal or cancel the subsequent contract.

I. The amount of insurance contained in the aforementioned insurance coverages will not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.

J. The Contractor must file certificates of insurance prior to the commencement of work with the Owner and the General Contractor which will be subject to the Owner, General
Contractor and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.

K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute must be its own responsibility and at its own expense.

L. The carrying of the insurance described will in no way be interpreted as relieving the Contractor or Subcontractor of any responsibility of liability under this Contract.

M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials must contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of General Contractor], [Name of Contractor (your company)] and all other indemnities named in the Contract.

N. Should the Contractor engage a Subcontractor, the same conditions must apply under this contract to each Subcontractor, however, the retained Subcontractor must be required to maintain limits of liability of not less than One Million ($1,000,000.00) Dollars per occurrence and Two Million ($2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

13. PAYMENT

Payment due hereunder must be made by the City to CONTRACTOR/VENDOR in accordance with the Florida Prompt Payment Act.

14. BID PROTESTS

Bid protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section, 2-444.

15. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, CONTRACTOR/VENDOR may not participate in the bid if CONTRACTOR/VENDOR is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, https://www.sam.gov. CONTRACTOR/VENDOR must include copy of search results with bid or proposal.

16. LOBBYING

a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTORS must not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters must be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

EXHIBITS

EXHIBIT "A" **Contact Sheet**

EXHIBIT 'A-1" **Bid Pricing Form**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

EXHIBIT "A"
CONTACT SHEET

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "A-1"
BID PRICING FORM

A. EXISTING FLOOR PREPARATION	$_____(sf)
B. APPLICATION OF BASE COAT	$_____(sf)
C. INSTALLATION OF VINYL CHIPS	$_____(sf)
D. INSTALLATION OF TOPCOAT	$_____(sf)
E. INSTALLATION OF BASE COVE	$_____ (lf)
F. HOURLY RATE FOR ADDITIONAL WORK	$_____/Hour

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is_____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prim facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,
by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced _____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____STATE: _____ ZIP CODE: _____

SIGNATURE: _____PHONE: _____

NAME (TYPED OR PRINTED): _____TITLE: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name:_____Title: _____

Signature: _____Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

EXHIBIT "F" (con't)

CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,

by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced _____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,

by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced _____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

_____

Firm Date

_____

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH ITB OPENING TALLY

ITB 26-13 - July 30, 2026 - 10:00AM
Bid Name: Installation of Polyurea Or Equivalent Floor Coating System in City Facilities
Attended by: Cathy Sabattini and Wanda Weaks

DATE/TIME REC'D	COMPANY NAME/LOCATION	EXISTING FLOOR PREPARATION - SQ/FT	APPLICATION OF BASE COAT- SQ/FT	INSTALLATION OF VINYL CHIPS - SQ/FT	INSTALLATION OF TOPCOAT - SQ/FT	INSTALLATION OF BASE COVE - L/F	HOURLY RATE FOR ADDITIONAL WORK	EXHIBITS A-H	NOTES
7/30/2026 9:44AM	CBJ Construction - Dania, FL; bid submitted via **Rymar Construction, LLC** - Indiantown, FL	$ 1.25	$ 2.75	$ 1.50	$ 2.50	$ 7.00	$ 55.00	✓	2,500 SQFT MIN OR 8 HOUR WORKDAY
7/30/2026 9:41AM	Lifetime Green Coatings - Dallas, TX	$ 1.00	$ 4.50	included	included	$ 12.50	$ 125.00	✓	BASE COVE IS FOR 4"BASE

This is a preliminary summary of the submittals as they were opened and announced at the bid opening. Contractor/Vendor should not assume award until after final/review/recommendation for award

EXHIBIT "A"

CONTACT SHEET

Name: RYMAR CONSTRUCTION LLC

Federal Taxpayer ID: 99-4462398

Mailing Address: 27000 SW WARFIELD BLVD.

City, State, & Zip Code: INDIANTOWN, FL 34956

Telephone: 352-409-0245 Fax: N/A

Email: ed@rymargc.com

Submitted By: EDWARD R. SWEAT

Title: MANAGER

Accounting Contact:

Name: STEVE TROXEL Title: BILLING/ACCOUNTING

Email Address: icriflg@gmail.com Phone: 239-287-0033

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "A-1"

BID PRICING FORM

A. EXISTING FLOOR PREPARATION	$ 1.25	(sf)
B. APPLICATION OF BASE COAT	$ 2.75	(sf)
C. INSTALLATION OF VINYL CHIPS	$ 1.50	(sf)
D. INSTALLATION OF TOPCOAT	$ 2.50	(sf)
E. INSTALLATION OF BASE COVE	$ 7.00	(lf)
F. HOURLY RATE FOR ADDITIONAL WORK	$ 55.00	/Hour

* 2,500 sf minimum or 8 Hour Workday *

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
ITB 26-13
INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for RYMAR CONSTRUCTION LLC

2. This sworn statement is submitted by (entity) RYMAR CONSTRUCTION LLC whose business address is 27000 SW WARFIELD BLVD, INDIANTOWN, FL 34956 and (if applicable) Federal Employer Identification Number (FEIN) is 99-4462398 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A .)

3. My name is EDWARD R. SWEAT and my relationship to the entity named above is MANAGER .

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prim facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature 7/27/26 Date:

STATE OF FLORIDA
COUNTY OF MARTIN

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 27 day of July, 20 26,
by Ed Swcot,

Notary Public STEVEN TROXEL Printed Name

My Commission Expires _____

STEVEN TROXEL
Notary Public
State of Florida
Comm# HH638891
Expires 2/10/2029

Personally Known ✓ OR Produced Identification _____ ID Produced _____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: RYMAR CONSTRUCTION LLC

CITY: INDIANTOWN STATE: FL ZIP CODE: 34956

SIGNATURE: _____ PHONE: 352-409-0245

NAME (TYPED OR PRINTED): EDWARD R. SWEAT TITLE: MANAGER

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: ITB 26-13

Project Description: INSTALLATION OF POLYUREA OR EQUIVALENT FLOOR COATING SYSTEM IN CITY FACILITIES.

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: RYMAR CONSTRUCTION LLC

Authorized Signature: EDWARD R. SWEAT

Title: MANAGER

Date: 7/27/26

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

RYMAR CONSTRUCTION LLC

Name: EDWARD R. SWEET Title: MANAGER

Signature: E. Sweet Date: 7/27/26

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RYMAR CONSTRUCTION LLC.

This sworn statement is submitted by (entity) RYMAR CONSTRUCTION LLC whose business address is 27000 SW WARFIELD BLVD, INDIANTOWN, FL 34956 and (if applicable) Federal Employer Identification Number (FEIN) is 99-4462398 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A .)
My name is EDWARD R. SWEAT and my relationship to the entity named above is MANAGER.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

EXHIBIT "F" (con't)

CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Ed Sweat 7/27/26
Signature Date:

STATE OF FLORIDA
COUNTY OF MARTIN

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 27 day of JULY, 20 26,

by Ed Sweat,

[signature] Steven Troxel
Notary Public Printed Name

My Commission Expires 2/10/2029

Personally Known ✓ OR Produced Identification _____ ID Produced _____.

STEVEN TROXEL
Notary Public
State of Florida
Comm# HH638891
Expires 2/10/2029

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RYMAR CONSTRUCTION LLC.

This sworn statement is submitted by (entity) RYMAR CONSTRUCTION LLC whose business address is 27000 SOUTHWEST 8 BLVD. INDIANTOWN, FL 34956 and (if applicable) Federal Employer Identification Number (FEIN) is 99-4462398 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: NA .)

My name is EDWARD R. SWEAT and my relationship to the entity named above is MANAGER.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

E. Sweat 7/27/26
Signature Date:

STATE OF FLORIDA
COUNTY OF MARTIN

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this 27 day of JULY, 20 26,

by Ed Sweat,

[signature] STEVEN TROXEL
Notary Public Printed Name

My Commission Expires 2/10/2029

Personally Known ✓ OR Produced Identification _____ ID Produced _____.

STEVEN TROXEL
Notary Public
State of Florida
Comm# HH638891
Expires 2/10/2029

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_✓__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_✓____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_✓____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

RYMAR CONSTRUCTION LLC — 7/27/26
Firm — Date

Authorized Signature — EDWARD R. SWEAT, MANAGER
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

"ATTACHMENT A"

LIST OF SUBCONTRACTORS

I _____/DO, RYMAR CONSTRUCTION LLC X/DO NOT, propose to subcontract some of the work on this project. I propose to subcontract work to the following contractors/firms:

CONTRACTOR/FIRM NAME:	ADDRESS:	DESCRIPTION OF WORK/SERVICES TO BE PERFORMED:	CONTRACT AMOUNT
N/A			

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-99
Award of Invitation to Bid 26-16 — Generator Annual Services, Inspections, Repairs, Load Bank Testing

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-99.

SYNOPSIS: The City issued Invitation to Bid ("ITB") 26-16: Generator Annual Services, Inspections, Repairs, Load Bank Testing which received eight submittals. City staff reviewed the submittals and recommends awarding to TAW Power Systems Inc. d/b/a Integrated Power Service, in Fiscal Year 2026/2027.

FISCAL IMPACT: Funds are allocated to the various departmental Contractual (53400) and Repairs and Maintenance Equipment (54620) accounts in FY 2026/2027.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-99.

Catherine Sabattini, Public Works/Operations Director	08/03/2026
Jeremiah Glisson, Deputy City Manager	08/05/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/05/2026
Alisha Brown, Budget Analyst	08/05/2026
Susan Carless, Comptroller	08/06/2026
Teresa Prince, City Attorney	08/06/2026
Sarah Campbell, City Manager	08/07/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/07/2026

Hannah Portier

Date: July 08, 2026

Submitted By: Hannah Portier, Administrative Coordinator

COMMISSION ACTION: Adopt

RESOLUTION 2026-99

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING INVITATION TO BID 26-16: GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING TO TAW POWER SYSTEMS INC. D/B/A INTEGRATED POWER SERVICE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with the City's bid process, Invitation to Bid ("ITB") 26-16 was issued for Generator Annual Services, Inspections, Repairs, Load Bank Testing which received eight submittals on July 30, 2026; and

WHEREAS, staff reviewed the submittals and recommends awarding ITB 26-16 to TAW Power Systems Inc. d/b/a Integrated Power Service in Fiscal Year 2026/2027, with two one-year renewal options, attached hereto as Exhibit 1; and

WHEREAS, funding for Generator Annual Services, Inspections, Repairs, Load Bank Testing is included in various departmental Contractual (53400) accounts and Repairs and Maintenance Equipment (54620) accounts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby awards Invitation to Bib 26-16: Generator Annual Services, Inspections, Repairs, Load Bank Testing to TAW Power Systems Inc. d/b/a Integrated Power Service, in Fiscal Year 2026/2027, attached hereto as Exhibit 1.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute any documents pertaining to the award of Invitation to Bid 26-16, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution is effective immediately upon passage.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner-Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Teresa L. Prince

_____
TERESA L. PRINCE, ESQ.
City Attorney

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"
CONTACT SHEET/BID PRICING FORM
Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW		Pricing over 100KW	
1.	Fixed Annual Service rate per generator	$ 528.00	Hr	$ 665.00	Hr
2.	Repair rate per hour	$ 125.00	Hr	$125.00	Hr
3.	Inspection cost per generator	$ 163.00	Hr	$205.00	Hr
4.	Parts markup	25	%	25	%
5.	Travel time per mile	$00.00 trip charge		$00.00 trip charge	
6.	Load bank testing per hour	$ 500.00	2Hr	$1,000.00	4Hr

****

Name: TAW Power Systems Inc. d/b/a Integrated Power Service (IPS)

Federal Taxpayer ID: FEIN 45-4241826

Mailing Address: 6312 78th Street

City, State, & Zip Code: Riverview Florida 33578

Telephone: 813-840-3500 **Fax:** _____

Email: john.stlouis@ips.us

Submitted By: John St. Louis

Title: Director Of Operations

Accounting Contact:

Name: Laura Glennon **Title:** Credit Supervisor

Email Address: lglennon@ips.us **Phone:** 813-840-3500

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for TAW Power Systems Inc. d/b/a Integrated Power Service (IPS).

2. This sworn statement is submitted by (entity) TAW Power Systems Inc. d/b/a Integrated Power Service (IPS) whose business address is 6312 78th Street Riverview Florida 33578 and (if applicable) Federal Employer Identification Number (FEIN) is FEIN 45-4241826 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is John St. Louis and my relationship to the entity named above is Director Of Operations.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

XXX Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

John W Hoffman 7/20/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Hillsborough

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 20 day of July, 2026,
by Physical Presence.

Laura Glennon LAURA GLENNON
Notary Public Printed Name

My Commission Expires Oct 19, 2027

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

LAURA GLENNON
MY COMMISSION # HH 456083
EXPIRES: October 19, 2027

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: TAW Power Systems Inc. d/b/a Integrated Power Service (IPS)

CITY: Riverview STATE: Florida ZIP CODE: 33578

SIGNATURE: _____ PHONE: 813-840-3500 ext 50513

NAME (TYPED OR PRINTED): John St. Louis TITLE: Director Of Operations

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB#26-16

Project Description: Generator Annual Services, Inspections, Repairs, Load Bank Testing

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: TAW Power Systems Inc. d/b/a Integrated Power Service (IPS)

Authorized Signature: John Hoi

Title: Director Of Operations

Date: July 20, 2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

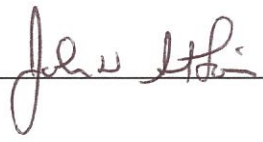
3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: John St. Louis Title: Director Of Operations

Signature:  Date: July 20, 2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F"
CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for TAW Power Systems Inc. d/b/a Integrated Power Service (IPS).

This sworn statement is submitted by (entity) TAW Power Systems Inc. d/b/a Integrated Power Service (IPS) whose business address is 6312 78th Street Riverview Florida 33578 and (if applicable) Federal Employer Identification Number (FEIN) is FEIN 45-4241826 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is John St. Louis and my relationship to the entity named above is Director Of Operations.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

John St Louis 7/20/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Hillsborough

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 20 day of July, 20 26,
by JOHN ST LOUIS,

[signature] Alicia Burns
Notary Public Printed Name

My Commission Expires 02/16/2030

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

ALICIA BURNS
MY COMMISSION # HH 767813
EXPIRES: February 16, 2030

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for TAW Power Systems Inc. d/b/a Integrated Power Service (IPS).

This sworn statement is submitted by (entity) TAW Power Systems Inc. d/b/a Integrated Power Service (IPS) whose business address is 6312 78th Street Riverview Florida 33578 and (if applicable) Federal Employer Identification Number (FEIN) is FEIN 45-4241826 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is John St. Louis and my relationship to the entity named above is Director Of Operations.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

John St. Louis 7/20/2026
Signature Date:

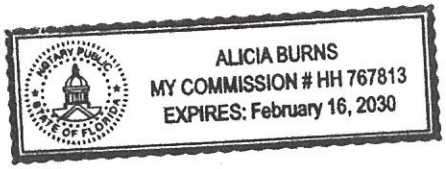
STATE OF FLORIDA
COUNTY OF Hillsborough

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 20 day of July, 2026,
by John St. Louis Director of Operations,

[signature] ALICIA BURNS
Notary Public Printed Name

My Commission Expires 02/16/2030

Personally Known ✓ OR Produced Identification _____ ID Produced ____.



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO XXX

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO XXX

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO XXX

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

TAW Power Systems Inc. d/b/a Integrated Power Service (IPS)	July 20, 2026
Firm	Date
[signature]	John St. Louis Director of Operations
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: John St Louis **TITLE:** Director Of Operations

ADDRESS: 6312 78th Street

CITY: Riverview **STATE:** Florida

AUTHORIZED SIGNATURE: [signature] **DATE:** July 30, 2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: John St Louis **TITLE:** Director Of Operations

ADDRESS: 6312 78th Street

CITY: Riverview **STATE:** Florida

AUTHORIZED SIGNATURE: John St Louis **DATE:** July 28, 2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.3 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: John St. Louis **TITLE:** Director Of Operations

ADDRESS: 6312 78th Street

CITY: Riverview **STATE:** Florida

AUTHORIZED SIGNATURE: [signature] **DATE:** July 30, 2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.4 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: John St. Louis **TITLE:** Director Of Operations

ADDRESS:
6312 78th Street

CITY: Riverview **STATE:** Florida

AUTHORIZED SIGNATURE: [signature] **DATE:** July 30, 2026

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

INTRODUCTION

The City of Fernandina Beach, Florida is accepting competitive sealed bids for **GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING.**

The City of Fernandina Beach will receive sealed submittals through www.demandstar.com. Submittals must be uploaded to Demandstar.com E-bidding System prior to **10:45AM(EST), July 30, 2026**. The bid opening will begin promptly at that time via Zoom. (information for the Zoom meeting can be found in the Notice of ITB on the City Website Bids/ Purchasing/Fernandina Beach, FL - Official Websiteand www.demandstar.com.)

It shall be the sole responsibility of the Bidder to have its Bid submitted through the **DemandStar website** (www.demandstar.com) and uploaded prior to the 2:00PM deadline. Facsimile, paper or telegraphic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the Bidder. Submittals received after the deadline will not be considered. Award of the Bid is subject to authorization and appropriation of funds in the fiscal year budget.

BIDDERS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE BID PROCESS, REQUIREMENTS AND EXHIBITS.

The bid shall be submitted on the specified **Contact Sheet/Bid Pricing Form**, hereto attached as "**Exhibit A**". The person signing the Bid Response Form shall have the authority to bind the proposer to the Bid. All information on the Bid form shall be provided, or the Bid may not be accepted.

The competitive sealed Bid shall be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H".**

CONTRACTOR SHALL SIGN AND INCLUDE EXHIBITS "A-H". Failure to do so, may result in rejection of the bid.

"Sample Contract" City of Fernandina Beach provided as a separate document.

In accordance with Item 16, General Terms and Conditions, please provide **proof the Contractor/Vendor is not listed in the Excluded Parties List System**, a federal suspension and debarment listing.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

SCOPE OF SERVICES

Overview: The purpose of this Invitation to Bid is to obtain competitive pricing for an annual contract for the inspection, maintenance, testing, and repair of City-owned standby generators. The scope of services includes semi-annual service visits consisting of one minor service and one major service each year, load bank testing (as-needed), and repairs as needed for all standby generators owned by the City of Fernandina Beach.

Scope:

1. The cost submittal shall be inclusive of any freight, transportation, handling, delivery, surcharges, or any other incidental charges.
2. The unit price for the services contained within this bid shall remain the same through the term of the agreement beginning October 1, 2026, through September 30, 2027. Two, one-year extensions may be available based upon mutual agreement and same terms and conditions. (See item 7, Award of Invitation to Bid, General Conditions of Invitation to Bid)
3. The City may request reports on generator maintenance, generator condition as needed.
4. All products and/or materials shall be new and shall be warranted against any defects in materials and workmanship.
5. Any defective part, components, or assembly which will not fulfill, or that would jeopardize the end functional use of the item, shall be replaced at no extra charge to the City, inclusive of the return of the item/equipment and return delivery of the same at no extra charge.
6. The bidders are encouraged to make all investigations to familiarize themselves regarding plant and remote facilities for any pertinent data as for the proposed 35 generator units are described in “Attachment "A" Generator Inventory” of this bid document.
7. The City may elect to add units to this contract at any time our facilities are expanded to incorporate additional power systems.
8. The awarded vendor shall also understand that many of the units described herein are under the responsibility of different Departments/Divisions and may require individual purchase orders for the various Departments/Divisions.
9. Bidders shall be experienced in the kind of engine, generator, and electrical work required to be performed, shall have qualified supervisors and other technical personnel, proper equipment, and sufficient capital to complete all the work within the time specified here.
    a. Services – must be completed in less than 30 days from notice to proceed

b. Repairs – must be made in less than 48 hours (barring down time for ordering parts)

c. Emergency Services/Repairs - repairs in less than 2 hours in the event of a declared emergency

10. The bidder shall have a minimum of five years of acceptable experience in the maintenance and repair of generator systems from 25 to 600 KW.

11. The bidder shall perform all work specified herein; no outside sub-contractors shall be utilized unless all options have been exhausted.

12. If sub-contractor is utilized their services will be paid by the contractor at the same hourly rate and cost stipulated in the bid

13. There shall be no mileage charge for follow-up visits.

Contract may be terminated by either party with 60 days written notice.

QUALIFICATIONS

In addition to any State required licensing, successful Bidder is required to have a Business License in the city where their home office is located. If Bidder's business office is located inside the City of Fernandina Beach, a business tax license is required.

AWARD

Award recommendation shall be made based on price and availability of product and/or service. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

BID PACKAGE

Bid Documents and Specifications can be downloaded online at www.fbfl.us/bids. Any questions regarding the bid package can be directed in writing to Wanda Weaks, Purchasing Specialist, at wweaks@fbfl.org.

The City of Fernandina Beach is not responsible for the content of any bid package received through any third- party bid service. It is the sole responsibility of the vendor to ensure the completeness and accuracy of the documents received

CONTACT

Specification questions during the bid period shall be submitted in writing to Wanda Weaks, Purchasing Specialist, at wweaks@fbfl.org.

Bidders are hereby put on notice that no contact shall be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA

A written response to bidder questions will be issued via Addendum and posted on the City's website at www.fbfl.us, Bids and Purchasing web page. It is the bidder's responsibility to check the City's website for Addenda prior to submitting their bid. The deadline for questions is **five** days before bid opening.

BIDDER SHALL SIGNIFY RECEIPT OF ADDENDA (IF ANY). Failure to Acknowledge Receipt of any Addendum may result in rejection of the bid.

INSURANCE REQUIREMENTS

Insurance requirements are outlined in the General Conditions of this Invitation to Bid.

BOND REQUIREMENTS

No Bid Bond is required for this bid.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

To the extent allowable by law the City is an equal opportunity/affirmative action employer. To the extent allowable by law the City is committed to equal opportunity employment effort and expects firms that do business with the City to have a vigorous affirmative action program.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

GENERAL CONDITIONS OF INVITATION TO BID

1. **PREPARATION OF BID -** INVITATION TO BID shall be prepared in accordance with the following:
   a. The enclosed Contact Sheet/Bid Form, attached hereto as "Exhibit A", shall be used when submitting your INVITATION TO BID.
   b. All information required by the Contact Sheet/Bid Form shall be furnished. The Bidder shall print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
   c. Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
   d. Alternate Bids will not be considered unless authorized by the Invitation to Bid.
   e. Bidders will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
   f. Bidders shall make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Bidder of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City's Purchasing Ordinance is set forth in Chapter 2-420, *et seq*.
   g. Prices quoted must be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
   h. Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bid.
   i. Deliveries are to be made during regular business hours.
   j. Bids and Bid prices shall be valid for a minimum of ninety (90) days, unless otherwise stated on the INVITATION TO BID.

2. **SUBMISSION OF BID**
   a. The City of Fernandina Beach has partnered with **DemandStar using their E-bidding platform**. All submittals will be received through the **DemandStar E-bidding platform**. To register and submit through DemandStar go to www.demandstar.com/registration.

3. **REJECTION OF BID**
   a. The City reserves the right to accept or reject any or all Bids, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City shall be the sole judge of the submittals. The City's decision shall be final.

4. WITHDRAWAL OF BID

a. Bids may not be withdrawn after the time set for the opening for a period of time as specified.
b. Bids may be withdrawn prior to the time set for the opening. Such request must be in writing.

5. LATE BID

a. INVITATION TO BID and modifications received after the time set for the opening will not be considered.
b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

a. Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to the INVITATION TO BID and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract and as allowable by law.
b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as "Exhibit B", must be received at the time of the bid.
c. A "Drug Free Workplace Certification" attached hereto as "Exhibit C", must be received at the time of the bid.
d. The City of Fernandina Beach requires that the Bidder selected will not discriminate under the contract against any person, in accordance with federal, state and local government The City of Fernandina Beach requires that the Bidder selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations and, to the extent applicable, the Bidder shall comply with all executive orders executed by the President of the US and any federal or State of Florida legislation related to diversity, equity and inclusion.
e. An "E-Verify Statement" attached hereto as "Exhibit D" must be received at the time of the bid.

7. AWARD OF INVITATION TO BID

a. The INVITATION TO BID will be awarded to the most responsive and responsible bidder offering the best value to the City of Fernandina Beach.
b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
c. A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful Bidder shall result in a binding contract without further action by either party.

d. Unless otherwise noted in the specifications, the length of the agreement shall be one year, with 2 one-year renewals possible based on the mutual consent of the parties.
e. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction Services. An example of the contract can be found on the City's website at www.fbfl.us/bids, Bids and Purchasing web page.
f. Agreement may be cancelled with a 60-day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

a. The City shall not be responsible for any cost incurred by a prospective Bidder in responding to this INVITATION TO BID.

9. PUBLIC INFORMATION

a. **Public Records:** The City is subject to Florida Public Records laws. Pursuant to Section 119.0701, Florida Statutes, Contractor/Consultant shall: (a) keep and maintain all public records as that term is defined in Chapter 119, Florida Statutes ("Public Records"), that ordinarily and necessarily would be required by the City in order to perform the work contemplated by this Agreement; (b) provide the public with access to Public Records, on the same terms and conditions that the City would provide the records and at a cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) meet all requirements for retaining Public Records and transfer, at no cost to the City, all public records in possession of Contractor/Consultant within thirty (30) days after termination of this Agreement, however terminated, and destroy any duplicate Public Records that are exempt or confidential and exempt from public records disclosure requirements and provide the City with a letter confirming that this has been done within thirty (30) days of the termination of this Agreement. All Public Records stored electronically must be provided to the City in a format that is compatible with the information technology of the City. If Contractor/Consultant does not comply with a public records request, the City may pursue any and all remedies available in law or equity, including but not limited to specific performance.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE

CUSTODIAN OF PUBLIC RECORDS AT 904-310-3115, CBEST@FBFL.ORG, 204 ASH STREET, FERNANDINA BEACH, FL.

10. ADDITIONAL INFORMATION

a. The City reserves the right to require Bidders to provide references and information on previous similar experience prior to award of the contract.

11. QUESTIONS

a. Any questions about the INVITATION TO BID should be communicated per instructions in the INVITATION TO BID.

12. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The CONTRACTOR agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the CONTRACTOR in the performance of this Agreement. The CONTRACTOR's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the CONTRACTOR against the City and the CONTRACTOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

Subject to the limitations set forth in this Section, the CONTRACTOR shall assume control of the defense of any claim asserted by a third party against the City and, in connection with such defense, shall appoint lead counsel, in each case at the CONTRACTOR's expense. The City shall have the right, at its option, to participate in the defense of any third party claim, without relieving CONTRACTOR of any of its obligations hereunder. If the CONTRACTOR assumes control of the defense of any third party claim in accordance with this paragraph, the CONTRACTOR shall obtain the prior written consent of the City before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, the CONTRACTOR shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by the City and all expenses, including experts' fees, if (i) an adverse determination with respect to the third party claim would, in the good faith

judgment of the City, be detrimental in any material respect to the City's reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) the CONTRACTOR has failed or is failing to prosecute or defend vigorously the third party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third-party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06, Florida Statutes, as amended. CONTRACTOR expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.06, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the CONTRACTOR/VENDOR shall, at its sole expense, maintain the following insurance on its

own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Contractor" as used in the insurance rider, shall mean and include Subcontractors of every tier.

A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million ($1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.

B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000.00) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:
   1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
   2. Completed Operations/Products Liability.
   3. Broad Form Property Damage
   4. Personal and Advertising Injury Liability
   5. Independent Contractors
   6. Endorsements must be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, (your company) , their officers, directors, partners, representatives, agents and employees, and

naming each as an Additional Insured on a primary and non-contributing basis.

7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, (your company) and all other parties required to be named as additional insureds.
8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your company).
9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000.00) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1, 000,000) minimum per occurrence.

E. During the term of this agreement, (if applicable) the Contractor/Vendor will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Contractor/Vendor. The amount of insurance shall not be less than One Million ($1,000,000) per occurrence and aggregate.

F. Loss Deductible – If the insurance of any CONTRACTOR/VENDOR contains deductible(s), penalty(s) or self-insured retention(s), the CONTRACTOR/VENDOR Whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense shall furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which shall provide for the interests of [Name of Owner] , [Name of General Contractor] and (your company) to be named as Loss Payees and shall contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.

"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.

H. The above insurances shall each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of

General Contractor] and [Name and address of your company] by certified mail-return receipt requested ." The City of Fernandina Beach shall be named as Additional Insured on each required policy. Inability to add the City as Additional Insured is a basis to reject the submittal or cancel the subsequent contract.

I. The amount of insurance contained in the aforementioned insurance coverages shall not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.

J. The Contractor shall file certificates of insurance prior to the commencement of work with the Owner and the General Contractor which shall be subject to the Owner, General Contractor and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.

K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

L. The carrying of the insurance described shall in no way be interpreted as relieving the Contractor or Subcontractor of any responsibility of liability under this Contract.

M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of General Contractor], [Name of Contractor (your company)] and all other indemnities' named in the Contract.

N. Should the Contractor engage a Subcontractor, the same conditions will apply under this contract to each Subcontractor, however, the retained Subcontractor shall be required to maintain limits of liability of not less than One Million ($1,000,000.00) Dollars per occurrence and Two Million ($2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

13. PAYMENT

Payment due hereunder shall be made by the City to CONTRACTOR/VENDOR in accordance with the Florida Prompt Payment Act.

14. BID PROTESTS

Bid protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-444.

15. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, CONTRACTOR/VENDOR may not participate in the bid if CONTRACTOR/VENDOR is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing, www.sam.gov, CONTRACTOR/VENDOR shall include copy of search results with bid or proposal.

16. LOBBYING

a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTORS shall not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters shall be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

EXHIBITS

EXHIBIT "A" **Contact Sheet/Bid Pricing Form**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

EXHIBIT "A"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

Pricing:

1. **Annual Service rate per generator** **$ _____ Hr**
2. **Repair rate per hour** **$ _____ Hr**
3. **Inspection cost per generator** **$ _____ Hr**
4. **Parts markup** **_____(%)**
5. **Travel time per mile** **$_____Hr**
6. **Load bank testing per hour** **$ _____ Hr**

****

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____Title: _____

Email Address: _____ Phone: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is_____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,
by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____STATE: _____ ZIP CODE: _____

SIGNATURE: _____PHONE: _____

NAME (TYPED OR PRINTED): _____TITLE: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name:_____Title: _____

Signature: _____Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,
by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"
NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,
by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

_____

Firm Date

_____

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

Attachment A Generator Inventory

DEPT / STATION	GENERATOR MAKE	GENSET MODEL #	GENSET SERIAL	VOLT/PHASE	YEAR	AGE	KW	FUEL TYPE
AIRPORT	KOHLER / JOHN DEERE	150REOZJF	SGM329ZHC	240	2014	12	150	D
AIRPORT	CUMMINS	GG06*2544405	H250482831		2025	1		CNG
POLICE DEPT.	GENERAC	0C29200215	0C3427	277/480/3	2014	12	75	LP & CNG
POLICE DEPT.	GENERAC/ CUMMINS	C150N6	F200768247	277/480/3	2020	6	150	LP & CNG
FLEET MAINT.	CUMMINS	C60N6	K220172455	120/208/3	2023	3	60	LP
STORMWATER	GENERAC	S80080KG188.0V18HBNLA	3001487104	480/V	2017	9	100	LP
FIRE DEPT.	GENERAC	QT070668	6343889	240/1	2011	15	70	LP
FIRE DEPT.	CUMMINS	C150N6	1230277189		2023	3	150	LP & CNG
WATER PLANT 1	CUMMINS	500DFEK	1220143912	480/3	2021	5	500	D
WW - L/S # 26	GENERAC	QT02524JVANA	4873726	240/1	UNKNOWN		25	LP
WW - L/S # 20	GENERAC	QT02524JVANA	4873728	240/3	UNKNOWN		25	LP
WW - L/S # 19	CUMMINS	RS60	A240307027	240/3	2023	3	25	LP
WATER PLANT 3	CUMMINS	500DFEK	1240379972	480/3	2024	2	400	D
WATER PLANT 3	CUMMINS	SR4	9YF00260	480/3	UNKNOWN		400	D
WW - L/S # 32	GENERAC	QT02524JVANA	4874279	240/3	UNKNOWN		25	LP
WW - L/S # 36	CUMMINS	1220151261	RS100	240/3	2022	4	100	LP
WW - L/S # 10	CUMMINS	l190635959	C40 N6	240/3	2024	2	45	LP
WW - L/S # 28	CUMMINS	C60 D6	E250452643	240/3	2024	2	60	D
WW - L/S # 23	CUMMINS	J220159839	C60 N6	240/3	2022	4	60	LP
WATER PLANT 2	CUMMINS	DFEK*2150400	B240318002	480/V	2024	2	500	D
WW - L/S # 34	GENERAC / KIA	3502160100	2074112	240/3	UNKNOWN		30	D
WW - L/S # 22	GENERAC	RG02724JNAX	3018673512	240/3	2026	0	27	LP
WW - L/S # 27	GENERAC	RG02724JNAX	301848750	240/3	2026	0	27	LP
WW - L/S # 35	CUMMINS	C40 N6	K220167659	240/3	2023	3	40	LP
WW - L/S # 8	CUMMINS	RS80	K220164608	240/3	2023	3	80	LP
WW - L/S # 14	GENERAC/MITSUB	QT02524JVANA	4874280	240/3	UNKNOWN		25	LP
WW - L/S # 7	CUMMINS	RS80	E230235003	240/3	2023	3	80	LP
WW - L/S # 24	GENERAC	RG27254JNAX	3018746625	240/3	2026	0	27	LP
WW - L/S # 17	CUMMINS	C40 N6	C210900466	240/3	2024	2	40	LP
WW - L/S # 9	CUMMINS	C60 N6	F240352023	240/3	2024	2	60	D
WW - L/S # 4	CUMMINS	C60 D6	F240351606	240/3	2024	2	60	D

WW - L/S # 13	CUMMINS	C60 D6	F240351605	240/3	2024	2	60	D
WW - L/S #16	GENERAC	RA03022JDAL	3018693814	240/3	2026	0	30	D
WW - L/S #15	CUMMINS	RS60	A240307028	240/3	2024	2	60	LP
WW - L/S # 33	GENERAC	RG02724JNAX	3018837627	240/3	2026	0	27	LP
WW - L/S # 3	GENERAC / FORD	QT08054JVANA	5335170	240/3	2009	17	80	LP
WW - L/S # 2	CUMMINS	C60 D6	E250449990	240/3	2025	1	60	D
WW - L/S # 11	CUMMINS	C40 N6	J180430029	240/3	2024	2	80	LP
WW PLANT	CUMMINS	600DQCA	E240338379	480/V	2024	2	600	D
WW - L/S #5	Cummins	C25 N6	1230262473	240/3	2023	3	25	LP
Utility Office	Generac	RD04833ADAL	3016831422	240/1	2025	1	48	D

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

1. For Item 1, **"Annual Service Rate per Generator,"** are you requesting our **hourly labor rate**, or are you requesting a **fixed annual service price per generator**? Fixed annual service price per generator.

2. If you are requesting a fixed annual service price per generator, could you please clarify how you would like that to be quoted? Annual service costs vary depending on the size and type of generator, as larger units require additional labor, filters, fluids, and other maintenance items than smaller units. Respond based on your review of the current City generators. Will consider ranges (i.e. under 100 kW, over 100 kW).

3. We also noticed that Item 3, **"Inspection Cost per Generator,"** appears to request a **cost per generator**, but the blank is followed by "**Hr**." Could you clarify whether this is intended to be an hourly labor rate or a fixed inspection price per generator? Fixed inspection price per generator.

4. Additionally, could you clarify whether the pricing requested is intended to be **labor only** or **parts and labor**? Parts costs vary significantly based on the size and model of the generator, so a single price would not accurately represent all units. Repair labor rate for #2. The % on #4 is the markup on parts.

5. Page 14, Exhibit A Contact Sheet/Bid Pricing Form, line item #5 reads: "Travel time per mile" but then is called out to be answered in $/HR. Can you please clarify if we should submit our hourly rate for travel time or if we should submit our cost per mile? The hourly cost charged for the technicians to travel to the generator for repairs.

6. **"Amended"** Exhibit A – Contact Sheet/Bid Pricing Form below on page 3. **THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL.**

7. **Sample contract included as a separate document.**

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW	Pricing over 100KW
1.	Fixed Annual Service rate per generator	$ _____	$_____
2.	Repair rate per hour	$ _____ Hr	$_____Hr
3.	Inspection cost per generator	$ _____	$_____
4.	Parts markup	_____(%)	_____%
5.	Travel time per mile	$_____Hr	$_____Hr
6.	Load bank testing per hour	$ _____ Hr	$_____Hr

****

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.3 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

1. Could you please clarify whether any of the generators included in the inventory are located in areas with restricted or difficult access, such as rooftops, basements, elevated platforms, or other locations requiring special access equipment or procedures? No rooftops and no basements. Some are on raised platforms but are easily assessable. No special access equipment is necessary. The majority of the generators have restricted access and would require escort of City personnel for access to the facility's generator(s). The City will provide a designated contact person that will need notification prior to scheduling service/repair to have City personnel available to provide access to the facility.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.4 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: _____TITLE: _____

ADDRESS:
_____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

1. Regarding Pricing Item #1: Does this annual price include parts, or only labor? If it includes parts, please list the parts required to be replaced during the annual service. The annual service pricing should include parts and fluids as per the manufacturer's specifications as well as the labor costs.

2. Does the pricing for the load banks include the 2-hour load bank as well as the cable connection, or just the 2-hour load bank? The pricing should include materials needed to perform the load bank test.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW	Pricing over 100KW
1.	Fixed Annual Service rate per generator	$ 615.45	$ 1032.25
2.	Repair rate per hour	$ 120.00 Hr	$ 120.00 Hr
3.	Inspection cost per generator	$ 169.00	$ 169.00
4.	Parts markup	15 (%)	15 %
5.	Travel time per mile	$ 2.50 ~~Hr~~ mile	$ 2.50 ~~Hr~~ mile
6.	Load bank testing per hour	$ 175.00 Hr	$ 175.00 Hr

****

Name: Accurate Power and Technology

Federal Taxpayer ID: 20-2662060

Mailing Address: 15519 US Highway 441 Suite A101

City, State, & Zip Code: Eustis, FL 32726

Telephone: 352.735.8285 Fax: 352.609.5165

Email: sonny@accuratepowerandtechnology.com

Submitted By: Sonny J Dikes

Title: President

Accounting Contact:

Name: Haley Bogert Title: AP/AR

Email Address: haley@accuratepowerandtechnology.com Phone: 3527358285

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

2. This sworn statement is submitted by (entity) Accurate Power and Technology whose business address is 15819 US Highway 441 Suite A1101 Eustis, FL and (if applicable) Federal Employer Identification Number (FEIN) is 20-2663060 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Sonny J Dukes. and my relationship to the entity named above is President.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

Signature _____ Date: 7-29-26

STATE OF FLORIDA
COUNTY OF Lake

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 29th day of July, 2026,
by Sonny Dukes,

Haley Bogert
Notary Public

Haley Bogert
Printed Name

My Commission Expires 03/04/2030

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

HALEY BOGERT
Notary Public - State of Florida
Commission # HH 774707
My Comm. Expires Mar 4, 2030
Bonded through National Notary Assn.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Accurate Power and Technology

CITY: Eustis STATE: FL ZIP CODE: 32726

SIGNATURE: _____ PHONE: 352.735.9285

NAME (TYPED OR PRINTED): Sonny J Dikes TITLE: President

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB. 26-16

Project Description: Generator Anual Service, Inspection, Repair, and Load Bank Testing

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Accurate Power and Technology

Authorized Signature:

Title: President

Date: 7-29-26

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Sonny J Dikes Title: President

Signature: _____ Date: 7-29-26

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F"
CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

This sworn statement is submitted by (entity) Accurate Power & Tech whose business address is 15819 US Highway 441 Suite A101 Eustis FL and (if applicable) Federal Employer Identification Number (FEIN) is 20-2663060 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is Sonny J Dukes and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature 7-29-26 Date:

STATE OF FLORIDA
COUNTY OF Lake

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 29th day of July, 2026,
by Sonny Dukes,

Haley Bogert
Notary Public

Haley Bogert
Printed Name

My Commission Expires 03/04/2030

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

HALEY BOGERT
Notary Public - State of Florida
Commission # HH 774707
My Comm. Expires Mar 4, 2030
Bonded through National Notary Assn.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G"
NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 26-16.

This sworn statement is submitted by (entity) Accurate Power and Tech whose business address is 15519 US Highway 441 Suite A101 Eustis and (if applicable) Federal Employer Identification Number (FEIN) is 20-2606060 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Sonny J Rhees. and my relationship to the entity named above is President.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Signature 7-29-26 Date:

STATE OF FLORIDA
COUNTY OF Lake

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 29th day of July, 2026,
by Sonny Dukes,

Haley Bogert
Notary Public Haley Bogert
Printed Name

My Commission Expires 03/04/2030

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

HALEY BOGERT
Notary Public - State of Florida
Commission # HH 774707
My Comm. Expires Mar 4, 2030
Bonded through National Notary Assn.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO X

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO X

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO X

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Accurate Power and Technology 7-29-26
Firm Date

Sonny J Dukes President
Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Sonny J Dukes **TITLE:** President

ADDRESS: 15519 US Highway 441 Suite A101 Eustis FL 32726

CITY: Eustis **STATE:** Florida

AUTHORIZED SIGNATURE: _____ **DATE:** 7-29-26

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Sonny J Dukes **TITLE:** President

ADDRESS: 15519 US Highway 441 Suite A101

CITY: Eustis **STATE:** Florida

AUTHORIZED SIGNATURE: [signature] **DATE:** 7-29-26

ACCURATE POWER
COMMERCIAL ELECTRIC AND POWER GENERATION

Offices Sarasota, Eustis, Vero
Office: 941-867-6580
Fax: 352-609-5165

Services Offered

Accurate Power and Technology provides Lite to Medium sized Commercial Electrical Build-out Services and the best possible cutting-edge backup power and electrical services and products for any budget. We focus on quality and service across every client we serve.

New Construction Build out Electrical services:

Bidding, and Estimating project plans.
Contracting and permitting.
Qualified on staff Electricians for all electrical work.
Project Management.

New Equipment Sales for Generators:

Kohler Industrial and Residential.
Gillette Industrial and Residential.
Generac Industrial and Residential.
Briggs and Stratton Industrial.
Cummins Residential.
ASCO Transfer Switches.
Thomson Transfer Switches.

Maintenance Plans:

Flexible PM Plans Optimized to meet your needs.
Monthly, quarterly, semi-annual, annually.
Service all brands of major manufacturers of Generators and Transfer Switches.
Resistive/Reactive load bank testing.
Compliance with NFPA110 and AHCA.
Meet national electrical, fire codes, and standards.
Coastal Packages and Flood Zone Solutions

Ala Carte Services

Electrical Contractors License
Facilities Automation integration
Thermography services
Installation Services
On-Demand service 24/7/365
Hurricane Plans
Emergency response Teams
Generator Rentals
Remote Monitoring
Systems Analysis
Owner Training
Fuel Delivery
Fuel Polishing
Commercial Lighting Interior
Commercial Lighting Exterior

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

ELECTRICAL CONTRACTORS' LICENSING BOARD

THE ELECTRICAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES
Additional Business Qualification

PHILLIPS, JACK E

A GENERATOR GUY
32744 SCENIC HILLS DRIVE
MOUNT DORA FL 32757

LICENSE NUMBER: EC13007737

EXPIRATION DATE: AUGUST 31, 2028

Always verify licenses online at MyFloridaLicense.com

ISSUED: 06/18/2026

Do not alter this document in any form.

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/07/2026

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

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

PRODUCER

Pruett-Williams Insurance Agency, Inc.
P.O. Box 1205
Tavares, FL 32778

CONTACT NAME: Susan Curtis
PHONE (A/C, No, Ext): 352-357-6119 FAX (A/C, No): 352-357-8748
E-MAIL ADDRESS: scurtis@pruwil.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Markel Insurance Company	38970
INSURER B : The Ohio Casualty Insurance Company	24074
INSURER C : Concert Insurance Company	10891
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Accurate Power & Technology, Inc.
DBA A Generator Guy
15519 U.S. Highway 441, Suite A101
Eustis FL 32726-6577

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	☑ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☑ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			BLO (26) 62 11 80 07	11/01/2025	11/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
C	AUTOMOBILE LIABILITY ☑ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			CCG800000004-00	07/04/2026	07/04/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		MWC0219916-03	11/21/2025	11/21/2026	☑ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Accurate Power & Technology, Inc.
DBA A Generator Guy
15519 U.S. Highway 441, Suite A101
Eustis FL 32726-6577

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Peter M. Williams

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Accurate Power and Technoogy

2 Business name/disregarded entity name, if different from above.

A Generator Guy

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

15519 W. US Highway 441 Suite A101

Requester's name and address (optional)

6 City, state, and ZIP code

Eustis, Fl 32726

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

2	0	–	2	6	6	3	0	6	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** [signature] **Date** 2-23-26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW	Pricing over 100KW
1.	**Fixed Annual Service rate per generator**	$ 550.00	$ 695.00
2.	**Repair rate per hour**	$ 150.00 Hr	$ 150.00 Hr
3.	**Inspection cost per generator**	$ 225.00	$ 225.00
4.	**Parts markup**	15 (%)	15 %
5.	**Travel time per mile**	$ 2.50 per mile Hr	$ 2.50 per mile Hr
6.	**Load bank testing per hour**	$ 175.00 Hr	$ 175.00 Hr

****

Name: Current Edge Solutions, LLC

Federal Taxpayer ID: 83-4011413

Mailing Address: 1 Diamond Causeway, #21-225

City, State, & Zip Code: Savannah, GA 31406

Telephone: 912-357-5800 **Fax:** 912-207-7721

Email: emily@currentedgesolutions.com

Submitted By: Mike Joyner

Title: President/Owner

Accounting Contact:

Name: Katie Joyner **Title:** CFO

Email Address: katie@currentedgesolutions.com **Phone:** 912-596-4414

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for ITB 26-16 Generator Annual Services, Inspections, Repairs, Load Bank Testing.

2. This sworn statement is submitted by (entity) Current Edge Solutions, LLC whose business address is 2700 Gregory St, Suite 160, Savannah, GA 31404 and (if applicable) Federal Employer Identification Number (FEIN) is 83-4011413 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Mike Joyner and my relationship to the entity named above is President/Owner.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

x Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

Michael Joyner 7/27/26
Signature Date:

STATE OF ~~FLORIDA~~ GEORGIA
COUNTY OF CHATHAM

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 21 day of JULY, 20 26,
by MIKE JOYNER,

Emily M Kurilla EMILY M. KURILLA
Notary Public Printed Name

My Commission Expires 10/16/28

Personally Known X OR Produced Identification _____ ID Produced ____.

OFFICIAL SEAL
EMILY M KURILLA
NOTARY PUBLIC-GEORGIA
CHATHAM COUNTY
My Comm. Expires Oct. 16, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Current Edge Solutions, LLC

CITY: Savannah STATE: GA ZIP CODE: 31404

SIGNATURE: _____ PHONE: 912-357-5800

NAME (TYPED OR PRINTED): Mike Joyner TITLE: President/Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB 26-16

Project Description: Generator Annual Services, Inspections, Repairs, Load Bank Testing

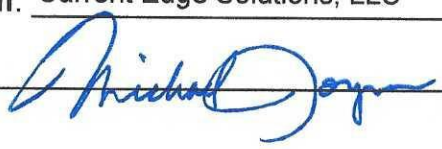
I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Current Edge Solutions, LLC

Authorized Signature: 

Title: President/Owner

Date: 7/27/26

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Mike Joyner Title: President/Owner

Signature: Michael Joyner Date: 7/27/26

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 26-16 Generator Annual Services, Inspections, Repairs, Load Bank Testing.

This sworn statement is submitted by (entity) Current Edge Solutions, LLC whose business address is 2700 Gregory St, Suite 160, Savannah, GA 31404 and (if applicable) Federal Employer Identification Number (FEIN) is 83-4011413 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is Mike Joyner and my relationship to the entity named above is President/Owner.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Michael Joyner 7/27/26
Signature Date:

STATE OF ~~FLORIDA~~ GEORGIA
COUNTY OF CHATHAM

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 27 day of JULY, 20 26,
by MIKE JOYNER,

Emily M Kurilla EMILY M. KURILLA
Notary Public Printed Name

My Commission Expires 10/16/28

Personally Known X OR Produced Identification _____ ID Produced ____.

OFFICIAL SEAL
EMILY M KURILLA
NOTARY PUBLIC-GEORGIA
CHATHAM COUNTY
My Comm. Expires Oct. 16, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 26-16 Generator Annual Services, Inspections, Repairs, Load Bank Testing.

This sworn statement is submitted by (entity) Current Edge Solutions, LLC whose business address is 2700 Gregory St, Suite 160, Savannah, GA 31404 and (if applicable) Federal Employer Identification Number (FEIN) is 83-4011413 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Mike Joyner and my relationship to the entity named above is President/Owner.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Michael Joyner 7/27/26
Signature Date:

STATE OF ~~FLORIDA~~ GEORGIA
COUNTY OF CHATHAM

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 27 day of JULY, 20 26,
by MIKE JOYNER,

Emily Kurilla EMILY M. KURILLA
Notary Public Printed Name

My Commission Expires 10/16/28

Personally Known X OR Produced Identification _____ ID Produced ____.

OFFICIAL SEAL
EMILY M KURILLA
NOTARY PUBLIC-GEORGIA
CHATHAM COUNTY
My Comm. Expires Oct. 16, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_x__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_x____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_x____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Current Edge Solutions, LLC	7/28/26
Firm	Date
Authorized Signature	Mike Joyner, President/Owner
	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Current Edge Solutions, LLC Mike Joyner **TITLE:** President/Owner

ADDRESS: 2700 Gregory St, Suite 160

CITY: Savannah **STATE:** GA

AUTHORIZED SIGNATURE: Michael Joyner **DATE:** 7/27/26

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Current Edge Solutions, LLC
Mike Joyner **TITLE:** President/Owner

ADDRESS: 2700 Gregory St, Suite 160

CITY: Savannah **STATE:** GA

AUTHORIZED SIGNATURE: Michael Joyner **DATE:** 7/27/26

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.3 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Current Edge Solutions, Inc Mike Joyner **TITLE:** President/Owner

ADDRESS: 2700 Gregory St, Suite 160

CITY: Savannah **STATE:** GA

AUTHORIZED SIGNATURE: Michael Joyner **DATE:** 7/27/26

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.4 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Current Edge Solutions, LLC Mike Joyner **TITLE:** President/Owner

ADDRESS: 2700 Gregory St, Suite 160

CITY: Savannah **STATE:** GA

AUTHORIZED SIGNATURE: Michael Joyner **DATE:** 7/27/26

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

CURRENT EDGE SOLUTIONS LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

1 DIAMOND CAUSEWAY, #21-225

Requester's name and address (optional)

6 City, state, and ZIP code

SAVANNAH, GA 31406

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

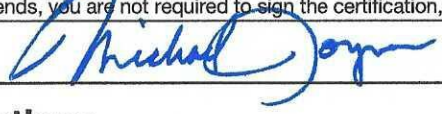
8	3	–	4	0	1	1	4	1	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person**  **Date** 6/29/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/29/2026

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

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

PRODUCER	CONTACT NAME: Nicholas Baxter	
Bernard Williams & Company, LLC	PHONE (A/C, No, Ext): (912) 234-4476	FAX (A/C, No): (912) 232-8490
6001 Chatham Center Drive	E-MAIL ADDRESS: nbaxter@bwcco.com	
Suite 100		
Savannah GA 31405		

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Current Edge Solutions LLC	INSURER A : Admiral Insurance Company	24856
1 Diamond Causeway	INSURER B : Hartford Accident and Indemnity Insurance Company	22357
#21-225	INSURER C : Landmark American Insurance Company	
Savannah GA 31406	INSURER D : The Hartford	00914
	INSURER E : ACE American Insurance Company	22667.
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 26-27 - Master Liab B **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Contractual Liability [X] XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [X] PRO-JECT [ ] LOC [X] OTHER: Deductible $2,500	Y	Y	CA000049628-04	07/06/2026	07/06/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	Y	Y	20UECEH4993	07/06/2026	07/06/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist	$ 1,000,000 $ $ $ $ 500,000
C	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0	Y	Y	LHA613742	07/06/2026	07/06/2027	~~COMBINED SINGLE LIMIT~~ EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	20WECAL9WF4	07/06/2026	07/06/2027	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
E	Cyber Liability			D03225616	07/06/2026	07/06/2027	Per Occurence Aggregate	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

FOR INFORMATIONAL PURPOSES ONLY

CERTIFICATE HOLDER

PROOF OF INSURANCE

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: 00014237

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Bernard Williams & Company, LLC	Current Edge Solutions LLC
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

Commercial Crime Liability Policy 108415985: Effective 1/12/26-27: Aggregate Limit $100,000
Employment Practices Liability EPL1577683B: Effective 7/6/26-27: Each Claim Limit $1,000,000: Aggregate $1,000,000
Leased/Rented Equipment Policy QT-660-6T422687-TIL-26: Effective 7/6/25-27: Provisional Limit $100,000, Deductible $2,500

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CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"
CONTACT SHEET/BID PRICING FORM
Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW	Pricing over 100KW
1.	Fixed Annual Service rate per generator	$ 475	$ 975
2.	Repair rate per hour	$ 140 Hr	$ 140 Hr
3.	Inspection cost per generator	$ 280	$ 420
4.	Parts markup	10 (%)	10 %
5.	Travel time per mile	$ 0 Hr	$ 0 Hr
6.	Load bank testing per hour	$ 210 Hr	$ 210 Hr

****

Name: Generator Source LLC

Federal Taxpayer ID: 27-0294589

Mailing Address: 857 Eastport Rd.

City, State, & Zip Code: Jacksonville FL 32218

Telephone: 904-889-3992 Fax: N/A

Email: scottw@generatorsource.com

Submitted By: Scott Williamson

Title: Sales Manager

Accounting Contact:

Name: Amy Carr Title: Admin. Coordinator

Email Address: amyc@generatorsource.com Phone: 904-312-9418

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina

2. This sworn statement is submitted by (entity) Generator Source whose business address is 857 Eastport Rd. Jacksonville FL 32218 and (if applicable) Federal Employer Identification Number (FEIN) is 27-0294589 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Scott Williamson and my relationship to the entity named above is Sales Manager.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

John Williamson 7/27/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Nassau

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 27th day of July, 2026,
by John Williamson.

James Lopez
Notary Public Printed Name

My Commission Expires 05/07/2029

Personally Known _____ OR Produced Identification ✓ ID Produced ____.
Driver's License

Notary Public State of Florida
James A. Lopez
My Commission HH 673712
Expires 5/7/2029

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Generator Source LLC

CITY: Jacksonville FL STATE: FL ZIP CODE: 32218

SIGNATURE: Scott Williamson PHONE: 904-887-3992

NAME (TYPED OR PRINTED): Scott Williamson TITLE: Sales Manager

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB#26-16

Project Description: Generator Annual Services

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Generator Source LLC

Authorized Signature: Sam Williams

Title: Sales Manager

Date: 7/22/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Scott Williamson Title: Sales Manager

Signature: [signature] Date: 7/27/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina.

This sworn statement is submitted by (entity) Generator Source LLC whose business address is 857 Eastport Rd. Jacksonville FL 32218 and (If applicable) Federal Employer Identification Number (FEIN) is 27-0294589 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is Scott Williamson and my relationship to the entity named above is Sales Manager.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature Date: 7/27/2026

STATE OF FLORIDA
COUNTY OF Nassau

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 27th day of July, 2026,
by John Williamson.

James Lopez
Notary Public Printed Name

My Commission Expires 05/07/2029

Personally Known _____ OR Produced Identification ✓ ID Produced Driver's License.

Notary Public State of Florida
James A. Lopez
My Commission HH 673712
Expires 5/7/2029

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina

This sworn statement is submitted by (entity) Generator Source LLC whose business address is 857 Eastport Rd. Jacksonville FL 32218 and (if applicable) Federal Employer Identification Number (FEIN) is 27-0294589 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Scott Williamson and my relationship to the entity named above is Sales Manager.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

John Williamson 7/27/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Nassau

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 27th day of July, 2026,
by John Williamson,

James Lopez
Notary Public Printed Name

My Commission Expires 05/07/2029

Personally Known _____ OR Produced Identification ✓ ID Produced ____.
Drivers License

Notary Public State of Florida
James A. Lopez
My Commission HH 673712
Expires 5/7/2029

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X_

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X_

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Generator Source LLC — 7/27/2026
Firm — Date

Scott Williamson — Scott Williamson / Sales mgr.
Authorized Signature — Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16.** This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Scott Williamson **TITLE:** Sales Manager

ADDRESS: 857 Eastport Rd.

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: [signature] **DATE:** 7/27/2016

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16.** This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Scott Williamson TITLE: Sales Manager

ADDRESS: 857 Eastport Rd.

CITY: Jacksonville STATE: FL

AUTHORIZED SIGNATURE: Scott Williamson DATE: 7/27/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **ITB 26-16.** This Addendum No.3 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Scott Williamson **TITLE:** Sales Manager

ADDRESS: 857 Eastport Rd.

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: [signature] **DATE:** 7/27/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original documents and specifications of **ITB 26-16.** This Addendum No.4 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Scott Williamson **TITLE:** Sales Manager

ADDRESS: 857 Eastport Rd.

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: Scott Williamson **DATE:** 7/27/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW	Pricing over 100KW
1.	Fixed Annual Service rate per generator	$ 270	$ 705
2.	Repair rate per hour	$ 185 Hr	$ 185 Hr
3.	Inspection cost per generator	$ 160	$ 210
4.	Parts markup	25 (%)	25 %
5.	Travel time per mile	$ 125 Hr	$ 125 Hr
6.	Load bank testing per hour	$ 390 Hr	$ 430 Hr

****

Name: GenServe, LLC.

Federal Taxpayer ID: 11-3041060

Mailing Address: 3882 NW 124th Ave

City, State, & Zip Code: Coral Springs, FL, 33065

Telephone: 954-440-3176 **Fax:** _____

Email: lsherman@genserveinc.com

Submitted By: Lillian Sherman

Title: Account Executive

Accounting Contact:

Name: Latanya Nelson **Title:** Accounting Director

Email Address: lnelson@genserveinc.com **Phone:** 516-613-2519 x6005

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

2. This sworn statement is submitted by (entity) GenServe, LLC. whose business address is 3882 NW 124th Ave, Coral Springs, FL 33065 and (if applicable) Federal Employer Identification Number (FEIN) is 11-3041060 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Glen Howard and my relationship to the entity named above is Vice President of Sales - Service.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

x Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

Glen D. Howard 7/15/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF _____FL_____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _16_ day of _JULY_____, 2026_____,
by _____,

Sueann Barber
Notary Public Printed Name

My Commission Expires __July 28, 2028_____

Personally Known ___x_____ OR Produced Identification _____ ID Produced ____.

SUEANN BARBER
Notary Public - State of Florida
Commission # HH 576010
My Comm. Expires Jul 28, 2028
Bonded through National Notary Assn.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: GenServe, LLC.

CITY: Coral Springs STATE: FL ZIP CODE: 33065

SIGNATURE: Glen D. Howard PHONE: 954-440-3176

NAME (TYPED OR PRINTED): Glen Howard TITLE: Vice President Sales - Service

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB #26-16

Project Description: Generator annual services, inspections, repairs, and load bank testing

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: GenServe, LLC.

Authorized Signature: Glen D. Howard

Title: Vice President Sales - Service

Date: 7/15/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: James Bannon Title: Sales Director

Signature: James T Bannon Date: 7/29/26

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

This sworn statement is submitted by (entity) GenServe, LLC. whose business address is 3882 NW 124th Ave, Coral Springs, FL 33065 and (if applicable) Federal Employer Identification Number (FEIN) is 11-3041060 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is Glen Howard and my relationship to the entity named above is Vice President of Sales - Service.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Glen D. Howard 7/15/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF ____FL_____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _16_ day of _July __, 2026_____,
by _____,

Sueann Barber
Notary Public Printed Name

My Commission Expires __July 28, 2028_____

Personally Known __x_____ OR Produced Identification _____ ID Produced ____.

SUEANN BARBER
Notary Public - State of Florida
Commission # HH 576070
My Comm. Expires Jul 28, 2028
Bonded through National Notary Assn.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"
NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

This sworn statement is submitted by (entity) GenServe, LLC. whose business address is 3882 NW 124th Ave, Coral Springs, FL 33065 and (if applicable) Federal Employer Identification Number (FEIN) is 11-3041060 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Glen Howard and my relationship to the entity named above is Vice President of Sales - Service.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Glen D. Howard 7/15/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF _____FL_____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _16_ day of _JULY_____, 2026_____,
by _____,

Sueann Barber
Notary Public Printed Name

My Commission Expires __July 28, 2028_____

Personally Known ___x____ OR Produced Identification _____ ID Produced ____.

SUEANN BARBER
Notary Public - State of Florida
Commission # HH 576010
My Comm. Expires Jul 28, 2028
Bonded through National Notary Assn.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO__x__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO__x____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_x___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

GenServe, LLC.	7/15/2026
Firm	Date
Glen D. Howard	Glen Howard/Vice President Sales - Service
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Glen Howard **TITLE:** Vice President Sales - Service

ADDRESS: 3882 NW 124th Ave

CITY: Coral Springs **STATE:** FL

AUTHORIZED SIGNATURE: Glen D. Howard **DATE:** 7/23/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Glen Howard **TITLE:** Vice President of Sales - Service

ADDRESS: 3882 NW 124th Ave

CITY: Coral Springs **STATE:** FL

AUTHORIZED SIGNATURE: Glen D. Howard **DATE:** 7/23/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.3 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Glen Howard **TITLE:** Vice President of Sales - Service

ADDRESS: 3882 NW 124th Ave

CITY: Coral Springs **STATE:** FL

AUTHORIZED SIGNATURE: Glen D. Howard **DATE:** 7/23/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.4 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: James Bannon **TITLE:** Senior Director

ADDRESS:
3882 NW 124th Ave

CITY: Coral Springs **STATE:** FL

AUTHORIZED SIGNATURE: James T Bannon **DATE:** 7/29/26

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/26/2026

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

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

PRODUCER
Hylant - Fort Wayne
6714 Pointe Inverness Way
Ste 100
Fort Wayne IN 46804-7935

License#: 23894

CONTACT NAME: Sarah Olney
PHONE (A/C, No, Ext): 260-969-3963 **FAX (A/C, No):** 260-969-3999
E-MAIL ADDRESS: Sarah.Olney@hylant.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B : The Continental Insurance Company of New Jersey	42625
INSURER C : American Casualty Co of Reading PA	20427
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
GenServe LLC
100 Newton Road
Plainview, NY 11803

GENSINC-01

COVERAGES **CERTIFICATE NUMBER:** 2097740257 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT X LOC [ ] OTHER:			8037950617	4/1/2026	4/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Policy Aggregate	$ 2,000,000 $ 1,000,000 $ 15,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $ 10,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			8037950598	4/1/2026	4/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ $ $ $
B	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			8044782391	4/1/2026	4/1/2027	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $
C B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		8037950603 8037970723	4/1/2026 4/1/2026	4/1/2027 4/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Evidence of Coverage

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Nicholas R Hylant

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

GENSERVE LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

100 NEWTOWN ROAD

Requester's name and address (optional)

6 City, state, and ZIP code

PLAINVEW, NY 11803

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

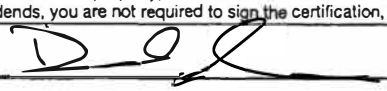
1	1	–	3	0	4	1	0	6	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person**  | **Date** 1/2/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Dear City of Fernandina Beach, 7/29/26

GenServe is thrilled to present our bid for your generator preventative maintenance needs. With over 30 technicians strategically located across Florida, and over 200 on our team, we are ideally positioned to deliver prompt and efficient service. Our comprehensive maintenance plans are designed to optimize generator performance, extend equipment lifespan, and minimize downtime. Through rigorous inspections, cleaning, and testing, we proactively identify potential issues before they lead to costly breakdowns.

We offer 24/7 emergency services and understand the need to ensure your generators are always running smoothly. Our technicians are ready to respond promptly to any issues, minimizing downtime and its impact.

Our EGSA-recognized training program ensures that our technicians are experts in all major generator makes and models, allowing them to tackle any generator challenge with confidence.

GenServe is committed to delivering top-quality preventative maintenance and emergency generator services to the City of Fernandina Beach. We look forward to partnering with you to ensure your generators operate reliably and efficiently. We are eager to meet with you in the coming weeks to better understand your needs, elaborate on our capabilities, and discuss how our services can benefit you. If need be, we can provide multiple municipal contracts for piggybacking.

Thank you for considering GenServe as your emergency generator service provider.

Sincerely,

William Childers

EXHIBITS

EXHIBIT "A" **Contact Sheet/Bid Pricing Form**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW	Pricing over 100KW
1.	Fixed Annual Service rate per generator	$ 721	$ 1732
2.	Repair rate per hour	$ 151 Hr	$ 151 Hr
3.	Inspection cost per generator	$ 244	$ 244
4.	Parts markup	20 (%)	20 %
5.	Travel time per mile	$ $497.33 Hr	$ $497.33 Hr
6.	Load bank testing per hour	$ $220 Hr	$ $257 Hr

$151/hourly rate + includes trip charge and truck dispatch/ environmental fees

Note: For a 2-Hour Loadbank PM, it takes 3 Hours to perform for all gens

****

Name: Prime Power Services, LLC

Federal Taxpayer ID: 99-5094050

Mailing Address: 8225 Troon Circle

City, State, & Zip Code: Austell, GA 30168

Telephone: 770-739-2300 ext 296 **Fax:** 770-739-0723

Email: carmstrong@primepower.com

Submitted By: Cheryl Armstrong

Title: Key Accounts

Accounting Contact:

Name: Jennifer Parke **Title:** A/R

Email Address: jparke@primepower,com **Phone:** 770-739-2300 ext 263

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for ITB#26-16.

2. This sworn statement is submitted by (entity) Prime Power Services whose business address is 8225 Troon Cir Austell, GA 30168 and (if applicable) Federal Employer Identification Number (FEIN) is 99-5094050 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A .)

3. My name is Gregg Smith and my relationship to the entity named above is Director of Engineering.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

Signature 7/29/26 Date:

STATE OF ~~FLORIDA~~ GA
COUNTY OF Gwinnett

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 29 day of July, 20 26,
by Cheryl Armstrong,

Notary Public Cheryl Armstrong Printed Name

My Commission Expires 8/12/28

Personally Known X OR Produced Identification _____ ID Produced ____.

CHERYL ARMSTRONG
Notary Public, Georgia
Gwinnett County
My Commission Expires
August 12, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Prime Power Services

CITY: Austell STATE: GA ZIP CODE: 30168

SIGNATURE: _____ PHONE: 770-739-2300

NAME (TYPED OR PRINTED): Gregg Smith TITLE: Director of Engineering

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 26-16

Project Description: Generator Annual Services, Inspections, Repairs, Load Bank Testing

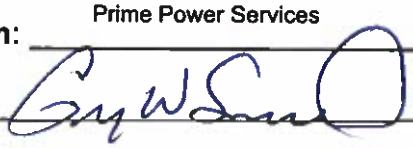
I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Prime Power Services

Authorized Signature: 

Title: Director of Engineering

Date: 7/29/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Gregg Smith Title: Director of Engineering

Signature:  Date: 7/29/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F"
CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB# 26-16.

This sworn statement is submitted by (entity) Prime Power Services whose business address is 8225 Troon Circle Austell, GA 30168 and (if applicable) Federal Employer Identification Number (FEIN) is 99-5094050 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is Gregg Smith and my relationship to the entity named above is Director of Engineering.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature Date: 7/29/26

STATE OF ~~FLORIDA~~ GA
COUNTY OF Gwinnett

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 29 day of July, 20 26,
by Cheryl Armstrong.

Notary Public

Cheryl Armstrong
Printed Name

My Commission Expires 8/12/28

Personally Known X OR Produced Identification _____ ID Produced ____.

CHERYL ARMSTRONG
Notary Public, Georgia
Gwinnett County
My Commission Expires
August 12, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G"
NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB# 26-16.

This sworn statement is submitted by (entity) Prime Power Services whose business address is 8225 Troon Circle Austell, GA 30168 and (if applicable) Federal Employer Identification Number (FEIN) is 99-5094050 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Gregg Smith and my relationship to the entity named above is Director of Engineering.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Signature Date: 7/29/26

STATE OF ~~FLORIDA~~ GA
COUNTY OF Gwinnett

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 29 day of July, 20 26,
by Cheryl Armstrong,

Notary Public — Cheryl Armstrong Printed Name

My Commission Expires 8/12/28

Personally Known X OR Produced Identification _____ ID Produced ____.

CHERYL ARMSTRONG
Notary Public, Georgia
Gwinnett County
My Commission Expires
August 12, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X___

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X___

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Prime Power Services	7/29/26
Firm	Date
Authorized Signature	Gregg Smith, Director of Engineering Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Cheryl Armstrong **TITLE:** Key Accounts

ADDRESS: 8225 Troon Circle

CITY: Austell **STATE:** GA

AUTHORIZED SIGNATURE: Cheryl Armstrong **DATE:** 7/29/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Cheryl Armstrong **TITLE:** Key Accounts

ADDRESS: 8225 Troon Circle

CITY: Austell **STATE:** GA

AUTHORIZED SIGNATURE: Cheryl Armstrong **DATE:** 7/29/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.3 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Cheryl Armstrong **TITLE:** Key Accounts

ADDRESS: 8225 Troon Circle

CITY: Austell **STATE:** GA

AUTHORIZED SIGNATURE: Cheryl Armstrong **DATE:** 7/29/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.4 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Cheryl Armstrong **TITLE:** Key Accounts

ADDRESS: 8225 Troon Circle

CITY: Austell **STATE:** GA

AUTHORIZED SIGNATURE: Cheryl Armstrong **DATE:** 7/29/2026

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/08/2026

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

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

PRODUCER
Willis Towers Watson Northeast, Inc.
c/o 26 Century Blvd
P.O. Box 305191
Nashville, TN 372305191 USA

CONTACT NAME: WTW Certificate Center
PHONE (A/C, No, Ext): 1-877-945-7378 **FAX (A/C, No):** 1-888-467-2378
E-MAIL ADDRESS: certificates@wtwco.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Liberty Mutual Insurance Company	23043
INSURER B : Employers Insurance Company of Wausau	21458
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Generator Systems, Inc.
2246 Port Centre Dr
Medina, OH 44256

COVERAGES **CERTIFICATE NUMBER:** W45376487 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:	Y	Y	TB1-B71-171744-035	11/29/2025	11/29/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ $ $ $ $ $ $	2,000,000 2,000,000 50,000 2,000,000 10,000,000 2,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			AS1-B71-171744-015	11/30/2025	11/30/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ $ $ $ $	2,000,000
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000	Y	Y	1000766716-01	11/29/2025	11/29/2026	EACH OCCURRENCE AGGREGATE [ ]	$ $ $	5,000,000 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCC-B71-171744-025	11/30/2025	11/30/2026	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $	 1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is included as Additional Insured as respects to General Liability and Umbrella/Excess Liability.

General Liability and Umbrella/Excess Liability policies shall be primary and non-contributory with any other insurance in force for or which may be purchased by Additional Insured.

Waiver of Subrogation applies in favor of Additional Insured with respects to General Liability and Umbrella/Excess

CERTIFICATE HOLDER

Prime Power

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Patricia A Forry

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AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Northeast, Inc.	NAMED INSURED Generator Systems, Inc. 2246 Port Centre Dr Medina, OH 44256
POLICY NUMBER See Page 1	
CARRIER See Page 1 / NAIC CODE See Page 1	EFFECTIVE DATE: See Page 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Liability.

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Generator US Buyer, Inc.

2 Business name/disregarded entity name, if different from above.

Prime Power Services, LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

8225 Troon Circle

Requester's name and address (optional)

6 City, state, and ZIP code

Austell, GA 30168

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

9	9	–	5	0	9	4	0	5	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** [signature] **Date** 2/19/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

	Pricing under 100KW	Pricing over 100KW
1. Fixed Annual Service rate per generator	$ 947.00	$2,292.00
2. Repair rate per hour	$ 189.00 Hr	$ 189.00 Hr
3. Inspection cost per generator	$ 448.00	$448.00
4. Parts markup	25 (%)	25 %
5. Travel time per mile	$162.00 Hr	$162.00 Hr
6. Load bank testing per hour	$ 169.00 Hr	$ 169.00 Hr

****

Name: Ring Power Corporation

Federal Taxpayer ID: 59-0934246

Mailing Address: 500 World Commerce Parkway

City, State, & Zip Code: St. Augustine, FL 32092

Telephone: (904)737-7730 **Fax:** _____

Email: james.mosley@ringpower.com jay.lusk@ringpower.com

Submitted By: Jay Lusk

Title: VP/Asst. Gov. Sales Manager

Accounting Contact:

Name: Lena Comer **Title:** Accounts Receivable Specialist, Government Accounts

Email Address: lena.comer@ringpower.com **Phone:** (904)737-7730

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

2. This sworn statement is submitted by (entity) Ring Power Corporation whose business address is 500 World Commerce Parkway St. Augustine, FL 32092 and (if applicable) Federal Employer Identification Number (FEIN) is 59-0934246 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Jay Lusk and my relationship to the entity named above is VP/Asst. Governmental Sales Manager

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

07/22/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF St. Johns

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 22nd day of July, 20 26,
by _____,

Sarah Lu Griffith
Notary Public Printed Name

SARAH LU GRIFFITH
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 445427
MY COMMISSION EXPIRES SEP. 29, 2027

My Commission Expires 09/29/2027

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Ring Power Corporation

CITY: St. Augustine STATE: FL ZIP CODE: 32092

SIGNATURE: _____ PHONE: (904)494-1138

NAME (TYPED OR PRINTED): Jay Lusk TITLE: VP/Asst. Gov. Sales Manager

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB #26-16

Project Description: Generator Annual Services, Inspections, Repairs, Load Bank Testing

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Ring Power Corporation

Authorized Signature: 

Title: Jay Lusk, VP/Asst. Governmental Sales Manager

Date: 07/22/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

* Please see attached Exceptions document.

Name: Jay Lusk Title: VP/Asst. Governmental Sales Manager

Signature:  Date: 07/22/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F"
CONFLICT OF INTEREST STATEMENT
This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

This sworn statement is submitted by (entity) Ring Power Corporation whose business address is 500 World Commerce Parkway St. Augustine, FL 32092 and (if applicable) Federal Employer Identification Number (FEIN) is 59-0934246 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is Jay Lusk and my relationship to the entity named above is VP/Asst. Governmental Sales Manager

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature 07/22/2026 Date:

STATE OF FLORIDA
COUNTY OF St. Johns

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 22nd day of July, 2026,
by Jay Lusk,

Notary Public Sarah Lu Griffith Printed Name

SARAH LU GRIFFITH
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 445427
MY COMMISSION EXPIRES SEP. 29, 2027

My Commission Expires 09/29/2027

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

This sworn statement is submitted by (entity) Ring Power Corporation whose business address is 500 World Commerce Parkway St. Augustine, FL 32092 and (if applicable) Federal Employer Identification Number (FEIN) is 59-0934246 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Jay Lusk and my relationship to the entity named above is VP/Asst. Governmental Sales Manager

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Signature 07/22/2026
Date:

STATE OF FLORIDA
COUNTY OF St. Johns

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 22nd day of July, 2026,
by Jay Lusk,

Notary Public Sarah Lu Griffith
Printed Name

My Commission Expires 09/29/2027

SARAH LU GRIFFITH
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 445427
MY COMMISSION EXPIRES SEP. 29, 2027

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO✓___

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO✓___

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO✓___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Ring Power Corporation	07/22/2026
Firm	Date
[signature]	Jay Lusk, VP/Asst. Governmental Sales Manager
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Jay Lusk **TITLE:** VP/Asst. Governmental Sales Manager

ADDRESS: Ring Power Corporation
500 World Commerce Parkway

CITY: St. Augustine **STATE:** FL

AUTHORIZED SIGNATURE: _____ **DATE:** 07/22/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Jay Lusk **TITLE:** VP/Asst. Gov. Sales Manager

ADDRESS: Ring Power Corporation
500 World Commerce Parkway

CITY: St. Augustine **STATE:** FL

AUTHORIZED SIGNATURE: _____ **DATE:** 07/22/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.3 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Jay Lusk **TITLE:** VP/Asst. Gov. Sales Manager

ADDRESS: Ring Power Corporation
500 World Commerce Parkway

CITY: St. Augustine **STATE:** FL

AUTHORIZED SIGNATURE: _____ **DATE:** 07/22/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.4 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Jay Lusk **TITLE:** VP/Asst. Gov. Sales Manager

ADDRESS: Ring Power Corporation
500 World Commerce Parkway

CITY: St. Augustine **STATE:** FL

AUTHORIZED SIGNATURE: _____ **DATE:** 07/24/2026

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Search All Words e.g. 1606N020Q02

Filter By

Keyword Search

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Simple Search | Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

Classification

Excluded Individual

Excluded Entity

Entity Name

e.g. ABC Inc

Ring Power Corporation ×

Unique Entity ID

e.g. HTYR9YJHK65L

CAGE / NCAGE

Enter CAGE/NCAGE Code

Federal Organizations

Exclusion Type

Exclusion Program

Location

Dates

Reset

Entity Information | Entities | Disaster Response Registry | Responsibility / Qualification | Exclusions

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This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

Ring Power Corporation
500 World Commerce Parkway
St. Augustine, FL 32092

July 27, 2026

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 33034

RE: ITB 26-16, Generator Annual Services, Inspections, Repairs, Load Bank Testing

General Exceptions

Bid Documents, Invitation to Bid
Section 12, Indemnification and Insurance: Ring Power recommends the following revision to this section: "The CONTRACTOR agrees to ~~assume liability for and~~ indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, ~~or loss of use,~~ to the extent **directly** caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the CONTRACTOR in the performance of this Agreement. The CONTRACTOR's liability hereunder shall include all **reasonable** attorney's fees and costs incurred by the City in the enforcement of this indemnification provision**, but only in the event that CONTRACTOR is determined to have an indemnity obligation per this section**. ~~This includes claims made by the employees of the CONTRACTOR against the City and the CONTRACTOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes~~. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Subject to the limitations set forth in this Section, the CONTRACTOR shall assume control of the defense of any claim asserted by a third party against the City and, in connection with such defense, shall appoint lead counsel, in each case at the CONTRACTOR's expense. The City shall have the right, at its option, to participate in the defense of any third party claim, without relieving CONTRACTOR of any of its obligations hereunder. If the CONTRACTOR assumes control of the defense of any third party claim in accordance with this paragraph, the CONTRACTOR shall obtain the prior written consent of the City before entering into any settlement of such claim. ~~Notwithstanding anything to the contrary in this Section, the CONTRACTOR shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by the City and all expenses, including experts' fees, if (i) an adverse determination with respect to the third party claim would, in the good faith judgment of the City, be detrimental in any material respect to the City's reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) the CONTRACTOR has failed or is failing to prosecute or defend vigorously the third party claim.~~ Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third party

claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith. It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06, Florida Statutes, as amended. CONTRACTOR expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.06, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes. **IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS AGREEMENT, EVEN IF CONTRACTOR HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES.**"

Ring Power provides the following to explain our insurance program:
"Contractor employs a risk management and insurance program that incorporates a self-insured retention or deductibles. For General Liability, the self-insured retention is $3M per occurrence. For Automobile Liability, the deductible is $3M per occurrence. For Workers Compensation, the deductible is $1M per occurrence. City understands and accepts that, Contractor will meet the requirements of this Bid, through its combined self-insurance / insurance risk management program. Upon execution of the Agreement, Contractor shall furnish to City a certificate of insurance evidencing such coverage, naming City as an additional insured on its Excess General Liability policy. For General Liability Contractor's self-insured retention is the primary line of coverage; it will never expire."
Please see attached RPC's *For Informational Purposes* COI reflecting the amounts of our deductibles and self-insured retention.

Ring Power takes exception as noted below:
B. Commercial **Excess** General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000.00) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per ~~project~~ **policy** basis. Coverage must include the following perils:
~~E. During the term of this agreement, (if applicable) the Contractor/Vendor will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Contractor/Vendor. The amount of insurance shall not be less than One Million ($1,000,000) per occurrence and aggregate.~~
~~G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense shall furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which shall provide for the interests of [Name of Owner] , [Name of General Contractor] and (your company) to be named as Loss Payees and shall contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.~~
~~"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.~~
H. ~~The above insurances shall each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of General Contractor] and [Name and address of your company] by certified mail-return receipt requested ."~~ ***"SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS."***

- **Contractor's self-insured retention may be used to satisfy this section.**

Agreement to Furnish Services

Section 7 Warranties: To limit our warranty obligations to our standard terms, we would recommend revising this section as follows "In addition to all warranties~~, established by statute or common law, or~~ set forth elsewhere in this order, VENDOR expressly warrants that all material or services conform to all specifications, drawings, samples, and descriptions furnished or adopted by CITY and will be of best quality ~~and fit and sufficient for the purpose for which purchased~~. If specified hereon, ~~merchantable,~~ of good material and workmanship and free from all **known** patent and latent defects. CITY's failure to give notice to VENDOR of any breach or warranty does not discharge VENDOR of any breach of warranty and will not discharge Vendor's liability therefor. Without limiting the generality of any of the foregoing, VENDOR agrees to be responsible for all defects in design, workmanship and materials which may become apparent within twelve months of receipt by CITY. **All equipment and parts are sold subject to the terms and conditions of the applicable manufacturer's warranty and this is the sole warranty for such equipment and parts. Contractor/Vendor/Seller warrants its labor for ninety (90) days from the date such work is completed to be free from defects. CONTRACTOR/VENDOR/SELLER DISCLAIMS ANY AND ALL ADDITIONAL WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF THE GOODS OR OF THE FITNESS OF THE GOODS FOR ANY PARTICULAR PURPOSE.**"

Section 8, Installation: To limit our potential liability under this section, we would recommend revising it as follows: "If the scope of services requires the services of experts or employees on CITY's premises, such experts or employees are not deemed to be the agents or employees of CITY. Such parties are subject to CITY's safety rules and fire regulations. VENDOR assumes full responsibility for their **negligent** acts and omissions and agrees to save CITY harmless from any claims arising therefrom and to accept exclusive liability for payroll and other taxes imposed upon the employer by law. VENDOR will undertake to keep the materials and premises involved free from any lien whatsoever for materials and labor incident to the performance of personality for a lump sum amount. VENDOR agrees to furnish an analysis thereof as CITY may reasonably require for accounting purposes. VENDOR will be solely responsible for materials furnished by CITY on other than a charge basis in connection with this agreement."

Section 12, Indemnification: To limit our indemnity obligations to direct damages and to remove any waiver or defenses, we would recommend revising this section as follows "The parties recognize that VENDOR is an independent contractor. VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its Commissioners, Mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, ~~or loss of use,~~ **but only to the extent** arising directly ~~or indirectly~~ out of or in connection with any negligent and/or deliberate act or omission of VENDOR, its officers, employees, subcontractors, agents, and representatives. VENDOR's liability hereunder includes all **reasonable** attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision**, but only in the event that CONTRACTOR is determined to have an indemnity obligation per this section**.. ~~This includes claims made by the employees of VENDOR against the CITY and VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes.~~ The obligations contained in this provision are not limited by the amount of any insurance required to be obtained or maintained by VENDOR. In addition, VENDOR agrees to assume liability for and indemnify, hold harmless and defend the CITY, its Mayor, Commissioners, officers, employees, attorneys, agents and representatives of, from, and against all liability and expense,

including reasonable attorneys' fees, in connection with any and all claims, including claims for injunctive or equitable relief, and damages whatsoever for personal injuries or property damage, ~~including loss of use,~~ arising **directly** out of VENDOR's violation or alleged violation of any third party's trade secrets, proprietary information, trademark, copyright, or patent rights in connection with VENDOR's licensing of any software, hardware, uploads or downloads delivered to the CITY pursuant to this Agreement and/or arising out of the negligent or deliberate act or omission of VENDOR, its officers, employees, volunteers, representatives or agents. Nothing contained in the foregoing indemnification will be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes. **IN NO EVENT SHALL VENDOR BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS AGREEMENT, EVEN IF VENDOR HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES.**"

Section 13 Insurance: Vendor must procure and maintain worker's compensation insurance and commercial **excess** general liability insurance satisfactory to the City, with liability limits of not less than One Million Dollars ($1,000,000) combined single limit per occurrence for bodily injury and property damage liability, with a certificate of insurance to be furnished to the City naming the City of Fernandina Beach as an additional insured. It is understood and agreed that the coverage afforded by Vendor's commercial **excess** general liability insurance also applies to City as an additional insured. ~~Such~~ **Contractor agrees that** policy shall provide that cancellation or changes to such insurance shall not occur without at least thirty (30) days prior written notice to the City **provided by Contractor**. This requirement for proof of insurance may be modified only through approval of the applicable Department Director and the City Attorney.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/30/2026

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

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

PRODUCER NFP Corporate Services (SE), Inc. 1901 Roxborough Rd, Ste 300 Charlotte NC 28211	**CONTACT NAME:** Allie Bittick **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:** allie.bittick@nfp.com
INSURED RINGPOW-01 RPC Inc.; Ring Power Corporation 500 World Commerce Pkwy Saint Augustine FL 32092	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Travelers Indemnity Company of Connecticut / 25682 **INSURER B :** The Charter Oak Fire Insurance Company / 25615 **INSURER C :** Travelers Property Casualty Company of America / 25674 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1617642073 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR X Excess General [ ] Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			HE-EXGL-3P390295-TCT-26	7/1/2026	7/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Limit is Excess over	$ 2,000,000 $ 0 $ 0 $ 2,000,000 $ 5,000,000 $ 5,000,000 $ 3,000,000 SIR
A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY X GARAGEKEEPE			HC2E-CAP-3P39026A-TCT-26	7/1/2026	7/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Deductible	$ 5,000,000 $ $ $ $ 3,000,000
C	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE DED X RETENTION $ 10,000			CUP-3T882545-26-NF	7/1/2026	7/1/2027	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB-1R023679-26-NC-T	7/1/2026	7/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

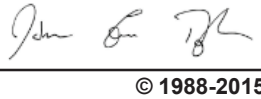
CERTIFICATE HOLDER

Proof of Insurance

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



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CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW	Pricing over 100KW
1.	Fixed Annual Service rate per generator	$ 510.00	$ 765.00
2.	Repair rate per hour	$ 145.00 Hr	$ 145.00 Hr
3.	Inspection cost per generator	$ 185.00	$ 215.00
4.	Parts markup	20 (%)	20 %
5.	Travel time per mile	$ 145.00 Hr	$ 145.00 Hr
6.	Load bank testing per hour	$ 300.00 Hr	$ 380.00 Hr

****

Name: Zabatt Engine Services Inc

Federal Taxpayer ID: 59-1889271

Mailing Address: 4612 Highway Ave

City, State, & Zip Code: Jacksonville FL 32254

Telephone: 904-384-4505 **Fax:** 904-384-9915

Email: Bids@Zabatt.com

Submitted By: Sandra S. Alvarez

Title: Secretary

Accounting Contact:

Name: Tiffany Fox **Title:** Billing Manager

Email Address: Billing@Zabatt.com **Phone:** 904-384-4505

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B"
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for ITB #26-16.

2. This sworn statement is submitted by (entity) Zabatt Engine Services Inc whose business address is 4612 Highway Ave and (if applicable) Federal Employer Identification Number (FEIN) is 59-1889271 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Sandra S. Alvarez and my relationship to the entity named above is Secretary.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

__X__ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

Signature 7/29/2026 Date:

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 29th day of July, 20 26,
by Sandra S. Alvarez,

Notary Public Jennifer Moser Printed Name

My Commission Expires 09/22/2028

Personally Known X OR Produced Identification _____ ID Produced ____.

JENNIFER MOSER
Notary Public, State of Florida
Commission No. HH 595858
My Comm. Exp. 09/22/28

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Zabatt Engine Services Inc

CITY: Jacksonville STATE: FL ZIP CODE: 32254

SIGNATURE: _____ PHONE: 904-384-4505

NAME (TYPED OR PRINTED): Sandra S. Alvarez TITLE: Secretary

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 26-16

Project Description: Generator Annual Services, Inspection, Repairs, Load Bank Testing

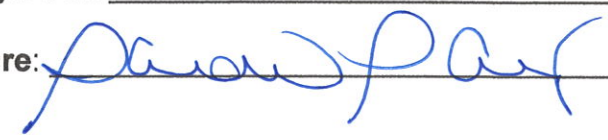
I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Zabatt Engine Services Inc

Authorized Signature: 

Title: Secretary

Date: 7/29/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

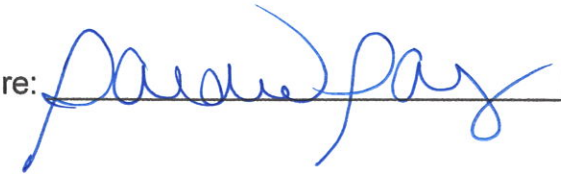
3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Sandra S. Alvarez Title: Secretary

Signature:  Date: 7/29/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB # 26-16.

This sworn statement is submitted by (entity) Zabatt Engine Services Inc whose business address is 4612 Highway Ave, Jacksonville FL 32254 and (if applicable) Federal Employer Identification Number (FEIN) is 59-1889271 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is Sandra S. Alvarez and my relationship to the entity named above is Secretary.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature 7/29/2026 Date:

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 29th day of July, 20 26,
by Sandra S. Alvarez,

Notary Public Jennifer Moser Printed Name

My Commission Expires 09/22/2028

Personally Known x OR Produced Identification _____ ID Produced ____.

JENNIFER MOSER
Notary Public, State of Florida
Commission No. HH 595858
My Comm. Exp. 09/22/28

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB# 26-16.

This sworn statement is submitted by (entity) Zabatt Engine Services Inc whose business address is 4612 Highway Ave, Jacksonville FL 32254 and (if applicable) Federal Employer Identification Number (FEIN) is 59-1889271 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Sandra S. Alvarez and my relationship to the entity named above is Secretary.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Signature 7/29/2026 Date:

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 29th day of July, 2026,
by Sandra S. Alvarez,

Notary Public Jennifer Moser Printed Name

My Commission Expires 09/22/2028

Personally Known X OR Produced Identification _____ ID Produced ____.

JENNIFER MOSER
Notary Public, State of Florida
Commission No. HH 595858
My Comm. Exp. 09/22/28

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Zabatt Engine Services Inc	7/29/2026
Firm	Date
Authorized Signature	Sandra S. Alvarez / Secretary Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.1 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Sandra S. Alvarez **TITLE:** Secretary

ADDRESS: 4612 Highway Ave

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: [signature] **DATE:** 7/29/2026

Attachment A Generator Inventory

DEPT / STATION	GENERATOR MAKE	GENSET MODEL #	GENSET SERIAL	VOLT/PHASE	YEAR	AGE	KW	FUEL TYPE
AIRPORT	KOHLER / JOHN DEERE	150REOZJF	SGM329ZHC	240	2014	12	150	D
AIRPORT	CUMMINS	GG06*2544405	H250482831		2025	1		CNG
POLICE DEPT.	GENERAC	0C29200215	0C3427	277/480/3	2014	12	75	LP & CNG
POLICE DEPT.	GENERAC/ CUMMINS	C150N6	F200768247	277/480/3	2020	6	150	LP & CNG
FLEET MAINT.	CUMMINS	C60N6	K220172455	120/208/3	2023	3	60	LP
STORMWATER	GENERAC	S80080KG188.0V18HBNLA	3001487104	480/V	2017	9	100	LP
FIRE DEPT.	GENERAC	QT070668	6343889	240/1	2011	15	70	LP
FIRE DEPT.	CUMMINS	C150N6	1230277189		2023	3	150	LP & CNG
WATER PLANT 1	CUMMINS	500DFEK	1220143912	480/3	2021	5	500	D
WW - L/S # 26	GENERAC	QT02524JVANA	4873726	240/1	UNKNOWN		25	LP
WW - L/S # 20	GENERAC	QT02524JVANA	4873728	240/3	UNKNOWN		25	LP
WW - L/S # 19	CUMMINS	RS60	A240307027	240/3	2023	3	25	LP
WATER PLANT 3	CUMMINS	500DFEK	1240379972	480/3	2024	2	400	D
WATER PLANT 3	CUMMINS	SR4	9YF00260	480/3	UNKNOWN		400	D
WW - L/S # 32	GENERAC	QT02524JVANA	4874279	240/3	UNKNOWN		25	LP
WW - L/S # 36	CUMMINS	1220151261	RS100	240/3	2022	4	100	LP
WW - L/S # 10	CUMMINS	I190635959	C40 N6	240/3	2024	2	45	LP
WW - L/S # 28	CUMMINS	C60 D6	E250452643	240/3	2024	2	60	D
WW - L/S # 23	CUMMINS	J220159839	C60 N6	240/3	2022	4	60	LP
WATER PLANT 2	CUMMINS	DFEK*2150400	B240318002	480/V	2024	2	500	D
WW - L/S # 34	GENERAC / KIA	3502160100	2074112	240/3	UNKNOWN		30	D
WW - L/S # 22	GENERAC	RG02724JNAX	3018673512	240/3	2026	0	27	LP
WW - L/S # 27	GENERAC	RG02724JNAX	301848750	240/3	2026	0	27	LP
WW - L/S # 35	CUMMINS	C40 N6	K220167659	240/3	2023	3	40	LP
WW - L/S # 8	CUMMINS	RS80	K220164608	240/3	2023	3	80	LP
WW - L/S # 14	GENERAC/MITSUB	QT02524JVANA	4874280	240/3	UNKNOWN		25	LP
WW - L/S # 7	CUMMINS	RS80	E230235003	240/3	2023	3	80	LP
WW - L/S # 24	GENERAC	RG27254JNAX	3018746625	240/3	2026	0	27	LP
WW - L/S # 17	CUMMINS	C40 N6	C210900466	240/3	2024	2	40	LP
WW - L/S # 9	CUMMINS	C60 N6	F240352023	240/3	2024	2	60	D
WW - L/S # 4	CUMMINS	C60 D6	F240351606	240/3	2024	2	60	D

WW - L/S # 13	CUMMINS	C60 D6	F240351605	240/3	2024	2	60	D
WW - L/S #16	GENERAC	RA03022JDAL	3018693814	240/3	2026	0	30	D
WW - L/S #15	CUMMINS	RS60	A240307028	240/3	2024	2	60	LP
WW - L/S # 33	GENERAC	RG02724JNAX	3018837627	240/3	2026	0	27	LP
WW - L/S # 3	GENERAC / FORD	QT08054JVANA	5335170	240/3	2009	17	80	LP
WW - L/S # 2	CUMMINS	C60 D6	E250449990	240/3	2025	1	60	D
WW - L/S # 11	CUMMINS	C40 N6	J180430029	240/3	2024	2	80	LP
WW PLANT	CUMMINS	600DQCA	E240338379	480/V	2024	2	600	D
WW - L/S #5	Cummins	C25 N6	1230262473	240/3	2023	3	25	LP
Utility Office	Generac	RD04833ADAL	3016831422	240/1	2025	1	48	D

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.2 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Sandra S. Alvarez **TITLE:** Secretary

ADDRESS: 4612 Highway Ave

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: _____ **DATE:** 7/29/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

1. For Item 1, **"Annual Service Rate per Generator,"** are you requesting our **hourly labor rate**, or are you requesting a **fixed annual service price per generator**? Fixed annual service price per generator.

2. If you are requesting a fixed annual service price per generator, could you please clarify how you would like that to be quoted? Annual service costs vary depending on the size and type of generator, as larger units require additional labor, filters, fluids, and other maintenance items than smaller units. Respond based on your review of the current City generators. Will consider ranges (i.e. under 100 kW, over 100 kW).

3. We also noticed that Item 3, **"Inspection Cost per Generator,"** appears to request a **cost per generator**, but the blank is followed by "**Hr.**" Could you clarify whether this is intended to be an hourly labor rate or a fixed inspection price per generator? Fixed inspection price per generator.

4. Additionally, could you clarify whether the pricing requested is intended to be **labor only** or **parts and labor**? Parts costs vary significantly based on the size and model of the generator, so a single price would not accurately represent all units. Repair labor rate for #2. The % on #4 is the markup on parts.

5. Page 14, Exhibit A Contact Sheet/Bid Pricing Form, line item #5 reads: "Travel time per mile" but then is called out to be answered in $/HR. Can you please clarify if we should submit our hourly rate for travel time or if we should submit our cost per mile? The hourly cost charged for the technicians to travel to the generator for repairs.

6. **"Amended"** Exhibit A – Contact Sheet/Bid Pricing Form below on page 3. **THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL.**

7. **Sample contract included as a separate document.**

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

EXHIBIT "A" – "AMENDED"

CONTACT SHEET/BID PRICING FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

		Pricing under 100KW	Pricing over 100KW
1.	Fixed Annual Service rate per generator	$ 510.00	$ 765.00
2.	Repair rate per hour	$ 145.00 Hr	$ 145.00 Hr
3.	Inspection cost per generator	$ 185.00	$ 215.00
4.	Parts markup	20 (%)	20 %
5.	Travel time per mile	$ 145.00 Hr	$ 145.00 Hr
6.	Load bank testing per hour	$ 300.00 Hr	$ 380.00 Hr

****

Name: Zabatt Engine Services Inc

Federal Taxpayer ID: 59-1889271

Mailing Address: 4612 Highway Ave

City, State, & Zip Code: Jacksonville FL 32254

Telephone: 904-384-4505 **Fax:** 904-384-9915

Email: Bids@Zabatt.com

Submitted By: Sandra S. Alvarez

Title: Secretary

Accounting Contact:

Name: Tiffany Fox **Title:** Billing Manager

Email Address: Billing@Zabatt.com **Phone:** 904-384-4505

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.3 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Sandra S.Alvarez **TITLE:** Secretary

ADDRESS: 4612 Highway Ave

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: [signature] **DATE:** 7/29/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

1. Could you please clarify whether any of the generators included in the inventory are located in areas with restricted or difficult access, such as rooftops, basements, elevated platforms, or other locations requiring special access equipment or procedures? No rooftops and no basements. Some are on raised platforms but are easily assessable. No special access equipment is necessary. The majority of the generators have restricted access and would require escort of City personnel for access to the facility's generator(s). The City will provide a designated contact person that will need notification prior to scheduling service/repair to have City personnel available to provide access to the facility.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 4

The following changes are applicable to the original documents and specifications of **ITB 26-16**. This Addendum No.4 now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the bid. Failure to do so may disqualify the bid submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the bid.

NAME: Sandra S. Alvarez **TITLE:** Secretary

ADDRESS: 4612 Highway ave

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE: [signature] **DATE:** 7/29/2026

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For ITB 26-16
GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING

1. Regarding Pricing Item #1: Does this annual price include parts, or only labor? If it includes parts, please list the parts required to be replaced during the annual service. The annual service pricing should include parts and fluids as per the manufacturer's specifications as well as the labor costs.

2. Does the pricing for the load banks include the 2-hour load bank as well as the cable connection, or just the 2-hour load bank? The pricing should include materials needed to perform the load bank test.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/30/2025

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

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

INFORMATION ONLY

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 501 Riverside Ave Suite 1000 Jacksonville FL 32211	**CONTACT NAME:** Mary Schneider **PHONE (A/C, No, Ext):** 904 421-4307 **FAX (A/C, No):** **E-MAIL ADDRESS:** mary_schneider@ajg.com
INSURED Zabatt Engine Services, Inc. 4612 Highway Avenue Jacksonville FL 32254	ZABAENG-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : BusinessFirst Insurance Company	11697
INSURER B : National Fire Insurance Co of Hartford	20478
INSURER C : Continental Insurance Company	35289
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1549774402 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			6080613017	5/1/2025	5/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ 500,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			6080613020	5/1/2025	5/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ $ $ $
C	UMBRELLA LIAB X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 0			6080613048	5/1/2025	5/1/2026	EACH OCCURRENCE AGGREGATE 	$ 5,000,000 $ 5,000,000 $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		52120264	1/1/2026	1/1/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

2018 Chevrolet Silverado 2500HD - 1GC0CUEG0JZ183904

INFORMATION ONLY

CERTIFICATE HOLDER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Natalie Jones

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Zabatt Engine Services, Inc.

2 Business name/disregarded entity name, if different from above.

dba / Zabatt, Inc. and dba / Zabatt Power Systems, Inc.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

4612 Highway Avenue

6 City, state, and ZIP code

Jacksonville, FL 32254

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

5	9	–	1	8	8	9	2	7	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** *Jennifer Moser* **Date** 10/1/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid).

• Form 1099-DIV (dividends, including those from stocks or mutual funds).

• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).

• Form 1099-NEC (nonemployee compensation).

• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).

• Form 1099-S (proceeds from real estate transactions).

• Form 1099-K (merchant card and third-party network transactions).

• Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).

• Form 1099-C (canceled debt).

• Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding; or

3. Claim exemption from backup withholding if you are a U.S. exempt payee; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien;

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;

• An estate (other than a foreign estate); or

• A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

• In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.

• In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.

• In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;

2. You do not certify your TIN when required (see the instructions for Part II for details);

3. The IRS tells the requester that you furnished an incorrect TIN;

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or

5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

CITY OF FERNANDINA BEACH BID OPENING
ITB 26-16 GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING - PAGE 1 OF 2
Bid Opening July 30, 3026 - 10:45AM
Opened by Cathy Sabattini and Wanda Weaks

DATE/TIME	7/29/2026 12:29PM	7/28/2026 5:00PM	7/29/2026 9:00pm	7/30/2026 7:59AM
VENDOR NAME	Accurate Power and Technology	Current Edge Solutions LLC	Generator Source LLC	LJ Power - GenServe LLC
LOCATION	Eustis, FL	Savannah, GA	Jacksonville, FL	Coral Springs, FL
EXHIBITS A-H	✓	✓	✓	✓
ADDENDUM 1-4	✓	✓	✓	✓
FIXED ANNUAL SERVICE RATE PER GENERATOR (**UNDER 100KW**)	$ 615.45	$ 550.00	$ 475.00	$ 270.00
FIXED ANNUAL SERVICE RATE PER GENERATOR (**OVER 100KW**)	$ 1,032.25	$ 695.00	$ 975.00	$ 705.00
?ER HOUR (**UNDER 100KW**)	$ 120.00	$ 150.00	$ 140.00	$ 185.00
: PER HOUR (**OVER 100KW**)	$ 120.00	$ 150.00	$ 140.00	$ 185.00
INSPECTION COST PER GENERATOR (**UNDER 100 KW**)	$ 169.00	$ 225.00	$ 280.00	$ 160.00
INSPECTION COST PER GENERATOR (**OVER 100 KW**)	$ 169.00	$ 225.00	$ 420.00	$ 210.00
PARTS MARKUP (**UNDER 100 KW**)	15%	15%	10%	25%
PARTS MARKUP (**OVER 100KW**)	15%	15%	10%	25%
TRAVEL TIME PER TRIP (**UNDER 100 KW**)	2.50 per mile	2.50 per mile	no trip charge	$ 125.00
TRAVEL TIME PER TRIP (**OVER 100 KW**)	2.50 per mile	2.50 per mile	no trip charge	$ 125.00
LOAD BANK TESTING PER HOUR (**UNDER 100KW**)	$ 175.00	$ 175.00	$ 210.00	$ 390.00
LOAD BANK TESTING PER HOUR (**OVER 100KW**)	$ 175.00	$ 175.00	$ 210.00	$ 430.00

See Accurate Power's letter of introduction and understanding of scope of work provided as a separate document

This is a preliminary summary of the bids as they were opened and announced at the bid opening. Contractor/Vendor should not assume award until after final review/recommendation for award.

CITY OF FERNANDINA BEACH BID OPENING
ITB 26-16 GENERATOR ANNUAL SERVICES, INSPECTIONS, REPAIRS, LOAD BANK TESTING - PAGE 2 OF 2
Bid Opening July 30, 3026 - 10:45AM
Opened by Cathy Sabattini and Wanda Weaks

DATE/TIME	**7/29/2026 3:11PM**	**7/29/2026 1:10PM**	**7/30/2026 9:07AM**	**7/30/2026 10:38AM**
VENDOR NAME	**PrimePower Services LLC**	**Ring Power Corp - WWC**	**TAW/IPS Power Systems Inc.**	**Zabatt Inc**
LOCATION	**Austell, GA**	**St. Augustine, FL**	**Riverview, FL**	**Jacksonville, FL**
EXHIBITS A-H	✓	✓	✓	✓
ADDENDUM 1-4	✓	✓	✓	✓
FIXED ANNUAL SERVICE RATE PER GENERATOR (**UNDER 100KW**)	$ 721.00	$ 947.00	$ 528.00	$ 510.00
FIXED ANNUAL SERVICE RATE PER GENERATOR (**OVER 100KW**)	$ 1,732.00	$ 2,292.00	$ 665.00	$ 765.00
REPAIR RATE PER HOUR (**UNDER 100KW**)	$ 151.00	$ 189.00	$ 125.00	$ 145.00
REPAIR RATE PER HOUR (**OVER 100KW**)	$ 151.00	$ 189.00	$ 125.00	$ 145.00
INSPECTION COST PER GENERATOR (**UNDER 100 KW**)	$ 244.00	$ 448.00	$ 163.00	$ 185.00
INSPECTION COST PER GENERATOR (**OVER 100 KW**)	$ 244.00	$ 448.00	$ 205.00	$ 215.00
PARTS MARKUP (**UNDER 100 KW**)	20%	25%	25%	20%
PARTS MARKUP (**OVER 100KW**)	20%	25%	25%	20%
TRAVEL TIME PER TRIP (**UNDER 100 KW**)	$ 497.33	162.00 per hour	no trip charge	145.00 per hour
TRAVEL TIME PER TRIP (**OVER 100 KW**)	$ 497.33	162.00 per hour	no trip charge	145.00 per hour
LOAD BANK TESTING PER HOUR (**UNDER 100KW**)	$ 220.00	$ 169.00	$ 500.00	$ 300.00
LOAD BANK TESTING PER HOUR (**OVER 100KW**)	$ 257.00	$ 169.00	$ 1,000.00	$ 380.00

See notes Exhibit A; Pricing form for notes related to travel and Load Bank Testing

See Ring Power's General Exceptions to Scope of Work and Insurance Requirements provided as a separate document.

See notes Exhibit A; Load Bank Testing Under 100KW is for 2hr. Load Bank Testing Over 100KW is for 4hr.

This is a preliminary summary of the bids as they were opened and announced at the bid opening. Contractor/Vendor should not assume award until after final review/recommendation for award.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-100
Award of Bid 26-17 - Installation of Flooring in City Owned Buildings

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-100.

SYNOPSIS: The City issued Invitation to Bid ("ITB") 26-17: Installation of Flooring in City Owned Buildings which received three submittals on July 30, 2026. Following review, staff recommends awarding ITB 26-17 to The Carpet Company III, Inc. d/b/a Southeast Floors, in Fiscal Year 2026/2027.

FISCAL IMPACT: Funds are budgeted in various departmental repair and maintenance accounts, in Fiscal Year 2026/2027.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-100.

Catherine Sabattini, Public Works/Operations Director	07/31/2026
Jeremiah Glisson, Deputy City Manager	08/06/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/06/2026
Teresa Prince, City Attorney	08/07/2026
Alisha Brown, Budget Analyst	08/07/2026
Susan Carless, Comptroller	08/07/2026
Sarah Campbell, City Manager	08/10/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/10/2026

Hannah Portier

Date: July 08, 2026

Submitted By: Hannah Portier, Administrative Coordinator

COMMISSION ACTION: Adopt

RESOLUTION 2026-100

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING INVITATION TO BID 26-17: INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS TO THE CARPET COMPANY III, INC. D/B/A SOUTHEAST FLOORS IN FISCAL YEAR 2026/2027; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with the City's bid process, Invitation to Bid ("ITB") 26-17 was issued for Installation of Flooring in City Owned Buildings which received three submittals July 30, 2026: and

WHEREAS, staff reviewed the submittals and recommends awarding ITB 26-17 to The Carpet Company III, Inc. d/b/a Southeast Floors in Fiscal year 2026/2027, with two one-year renewal options, attached hereto as Exhibit 1; and

WHEREAS, funds are budgeted in various repairs and maintenance accounts in Fiscal Year 2026/2027.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby awards Invitation to Bid 26-17: Installation of Flooring in City Owned Buildings to The Carpet Company III, Inc. d/b/a Southeast Floors in Fiscal Year 2026/2027, attached hereto as Exhibit 1.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute documents pertaining to the award of ITB 26-17, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall become effective immediately upon passage.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Mayor – Commissioner

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:



_____
TERESA L. PRINCE, ESQ.
City Attorney

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "A"
CONTACT FORM

Name: The Carpet Company III, Inc. dba Southeast Floors

Federal Taxpayer ID: 59-3217509

Mailing Address: 1905 Premier Row Orlando, FL 32809

City, State, & Zip Code: Oriando Fl 32809

Telephone: 888-233 - 2745 561-815-4257cell **Fax:** _____

Email: rich@sefloors.com

Submitted By: Richard Owen

Title: Director of Strategic Accounts

Accounting Contact:

Name: Luis Menendez **Title:** VP of Finance

Email Address: Luis@sefloors.com **Phone:** 888-233 - 2745

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Flooring in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FLOORING IN CITY-OWNED BUILDINGS
Bids are to be formatted by a price per square foot with a 100 sq feet minimum:

Ceramic tile	$ 3.67 Sq/ft
Vinyl plank	$ 1.07 Sq/ft
Engineered wood plank	$ 4.29 Sq/ft
Commercial carpet tile	$ 0.59 Sq/ft
Product markup	22 %

Miscellaneous Fees/Other – define

Manufacturer suggested adhesives, removal of existng flooring, floor preparation, moving furniture on a job quote basis.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach, Florida.

2. This sworn statement is submitted by (entity) The Carpet Company III, Inc. dba Southeast Floors whose business address is 1905 Premier Row Orlando, FL 32809 and (if applicable) Federal Employer Identification Number (FEIN) is 59-3217509 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Richard Owen and my relationship to the entity named above is Director of Strategic Accounts.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted CONTRACTOR list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted CONTRACTOR list. (Please attach a copy of the final order.)

X ____ The person or affiliate has not been placed on the convicted CONTRACTOR list. (Please describe any action taken by, or pending with, the Department of Generai Services.)

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

Richard Owen — 7/24/2026
Signature — Date:

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☑ online notarization, this 22 day of July, 20 26,
by Richard Owen,

Notary Public — Luis R. Menendez
Printed Name

My Commission Expires 1/4/2027

Personally Known ✓ OR Produced Identification _____ ID Produced _____.

LUIS R MENENDEZ
Notary Public - State of Florida
Commission # HH 310779
My Comm. Expires Jan 4, 2027
Bonded through National Notary Assn.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/CONTRACTOR certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this CONTRACTOR complies fully with the above drug-free workplace requirements.

COMPANY: The Carpet Company III, Inc. dba Southeast Floors

CITY: Orlando STATE: FL ZIP CODE: 32809

SIGNATURE: Richard Owen PHONE: (561)815-4257

NAME (TYPED OR PRINTED): Richard Owen TITLE: Director of Strategic Accounts

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: BID 26-17

Project Description: Installation of Flooring in City Owned Buildings

I/CONTRACTOR acknowledges and agrees to the following:

I/CONTRACTOR will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the CONTRACTOR during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the CONTRACTOR to perform work pursuant to the contract with the Department.

Individual/Company/CONTRACTOR: The Carpet Company III, Inc. dba Southeast Floors

Authorized Signature: Richard Owen

Title: Director of Strategic Accounts

Date: July 24, 2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, contractor or vendor presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Richard Owen Title: Director of Strategic Accounts

Signature: Richard Owen Date: July 24, 2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for The City of Fernandina Beach

This sworn statement is submitted by (entity) The Carpet Company III, Inc. dba SoutheastFloors whose business address is 1905 Premier Row Orlando, FL 32809 and (if applicable) Federal Employer Identification Number (FEIN) is 59-3217509 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Richard Owen and my relationship to the entity named above is Director of Strategic Accounts.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F" (con't)

CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Richard Owen 7/23/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☑ online notarization, this 23 day of July, 20 26,
by Richard Owen,

Notary Public

Luis R. Menendez
Printed Name

My Commission Expires 1/4/2027

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

LUIS R MENENDEZ
Notary Public - State of Florida
Commission # HH 310779
My Comm. Expires Jan 4, 2027
Bonded through National Notary Assn.

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for The City of Fernandina Beach

This sworn statement is submitted by (entity) The Carpet Company III, Inc. dba SoutheastFloors whose business address is 1905 Premier Row Orlando, FL 32809 and (if applicable) Federal Employer Identification Number (FEIN) is 59-3217509 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Richard Owen and my relationship to the entity named above is Director of Strategic Accounts.

1. The above named is fully informed respecting the preparation and contents of the attached bid submittal and of all pertinent circumstances respecting such submittal;
2. Such Bid submittal is genuine and is not a collusive or sham submittal;
3. Neither the said CONTRACTOR nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Submitter, CONTRACTOR or person to submit a collusive or sham Submittal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Submitter, CONTRACTOR , or person to fix the price or prices in the attached proposal or any other Submitter, or to fix any overhead, profit or cost element of the submittal price or the of any other Submitter, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached bid submittal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Submitter or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Richard Owen 7/23/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this 23 day of July, 2026,
by Richard Owen,

Notary Public Luis R. Menendez
Printed Name

My Commission Expires 1/4/2027

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

LUIS R MENENDEZ
Notary Public - State of Florida
Commission # HH 310779
My Comm. Expires Jan 4, 2027
Bonded through National Notary Assn.

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO X___

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO X_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO X_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

The Carpet Company III, Inc. dba Southeast Floors — 7/23/2026
Firm — Date

Richard Owen — Richard Owen - Director of Strategic Accounts
Authorized Signature — Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

INTRODUCTION

The City of Fernandina Beach, Florida is accepting competitive sealed bids from qualified Flooring Contractors for the **INSTALLATION OF FLOORING** in designated City owned buildings.

The City of Fernandina Beach will receive sealed submittals through www.demandstar.com. Submittals must be uploaded to Demandstar.com E-bidding System prior to **11:00AM(EST), July 30, 2026**. The bid opening will begin promptly at that time via Zoom. (information for the Zoom meeting can be found in the Notice of ITB on the City Website Bids/ Purchasing/Fernandina Beach, FL - Official Website and www.demandstar.com.)

It shall be the sole responsibility of the Bidder to have its Bid submitted through the **DemandStar website** (www.demandstar.com) and uploaded prior to the **11:00AM** deadline. Facsimile, paper or telegraphic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the Bidder. Submittals received after the deadline will not be considered. Award of the Bid is subject to authorization and appropriation of funds in the fiscal year budget.

BIDDERS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE INVITATION TO BID PROCESS, REQUIREMENTS AND EXHIBITS.

The bid shall be submitted on the specified **Contact Sheet,** hereto attached as "**Exhibit A**" and **Bid Pricing Form**, hereto attached as **"Exhibit A-1"**. The person signing the Bid Response Form shall have the authority to bind the proposer to the Bid. All information on the Bid form shall be provided, or the Bid may not be accepted.

The competitive sealed Bid shall be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H".**

CONTRACTOR SHALL SIGN AND INCLUDE EXHIBITS "A-H". Failure to do so, may result in rejection of the bid submittal.

"Sample Contract" City of Fernandina Beach provided as separate document.

In accordance with Item 16, General Terms and Conditions, please provide **proof the Contractor is not listed in the Excluded Parties List System**, a federal suspension and debarment listing.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

SCOPE OF WORK

The Contractor shall supply all labor, equipment, and materials necessary to perform the work under this contract. The work consists of all installation of flooring in the form of ceramic tile, vinyl plank, engineered wood plank, and commercial carpet in designated City owned buildings. All work will be performed in accordance with the specifications provided by the City of Fernandina Beach.

- The Contractor shall install flooring to clean surfaces. Surface must be leveled to flooring manufacturer's specifications.
- The Contractor shall take all precautions to protect furnishings for this work. The Contractor will be liable for any damages caused through their actions.
- The City of Fernandina shall choose the product and color prior to the start of the job.
- The Contractor shall maintain a proper dress code for all its employees while they are on the job site, shirts shall be worn at all times. There will be no loud radios allowed on the jobsite. The job site is a City of Fernandina Beach property that MAY be in operation during the project. The Contractors employees must maintain common courtesy while on the grounds to the staff and visitors.
- The Contractor will be allowed to stage tools and materials on the premises. The contractor may also arrange for their own dumpster to be used on site. Placement of the Contractors dumpster or storage trailers will be at the discretion of the Project Manager.
- The Contractor shall maintain a safe and secure jobsite throughout the project. All debris is to be disposed of either in the Contractor's dumpster or legally offsite.
- The Contractor shall follow all applicable safety practices on each job. OSHA regulations shall apply.
- The normal work hours of the City of Fernandina buildings are 8:00 a.m. to 5:00p.m, Monday through Friday. The Contractor may work extended hours with permission from the Project Manager. The Contractor shall notify the Project Manager in writing to request a substantial completion inspection.
- All work must carry a one-year labor warranty against peeling, bubbling, lifting, or other workmanship defects.

Any exclusions regarding the installation proposed by the bidder must be expressly stipulated in the bid submittal.

Contractor is to provide unit pricing for the project per Exhibit A-1 (below) on this Invitation to Bid document. The pricing for the services contained within this bid shall remain the same through the term of the agreement beginning October 1, 2026, through September 30, 2027. Two, one-year extensions may be available based upon mutual

agreement and same terms and conditions. (See item 7, Award of Invitation to Bid, General Conditions of Invitation to Bid)

AWARD

Award recommendation will be to the most responsive and responsible bid submittal offering the best value to the City of Fernandina Beach. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all bid submittals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

Successful Bidder is required to have a Business License in the city where their home office is located. If Bidder's business office is located in the City of Fernandina Beach a business tax license is required.

ITB PACKAGE

Request for Bid Documents and Specifications can be downloaded online at www.fbfl.us/bids. Any questions regarding the ITB package can be directed in writing to Wanda Weaks, Purchasing Specialist, at wweaks@fbfl.org.

CONTACT

Specification questions during the submittal period must be submitted in writing to Wanda Weaks, Purchasing Specialist, at wweaks@fbfl.org.

Bidders are hereby put on notice that no contact will be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA

A written response to Bidder questions will be issued via Addendum and posted on the City's website at www.fbfl.us/bids and DemandStar at www.demandstar.com. It is the Bidder's responsibility to check the City's website for Addenda prior to submitting their bid. The deadline for questions is **ten** days before bid opening.

If there is an Addendum it becomes part of the original bid submittal and must be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or company submitting the bid. Failure to do so may disqualify the bid submittal.

INSURANCE REQUIREMENTS

Insurance requirements are outlined in the General Conditions of this Invitation to Bid.

BOND REQUIREMENTS

No Bid Bond is required for this bid.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

To the extent allowable by law the City is an equal opportunity/affirmative action employer. To the extent allowable by law the City is committed to equal opportunity employment effort and expects firms that do business with the City to have a vigorous affirmative action program.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

GENERAL CONDITIONS OF INVITATION TO BID

1. **PREPARATION OF BID –** INVITATION TO BID will be prepared in accordance with the following:
   a. The Contact Form, attached hereto as "Exhibit A", and Bid Pricing Form, attached hereto as "Exhibit A-1" must be used when submitting your BID.
   b. All information required by the Contact Sheet and Bid Pricing Sheet must be furnished. The Bidder must print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
   c. Bidders will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
   d. Bidders must make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Bidder of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Bid submitter to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City's Purchasing Ordinance is set forth in Chapter 2-420, *et seq*.
   e. Bidders are encouraged to submit sufficient references and experience relative to the proposed project and any other relative documents that demonstrate the capabilities, resumes, and experience of the Bidder to perform the scope of work specified, however, this information should be limited to a maximum of 15 pages.
   f. Prices quoted must be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
   g. Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bid.
   h. Deliveries are to be made during regular business hours.
   i. Bids and Bid prices must be valid for a minimum of ninety (90) days, unless otherwise stated In the INVITATION TO BID.

2. **SUBMISSION OF BID**
   a. The City of Fernandina Beach has partnered with **DemandStar using their E-bidding platform**. All submittals will be received through the **DemandStar E-bidding platform**. To register and submit through DemandStar go to www.demandstar.com/registration.

3. **REJECTION OF PROPOSAL**
   a. The City reserves the right to accept or reject any or all Bids, to waive irregularities and technicalities, and to request resubmission or to re-advertise

for the services. The City will be the sole judge of the submittals. The City's decision will be final.

4. WITHDRAWAL OF BID

a. Bids may not be withdrawn after the time set for the opening for a period of time as specified.
b. Bids may be withdrawn prior to the time set for the opening. Such request must be in writing.

5. LATE BID

a. Bids and modifications received after the time set for the opening will not be considered.
b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

a. Bidders must comply with all local, state, and federal directives, orders and laws as applicable to the INVITATION TO BID and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract and as allowable by law.
b. A “Public Entity Crimes Statement”, in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as “Exhibit B”, must be received at the time of the bid.
c. A “Drug Free Workplace Certification” attached hereto as “Exhibit C”, must be received at the time of the bid.
d. The City of Fernandina Beach requires that the Bidder selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations and, to the extent applicable, the Bidder shall comply with all executive orders executed by the President of the US and any federal or State of Florida legislation related to diversity, equity and inclusion.
e. An “E-Verify Statement” attached hereto as “Exhibit D” must be received at the time of the bid.

7. AWARD OF BID

a. The Invitation to Bid will be awarded to the most responsive and responsible bid submittal offering the best value to the City of Fernandina Beach.
b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
c. A written award of acceptance (Purchase Order) mailed or otherwise furnished to the successful Bidder will result in a binding contract without further action by either party.

d. Unless otherwise noted in the specifications, the length of the agreement will be one year, with two one-year renewals possible based on the mutual consent of the parties.
e. Upon award, the Contractor will be required to complete/execute the City's Contract and General Conditions. An example of the contract can be found on the City's website at www.fbfl.us/bids, Bids and Purchasing web page.
f. Agreement may be cancelled with 60-day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

a. The City will not be responsible for any cost incurred by a prospective Bidder in responding to this INVITATION TO BID

9. PUBLIC INFORMATION

a. **Public Records:** The City is subject to Florida Public Records laws. Pursuant to Section 119.0701, Florida Statutes, Contractor/Consultant shall: (a) keep and maintain all public records as that term is defined in Chapter 119, Florida Statutes ("Public Records"), that ordinarily and necessarily would be required by the City in order to perform the work contemplated by this Agreement; (b) provide the public with access to Public Records, on the same terms and conditions that the City would provide the records and at a cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) meet all requirements for retaining Public Records and transfer, at no cost to the City, all public records in possession of Contractor/Consultant within thirty (30) days after termination of this Agreement, however terminated, and destroy any duplicate Public Records that are exempt or confidential and exempt from public records disclosure requirements and provide the City with a letter confirming that this has been done within thirty (30) days of the termination of this Agreement. All Public Records stored electronically must be provided to the City in a format that is compatible with the information technology of the City. If Contractor/Consultant does not comply with a public records request, the City may pursue any and all remedies available in law or equity, including but not limited to specific performance.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 904-310-3115, CBEST@FBFL.ORG, 204 ASH STREET, FERNANDINA BEACH, FL.

10. ADDITIONAL INFORMATION

a. The City reserves the right to require Bidders to provide references and information on previous similar experience prior to award of the contract.

11. QUESTIONS

a. Any questions about the INVITATION TO BID should be communicated per instructions in the INVITATION TO BID.

12. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The CONTRACTOR agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the CONTRACTOR in the performance of this Agreement. The CONTRACTOR's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the CONTRACTOR against the City and the CONTRACTOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

Subject to the limitations set forth in this Section, the CONTRACTOR shall assume control of the defense of any claim asserted by a third party against the City and, in connection with such defense, shall appoint lead counsel, in each case at the CONTRACTOR's expense. The City shall have the right, at its option, to participate in the defense of any third-party claim, without relieving CONTRACTOR of any of its obligations hereunder. If the CONTRACTOR assumes control of the defense of any third-party claim in accordance with this paragraph, the CONTRACTOR shall obtain the prior written consent of the City before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, the CONTRACTOR shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by the City and all expenses, including experts' fees, if (i) an adverse determination with respect to the third party claim would, in the good faith judgment of the City, be detrimental in any material respect to the City's reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) the CONTRACTOR has failed or is failing to prosecute or defend vigorously the third party claim. Each party shall cooperate, and cause its

agents to cooperate, in the defense or prosecution of any third-party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06, Florida Statutes, as amended. CONTRACTOR expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.06, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the CONTRACTOR must, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Contractor" as used in the insurance rider, will mean and include Subcontractor of every tier.

A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million ($1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.

B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000.00) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:
   1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
   2. Completed Operations/Products Liability.
   3. Broad Form Property Damage
   4. Personal and Advertising Injury Liability
   5. Independent Contractors
   6. Endorsements must be furnished reflecting the inclusion of the interests of Owner and Contractor, (your company), their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.
   7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for

the Owner, and Contractor, (your company) and all other parties required to be named as additional insureds.

8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted doing business in the State of [your state] or otherwise acceptable to the Contractor (your company).
9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1, 000,000) dollars minimum per occurrence.

E. During the term of this agreement, (if applicable) the CONTRACTOR will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the CONTRACTOR. The amount of insurance must not be less than One Million ($1,000,000) Dollars per occurrence and aggregate.

F. Loss Deductible – If the insurance of any CONTRACTOR contains deductible(s), penalty(s) or self-insured retention(s), the CONTRACTOR Whose insurance contains such provision(s) must be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Consultant at its sole expense must furnish to the Owner and Consultant (your company) Certificates of Insurance and other required documentation evidencing the following coverage which will provide for the interests of [Name of Owner] , [Name of Consultant] and (your company) to be named as Loss Payees and will contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.
"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.

H. The above insurances must each contain the following wording verbatim: "[Name of Owner], [Name of Consultant] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of Consultant] and [Name and address of your company] by certified mail-return receipt requested ." The City of Fernandina Beach shall be named as Additional Insured on each required policy. Inability to add the City as Additional Insured is a basis to reject the submittal or cancel the subsequent contract.

I. The amount of insurance contained in the aforementioned insurance coverages will not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.

J. The CONTRACTOR must file certificates of insurance prior to the commencement of work with the Owner and the Consultant which will be subject to the Owner, and CONTRACTOR (your company) approval of adequacy of protection and the satisfactory character of the Insurer.

K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

L. The carrying of the insurance described shall in no way be interpreted as relieving the CONTRACTOR or Subcontractor of any responsibility of liability under this Contract.

M. Any policies effected by the CONTRACTOR on its Owned and/or Rented Equipment and Materials must contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of CONTRACTOR (your company)] and all other indemnities' named in the Contract.

N. Should the CONTRACTOR engage a Subcontractor, the same conditions will apply under this contract to each Subconsultant, however, the retained Subcontractor must be required to maintain limits of liability of not less than One Million ($1,000,000) Dollars per occurrence and Two Million ($2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

13. PAYMENT

Payment due hereunder must be made by the City to CONTRACTOR in accordance with the Florida Prompt Payment Act.

14. BID PROTESTS

Bid protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-444.

15. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, CONTRACTOR may not participate in the proposal if CONTRACTOR is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, https://www.sam.gov/portal/SAM/. CONTRACTOR must include copy of search results with bid or proposal.

16. LOBBYING

a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups

who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTOR must not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters must be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period

EXHIBITS

EXHIBIT "A"	**Contact Form**
EXHIBIT "A-1"	**Bid Pricing Form**
EXHIBIT "B"	**Public Entity Crimes**
EXHIBIT "C"	**Drug-Free Workplace Certification**
EXHIBIT "D"	**E-Verify Statement**
EXHIBIT "E"	**Proposer Acknowledgements and Agreements**
EXHIBIT "F"	**Conflict of Interest**
EXHIBIT "G"	**Non-Collusion Affidavit**
EXHIBIT "H"	**Disputes Disclosure**

EXHIBIT "A"
CONTACT FORM

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Flooring in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FLOORING IN CITY-OWNED BUILDINGS
Bids are to be formatted by a price per square foot with a 100 sq feet minimum:

Ceramic tile	$_____Sq/ft
Vinyl plank	$_____Sq/ft
Engineered wood plank	$_____Sq/ft
Commercial carpet tile	$_____Sq/ft
Product markup	_____%
Miscellaneous Fees/Other – define	

_____

_____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is_____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____The person or affiliate was placed on the convicted CONTRACTOR list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted CONTRACTOR list. (Please attach a copy of the final order.)

____The person or affiliate has not been placed on the convicted CONTRACTOR list. (Please describe any action taken by, or pending with, the Department of General Services.)

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,
by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/CONTRACTOR certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this CONTRACTOR complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____STATE: _____ ZIP CODE: _____

SIGNATURE: _____PHONE: _____

NAME (TYPED OR PRINTED): _____TITLE: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/CONTRACTOR acknowledges and agrees to the following:

I/CONTRACTOR will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the CONTRACTOR during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the CONTRACTOR to perform work pursuant to the contract with the Department.

Individual/Company/CONTRACTOR: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, contractor or vendor presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name:_____Title: _____

Signature: _____Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,
by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced ____.

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached bid submittal and of all pertinent circumstances respecting such submittal;
2. Such Bid submittal is genuine and is not a collusive or sham submittal;
3. Neither the said CONTRACTOR nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Submitter, CONTRACTOR or person to submit a collusive or sham Submittal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Submitter, CONTRACTOR , or person to fix the price or prices in the attached proposal or any other Submitter, or to fix any overhead, profit or cost element of the submittal price or the of any other Submitter, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached bid submittal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Submitter or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this __ day of _____, 20_____,
by _____,

_____
Notary Public Printed Name

My Commission Expires _____

Personally Known _____ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

_____

Firm Date

_____

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "A"
CONTACT FORM

Name: Lylam, LLC dba Facility's Constructors

Federal Taxpayer ID: 86-3325169

Mailing Address: 1030 Ellis Rd N.

City, State, & Zip Code: Jacksonville, FL 32254

Telephone: 904-378-8536 **Fax:** 904-378-8538

Email: valerie@fccfla.com

Submitted By: Valerie Moats

Title: Project Administrator

Accounting Contact:

Name: Tami Powell **Title:** Office Manager

Email Address: tami@fccfla.com **Phone:** 904-638-4636

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Flooring in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FLOORING IN CITY-OWNED BUILDINGS
Bids are to be formatted by a price per square foot with a 100 sq feet minimum:

Ceramic tile	$ 12.00 Sq/ft
Vinyl plank	$ 13.00 Sq/ft
Engineered wood plank	$ 23.00 Sq/ft
Commercial carpet tile	$ 9.00 Sq/ft
Product markup	3 %
Miscellaneous Fees/Other – define	

_____

_____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for ITB 26-17: Installation of Flooring in City Owned Buildings.

2. This sworn statement is submitted by (entity) Lylam, LLC dba Facility's Constructors whose business address is 1030 Ellis Rd N., Jacksonville, FL 32254 and (if applicable) Federal Employer Identification Number (FEIN) is 86-3325169 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Brian Mitchell and my relationship to the entity named above is President.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

   ✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

   ____ The person or affiliate was placed on the convicted CONTRACTOR list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted CONTRACTOR list. (Please attach a copy of the final order.)

   ____ The person or affiliate has not been placed on the convicted CONTRACTOR list. (Please describe any action taken by, or pending with, the Department of General Services.)

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "B" (con't)
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

Signature _____ Date: July 30, 2026

STATE OF FLORIDA
COUNTY OF Duval

VALERIE R. MOATS
MY COMMISSION # HH 662597
EXPIRES: April 10, 2029

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 30th day of July, 2026,
by Brian Mitchell,

Notary Public _____ Printed Name Valerie Moats

My Commission Expires 4/10/2029

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/CONTRACTOR certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this CONTRACTOR complies fully with the above drug-free workplace requirements.

COMPANY: Lylam, LLC dba Facility's Constructors

CITY: Jacksonville STATE: FL ZIP CODE: 32254

SIGNATURE: _____ PHONE: 904-378-8536

NAME (TYPED OR PRINTED): Brian Mitchell TITLE: President

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB 26-17

Project Description: Installation of Flooring in City Owned Buildings

I/CONTRACTOR acknowledges and agrees to the following:

I/CONTRACTOR will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the CONTRACTOR during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the CONTRACTOR to perform work pursuant to the contract with the Department.

Individual/Company/CONTRACTOR: Lylam, LLC dba Facility's Constructors

Authorized Signature:

Title: President

Date: July 30, 2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, contractor or vendor presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Brian Mitchell Title: President

Signature: _____ Date: July 30, 2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 26-17: Installation of Flooring in City Owned Buildings

This sworn statement is submitted by (entity) Lylam, LLC dba Facility's Constructors whose business address is 1030 Ellis Rd N., Jacksonville, FL 32254 and (if applicable) Federal Employer Identification Number (FEIN) is 86-3325169 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Brian Mitchell and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature July 30, 2026
Date:

STATE OF FLORIDA
COUNTY OF Duval

VALERIE R. MOATS
MY COMMISSION # HH 662597
EXPIRES: April 10, 2029

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 30th day of July, 20 26,
by Brian Mitchell,

Notary Public Valerie Moats
Printed Name

My Commission Expires 4/10/2029

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 26-17: Installation of Flooring in City Owned Buildings.

This sworn statement is submitted by (entity) Lylam, LLC dba Facility's Constructors whose business address is 1030 Ellis Rd N., Jacksonville, FL 32254 and (if applicable) Federal Employer Identification Number (FEIN) is 86-3325169 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Brian Mitchell and my relationship to the entity named above is President.

1. The above named is fully informed respecting the preparation and contents of the attached bid submittal and of all pertinent circumstances respecting such submittal;
2. Such Bid submittal is genuine and is not a collusive or sham submittal;
3. Neither the said CONTRACTOR nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Submitter, CONTRACTOR or person to submit a collusive or sham Submittal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Submitter, CONTRACTOR , or person to fix the price or prices in the attached proposal or any other Submitter, or to fix any overhead, profit or cost element of the submittal price or the of any other Submitter, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached bid submittal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Submitter or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Signature _____ Date: July 30, 2026

VALERIE R. MOATS
MY COMMISSION # HH 662597
EXPIRES: April 10, 2029

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 30th day of July, 2026, by Brian Mitchell,

_____ Valerie Moats
Notary Public Printed Name

My Commission Expires 4/10/2029

Personally Known ✓ OR Produced Identification _____ ID Produced ____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO✓

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO✓

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO✓

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Lylam, LLC dba Facility's Constructors	July 30, 2026
Firm	Date
	Brian Mitchell - President
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Lylam, LLC

2 Business name/disregarded entity name, if different from above.

Facility's Constructors

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

1030 Ellis Road N

Requester's name and address (optional)

6 City, state, and ZIP code

Jacksonville, FL 32254

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

8	6	–	3	3	2	5	1	6	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Nami Powell **Date** 1/1/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/30/2026

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

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

PRODUCER	CONTACT NAME: Terry L Collins	
Trucordia Insurance Services, LLC	PHONE (A/C, No, Ext): (904) 646-0310	FAX (A/C, No):
	E-MAIL ADDRESS: terry.collins@trucordia.com	
12574 Flagler Center Blvd #101	INSURER(S) AFFORDING COVERAGE	NAIC #
Jacksonville FL 32258	INSURER A : Southern-Owners Insurance Company	10190
INSURED	INSURER B : Auto-Owners Insurance Co	18988
Mitnet, LLC dba FCC Cabinets and Lylam, LLC	INSURER C : Travelers Property Casualty Company of America	25674
dba Facility's Constructors	INSURER D :	
1030 Ellis Rd N	INSURER E :	
Jacksonville FL 32254-2250	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** CL264601963 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:	Y	Y	78409238	04/01/2026	04/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	Y	5223142900	04/01/2026	04/01/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	☒ **UMBRELLA LIAB** ☒ OCCUR **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $			5223142901	04/01/2026	04/01/2027	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
C	Installation Floater Rented/Leased Equipment			660-5T381457-TIL-26	04/01/2026	04/01/2027	Maximum on Site Aggregate	$500,000 $250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Bid 26-17 – Installation of Flooring in City Owned Buildings
The certificate holder is additional insured as respects general liability including ongoing & completed operations, on a primary-noncontributory basis, including waiver of subrogation, when required by written contract. The certificate holder is additional insured as respects automobile liability on a primary-noncontributory basis, including waiver of subrogation, when required by written contract.

CERTIFICATE HOLDER

City of Fernandina Beach, Florida
204 Ash Street
Fernandina Beach FL 32034

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Lauren McDonald

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CERTIFICATE OF LIABILITY INSURANCE

Date: 7/30/2026

Producer: Plymouth Insurance Agency
2739 U.S. Highway 19 N.
Holiday, FL 34691
(727) 938-5562

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below.

Insured: South East Personnel Leasing, Inc. & Subsidiaries
2739 U.S. Highway 19 N.
Holiday, FL 34691

Insurers Affording Coverage		NAIC #
Insurer A:	Lion Insurance Company	11075
Insurer B:		
Insurer C:		
Insurer D:		
Insurer E:		

Coverages

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.

INSR LTR	ADDL INSRD	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date(MM/DD/YY)	Limits	
		GENERAL LIABILITY ☐ Commercial General Liability ☐ Claims Made ☐ Occur ☐ ☐ General aggregate limit applies per: ☐ Policy ☐ Project ☐ LOC				Each Occurrence	$
						Damage to rented premises (EA occurrence)	$
						Med Exp	$
						Personal Adv Injury	$
						General Aggregate	$
						Products - Comp/Op Agg	$
		AUTOMOBILE LIABILITY ☐ Any Auto ☐ All Owned Autos ☐ Scheduled Autos ☐ Hired Autos ☐ Non-Owned Autos ☐ ☐				Combined Single Limit (EA Accident)	$
						Bodily Injury (Per Person)	$
						Bodily Injury (Per Accident)	$
						Property Damage (Per Accident)	$
		EXCESS/UMBRELLA LIABILITY ☐ Occur ☐ Claims Made ☐ Deductible				Each Occurrence	
						Aggregate	
A		**Workers Compensation and Employers' Liability** Any proprietor/partner/executive officer/member excluded? NO If Yes, describe under special provisions below.	WC 71949	01/01/2026	01/01/2027	X WC Statutory Limits ☐ OTHER	
						E.L. Each Accident	$1,000,000
						E.L. Disease - Ea Employee	$1,000,000
						E.L. Disease - Policy Limits	$1,000,000
		Other	Lion Insurance Company is A.M. Best Company rated A (Excellent). AMB # 12616				

Descriptions of Operations/Locations/Vehicles/Exclusions added by Endorsement/Special Provisions: Client ID: 96-66-713

Coverage only applies to active employee(s) of South East Personnel Leasing, Inc. & Subsidiaries that are leased to the following "Client Company":

Lylam, LLC dba Facility's Constructors

Coverage only applies to injuries incurred by South East Personnel Leasing, Inc. & Subsidiaries active employee(s) , while working in: FL.
Coverage does not apply to statutory employee(s) or independent contractor(s) of the Client Company or any other entity.
A list of the active employee(s) leased to the Client Company can be obtained by emailing a request to certificates@lioninsurancecompany.com

Project Name: BID: 26-17

ISSUE 07-30-26 (PH)

Begin Date: 9/8/2025

CERTIFICATE HOLDER

CITY OF FERNANDINA BEACH, FL

204 ASH STREET
FERNANDINA BEACH, FL 32034

CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.



FACILITY'S CONSTRUCTORS
Sustainable Construction
A DIVISION OF LYLAM, LLC
CGC NO. 1510982

STATEMENT OF NO ADDENDA

Project Name: Installation of Flooring in City Buildings
Bid Number: ITB 26-17-0-2026/WW
Issuing Agency: City of Fernandina Beach, Florida
Bidder Name: Lylam, LLC dba Facility's Constructors

To Whom It May Concern,

This document serves as an official statement and placeholder for the active electronic solicitation file.

The Bidder, **Lylam, LLC dba Facility's Constructors**, hereby acknowledges that no official Addenda were issued by the City of Fernandina Beach Purchasing Department during the active bidding window for **ITB 26-17-0-2026/WW**.

Consequently, our formal pricing proposal and technical qualifications have been prepared and submitted strictly in accordance with the specifications, terms, and conditions outlined in the original procurement packet.

Respectfully submitted,

Brian Mitchell
President
Lylam, LLC dba Facility's Constructors
July 30, 2026

1030 Ellis Road North ◆ Jacksonville, Florida 32254
Phone: 904-378-8536 ◆ Fax: 904-378-8538 ◆ info@fccfla.com
www.fccfla.com

EXHIBIT "A"
CONTACT FORM

Name: Lisa Gaulin

Federal Taxpayer ID: 39-2601096

Mailing Address: 2090 Hovington Cir E

City, State, & Zip Code: Jacksonville, FL 32246

Telephone: 904-516-0935 **Fax:** _____

Email: lisagaulin@lg2services.com

Submitted By: Lisa Gaulin

Title: Co-owner

Accounting Contact:

Name: Lisa Gaulin **Title:** Co-owner

Email Address: lisagaulin@lg2services.com **Phone:** 904-516-0935

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Flooring in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FLOORING IN CITY-OWNED BUILDINGS

Bids are to be formatted by a price per square foot with a 100 sq feet minimum:

Ceramic tile	$ 9.50	Sq/ft
Vinyl plank	$ 4.75	Sq/ft
Engineered wood plank	$ 5.75	Sq/ft
Commercial carpet tile	$ 4.50	Sq/ft
Product markup	15	%

Miscellaneous Fees/Other – define

- Floor leveling/self-leveling compound – As required, quoted per project.
- Moisture mitigation – As required, quoted per project.
- Removal/disposal of existing flooring – Quoted separately if requested.
- Furniture moving beyond normal office furnishings – Quoted separately.
- After-hours/weekend work – Additional charges with prior approval.

Type text here

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for LG2 Services.

2. This sworn statement is submitted by (entity) LG2 Services whose business address is 2090 Hovington Cir E Jacksonville FL 32246 and (if applicable) Federal Employer Identification Number (FEIN) is 39-2601096 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Lisa Gaulin and my relationship to the entity named above is Co-owner.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted CONTRACTOR list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted CONTRACTOR list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted CONTRACTOR list. (Please describe any action taken by, or pending with, the Department of General Services.)

EXHIBIT "B" (con't)

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

Lisa Gaulin 7/29/26
Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 29 day of July, 20 26,
by Sophia Alvarado,

Sophia Alvarado Sophia Alvarado
Notary Public Printed Name

My Commission Expires December 11th, 2029

Personally Known _____ OR Produced Identification X ID Produced ____.
FLDL: G450-525-70-783-0

SOPHIA ALVARADO
Commission # HH 748620
Expires December 11, 2029

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/CONTRACTOR certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this CONTRACTOR complies fully with the above drug-free workplace requirements.

COMPANY: LG2 Services

CITY: Jacksonville STATE: FL ZIP CODE: 32246

SIGNATURE: Lisa Gaulin PHONE: 904-516-0935

NAME (TYPED OR PRINTED): Lisa Gaulin TITLE: Co-owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB 26-17

Project Description: Installation of Flooring in City Owned Buiilidings

I/CONTRACTOR acknowledges and agrees to the following:

I/CONTRACTOR will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the CONTRACTOR during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the CONTRACTOR to perform work pursuant to the contract with the Department.

Individual/Company/CONTRACTOR: LG2 Services

Authorized Signature: Lesa Gaulin

Title: Co-owner

Date: 7/29/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"
PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, contractor or vendor presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Type text here Type text here

Name: Lisa Gaulin Title: Co-owner

Type text here

Signature: Lesa Gaulin Date: 7/29/2026

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for LG2 Services

This sworn statement is submitted by (entity) LG2 Services whose business address is 2090 Hovington Cir E Jacksonville FL 32246 and (if applicable) Federal Employer Identification Number (FEIN) is 39-2601096 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Lisa Gaulin and my relationship to the entity named above is Co-owner.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F" (con't)
CONFLICT OF INTEREST STATEMENT

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Lisa Gaulen 7/29/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 29 day of July, 20 26,
by Sophia Alvarado,

Sophia Alvarado Sophia Alvarado
Notary Public Printed Name

My Commission Expires December 11th, 2029

Personally Known _____ OR Produced Identification X ID Produced ____.
FLDL=G450-525-70-783-0

SOPHIA ALVARADO
Commission # HH 748620
Expires December 11, 2029

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for LG2 Services.

This sworn statement is submitted by (entity) LG2 Services whose business address is 2090 Hovington Cir E Jacksonville FL 32246 and (if applicable) Federal Employer Identification Number (FEIN) is 39-2601096 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Lisa Gaulin and my relationship to the entity named above is Co-owner.

1. The above named is fully informed respecting the preparation and contents of the attached bid submittal and of all pertinent circumstances respecting such submittal;
2. Such Bid submittal is genuine and is not a collusive or sham submittal;
3. Neither the said CONTRACTOR nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Submitter, CONTRACTOR or person to submit a collusive or sham Submittal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Submitter, CONTRACTOR , or person to fix the price or prices in the attached proposal or any other Submitter, or to fix any overhead, profit or cost element of the submittal price or the of any other Submitter, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached bid submittal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Submitter or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID 26-17
INSTALLATION OF FLOORING IN CITY OWNED BUILDINGS

EXHIBIT "G" (con't)
NON-COLLUSION AFFIDAVIT

Lesa Gauleri 7/29/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this 29 day of July, 20 26,
by Sophia Alvarado,

Sophia Alvarado Sophia Alvarado
Notary Public Printed Name

My Commission Expires December 11th, 2029

Personally Known _____ OR Produced Identification X ID Produced ____.
FLDL = G45-525-70-783-0

SOPHIA ALVARADO
Commission # HH 748620
Expires December 11, 2029

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO X

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____ NO X

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____ NO X

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

LG2 Services	7/29/2026
Firm	Date
Lisa Gaulin	Lisa Gaulin
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

LG2 Services, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . P

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

2090 Hovington Cir E

6 City, state, and ZIP code

Jacksonville, FL 32246

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

3	9	–	2	6	0	1	0	9	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Lisa Gaulin | **Date** 6/9/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/08/2026

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

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

PRODUCER	CONTACT NAME:	
Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	PHONE (A/C, No, Ext): (855) 222-5919	FAX (A/C, No):
	E-MAIL ADDRESS: support@nextinsurance.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Next Insurance US Company	16285
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
LG2 Services LLC
2090 Hovington Cir E
Jacksonville, FL 32246

COVERAGES **CERTIFICATE NUMBER:** 077172861 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	X		NXTY37LF39-00-GL	08/15/2025	08/15/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$1,000,000.00 $100,000.00 $15,000.00 $1,000,000.00 $1,000,000.00 $1,000,000.00
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is Jacksonville Housing Authority. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. General Liability coverage applies for Handyperson operations. All Additional Insured privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER

Jacksonville Housing Authority
1300 Broad St N
Jacksonville, FL 32202

LIVE CERTIFICATE

Click or scan to view

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Ann Ryan

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DBPR On-Line Services

If you need to mail additional information to DBPR please include this coversheet.

License Type: **Certified Residential Contractor**

Application Type: **Print License Certificate**

File Number: **29972**

Application Number: **171565**

License Number: **CRC1336113**

Application Date: **06/04/2026 (mm/dd/yyyy)**

Mail To:
Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399

If you have any questions please call our Customer Contact Center at 850-487-1395.



State of Florida
Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399

Application Summary

Thank you for submitting your print request online.

Profession

License Type:	**Certified Residential Contractor**
Application Number:	**171565**
Application Type:	**Print License Certificate**
Application Date:	**06/04/2026 (mm/dd/yyyy)**
License Number:	**CRC1336113**
File Number:	**29972**

Addresses

Routing Instruction:

Main Address: **2090 HOVINGTON CIR E**
JACKSONVILLE, FL
32246
US

Routing Instruction:

License Related Addresses

By submission of this application you attested to the following:
Each application for a license or renewal of a license issued by the Department of Business and Professional Regulation shall be signed under oath or affirmation by the applicant, or owner or chief executive of the applicant without the need for witnesses unless otherwise required by law.

I certify that I am empowered to execute this application as required by section 559.79, Florida Statutes. I understand that my signature on this application has the same legal effect as if made under oath. All information contained on this application is true and correct.

I understand that falsification of any information on this application may result in administrative action, including a fine, suspension or revocation of the license.

Search All Words e.g. 1606N020Q02

Search Results | Saved Searches | Actions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search | Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

ql7nuxvpwjw3

Classification
Excluded Individual
Excluded Entity
Federal Organizations
Exclusion Type
Exclusion Program
Location
Dates

Reset

Entity Information | Entities | Disaster Response Registry | Responsibility / Qualification | Exclusions

No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back

LG2 SERVICES LLC
BID SUBMITTAL PACKAGE
City of Fernandina Beach, Florida
Invitation to Bid (ITB) 26-17
Installation of Flooring in City-Owned Buildings

Company	LG2 Services LLC
Representative	Lisa Gaulin, Co-Owner / Authorized Representative
Address	2090 Hovington Cir E Jacksonville, FL 32246
Phone	904-516-0935
Email	lisagaulin@lg2services.com
UEI	QL7NUXVPWJW3
CAGE	13EL9
License	CRC1336113

Package Contents

- Cover Page
- Exhibit A
- Exhibit A-1
- Exhibit B
- Exhibit C
- Exhibit D
- Exhibit E
- Exhibit F
- Exhibit G
- Exhibit H
- W-9
- Certificate of Insurance
- Florida CRC License
- SAM.gov Exclusions Search

CITY OF FERNANDINA BEACH ITB OPENING TALLY

ITB 26-17 JULY 30, 2026 11:00AM

Bid Name: FLOORING SERVICES

Attended by: **Cathy Sabattini, and Wanda Weaks**

DATE/TIME REC'D	COMPANY NAME/LOCATION	CERAMIC TILE - sq/ft	VINYL PLANK - sq/ft	ENGINEERED WOOD PLANK - sq/ft	COMM CARPET TILE - sq/ft	PRODUCT MARKUP - %	EXHIBITS A-H	NOTES
7/30/2026 10:24AM	Facility's Constructors, Jacksonville, FL	$ 12.00	$ 13.00	$ 23.00	$ 9.00	3%	✓	
7/30/2026 8:21AM	Southeast Floors, Orlando, FL	$ 3.67	$ 1.07	$ 4.29	$ 0.59	22%	✓	SEE NOTES ON EXHIBIT A-1 FOR ADDITIONAL INFO
7/29/2026 6:19PM	LG2 Services, LLC, Jacksonville, FL	$ 9.50	$ 4.75	$ 5.75	$ 4.50	15%	✓	SEE NOTES ON EXHIBIT A-1 FOR ADDITIONAL INFO

This is a preliminary summary of the submittals as they were opened and announced at the bid opening. Contractor/Vendor should not assume award until after final/review/recommendation for award

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-101
Authorization to Defend — Pledger

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-101.

SYNOPSIS: On or about July 15, 2026, Mr. and Mrs. Pledger filed Case No. 452026CA000289CAAXYX against the City and Mr. and Mrs. Basile over a land use matter. The filed suit requests injunctive and declaratory relief regarding a lot split on or about 2003 which is now owned by Mr. and Mrs. Basile.

FISCAL IMPACT: The City carries general liability insurance and will pay no deductible to have the insurance company, Preferred Governmental Claim Solutions ("PGCS") provide defense.

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-101.

Teresa Prince, City Attorney	08/05/2026
Sarah Campbell, City Manager	08/05/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/05/2026

Lorelei Jacobs

Date: July 22, 2026

Submitted By: Lorelei Jacobs, Grants Administrator

COMMISSION ACTION: Adopt

RESOLUTION 2026-101

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING LEGAL DEFENSE IN THE MATTER OF JAMES ROOSEVELT PLEDGER II AND JULIE LYNN PLEDGER V. CITY OF FERNANDINA BEACH AND FRANK PAUL BASILE AND SHANNON M. BASILE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Charter Section 31 requires that the prosecution and defense of litigation involving the City, by the City Attorney, to be first authorized by the City Commission; and

WHEREAS, certain issues now face the City, which require resolution in the Courts or administrative agencies of this State; and

WHEREAS, the City carries general liability insurance and will pay no deductible to have the insurance company, Preferred Governmental Claim Solutions ("PGCS"), provide defense on the City's behalf.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, THAT:

SECTION 1. The City Commission hereby authorizes the City Attorney to work with City claims administrator, Preferred Governmental Claim Solutions, appear on behalf of, if necessary, and defend the City of Fernandina Beach in the matter of James Roosevelet Pledger II and Julie Lynn Pledger v. City of Fernandina Beach, et al, Case No. 26-CA-289, in the Circuit Court of the Fourth Judicial Circuit, in and for Nassau County, Florida.

SECTION 2. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY

_____
CAROLINE BEST
City Clerk

_____
TERESA L. PRINCE, ESQ
City Attorney

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT

IN AND FOR NASSAU COUNTY, FLORIDA

CASE NO.: 26CA000289AXYX
DIVISION: Civil (Division A)

JAMES ROOSEVELT PLEDGER II and
JULIE LYNN PLEDGER,
Plaintiffs,

v.

CITY OF FERNANDINA BEACH, FLORIDA,
a Florida municipal corporation, and
FRANK PAUL BASILE and
SHANNON M. BASILE, individuals,
Defendants.
_____/

PLAINTIFFS' MOTION FOR CONTINUANCE

Plaintiffs, **JAMES ROOSEVELT PLEDGER II** and **JULIE LYNN PLEDGER**, representing themselves *pro se*, respectfully move this Court to continue the Evidentiary Hearing on Plaintiffs' Motion for Temporary Injunction currently scheduled for August 3, 2026. In support thereof, Plaintiffs state:

1. **Initial Filing:** Plaintiffs e-filed the initial Complaint for Declaratory Judgment and Motion for Temporary Injunction in this action to address a critical, ongoing land-use and zoning violation regarding the unauthorized residential construction at 1826 Amelia Avenue.

2. **Due Process for Defendants:** The physical paper summonses, notice to appears, witness, subpoenas, and initial lawsuit packets are currently completed and waiting for the granting of a new hearing date for formal service of process upon the Defendants. Out of explicit respect for the Defendants' constitutional rights to procedural due process, additional time is required to ensure that they are fully and properly served, have adequate time to retain legal counsel, and can thoroughly review the extensive land-use pleadings prior to appearing before this Court.

3. **Delayed Public Records Production:** A core component of the evidentiary record for this case hinges on municipal archives, internal communications, and historical land-use determinations held by Defendant, City of Fernandina Beach. Plaintiffs

timely submitted a formal public records request to the City to obtain these documents. However, the City has unnecessarily delayed the production of these vital public records, severely impairing Plaintiffs' ability to compile a complete and accurate electronic evidence binder for the Court.

4. **Preservation of Judicial Procedures:** Under the strict administrative procedures of Division A, all evidentiary exhibits and supporting documentation must be e-filed and provided to opposing counsel no later than three (3) business days before a scheduled hearing. Due to the City's delay in producing public records, meeting this procedural threshold for an August 3rd hearing is mathematically and logically impossible.

5. **Good Faith Request:** This motion is made in good faith, based on necessity, and not for the purpose of trickery or tactical delay. Plaintiffs are actively coordinating with the Court's Judicial Assistant to select a mutually agreeable alternative date from Judge Fahlgren's civil calendar that allows sufficient time for service and document discovery to close.

WHEREFORE, Plaintiffs respectfully request that this Court **GRANT** this Motion for Continuance, reset the Evidentiary Hearing on the Motion for Temporary Injunction to a later date currently being coordinated with the Court's administrative staff, and extend any corresponding evidentiary deadlines accordingly.

Respectfully submitted,

Dated: July 27, 2026

By: _ Recoverable Signature
X James Roosevelt Pledger II
James Roosevelt Pledger II
Signed by: ad944993-0728-464c-b936-4059b504849b _____

James Roosevelt Pledger II, Plaintiff Pro Se
1809 Beech St
Fernandina Beach, FL 32034
(904) 753-1259
icecase88@yahoo.com

By: _ Recoverable Signature
X Julie Lynn Pledger
Julie Lynn Pledger
Signed by: ad944993-0728-464c-b936-4059b504849b _____

Julie Lynn Pledger, Plaintiff Pro Se
1809 Beech St
Fernandina Beach, FL 32034
(904) 753-1259
julielpledger@yahoo.com

FORM 1.997. CIVIL COVER SHEET

The civil cover sheet and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form must be filed by the plaintiff or petitioner with the Clerk of Court for the purpose of reporting uniform data pursuant to section 25.075, Florida Statutes. (See instructions for completion.)

I. CASE STYLE

IN THE CIRCUIT/COUNTY COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR NASSAU COUNTY, FLORIDA

James Roosevelt Pledger II, Julie Lynn Pledger
Plaintiff

Case # _____
Judge _____

vs.
City of Fernandina Beach, Frank Paul Basile, Shannon M Basile
Defendant

II. AMOUNT OF CLAIM

Please indicate the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes only. The amount of the claim shall not be used for any other purpose.

☐ $8,000 or less
☐ $8,001 - $30,000
☐ $30,001- $50,000
☐ $50,001- $75,000
☒ $75,001 - $100,000
☐ over $100,000.00

III. TYPE OF CASE (If the case fits more than one type of case, select the most definitive category.) If the most descriptive label is a subcategory (is indented under a broader category), place an x on both the main category and subcategory lines.

UNOFFICIAL DOCUMENT

CIRCUIT CIVIL

☐ Condominium
☐ Contracts and indebtedness
☐ Eminent domain
☐ Auto negligence
☐ Negligence—other
    ☐ Business governance
    ☐ Business torts
    ☐ Environmental/Toxic tort
    ☐ Third party indemnification
    ☐ Construction defect
    ☐ Mass tort
    ☐ Negligent security
    ☐ Nursing home negligence
    ☐ Premises liability—commercial
    ☐ Premises liability—residential
☐ Products liability
☒ Real Property/Mortgage foreclosure
    ☐ Commercial foreclosure
    ☐ Homestead residential foreclosure
    ☐ Non-homestead residential foreclosure
    ☒ Other real property actions

☐Professional malpractice
    ☐ Malpractice—business
    ☐ Malpractice—medical
    ☐ Malpractice—other professional
☐ Other
    ☐ Antitrust/Trade regulation
    ☐ Business transactions
    ☐ Constitutional challenge—statute or ordinance
    ☐ Constitutional challenge—proposed amendment
    ☐ Corporate trusts
    ☐ Discrimination—employment or other
    ☐ Insurance claims
    ☐ Intellectual property
    ☐ Libel/Slander
    ☐ Shareholder derivative action
    ☐ Securities litigation
    ☐ Trade secrets
    ☐ Trust litigation

COUNTY CIVIL

☐ Small Claims up to $8,000
☐ Civil
☐ Real property/Mortgage foreclosure

UNOFFICIAL DOCUMENT

☐ Replevins
☐ Evictions
    ☐ Residential Evictions
    ☐ Non-residential Evictions
☐ Other civil (non-monetary)

COMPLEX BUSINESS COURT

This action is appropriate for assignment to Complex Business Court as delineated and mandated by the Administrative Order. Yes ☐ No ☒

IV. REMEDIES SOUGHT (check all that apply):
☒ Monetary;
☒ Nonmonetary declaratory or injunctive relief;
☐ Punitive

V. NUMBER OF CAUSES OF ACTION: [ ]
(Specify)

6

VI. IS THIS CASE A CLASS ACTION LAWSUIT?
☐ yes
☒ no

VII. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?
☒ no
☐ yes If "yes," list all related cases by name, case number, and court.

VIII. IS JURY TRIAL DEMANDED IN COMPLAINT?
☐ yes
☒ no

IX. DOES THIS CASE INVOLVE ALLEGATIONS OF SEXUAL ABUSE?
☐ yes
☒ no

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief, and that I have read and will comply with the requirements of Florida Rule of Judicial Administration 2.425.

Signature: s/ James Roosevelt Pledger II Fla. Bar #
Attorney or party (Bar # if attorney)

James Roosevelt Pledger II 07/15/2026
(type or print name) Date

UNOFFICIAL DOCUMENT

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT

IN AND FOR NASSAU COUNTY, FLORIDA

CASE NO.: [Leave Blank - Clerk Will Assign]
DIVISION: Civil

JAMES ROOSEVELT PLEDGER II and
JULIE LYNN PLEDGER,
Plaintiffs,

v.

CITY OF FERNANDINA BEACH, FLORIDA,
a Florida municipal corporation, and
FRANK PAUL BASILE and
SHANNON M. BASILE, individuals,
Defendants.
_____/

PLAINTIFFS' EMERGENCY MOTION FOR TEMPORARY INJUNCTION

AND MEMORANDUM OF LAW

Plaintiffs, **JAMES ROOSEVELT PLEDGER II** and **JULIE LYNN PLEDGER**, representing themselves *pro se*, pursuant to **Florida Rule of Civil Procedure 1.610** and **Florida Statute § 163.3215**, file this Emergency Motion for Temporary Injunction against Defendants, the **CITY OF FERNANDINA BEACH, FLORIDA** (the "City"), and **FRANK PAUL BASILE** and **SHANNON M. BASILE** (the "Owners"), and in support thereof state:

I. INTRODUCTION & THE EMERGENCY NATURE OF THE MOTION

1. This is an action for declaratory relief and an immediate emergency temporary injunction to halt the ongoing, unauthorized construction of a residential structure currently **70% complete** on an illegally subdivided, non-conforming, and historically unbuildable lot located at 1826 Amelia Avenue, Fernandina Beach, Florida 32034 (the "Subject Lot").

2. Immediate judicial intervention is necessary to preserve the status quo. If construction is permitted to reach 100% completion, the property owners will attempt to claim "vested rights" via equitable estoppel, and this Court will face the doctrine of "equitable waste," making permanent physical remedies exceedingly difficult to enforce.

II. STATEMENT OF FACTS

UNOFFICIAL DOCUMENT

1. Plaintiffs are the lawful owners of the real property located at 1809 Beech Street, Fernandina Beach, Florida 32034, which constitutes the original, conforming lot of record under the City's R-1 zoning regulations and its Land Development Code (LDC).

2. Prior to Plaintiffs' acquisition of their home, a previous owner executed an illegal subdivision of the property via a quitclaim deed, carving out an adjacent 8,372.5-square-foot substandard parcel (the Subject Lot).

3. For nearly 20 years, the City explicitly ruled the Subject Lot unbuildable because it violates the minimum square footage requirements of the R-1 zoning district (which mandates 10,500 square feet) and was never granted a lawful variance by the Board of Adjustment.

4. Approximately four years ago, a City Planning Department Supervisor issued a written administrative opinion determining the Subject Lot was a "lot of record" because it was recorded prior to the 2006 Land Development Code (LDC), despite the fact that the lot failed the definition of a lot of record under both the pre-2006 and post-2006 LDCs.

5. Furthermore, this illegal subdivision drastically increases neighborhood density, violating the explicit mandates of the City's Comprehensive Plan and Future Land Use Map (FLUM) by exceeding **4 properties per acre**.

6. Relying on this erroneous administrative opinion, the City bypassed mandatory public notice and Board of Adjustment variance hearings, issuing an over-the-counter building permit to the Defendant Owners. Construction of a mismatched, 2-story, 624-square-foot dwelling is now approximately 70% complete.

III. ARGUMENT & MEMORANDUM OF LAW

To secure a temporary injunction under Florida law, a plaintiff must establish four elements: (1) a likelihood of irreparable harm; (2) the unavailability of an adequate remedy at law; (3) a substantial likelihood of success on the merits; and (4) that the injunction will serve the public interest. *See Clear Channel Metroplex, Inc. v. Dieci Co.*, 937 So. 2d 753 (Fla. 4th DCA 2006).

A. Irreparable Harm

1. Plaintiffs will suffer irreparable harm if construction is allowed to finish. The 2-story structure looms directly over Plaintiffs' yard, permanently destroying their privacy and devaluing their conforming lot of record. Under Florida land-use law, once a structure is completed and occupied, courts are notoriously hesitant to order a total or partial demolition. *See Chapman v. Town of Redington Beach*, 282 So. 3d 979 (Fla. 2d DCA 2019) (holding adjacent neighbors suffer unique visual and spatial impacts from illegal structures).

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B. Unavailability of an Adequate Remedy at Law

1. Monetary damages alone cannot restore Plaintiffs' quiet enjoyment of their property, clear the cloud on their title, or remedy the localized density violation. A court order freezing construction is the only available remedy to stop a zoning violation in progress.

2. Plaintiffs have actively and exhaustively engaged the City via personal emails, in-person communications, and demand letters from attorneys for four years attempting to rectify the situation without litigation, to no avail.

C. Substantial Likelihood of Success on the Merits

1. Plaintiffs have an overwhelming likelihood of success because the building permit is **void ab initio** (void from the beginning).

- **Ultra Vires Action:** The planning supervisor acted beyond her legal authority by creating an administrative "grandfather" exemption that directly contradicts the plain text of both the old and new LDCs. *See Rinker Materials Corp. v. City of North Miami*, 286 So. 2d 552 (Fla. 1973) (municipal officials cannot invent text or meaning not present in an ordinance).

- **Comprehensive Plan Violation:** Under **Florida Statute § 163.3215**, any development order or building permit that is inconsistent with the local Comprehensive Plan is illegal. The 4-units-per-acre density cap is absolute. *See Citizens for Responsible Growth v. City of St. Pete Beach*, 940 So. 2d 1144 (Fla. 2d DCA 2006).

- **Local Precedent:** The City was recently penalized for bypassing mandatory Chapter 1 LDC variance processes in the binding appellate ruling ***City of Fernandina Beach v. Tringali Property Residents***.

D. The Public Interest

1. The public interest is heavily served by ensuring that municipal staff cannot bypass due process, skip public hearings, and rewrite density caps to favor private builds over established zoning ordinances.

IV. THE INJUNCTION BOND

1. Pursuant to **Florida Rule of Civil Procedure 1.610(b)**, Plaintiffs request that this Court set a **$0 or nominal bond**. Because the underlying building permit violates the City's mandatory Comprehensive Plan and is wholly void, and because the Defendant Owners are private individuals whose daily delay costs are minimal compared to a commercial developer, equity dictates that a high financial barrier should not block the enforcement of public zoning laws.

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2. Additionally, the Defendant Owners have not expeditiously worked on building the structure over the last 4 years and have left it unattended for long stretches of time, demonstrating that a temporary pause in construction will not cause them severe financial or operational prejudice.

PRAYER FOR RELIEF

WHEREFORE, Plaintiffs respectfully request that this Court:

1. **GRANT** this Emergency Motion for Temporary Injunction;
2. **ORDER** Defendants Frank Paul Basile and Shannon M. Basile to immediately cease and desist all construction activities on the Subject Lot;
3. **ORDER** Defendant City of Fernandina Beach to post a physical "Stop Work" order at the construction site and suspend the building permit pending a final hearing on the merits; and
4. **SET** a $0 or nominal bond for this injunction.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished to **The City of Fernandina Beach** (via the City Clerk/Manager at 205 Ash Street, Fernandina Beach, FL 32034) and to **Frank Paul Basile and Shannon M. Basile** (at 1826 Amelia Avenue, Fernandina Beach, FL 32034) via formal Service of Process by the Nassau County Sheriff's Department simultaneously with the filing of this action.

Respectfully submitted,

Dated: 07/14/2026

X James Roosevelt Pledger II

By: Signed by: ad944993-0728-464c-b936-4059b504849b

James Roosevelt Pledger II, Plaintiff Pro Se
1809 Beech St
Fernandina Beach, FL 32034
(904) 753-1259
IceCase88@yahoo.com

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X Julie Lynn Pledger

By: _ Signed by: ad944993-0728-464c-b936-4059b504849b _____

Julie Lynn Pledger, Plaintiff Pro Se
1809 Beech St
Fernandina Beach, FL 32034
(904) 753-1259
JulieLPledger@yahoo.com

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IN THE CIRCUIT COURT FOURTH JUDICIAL CIRCUIT IN AND FOR NASSAU COUNTY, FLORIDA.

CASE NO: 2026-CA-289

JAMES PLEDGER II and
JULIE PLEDGER,
Plaintiff,

vs.

CITY OF FERNANDINA BEACH, FLORIDA,
a Florida municipal corporation, and
FRANK PAUL BASILE and
SHANNON M. BASILE, individuals,
Defendants.

ORDER ON PLAINTIFF'S EMERGENCY MOTION FOR TEMPORARY INJUNCTION

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THIS CAUSE came on to be considered upon Plaintiff's **Emergency Motion for Temporary Injunction** (DKT #6) filed July 15, 2026 and received by the Court July 15, 2026. The Court reviewed the motion and court file and otherwise being fully informed in the premises finds:

Based on the four corners of the Emergency Motion, the Plaintiff failed to articulate an emergency.

It is, therefore;

ORDERED AND ADJUDGED:

A. The Plaintiff's **Emergency Motion for Temporary Injunction** is hereby **DENIED as an emergency.**
B. An evidentiary hearing shall be set for **Monday, August 3, 2026 at**

10:30am before the Honorable Steven M. Fahlgren via Zoom, meeting ID: 578 978 2431; passcode: QiJ0nH. See attached Zoom Addendum.

DONE AND ORDERED in Chambers at Yulee, Nassau County, Florida, this 15th day of July, 2026.

LESTER B. BASS
CIRCUIT JUDGE

Copies furnished to:

James Pledger III
Icecase88@yahoo.com

Julie Pledger
juliepledger@yahoo.com

City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Frank Basile
96249 Cayman Circle
Fernandina Beach, Florida 32034

Shannon Basile
96249 Cayman Circle
Fernandina Beach, Florida 32034

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JUDGE FAHLGREN'S ZOOM ADDENDUM FOR CIVIL AND FAMILY PROCEEDINGS[1]

Zoom will be the default for scheduled hearings, unless the parties file notice with the Clerk of Court that at least one (1) party intends to appear in person at least three (3) business days before the hearing. Said notice shall also be provided to the Court via email to astrickland@coj.net, and to all other parties by email, if possible.

Unless otherwise notified by Court Order or the Court's Judicial Assistant, the invitation to join the Court's Zoom™ Meeting for all family and civil hearings is:

https://zoom.us/j/5789782431
Meeting ID: 578 978 2431[2]
Passcode: QjJ0nH
Dial by your location +1 470 381 2552 US
Passcode: 706394
Parties shall name their Zoom profile with their legal names such that they can be easily identified.

For Zoom hearings involving exhibits, proposed orders, or copies of cases cited, the parties are directed to send these to the Court's judicial assistant, astrickland@coj.net, via email at least three (3) business days in advance of the hearing with copies to all parties who have not been defaulted as is custom and required by the Rules. **When the number of pages of the hearing materials exceed 50 pages, hard copies should be provided to the Court at least three (3) business days in advance of the hearing.** Emailed exhibits should be sent as one PDF file, or as few PDFs as possible, and include an index, cover sheets before each exhibit, and should be easily identified. Counsel submitting proposed orders should also furnish sufficient self-addressed stamped envelopes to the Court via mail for service of any orders when a party is not signed up for the e-portal. **The Court's physical and mailing address is 76347 Veterans Way, Yulee, FL 32097.** Please refer to Judge Fahlgren's published division procedures for more detailed information.

Legal representation: You may consult with an attorney regarding this case. If you cannot afford an attorney, you may contact a legal aid/legal services program or a lawyer referral service to determine whether you qualify for free or reduced-fee assistance. The Court cannot give legal advice and does not endorse any private attorney or organization. The law requires that all unrepresented people be treated as reasonably competent counsel.

[1] Judge Fahlgren's Zoom Addendum for foreclosure matters is published separately.
[2] There is a separate Zoom link for foreclosure matters published separately.

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All unrepresented parties shall file a designation of email address with the Clerk of Court and register for email service with the Florida Court's E-filing Portal at www.myflcourtacess.com forthwith, if they have not already done so. A sample designation of email address can be found at the link copied below.

https://www.flcourts.gov/content/download/403113/file/915.pdf

Those appearing before the Court without video via Zoom that intend to testify will likely need to be in the presence of a notary public for the purposes of being identified and sworn in. Those appearing remotely by video via Zoom planning to testify should be prepared to furnish the Court with a **picture identification such as their driver's license via video.**

While the Court is not required to record all Zoom hearings, the parties may request the Court do so. It is the parties' responsibility to arrange for a Court Reporter to attend the hearing, if so desired.

REQUESTS FOR ACCOMMODATIONS BY PERSONS WITH DISABILITIES: If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator Michelle Watson, Robert M. Foster Justice Center, 76347 Veterans Way, Yulee, FL 32097, Telephone 904-548-4917, email ADA@nassauclerk.com at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

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CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-102
Agreement Amendment and Budget Transfers — CityView

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-102.

SYNOPSIS: The City Commission, at their June 6, 2023, regular meeting, adopted Resolution 2023-93 awarding Request for Proposal ("RFP") 23-01: Professional Services for Permitting Licensing Software Solutions to CityView.

The City Commission has since adopted Resolution 2024-175 and Resolution 2024-176 modifying the CityView scope of work to meet the needs of the following departments/divisions/functions: Building, Code Enforcement, Planning and Conservation, Utilities, Streets, Stormwater, Local Business Tax Receipts, Resort Rental Dwelling Permits, and specialty permits.

Staff subsequently recommends approval of CityView Agreement Amendment No. 3 for over-the-counter point of sale interface ("InvoiceCloud") technology and implementation services, allowing citizens to make in-person payments, in the one-time amount of $7,920, increasing the annual software maintenance fee, in the amount of $1,350, in Fiscal Year 2025/2026, attached hereto as Exhibit A and Exhibit B. As well as various departmental budget transfers for equitable cost distribution, attached hereto as Exhibit C.

FISCAL IMPACT: Funds are available for transfer into the Project account, 23041 from various departmental accounts in Fiscal Year 2025/2026.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-102.

Dana Whicker, IT Director	08/10/2026
James Parr, Building Director	08/11/2026
Alisha Brown, Budget Analyst	08/11/2026
Susan Carless, Comptroller	08/11/2026
Teresa Prince, City Attorney	08/11/2026
Glenn Akramoff, Deputy City Manager	08/11/2026
Sarah Campbell, City Manager	08/11/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/11/2026

Caroline Best

Date: July 10, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

RESOLUTION 2026-102

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING CITYVIEW AGREEMENT AMENDMENT NO. 3 FOR OVER-THE-COUNTER POINT-OF-SALE INTERFACE TECHNOLOGY, IMPLEMENTATION, AND SOFTWARE MAINTENANCE FEES; APPROVING DEPARTMENTAL BUDGET TRANSFERS FOR DISTRIBUTION OF COSTS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission, at their June 6, 2023, regular meeting, adopted Resolution 2023-93 awarding Request for Proposal ("RFP") 23-01: Professional Services for Permitting Licensing Software Solutions to CityView; and

WHEREAS the City Commission has since adopted Resolution 2024-175 and Resolution 2024-176 modifying the CityView scope of work to meet the needs of the following departments, divisions, and programs: Building, Code Enforcement, Planning and Conservation, Water, Wastewater, Streets, Stormwater, Local Business Tax Receipts, Resort Rental Dwelling Permits, and specialty permits; and

WHEREAS, staff subsequently recommends approval of CityView Agreement Amendment No. 3 for over-the-counter point-of-sale interface technology and implementation services allowing citizens to make in-person payments, in the amount of $7,920, attached hereto as Exhibit A, as well as the accompanying software maintenance fee, in the amount of $1,350, in Fiscal Year 2025/2026, attached hereto as Exhibit B; and

WHEREAS, to ensure equitable distribution of CityView costs, funds are available for transfer into the Project account, 23041 from various departmental accounts in Fiscal Year 2025/2026, in the amount of $2,277, attached hereto as Exhibit C.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves CityView Agreement Amendment No. 3 for over-the-counter point of sale interface technology, implementation, and software maintenance fees, in the total amount of $9,270, in Fiscal Year 2025/2026, attached hereto as Exhibit A and Exhibit B.

SECTION 2. The City Commission hereby approves budget transfers, into Project account, 23041, in the amount of $2,277, from various departmental accounts, attached hereto as Exhibit C.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of the same with the City Clerk.

SECTION 4. This Resolution shall be effective immediately upon passage.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

JAMES ANTUN
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:

CAROLINE BEST
City Clerk

TERESA L. PRINCE, ESQ.
City Attorney

CityView HARRIS

AMENDMENT No. 3

TO

LICENSE AND SUPPORT AGREEMENT

THIS AMENDMENT NO. 3 to the License and Support Agreement (the "Amendment") is dated and made effective on _____by and between **N.** Harris Computer Corporation ("CityView") and the City of Fernandina Beach, FL (Licensee).

RECITALS

WHEREAS, the parties entered into a Software License and Support Agreement dated July 27, 2023, (the "Agreement"), as amended.

WHEREAS the parties desire to amend the Agreement as set forth herein to include the software, licensing, and annual software maintenance and a one-time implementation fee of $2,520 as reflected in the quotation.

NOW, THEREFORE, in consideration of the foregoing and the premises and mutual covenants hereinafter contained, the parties hereto agree as follows:

1 Amended Terms - Software and Support-Related Services

1.1 The Schedule A to the Agreement shall be amended by adding the attached schedule A of this Amendment No. 3 to the end of Schedule A of the Agreement.

2 General Provisions

2.1 **No Other Amendments.** Except as specifically modified by this Amendment, the terms of the Agreement, including its schedules, attachments, appendices, and exhibits, shall remain unchanged and in full force and effect and the parties hereto confirm and agree to be bound by all the terms and provisions of the Agreement as amended hereby.

2.2 Entire Agreement: **Amendment:** Waiver. The Agreement, as amended by this Amendment, sets forth the entire agreement and understanding of the parties hereto with respect to the matters contemplated by the Agreement and this Amendment, and supersedes all prior agreements, arrangements, and understandings (whether oral or written) relating to the subject matter thereof. The Agreement may not be amended, waived, discharged, or terminated other than by a written instrument signed by the party against whom enforcement of such amendment, waiver, discharge, or termination is sought.

2.3 Counterparts. This Amendment may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

2.4 Binding Effect. This Amendment shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns.

2.5 If any provision of this Amendment shall be declared void or unenforceable by any judicial or administrative authority, the validity of any other provision and of the entire Amendment shall not be affected thereby. The titles and subtitles used in this Amendment are for convenience only and are not to be considered in construing or interpreting any term or provision of the Amendment.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first written above through their duly authorized representatives.

ACCEPTED	ACCEPTED
CityView Authorized Signature:	Licensee Authorized Signature:
2026.07.18 19:15:11-07'00'	
Print name: Susan McCormick	Print name:
Title: Executive Vice President	Title:
Date: 18-July-2026	Date:

CityView

HARRIS

SCHEDULE A

Description of Software, Software & Maintenance Fees, Payment Milestones and Deliverables

This is Schedule 'A' attached to and made part of the Software License and Support Agreement dated July 27, 2023, as updated by the execution of this Agreement by and between CityView and the City of Fernandina Beach, FL.

1 LICENSED CITYVIEW USER SOFTWARE PREVIOUSLY LICENSED UNDER THE TERMS OF SCHEDULE "A" AND NOW SUBJECT TO THIS AGREEMENT

Product Description
25 CityView Concurrent Application Client – Workspace Full Read/write
5 CityView Concurrent Application Client – Workspace Read-only
5 CityView Application Client Licenses – Read Only
5 Concurrent Users of CityView Mobile for Permits & Inspections
5 Concurrent Users CityView Mobile for Business Licensing
5 Concurrent Users CityView Mobile for Code Enforcement

2 LICENSED CITYVIEW MODULES – NOW SUBJECT TO 56 MAXIMUM CONCURRENT READ-WRITE USERS BUT WHICH WERE PREVIOUSLY LICENSED UNDER THE TERMS OF SCHEDULE "E" BUT WHICH IS NOW SUBJECT TO THIS AGREEMENT.

CityView Property Information
CityView Permits & Inspections
CityView Planning
CityView Business Licensing
CityView Code Enforcement
CityView Cashiering
CityView Electronic Plan Review

3 CITYVIEW ADD-ONS PREVIOUSLY LICENSED UNDER THE TERMS OF SCHEDULE "E" AND NOW SUBJECT TO THIS AGREEMENT

1 site license	CityView Configuration Console
1 site license	CityView Outlook Add-in
1 site license	CityView Word Add-in
1 site license	CityView Assistant
1 site license	CityView Esri Mapping Extension
1 site license	CityView Integration Server Public API
1 site license	CityView Assistant
1 site license	CityView Preferred Partner (InvoiceCloud) Payment Processor Extension
1 site license	CityView EDMS Extension
1 site license	CityView Portal for Property Information, Permits & Inspections, Planning, Code Enforcement and Business Licensing

CityView HARRIS

4 NEW SOFTWARE MODULES, USER LICENSES AND ADD-ONS ADDED AS OF [redacted] AND NOW SUBJECT TO THIS AGREEMENT

CityView Modules, User Licenses and Add-Ons

CityView Supported Over the Counter POS Interface (InvoiceCloud)

5 PAYMENT MILESTONES AND TERMS

Software Licensing	Deliverables	Payment Milestone	Payment Terms
Software Licenses Include: CityView Supported Over the Counter POS Interface (InvoiceCloud)	CityView will: • Send the licensing key for CityView Licenses	$5,400	Invoiced on execution of the amendment and due net 30 days

Mandatory Annual Software Maintenance	Deliverables	Payment Milestone	Payment Terms
Annual Software Maintenance (year 1 and subject to annual revision) pro-rated to the City's current renewal period	Provides: • All major and minor software upgrades • Unlimited technical support	$1,350	Invoiced on execution of the amendment and due net 30 days

CityView

Quotation

QUOTATION DESCRIPTION			
Request Date:	**February 6, 2026**	**Quote #:**	2026 - 01
Client / Project:	City of Fernandina, FL	**Valid Until:**	**July 31, 2026**
Requestor:	Glenn Akramoff– Capital Project Manager	**Created By**	Scott Christensen

Description of the Requested Services:

The City of Fernandina Beach, FL has requested the following quote for integration with InvoiceCloud Point-Of-Sale (POS) payments. The city already has online payments with CityView activated.

Cost Summary	
One Time Fees	
Software and Licenses – CityView-Supported Over the Counter POS (InvoiceCloud) Interface	$ 5,400
Implementation Services	$ 2,520
Total	**$ 7,920**
Annual Recurring Fees	
CityView Annual Software Maintenance year 1 (all software updates, 12/5 unlimited support) - subject to annual revision and in addition to the current annual software maintenance	$ 1,350

Payment Terms: Invoiced on execution of the quote and due net 30 days

Total Estimated Cost:	As above	**Planned Delivery Date:**	TBD

QUOTATION APPROVAL

	Print Name	**Signature**	**Date**
Client Executive:			
CityView Executive:	Susan McCormick	2026.07.18 19:09:26-07'00'	

Resolution 2026-102
Exhibit "C"

Planning	**Increase**	**Decrease**
0011500 56410 23041	625.00	
0011500 52400		625.00
Fire		
0012200 56410 23041	101.00	
0012200 52400		101.00
Building		
0012400 56410 23041	671.00	
0012400 51200		671.00
Code Enforcement		
0012420 56410 23041	24.00	
0012420 52400		24.00
Streets		
0014100 56410 23041	89.00	
0014100 52400		89.00
Wastewater		
450 56410 23041	263.00	
450 53100		263.00
Water		
460 56410 23041	194.00	
460 53400	33.00	
460 54000		227.00
Stormwater		
470 56410 23041	277.00	
470 52400		277.00

RESOLUTION 2024-176

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING CITYVIEW AGREEMENT AMENDMENT #2 FOR ADDITIONAL SOFTWARE AND SUPPORT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission, at their June 6, 2023, Regular Meeting, awarded RFP 23-01 for Professional Services for Permitting Licensing Software Solutions to CityView via Resolution 2023-93; and

WHEREAS, additional needs were identified during the scoping process which require an increase in the total contract value; and

WHEREAS, funds are available in the Building Department Software account, 140 56410 Project #23041 and the Building Department Contractual account, 140 53400; and

WHEREAS, staff recommends an amendment to the CityView Software License and Support Agreement by increasing the total for licensing and implementation from $459,673 to $489,718 and for annual maintenance from $53,538 to $61,316; and

WHEREAS, staff also recommends a Fiscal Year 2024/2025 budget transfer from the Building Department Contractual account, 140 53400 into the Building Department Software account, 140 56410 for Project #23041, in the amount of $73,825.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves CityView Agreement Amendment #2: increasing the total for licensing and implementation from $459,673 to $489,718 and increasing annual maintenance from $53,538 to $61,316, attached hereto as Exhibit A.

SECTION 2. The City Commission hereby approves a Fiscal Year 2024/2025 budget transfer from the Building Department Contractual account, 140 53400 into the Building Department Software account, 140 56410 for Project #23041, in the amount of $73,825.

SECTION 3. The City Clerk and the Interim City Manager are hereby authorized to execute all documentation pertaining to this Agreement Amendment, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall be effective immediately upon passage.

ADOPTED this 17th day of September, 2024.

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

Project Changes

QUOTATION DESCRIPTION			
Request Date:	September 6, 2024		
Client / Project:	City of Fernandina Beach, FL		
Requestor:	Dana Whicker	**Created By**	Steve Favalaro

Description of the Project Changes:

The City of Fernandina Beach, FL has requested the following summary of the project changes from the original request to Council for award was based on the RFP response and selection. Once the RFP was awarded, several discussions between the City and CityView occurred regarding the project scope and the following changes were made between the response and the final contract.

- The number of Read only licenses was reduced from 10 to 5 = a reduction in license cost and maintenance costs
- 8 Bluebeam subscriptions were added – increasing the annual cost as well as some services for Bluebeam Markup training
- CityView Assistant was added which increased the license cost and maintenance costs, and added some services for configuration
- 4 custom workflows or equally intensive changes to the out of the box workflows were added resulting in additional implementation services and travel costs
- The CityView Integration Server Public API was added for integration with Forerunner which increased the licensing, annual maintenance and services costs

With these additions/deletions:

- Licensing costs increased by $900 and maintenance increased by $2,763
- Services hours increased by 184 (approx. $34K)
- Travel – number of trips increased by 1 and number of days increased by 4

.

APPROVAL

	Print Name	Signature	Date
Client Executive:	**Jeremiah Glisson** **Interim City Manager**		9.17/24
CityView Executive:	Susan McCormick	2024.09.06 12:28:48-07'00'	

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

RESOLUTION 2023-93

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING RFP 23-01 FOR NEW PERMITTING LICENSING SOFTWARE SOLUTIONS TO CITYVIEW AND APPROVING A BUDGET TRANSFER WITHIN BUILDING DEPARTMENT ACCOUNTS; AUTHORIZING EXECUTION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with the City's Purchasing Policy, the City of Fernandina Beach issued RFP #23-01, Professional Services for Permitting Licensing Software Solutions to streamline City permit submittals and reviews, increase efficiency in workflow, management and retrieval of documents and provide a more user-friendly system for citizens and staff; and

WHEREAS, in February 2023, the City received five proposals from CityView, ICC Community Development, Online Solutions d/b/a Citizenserve, Perconti Data Systems, and SagesNetworks; and

WHEREAS, an evaluation committee consisting of representatives from all City departments that will use the new software ranked the top three proposals and invited those firms to provide a demonstration of their system. Representatives from the builder community, along with City staff, attended the presentations; and

WHEREAS, after the demonstration, the evaluation committee, in conjunction with comments from the builder community, selected CityView as the best system for the City, in part because CityView is the only vendor which allows the City to purchase the system rather than lease, allowing data to be secured by the City's IT department; and

WHEREAS, Cityview's proposal includes an initial license and implementation cost of $459,673, and an annual maintenance fee of $53,538; and

WHEREAS, funding for the software licensing, implementation, and annual maintenance. Funding was included in the Building Department's Contractual account, 140 53400 and the Equipment account, 140 56400 for $470,000, with planned annual reimbursement from each City department that uses the software for annual maintenance; and

WHEREAS, staff further recommends transferring $470,000 from the Building Department Equipment account, 140 56400 to the Building Department Software account, 140 56410, under Project #23041.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the award of RFP 23-01 for professional services for permitting licensing software solutions to CityView.

SECTION 2. The Interim City Manager and City Clerk are hereby authorized to execute all documentation pertaining to award of the contract to Citi View

SECTION 3. The City Commission further authorizes a budget transfer of $470,000, from the Building Department's Equipment account, 140 56400, to the Software account, 140 56410, under Project #23041.

SECTION 4. This Resolution is effective immediately upon passage.

ADOPTED this 6th day of June, 2023.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner - Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

INTRODUCTION

The City of Fernandina Beach, Florida is accepting competitive sealed proposals from qualified Permitting & Licensing Software Solutions for the City's Planning, Zoning and Building Departments

The City will receive sealed proposals at the location stated below not later than **2:00pm, January 10, 2023.**

Any submittal received after the above stated time and date will not be considered. It will be the sole responsibility of the Respondent to have its submittal delivered to the City of Fernandina Beach, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile, or electronic submittals will not be accepted. Delay in deliver y will be the sole responsibility of the Respondent. Submittals received after the deadline will not be considered.

SUBMITTERS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE REQUEST FOR PROPOSAL PROCESS, REQUIREMENTS AND EXHIBITS.

The original RFP submittal (**1 original, 4 copies and 1 electronic copy, CD, or thumb drive**) must be delivered to City Hall in a sealed package, clearly marked on the outside, **RFP 23-01** and addressed to:

City of Fernandina Beach
Attn: City Clerk's Office – **RFP #23-01**
204 Ash Street
Fernandina Beach, FL 32034

Hand delivered Submittal is to be taken to the Clerk's Office at the above address.

The proposal must be submitted on the specified **Contact Sheet**, hereto attached as "**Exhibit A**" and **Price Submittal Form**, hereto attached as "**Exhibit A-1**". The person signing the Response Form must have the authority to bind the proposer to the Submittal. All information on the Price Submittal form must be provided, or the submittal may not be accepted.

The competitive sealed Submittal must be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H"**,

COMPANY SHALL SIGN AND INCLUDE EXHIBITS "A-H". Failure to so, may result in rejection of the bid.
In accordance with Item 16, General Terms and Conditions, please provide **proof the COMPANY is not listed in the Excluded Parties List System**, a federal suspension and debarment listing.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

SCOPE OF WORK

The City of Fernandina Beach (COFB) is looking for a permitting and licensing software solution that would aid the City in managing and retrieving electronic records, include mobility, streamline and increase efficiency of workflow, with a web portal for online application submittal, payments, scheduling of inspections, electronic document search. A citizen friendly interface, which provides information and services to customers anytime from any tablet or smart phone.

REQUIREMENTS

Back Office

- Integration with GIS for property mapping.
- Integrates with Bluebeam for plan review and mark ups.
- Integrates with other voice response systems for scheduling inspections and seeking inspection results.
- Financial Management Systems that integrate with MUNIS, Tyler Cashiering and Pay Guardian.
- Integration with Department of Business Professional Regulations (DBPR) for current contractor's license
- Integrates with Laserfiche for records management.
- Provides an automated business process to increase productivity and streamline the workflow for permitting code enforcement and business tax receipts.
- Ability to prompt end users for required data.
- Easy to search, track and sort information based on reporting needs.
- Ability to access data from any tablet, smartphone, or computer.
- Auto generate permit numbers.
- Determines plan checks and route workflow automatically.
- Create batch renewal notices for Business Tax Receipts.
- Generate letters to contractors and business owners.
- Easily send emails from system to contractors, homeowners, and business owners.
- Letter templates configured with Microsoft Word.

Web Portal

- Ability for field personnel to access inspections to-do lists for a day and view them on a map.
- Ability to set inspection order and route inspections.
- Ability to complete inspections in the field.
- Automated messages to contractors or owners ahead of inspector's arrival.
- Search permit information and view attachments from field.
- Automated inspection results sent to permit holder.
- Ability to upload photos and videos when necessary.
- Little or No loss of connectivity.

Customer Service

- Training for employees and users provided.
- Priority & responsive customer service.

- Direct number to contact a customer service technician.
- Web training for updates.
- Software Updates.
- Project Management
- Reliability with minimal downtime

CONTENT OF SUBMITTALS

Submittals should, at a minimum, include the following:

- A narrative introductory cover letter (not to exceed two pages).
- Three references where the system has been installed and working for a length of time.
- Professional backgrounds of personnel to be involved with this project, including the identification of the lead project manager (not to exceed three pages).
- Any other information that may be of interest to the City or relevant to the submittal.
- Quote for Planning, Permitting, Code Enforcement and Business Tax modules.

EVALUATION PROCESS

All Requests for Proposals (RFP) will be evaluated in terms of project approach, experience, quality of work, and capacity to perform. Past performances on local government projects will also be assessed in terms of timeliness, completing work within budget and quality of work.

EVALUATION CRITERIA

- Quality of Firm and Experience	25%
- Qualifications of Staff	15%
- Project Approach – demonstrates understanding of project requirements, and proposes methods to accomplish the work, meeting or exceeding criteria listed in the RFP.	25%
- History of documented customer satisfaction with similar uses	15%
- Project Cost	20%

ANTICIPATED SCHEDULE

As of the date of the issuance of this RFP, the timetable presented below provides the operative guidelines for the sequence of anticipated events. Should a change be required, the City will post such notification on the City website www.fbfl.us and www.demandstar.com.

- Publication	December 5, 2022
- Deadline to submit questions	December 29, 2022
- Due date to submit responses	January 10, 2023
- Evaluation Committee review	January 24, 2023
- City Commission approval	March 21, 2023

SELECTION PROCEDURE

The proposals received will be evaluated by qualified personnel of the City. The Evaluation Committee shall be responsible for evaluating the qualifications and capabilities of proposers who have submitted proposals in response to the request for proposals. Committee evaluations shall be conducted in accordance with applicable Florida Public Records Laws, including F.S. 119. Evaluation may include such activity as is deemed appropriated by the Committee to verify the qualifications and capabilities of the proposers and their ability to furnish the required goods or services.

The Evaluation Committee, at its discretion, will request visual presentation/demonstration from; conduct interviews with; or conduct visits to the office, facilities or projects of the Proposers it selects from among those submitting Proposals.

If the Evaluation Committee decides to entertain presentations or conducts interviews at a subsequent meeting, it shall set the date, place and time for that meeting, then establish the order of presentations of interview before adjourning. The Purchasing Department shall be responsible for notifying all firms of the meeting and order of presentations or interviews.

If no oral presentations or interviews are requested, the Evaluation Committee selection shall be based on its review and evaluation of qualified companies at its initial Committee meeting.

The evaluation of Proposer qualifications and capabilities shall include but not be limited to such factors as: experience; capabilities; past record; past performance; adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; approach to the project; ability to furnish the required services; volume of work previously awarded to each COMPANY submitting qualifications; and such other factors as may be determined by the Evaluation Committee to be applicable to the particular requirements of the project for which the professional services have been requested.

At the conclusion of its evaluation, the Evaluation Committee shall report its recommendations and order of preference (final ranking) to the Board of Commissioners.

PROPOSAL EVALUATION

The City of Fernandina Beach shall be the judge of its own best interests, the proposals, and the resulting Contract. An award may be made to the most responsive and responsible COMPANY whose proposal is determined to be the most advantageous to the City.

The City will consider as an important factor in the award, in addition to price, a demonstrated history of reliable and dependable service to similar users or demonstration of a long history of reliability and dependability for users with critical municipal needs similar to the governmental entities.

The City reserves the right to consider historic information and fact, whether gained from the Proposer's proposal, question and answer conferences, references, and/or other sources in the evaluation process.

The City reserves the right to conduct investigations as deemed necessary by the City to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of Proposers, subcontractors, suppliers and other persons and organizations to preform and furnish the work in accordance with the Proposal documents.

It is the Proposer's sole responsibility to submit information related to the evaluation categories. The City is under no obligation to solicit such information if the proposer fails to include it within their proposal submittal. Failure to provide requested information may result in the rejection of the proposal, or a deduction in evaluation points at the sole discretion of the Evaluation Committee.

AWARD

Award recommendation will be awarded to the most responsive and responsible bidder offering the best value. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

Successful Respondent is required to have a Business License in the city where their home office is located. If Respondent's business office is located in the City of Fernandina Beach a business tax license is required.

RFP PACKAGE

Request for Proposal Documents and Specifications can be downloaded online at www.fbfl.us/bids. Any questions regarding the RFP package can be directed in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

CONTACT

Specification questions during the submittal period must be submitted in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

Respondents are hereby put on notice that no contact will be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA

A written response to Respondent questions will be issued via Addendum and posted on the City's website at www.fbfl.us/bids and DemandStar at www.demandstar.com. It is the Respondent's responsibility to check the City's website for Addenda prior to submitting their proposal. The deadline for questions is ten days before proposal opening.

If there is an Addendum it becomes part of the original Bid or RFP and must be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or COMPANY submitting the bid or proposal. Failure to do so may disqualify the bid or proposal.

INSURANCE REQUIREMENTS

Insurance requirements are outlined in the General Conditions of this Request for Proposal.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

1. **PREPARATION OF PROPOSAL** – REQUEST FOR PROPOSAL will be prepared in accordance with the following:
   a. The enclosed Contact Sheet/Price Submittal Form, attached hereto as "Exhibit A" and "Exhibit A-1", must be used when submitting your REQUEST FOR PROPOSAL.
   b. All information required by the Contact Sheet/Proposal Form must be furnished. The Proposer must print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
   c. Unit prices must be shown and where there is an error in extension of price, the unit price will govern.
   d. Alternate Proposals will not be considered unless authorized by the Request for Proposal.
   e. Proposers will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
   f. Proposers must make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Proposer of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City's Purchasing Ordinance is set forth in Chapter 2-420, *et seq*.
   g. Prices quoted must be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Request for Proposal.
   h. Deliveries are to be FOB Destination unless otherwise specified in the Request for Proposal.
   i. Deliveries are to be made during regular business hours.
   j. Proposals and Proposal prices must be valid for a minimum of ninety (90) days, unless otherwise stated on the REQUEST FOR PROPOSAL.

2. **SUBMISSION OF PROPOSAL**
   a. Proposals and changes thereto must be enclosed in sealed envelopes and addressed as instructed on the Proposal Form. The name and address of the Proposer, the date and hour of the Request for Proposal opening and the material or service must be placed on the outside of the envelope.
   b. REQUEST FOR PROPOSAL must be submitted on the forms furnished. Electronic Proposals will not be considered.

3. **REJECTION OF PROPOSAL**
   a. The City reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City will be the sole judge of the submittals. The City's decision will be final.

4. **WITHDRAWAL OF PROPOSAL**
   a. Proposals may not be withdrawn after the time set for the opening for a period of time as specified.

b. Proposals may be withdrawn prior to the time set for the opening. Such request must be in writing.

5. LATE PROPOSAL

a. REQUEST FOR PROPOSAL and modifications received after the time set for the opening will not be considered.
b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

a. Proposers must comply with all local, state, and federal directives, orders and laws as applicable to the REQUEST FOR PROPOSAL and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.
b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as "Exhibit B", must be received at the time of the proposal.
c. A "Drug Free Workplace Certification" attached hereto as "Exhibit C", must be received at the time of the proposal.
d. The City of Fernandina Beach requires that the Proposer selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.
e. An "E-Verify Statement" attached hereto as "Exhibit D" must be received at the time of the proposal.

7. AWARD OF REQUEST FOR PROPOSAL

a. The REQUEST FOR PROPOSAL will be awarded to the most responsive and responsible proposer offering the best value to the City of Fernandina Beach.
b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
c. A written award of acceptance (Purchase Order) mailed or otherwise furnished to the successful Proposer will result in a binding contract without further action by either party.
d. Unless otherwise noted in the specifications, the length of the agreement will be one year, with two one-year renewals possible based on the mutual consent of the parties.
e. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction Services. An example of the contract can be found on the City's website at www.fbfl.us/bids, Bids and Purchasing web page.
f. Agreement may be cancelled with 60-day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

a. The City will not be responsible for any cost incurred by a prospective Proposer in responding to this REQUEST FOR PROPOSAL.

9. **BONDS**
   - If Proposal is less than $100,000 no Proposal Bond or Payment and Performance Bond required.
   - If Proposal is greater than $100,000 and is for material only, a Proposal Bond is required but no Payment and Performance Bond is required.
   - If Proposal is $100,000 - $200,000, and is for services, a Proposal Bond is required but no Payment and Performance Bond is required.
   - If Proposal is greater than $200,000, and is for services, Proposal Bond and Payment and Performance Bond is required.

   PROPOSAL BOND:

   a. If the Base Proposal or the Base Proposal plus the sum of any alternates fall into the criteria above requiring a Proposal Bond, the Proposer must enclose a Certified Check or Proposal Bond with each Proposal. A Certified Check or Proposal Bond must be for an amount not less than five percent (5%) of the Proposal price and must be made payable to the CITY OF FERNANDINA BEACH as a guarantee that the Proposer will not withdraw its proposal for a period of ninety (90) calendar days after Proposal closing time. Proposal Bonds or Certified Checks will be returned to unsuccessful Proposal within 10 days of proposal award. Successful proposers will receive their Certified Check or Proposal Bond after the contract/agreement has been signed and a Performance and Payment Bond is received.

   PERFORMANCE AND PAYMENT BONDS:

   a. In the event the Contract is awarded to the Proposer, Proposer will thereafter enter into a written contract with the CITY OF FERNANDINA BEACH and furnish a Payment and Performance Bond in an amount equal to the contract price. The form of the bonds shall be in accordance with Section 255.05 of Florida Statutes. Failing to do so, Proposer must forfeit its proposal security.

      Payment and Performance Bond must be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

      The following exceptions to proposer providing Performance and Payment Bonds are as follows: In lieu of the Performance and Payment Bonds, a contractor may file with the City an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in part II of chapter 625, Florida Statutes. Any such alternative form of security must be for the same purpose and be subject to the same conditions as those applicable to the bonds. The value of an alternative form of security must be in the amount of the proposal.

10. **PUBLIC INFORMATION**

    a. All information contained in this Proposal is public information, and as such will be handled in accordance with chapter 119, Florida Statutes.

11. ADDITIONAL INFORMATION

a. The City reserves the right to require Proposers to provide references and information on previous similar experience prior to award of the contract.

12. QUESTIONS

a. Any questions about the REQUEST FOR PROPOSAL should be communicated per instructions in the REQUEST FOR PROPOSAL.

13. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The parties recognize that COMPANY is an independent Contractor. COMPANY agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of COMPANY, its officers, employees, agents, and representatives. COMPANY's liability hereunder must include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of COMPANY against the CITY and COMPANY hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision will survive termination of this Agreement and will not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification will be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the COMPANY must, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Contractor" as used in the insurance rider, will mean and include Subcontractors of every tier.

A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million ($1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.

B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000.00) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:

1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
2. Completed Operations/Products Liability.
3. Broad Form Property Damage
4. Personal and Advertising Injury Liability
5. Independent Contractors
6. Endorsements must be furnished reflecting the inclusion of the interests of City.
7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the City.
8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your Company).
9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s),

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1, 000,000) dollars minimum per occurrence.

E. During the term of this agreement, (if applicable) the COMPANY will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the COMPANY. The amount of insurance must not be less than One Million ($1,000,000) Dollars per occurrence and aggregate.

F. Loss Deductible – If the insurance of any COMPANY contains deductible(s), penalty(s) or self-insured retention(s), the COMPANY
Whose insurance contains such provision(s) must be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense must furnish to the City Certificates of Insurance and other required documentation evidencing the following coverage which will provide for the interests of City to be named as Loss Payees and will contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities named in the contract.

H. The above insurances must each contain the following wording verbatim: "[Name of Owner], [Name of Contractor] , are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of Contractor] and by certified mail-return receipt requested ."

I. The Contractor must file certificates of insurance prior to the commencement of work with the Owner and the Contractor which will be subject to the Owner approval of adequacy of protection and the satisfactory character of the Insurer.

K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

L. The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility of liability under this Contract.

M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials must contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of Contractor], and all other indemnities named in the Contract.

N. Should the Contractor engage a Subcontractor, the same conditions will apply under this contract to each Subcontractor, however, the retained Subcontractor must be required to maintain limits of liability of not less than One Million ($1,000,000) Dollars per occurrence and Two Million ($2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

14. PAYMENT

Payment due hereunder must be made by the City to COMPANY in accordance with the Florida Prompt Payment Act.

15. PROPOSAL PROTESTS

Proposal protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-444.

16. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, COMPANY may not participate in the proposal if COMPANY is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, https://www.sam.gov/portal/SAM/. COMPANY must include copy of search results with bid or proposal.

17. LOBBYING

a. Lobbying is defined as any action taken by an individual, company, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTORS must not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters must be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

EXHIBITS

EXHIBIT "A" **Contact Sheet**

EXHIBIT "A-1" **Price Submittal Form**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
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EXHIBIT "A"

CONTACT SHEET

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____ **Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "A-1"

PRICE SUBMITTAL FORM

The undersigned, having carefully examined and being familiar with the obstacles and conditions that will be encountered during the execution of the work, hereby offers and agrees to furnish all labor, supervision and materials necessary to the perform the Contract Services in accordance with the proposed contract documents, without exception for the following:

Implementation Services	$_____
Training	$_____
Total	**$_____**
Travel & Expenses	$_____
Annual subscription Fees (year 1- subject to annual revision)	$_____
Annual Software Maintenance (year 1- subject to annual revision)	$ _____

It is agreed by the undersigned offer or that the signature and submission of this proposal represents the PROPOSER'S acceptance of all terms, conditions, and requirements of specifications and, if awarded, the proposal will become part of the contract agreement between the parties.

Name (typed or printed): _____

Signature _____
Title: _____

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is ____/____/____.

State Contractor License No. _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
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EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is_____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted COMPANY list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted COMPANY list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted COMPANY list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20___, and is personally known to me, or has provided _____ as identification.

_____
Notary Public

My Commission expires: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/COMPANY certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this COMPANY complies fully with the above drug-free workplace requirements.

COMPANY/CONTRACTOR: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ PHONE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

I/COMPANY acknowledges and agrees to the following:

I/COMPANY will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to COMPANY the employment eligibility of:

1. All persons employed by the COMPANY during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the COMPANY to perform work pursuant to the contract with the Department.

Individual/Company/Contractor: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, /Contractor, or COMPANY presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: _____ Title: _____

Signature: _____ Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____
PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20___, and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: _____
Notary Signature

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Responder, COMPANY or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Responder, COMPANY, or person to fix the price or prices in the attached proposal or any other Responder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Responder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____
PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: _____
Notary Signature

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your COMPANY or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO____

Has your COMPANY, or any member of your COMPANY, been declared in default, terminated or removed from a contract or job related to the services your COMPANY provides in the regular course of business within the last five (5) years?
YES_____NO_____

Has your COMPANY had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your COMPANY provides in the regular course of business?
YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

_____

COMPANY Date

_____

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSA

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 23-01**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the RFP submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

1. Given the bond requirements, several of the required forms having to be notarized, and the hard copy submittal requirement is it possible to have a 1-week extension to the RFP due date? The bid opening date is extended to 2:00PM, February 23, 2023.
2. Does the City currently use a 3rd party payment processor for online payment. Will the City consider alternative 3rd party payment processors? The City will consider alternative payment processors, of course they must be PCI compliant.
3. Does the City have a preference for a hosted or on-premise solution? On-Prem is preferred but not required.
4. Please explain the City's expectations for integration with Pay Guardian. Pay Guardian is software used by our current payment processor. It is preferred but not required.
5. Does the City currently use a voice response system that an integration with is required? No.
6. How many concurrent users will be accessing the solution? Could be as many as 30-40
7. How many named users will be accessing the solution? 40-45
8. How many building inspectors will need field access? 7
9. How many code enforcement inspectors will need field access? 3
10. Does the City complete License inspections in the field? Yes
11. How many Bluebeam users does the City currently have? 15 true application and 20 Studio Prime Free applications
12. Will the City consider using our Cashiering solution for payments or is integration with Tyler Cashiering a must? Integration with Tyler Cashiering is preferred but not required
13. Does performance and payment bonds apply to this project as it is not about construction? YES, BONDS ARE REQUIRED FOR THIS PROJECT
14. What are the terms and conditions under which the vendor forfeits the bond money? A BID BOND ENSURES THAT THE VENDOR CAN BE BONDED AND CONVERTS TO A PERFORMANCE AND PAYMENT BOND WHICH ENSURES THE WORK IS COMPLETED IN ACCORDANCE WITH THE SCOPE
15. Would the City be okay with an alternative for the performance bond where no payment is made unless the City accepts and approves deliverables NO, THE CITY WILL, HOWEVER, ACCEPT A CERTIFIED CHECK IN THE CONTRACT AMOUNT IN LIEU OF BOND TO BE HELD IN ESCROW UNTIL THE PROJECT IS COMPLETED
16. Please clarify if a Proposal Bond and/or a Performance Bond is required since this will be for software and services. It states on page, 8 the following: "If Proposal is greater than $200,000, and is for services, Proposal Bond and Payment and Performance Bond is required." YES, PROPOSAL AND PERFORMANCE BONDS REQUIRED

17. Is it acceptable to acknowledge an electronic signature versus being "sworn in the presence of a notary" on Attachment B (Public Entity Crimes Statement), Conflict of Interest (Exhibit F), and the Non-Collusion Affidavit (Exhibit G). NOTARY ACKNOWLEDGMENT CAN BE OBTAINED ONLINE AND COMPLETELY ELECTRONIC, AND YES, A NOTARY ACKNOWLEDGMENT IS REQUIRED

18. Is there another document that should have been posted with specific detailed requirements? No

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 23-01**. This Addendum No.2 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the RFP submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

1. Would the City of Fernandina Beach prefer End User Training or Train the Trainer approach?
    a. The City would like both. Hands on 'End User Training' for all staff with one person from each city department becoming a 'Train the Trainer'. If training is not designed for this, the city ultimately needs hands on end user training.

2. Can the City of Fernandina provide a comprehensive list of the following:
    a. Complete list of Permit/Record types
        i. See Permit/Record Type list.
    b. Complete list of Planning Application types
        i. See Planning Application list.
    c. Complete list of Environmental permit types
        i. No Environmental specific permit types
    d. Complete list of Public Works/Engineering permit types
        i. Not in the city's current permitting software but there is a Water & Sewer Connection Application through the City's Water Department that is being handled internally. The City would be interested in incorporating this into the new permitting software.
    e. Complete list of Permit/License types required for Finance (i.e., Alarm Permits)
        i. This question is a little confusing and need more info to know what is being asked. However, if this is referring to "Business License" types of permits or Code Enforcement "Code Case" types, etc. see the list provided under PERMIT/"BUSINESS LICENSE" TYPES and CODE ENFORCEMENT – CODE CASE CATEGORY.

3. Has the City of Fernandina Beach seen any product demonstration of a solution relating to the functionality identified in this RFP in the past 12 months? If so, please identify the name of the firm and the software solution demonstrated.
    a. The City has seen a few systems at conferences and on GoTo webinars which would include City View, Oracle, iWorks, ICC, a free permitting system from a couple of municipalities and more. The City had two live follow ups from a few years ago from City View and Oracle.

4. How many years of record types needs to be retained during migration to a new system? How many records needs to be converted?
    a. The City would use the legacy system method. We would like a quote for both non-converted and converted.
        i. Building – No conversion – No records to be converted
        ii. Planning – No conversion – No records to be converted
        iii. Code – No conversion – No records to be converted (3,000+ cases)
    b. 2018-2023 in our current system so, approximately 6 years of records. The City would prefer to start with a fresh/clean system to build from and for a while have access to the old system.

5. Who is the current GIS Vendor? Is the GIS vendor Online with web service for integration? Or is it self-hosted?
    a. The City is provided GIS services from the Nassau County Property Appraiser's Office who uses ESRI ArcGIS version 10.8.2.
    b. Yes, the PA's Office's GIS system is online with web service for integration.

6. How many layers do you currently have in GIS? What's the approximate amount of data points that you would like to integrate into the permitting module?
    a. Nassau PA's Office has numerous layers that pertain to the City Limits and the County as a whole.
    b. Layers/data points we currently use to manage our Geo Rules:
        i. Coastal Construction & Erosion Lines
        ii. Potential Wetlands
        iii. City of FB Flood Zones
        iv. City of FB Historic District
        v. City of FB Main Street District
        vi. City of FB CRA Boundary
        vii. City of FB Zoning
        viii. City of FB incorporated municipal boundary (City Limits)
        ix. City of FB Parcels and addresses

7. Do you mind providing us your most complicated workflow example?
    a. The most complex workflow would have to be our General Building – Commercial – New Construction permit, as it involves all the departments that are responsible for site review, plan review, and inspections.
        i. Review – notifications that application has been received and every review has been completed
        ii. Issue Permit – verify contractor information, fees collected, issue permit card
        iii. Permit Revision – if/when needed to handle revisions made to an issued permit for purposes of routing it through the review process. This could happen multiple times throughout the project.
        iv. Inspections – all first round and/or rough inspections
        v. Final Inspections – all final inspections
        vi. Trades (MEPs) – incorporating all needed trade rough and final inspections for Mechanical, Electrical, Plumbing, and Fire Protection Systems.
        vii. Certificate of Occupancy – Issuance of the CO and if needed the Temporary Certificate of Occupancy

8. Can you confirm how many licensed users are going to access the new system?
    a. Currently The City has 57 active users that actually perform system settings, permitting and plan related functions. However, 14 of those are Read Only accounts, which are more for informational purposes relating to finance, utility billing, law enforcement, and various contracted services.

9. Can we get a list of the custom reports that you would like to have?
    a. There are numerous reports needed for each area:
        i. Application Reports
        ii. Business License Reports
        iii. Code Management Reports
        iv. Impact Case Reports
        v. Inspection Reports
        vi. Invoice Reports
        vii. License Management Reports
        viii. Permit Management Reports
        ix. Plan Management Reports
        x. Prof. License Reports
        xi. Rental Property Management
        xii. Request Management Reports
        xiii. Transaction Reports
        xiv. I'm sure there's more but I do not know how many "Custom Reports" that each area currently uses or what their future needs will be once we have a system that can provide us with those reports.

10. How many inspections does the City of Fernandina Beach do annually for both "Permit-driven" and "Complaint-driven" inspection types? How many inspection types?
    a. 17,853 – Both "Permit-driven" and "Complaint-driven"
    b. 166 Inspection Types covering all disciplines. We are looking to streamline these as we streamline our permit types.

11. What is the Average volume of permits handled annually?
    a. 3,613 annually

12. How many case types are handled by Code Enforcement?
    a. 13 – See Code Case Type Category List following these questions

13. Has the City of Fernandina Beach contracted with consulting firm with regards to this RFP? If so, which one?
    a. No.

14. What version of ESRI GIS does the City currently use?
    a. The City is provided GIS services from the Nassau County Property Appraiser's Office who uses ESRI ArcGIS version 10.8.2.

15. Could the City clarify the following requirement? We would like to confirm that you are wanting something more robust than voice to text functionality. Integrates with other voice response systems for scheduling inspections and seeking inspection results.

a. The City would like to explore voice response systems for scheduling inspections and seeking results as well as application status.

16. For Business Tax Receipts, what is the City's requirement for late fees and interest calculations, if applicable?
    a. The City follows F.S. Chapter 205 for late fees and calculations.

17. How many users will be needed for GO-Live?
    a. 35 back office and 20 read & reports only
    b. Currently the City has 57 active users that actually perform system settings, permitting and plan related functions. However, 14 of those are Read Only accounts, which are more for informational purposes relating to finance, utility billing, law enforcement, and various contracted services.

18. Has the City established a budget for this project, and can it be disclosed?
    a. Funds are available, the City is exploring options for the best product to meet or needs. Cost to be determined.

19. Approximately how many reports will the City need by GO-Live?
    a. This will be discussed during the process.
    b. All software generated reports would need to be ready to go by GO-Live. All custom reports would need to be ready as well.

20. Does the City have the staff to develop its own reports if trained on the new system?
    a. Yes. The IT department has someone who could be trained to provide reporting to all departments.
    b. It is not ideal to have city staff develop our own reports. Especially during implementation, the company should provide this service to meet our needs. Training or access to instructions for changing/updating and creating new forms would be something that City staff and IT department could do once implementation is completed.

21. Does the City have a preferred timeframe for project completion?
    a. October 2024 or before.

PERMIT/RECORD TYPES:

- Most permit types have multiple sub-types or work classes but listed here are the "main" permit types. The city is considering reducing the number of permit types to streamline the permitting process.
- Demolition – Commercial
- Demolition – Residential
- Electrical – Commercial
- Electrical – Residential
- Fire Protection – Commercial & Residential fire protection systems
- Gas – Commercial
- Gas – Residential
- General Building – Commercial
- General Building – Residential
- Mechanical – Commercial
- Mechanical – Residential
- Plumbing – Commercial
- Plumbing – Residential
- Right-of -Way Use
- Roof – Commercial
- Roof – Residential

PLANNING APPLICATION TYPES:

- A few application types have multiple sub-types or work classes but listed here are the "main" application types.
- GENERAL PLANNING
    - Site Work
    - Temporary Use
    - Tree Removal
    - Zoning Permit
    - Administrative Reviews: Administrative Waiver
    - Administrative Reviews: Context Sensitive Review
    - Administrative Reviews: Minor Subdivision/Lot Line Adjustments
    - Alcohol Confirmation
    - Heritage Tree Nomination Form
    - Impact Fee Withholding
    - Installation of Non-Standard Concrete/Asphalt Driveways Affidavit
    - Mapping Request
    - Owners Authorization for Representation Form
    - Request Letter: DEP Letter
    - Due Diligence Report
    - School Impact Analysis Form
    - Traffic Concurrency
    - Water/Sewer Annexation
    - Voluntary Annexation Agreement/Petition for Annex

  - Zoning Confirmation
- BOARD OF ADJUSTMENT (BOA)
  - Board of Adjustment: Application
  - Owners Authorization for Representation Form
- HISTORIC DISTRCIT COUNCIL (HDC)
  - Certificate of Approval (COA) Application
  - Certificate of Approval (COA) Pre-Application Discussion Meeting Request
  - Variance Application
  - Certificate of Approval Matrix
- PLANNING ADVISORY BOARD (PAB)
  - Planning Advisory Board: Application
- TECHNICAL REVIEW COMMITTEE (TRC)
  - First Step Meeting Request Application
  - TRC Application

PERMIT/"BUSINESS LICENSE" TYPES

- Construction
- General Business
- Newsrack
- Resort Rental Dwelling
- Street Performer/Artist
- Vehicle for Hire

CODE ENFORCEMENT – CODE CASE CATEGORY

- Accessibility
- Animal
- Building
- Business License
- Environmental
- Health & Sanitation
- Land Development Code (LDC) – Misc.
- Motor Vehicle
- Property Maintenance
- Signs
- Stormwater
- Vegetation
- Zoning

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **RFP 23-01**. This Addendum No.3 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the RFP submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

1. Regarding servers' physical locations: Is City open to off-premise hosting aka SaaS ? If not, could you please note what the opposition is in particular to off premise server hosting? **On premise is preferred. Off premises is not a deal breaker; with off premise the City has less control of the data. Cloud based would be considered.**

2. Is Training preferred in-person? **Please refer to addendum no 2, question number 1.**

EXHIBIT A-1 PRICING SHEET CAN BE FOUND IN ITEM 7
PROJECT COST - PAGE 79

CityView

HARRIS

CITY OF FERNANDINA BEACH, FL

REQUEST FOR PROPOSAL (RFP) RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

February 23, 2023
2:00 AM EST

Steve Favalaro
Regional Sales Manager

CityView
4464 Markham St., Suite 1202
Victoria, BC V8Z 7X8

(778) 717-0571
SFavalaro@harriscomputer.com

ORIGINAL

40 YEARS

Local government software experts since 1982

Protection of Privacy under Florida Statute 119

Our response includes proprietary and confidential information. CityView authorizes the City to make paper and electronic copies necessary for the use of City staff and agents. However, we would like to invoke the protections of Florida Statute 119 for the following information provided.

- Product Information - The information in Sections 5.2 (CityView Administrator) and Appendix A.2 including subsections, is considered proprietary and confidential, because they contain specific product architectural and functional descriptions. The product information is considered a trade secret for CityView.
- CityView partial customer list – The information in Section 6.1 – CityView subset of customers, is considered proprietary and confidential. Our partial customer list is submitted in confidence and contains privileged information that may not be disclosed without prior permission by CityView.
- CityView software documentation - The information in Section 5.6 including subsections is considered proprietary and confidential, because it contains specific product architectural and functional descriptions. The software documentation is considered a trade secret for CityView.
- Pricing information - Our price information, provided in Section 7 including subsections, is considered proprietary and confidential. Our cost proposal has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information that would result in a competitive disadvantage if disclosed without prior permission by CityView ("Trade Secret"). A Trade Secret includes, but is not limited to, any formula, pattern, device, or compilation of information that is used in one's business, which gives him/her an opportunity to obtain an advantage over competitors who do not know or use it. Since it would harm CityView if any of our Trade Secrets were known to our competitors, it is CityView's policy that the cost proposal not be disclosed to any party outside of the party addressed as the recipient of this proposal. As such, the cost proposal shall be used or disclosed only for evaluation purposes, and for no other purpose whatsoever. Further, in the event a contract is awarded to CityView as a result of, or in connection with, the submission of this Proposal, City shall have the restricted right to disclose the entire contract dollar amount; however, this disclosure may not include itemized data herein to the extent provided in the resulting contract.

Please note due to COVID-19 travel restrictions/mandates, both internal and external, training courses conducted remotely maybe necessary, as opposed to on-site.

1. COVER LETTER

CityView, an unincorporated division of N. Harris Computer Corporation
4464 Markham Street, Suite 1202
Victoria, BC., V8Z 7X8 Canada
Toll-Free: 1.800.665.5647

February 23, 2023

City of Fernandina Beach
Attn: City Clerk's Office – RFP #23-01
204 Ash Street
Fernandina Beach, FL 32034

RE: Request for Proposal (RFP) – RFP 23-01 Professional Services for Permitting Licensing Software Solutions

Dear Sirs,

We thank you for the chance to submit a proposal to the City of Fernandina Beach. Cityview welcomes the opportunity to become a long-term business partner with you. We offer the City a history of strong customer service and responsiveness in the public sector, continual innovation, a robust user community with online forums, video tutorial library, user group meetings, and annual conferences.

CityView has been a leading provider of Permitting Licensing Software Solutions for over 40 years. We are financially and technologically stable and remain committed to continuously developing the CityView suite of products. The CityView platform continually evolves to stay current with the latest technology. As such, customers may upgrade to the latest version with all current functionality, whenever they please. Our product roadmap is driven by input from a variety of sources such as yourself (customers), technology, and industry trends.

Selecting CityView as your new Permitting Licensing Software will enable the City to:

- Improve customer service to the City of Fernandina Beach community by automating and streamlining your processes. For example, applications/plans are submitted digitally and managed end-to-end by your CityView solution for a fully paperless process. Duplicate data entry and data entry errors are essentially eliminated. All interactions for permits, licenses and cases are available on-line. Further, every step, from an application to inspections, can be requested, scheduled and executed on-line by your citizens.
- The City will gain significant efficiencies, time-savings, reduced risks, and will offer transparency to your customers. You will avoid missed steps or deadlines by automating workflows and providing insight into every aspect of the process. Our implementation methodology includes "best practice" workflows. These are built right into the solution and may be modified for those processes unique to the City of Largo.
- Improve the efficiency of inspections and recording inspection results. CityView Mobile optimizes your time in the field. It provides all the information needed to complete the inspections and to input the results in real-time. There is no need to return to the office to enter or retrieve data.

- Lower the total cost of ownership by providing tight integrations with other applications. We offer a seamless end-user experience when integrating with third-party products, and flexibility for customers to retain their systems of choice. We deliver full-service integrations between CityView and third-party products. We pride ourselves in providing superior customer service and continued support to your users and look forward to the opportunity to partner with the City.

Our proposal is valid for 90 days from due date. Once again, thank you for the opportunity to respond! Steve Favalaro will be your main point of contact regarding this response and if you have any questions please do not hesitate to call:

CityView, a division of N. Harris Computer Corporation
Steve Favalaro
Regional Sales Manager
Telephone: 778.717.0571
Email: SFavalaro@harriscomputer.com

Sincerely,

Susan McCormick



Executive Vice President, CityView
Harris Computer Systems
Telephone: 1.800.665.5647
Email: SMcCormick@harriscomputer.com

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3. CITYVIEW QUALIFICATIONS AND EXPERIENCE

This section provides numerous examples of experience and qualifications and why CityView is the optimal solution for the City of Fernandina Beach.

- Since its inception more than 40 years ago, the makers of CityView have focused **solely and completely** on creating comprehensive permitting and land management solutions for municipalities across North America.
- CityView, an unincorporated division, of N. Harris Computer Corporation (proud, successful, and profitable) is owned by the Constellation Software Inc. group of companies.
- The CityView workforce is distributed throughout North America, in order to best serve our customers. Our primary location is Victoria, BC, with other locations in Oregon, Missouri, Minnesota, Vancouver, Alberta, and Ontario.
- Harris employs 6,000+ staff with 3,550 directly serving government disciplines. In the CityView business, this comprises 57% employed in serving our customers, 13% in Sales, 22% in Research and Development, and 8% in Administration (includes senior executive management, corporate – IT, HR, finance, and legal).
- Over 100,000 Harris customers. CityView's customers span 35 U.S. states and 7 Canadian provinces and are all local governments.
- 5000+ CityView users logged in at any one time. 13 million people live in communities where CityView is being used.
- Constellation is a publicly traded company on the Toronto Stock Exchange under (TSX: CSU). Constellation's revenues in 2021 were $5.11 billion. For more information on our financial status, please visit Constellation's website: http://www.csisoftware.com.
- CityView provides a comprehensive solution including software and licensing, implementation, conversion, training, and support and maintenance. The City can be confident knowing they are in the right hands. CityView staff are experienced and *knowledgeable in your business*, and *committed to* success in *our business*.
- CityView will be the prime and only contractor. No subcontractors or third party implementors will be used. The City can feel secure in knowing they will be trained and supported by CityView staff and not a third party company.
- It is the combination of **flexibility, integration expertise**, and **reduced risk** that **sets CityView apart in the marketplace**.

CityView Differentiators

We provide easily installed, flexible, easy to use software solutions that are engineered for the long-term.

1. **Flexibility –** CityView offers seamless access to municipal staff, citizens and contractors via hosted or on-premise deployment, a self-service portal, an intelligent chatbot, video inspections and mobile solutions. These options, made possible by CityView's adaptive and modern technology, provide our customers with flexibility, convenience and efficiency.
2. **Integration expertise –** CityView's integration expertise lowers the total cost of ownership by providing tight integrations with other CityView applications, a seamless end-user experience when integrating with third-party products and flexibility for customers to maintain their systems of choice. Some integrations to note include our Microsoft Outlook and Word Add-Ins, Esri GIS, Bluebeam for paperless plan reviews, OnBase document management and more.
3. **Reduced risk -** Due to CityView's flexible and scalable solutions, tight integrations, seamless access and vast experience working with regional community development and land management requirements across North America, customers reduce their investment risk and staff resistance to change, all while lowering the total cost of ownership.

CityView

- ✓ Serving local governments since 1982
- ✓ Over 350 successful implementations
- ✓ Covering 35 states and 7 provinces across **North America**

CityView Products

- Property Information
- Permits and Inspections
- Code Enforcement
- Planning
- Electronic Plans Review
- Business Licensing
- Animal Licensing
- Service Request
- Cashiering
- Rental Housing
- Marriage and Death Registration
- Parking Management
- Cemetery Management
- CityView Portal
- CityView Mobile
- CityView GIS
- CityView PlansDrop
- CityView Virtual Inspections
- CityView Assistant

Winning Partner

- ✓ Experienced
- ✓ Innovative
- ✓ Flexible Software
- ✓ Committed Staff
- ✓ Great References
- ✓ Stable

Our Commitment

It is our goal to provide easily installed, powerful and long-term software solutions that manage the everyday business processes of municipalities. Throughout our 41-year history CityView has focused on the needs of Community Development departments for local governments. These solutions are based on our combined years of experience in municipalities and on a product that easily adapts to changing practices. We are committed to providing a variety of comprehensive services for this software, from installation and training to ongoing technical support. We want to be a trusted advisor, coach and supporter. More than just a vendor, we want to be the company to partner with.

Partners

The following details partnerships we have formed to ensure that our customers receive the benefits from the latest technologies and additional functionality to meet your wide range of needs.

As an ***Esri partner for more than 20 years***, CityView is able to provide the innovation of industry-leading mapping to staff and citizens in cities and counties throughout North America.	Microsoft **Certified Gold Partner**, CityView is able to use the latest in technological advances, including Microsoft's .NET platform to continuously develop and enhance the CityView product line.	**CityView** is an **authorized registered reseller** of Bluebeam, third party software, products and an **Alliance Partner**. CityView leverages the PDF markup technology inside of CityView's workflow and plan review processes.
CityView's **Professional Development Partnership** with Laserfiche stems from the natural symbiosis between the roles they fulfill for Municipalities.	**CityView** is part of the **OnBase Developers Network** (ODN) for Hyland software. OnBase is a single enterprise information platform for managing content, processes and cases.	CityView **customers benefit** by having access to the latest communication technologies without having to deal with multiple vendors.
CityView partners with Invoice Cloud to provide customers with secure, simple, reliable, and mobile payments online.	**Together Paymentus and CityView** have created a fully real-time, integrated solution for online payment processing.	**CityView partners with Worldline**, formerly known as Bambora, to provide digital payments for a trusted world. Process payments with peace of mind knowing you have a dedicated team at your service.

CityView®

HARRIS

CityView record of local government experience

ESTABLISHED

- Launched Property Information, GIS and Permitting solution in 1986;
- First field inspection solution by 1996;
- Customers date back over 20 years;

INNOVATIVE

Innovation is the cornerstone of CityView products and moves us ahead of the crowd to deliver new functionality consistently. 1st land management software vendor to provide a totally integrated mapping and database solution, innovative integration with MS Outlook and MS Word, first to provide completely integrated Electronic Plans Review with Bluebeam Revu.

ACROSS NORTH AMERICA

- Serve both USA and Canadian markets;
- CityView is in 35 U.S. states and 7 Canadian provinces.

SUCCESSFUL

- Consistently ranked as a leading vendor in this space for the past 41 years;
- Customer base grows year-over-year;
- State of the art technology, great references, consistent growth, profitability.

FOCUSED

- Founded by Local Government, for Local Government, 1982;
- All CityView software applications are built for Municipalities.

PARTNERSHIPS

We partner with industry leaders that serve local government: Microsoft, Esri, OnBase, Laserfiche, Selectron and TeleWorks IVR, Bluebeam, Invoice Cloud, Worldline (formerly Bambora), and Paymentus.

DEEP EXPERTISE

- Over 350 implementations across the USA and Canada;
- A number of our employees come from a local government background, selected for the value their domain experience brings.

INDUSTRY

Memberships include, Esri, International Code Council (ICC), American Planners Association (APA), MISA California, California Building Officials (CALBO) and more.

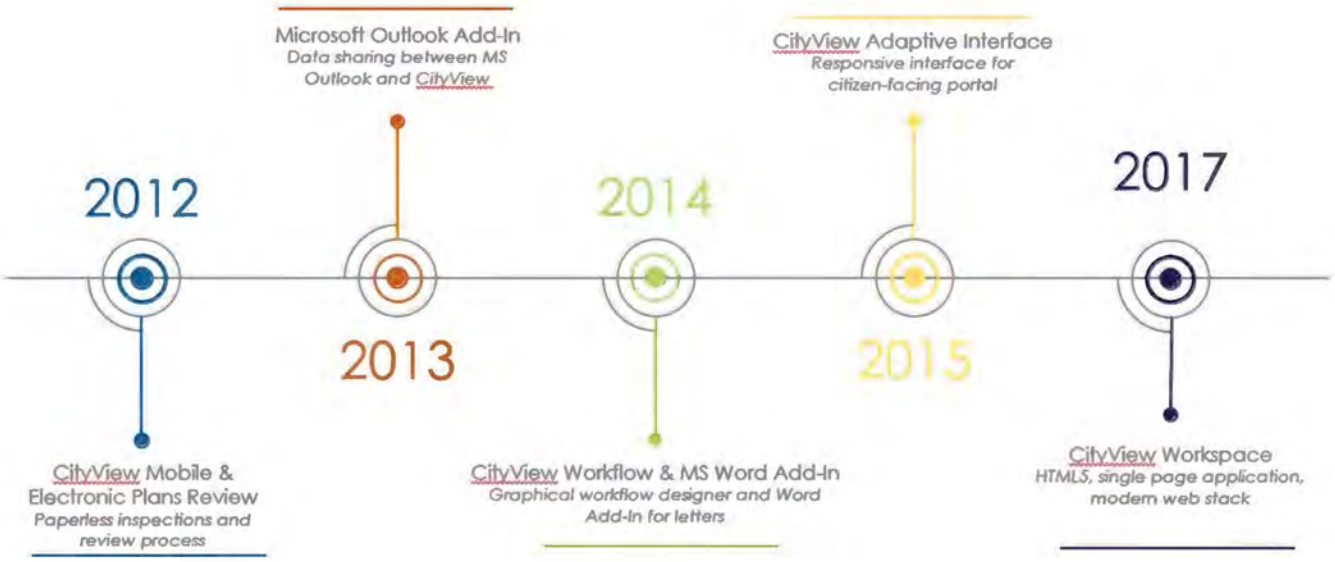
COMMITTED TO COMMUNITY

Attend, sponsor, and exhibit at leading and local industry events including California Building Officials (CALBO), American Planning Assoc. (APA), Alberta Building Officials Assoc., Ontario Building Officials Assoc., and others.

STABLE

- Parent company, Harris Computers serves 100,000+ Government customers in the areas of Land Management, Utilities, Tax and CAMA, ERP, Public Safety, School Districts, since 1977;
- Publicly traded;
- $5.106B revenues in 2021; $3.969B revenues in 2020; $3.490B revenues in 2019
- Profitable.

LEADERS IN INNOVATION



LEADERS IN INNOVATION



4. QUALIFICATIONS OF STAFF

4.1 PROPOSED CITYVIEW TEAM

CityView is proposing our Select delivery model and we confirm, based on our understanding of the RFP, that the services CityView will provide to meet the City's requirements include software and licensing, implementation, conversion, comprehensive training, and support and maintenance. No subcontracting will be used.

CityView management profiles

Name	Title	Industry experience
Jean Soucy	President – Harris Public Sector Group (PSG)	20+ years
Dennis Asbury	Portfolio Leader PSG	20+ years
Sean Higgins	Group Leader PSG	20+ years
Susan McCormick	Executive Vice President	20+ years
Angus Simpson	Vice President – Sales & Marketing	20+ years
Mike Tardif	Vice President – Professional Services	20+ years
Mark Atkinson	Director - Research & Development	20+ years
Ryan Monk	Director - Customer Success	14 years
Steve Graham	Chief Technical Architect	25+ years

CityView project team profiles*

Name	Title	Industry experience
Teri Wright	Senior Project Manager	20+ years
John Edwards	Manager – Customer Success	20+ years
Deborah Verhille	Implementation Services Team Lead	20+ years
Adam Wicks	Data Conversion – Interface Specialist	10 years
Yuliya Melnyk	Quality Assurance Team Lead	17 years

* Should a staff member become unavailable prior to the start of, or during the project, an alternate employee with corresponding capabilities and qualities, will be assigned to the project. One project manager will be assigned to the project.

4.1.1 TEAM RESUMES

Please find below and on the following pages sample resumes and qualifications of key staff that are typically assigned to implement the CityView Select delivery model, if a contract were signed today.

Teri Wright
Senior Project Manager

Length of Time with CityView	13 years – Office Location: Victoria, BC
Responsibilities	As CityView's Senior Project Manager for your implementation, Teri leads a full team of qualified professionals to manage your implementation and training. With a professional but personal approach, she is involved in both the facilitation of the project as well as the hands-on work in each project phase to ensure that all requirements are met and project deliverables are clearly defined. **Qualifications:** After Project Management consulting for the Provincial Government, First Nations, Federal Government, Crown Corporation and within the Private Sector since the mid 90's, Teri joined CityView in 2010 and has been responsible for implementing over 35 projects within Canada and United States covering the full range of local government business processes including building permits, planning department processing, business licensing and compliance enforcement to name a few.
Customer Accomplishments (additional references upon request)	A range of customers include: Outagamie County, WI; City of Gastonia, NC; City of Oak Ridge, TN; City of Provo, UT; Municipality of Anchorage, AK; Town of Schererville, IN; Kings Point, NY; Meridian, MS; Augusta, GA; City of Yellowknife, NWT; Town of Darien, CT; Quinte West, ON; Cherokee County, GA; Penticton, BC; City of Leduc, AB; Chatham County, NC; Mount Vernon, WA; Norfolk County, ON; City of Newark, DE; City of Sarnia, ON; City of West Kelowna, BC; City of Thornton, CO; Kane County, IL; Niagara Peninsula Conservation Authority, ON
Education	Project Management Diploma (honors) – Royal Roads University, Victoria, BC Business Administration Diploma (honors) Computer Programming Diploma (honors) Network Administrator Diploma Accounting and Computers Diploma Web Design Certificate (as well as many other specialized certificates and courses)

John Edwards
Manager - Customer Success

Length of Time with CityView	22 years
Responsibilities	As CityView Customer Success Manager, John's role on the project will be to manage the Customer Success team and also conduct an infrastructure review and provide environment management. He reviews and evaluates customer network infrastructures to ensure software will smoothly operate on all machines and not impact current utilization.
	Qualifications:
	John has been a valued staff member for several years and makes a significant contribution to the success of our go-lives as it pertains to environment management. John has many years' experience utilizing the CityView product and how it can best be utilized by local governments. He manages the communication channel with customers from Canada and the U.S. by handling trouble tickets issued from customers and staff to resolve software issues. He has also reviewed IT processes to identify possible deficiencies. His focus as manager is reducing case backlog, improving customer satisfaction while developing the skills of the team to better serve our customers.
Customer Accomplishments (additional references upon request)	A range of customers include: Collier County, FL; City of Miami, FL; Village of Villa Park, IL; City of Monroe, NC; Town of the Blue Mountains, ON; City of Kingston, ON; City of South Jordan, UT; Town of Aurora, ON; and Cariboo Regional District, BC (Canada).
Education	Full Scholarship – Engineering - University of Saskatchewan, Saskatoon, SK. Microsoft Certified Professional – MCSE

Deborah Verhille
Implementation Services Team Lead

Length of Time with CityView	22 years –Office Location: Victoria, BC
Responsibilities	As CityView's Implementation Services Team Lead, Deborah and her team will be working with you directly through on-site visits, follow up calls, training, and demonstrations in order to assist you in defining your configuration requirements. After the data mapping phase she and her team will configure your CityView environment and prepare the environment for the on-site activities. Deborah and her team will deliver all end-user training, as well as Go-live facilitation. As a Team Lead, Deborah is also responsible for leading and mentoring other IS's on the project to make sure projects are delivered on-time, keeping the best practices in sight. **Qualifications:** Deborah has spent 24 years working on application development for both government and private industry. She has helped to automate applications for community/land management, insurance, health care scheduling, integrated business inventory, POS and accounting software.
Customer Accomplishments (additional references upon request)	A range of customers include: Outagamie County, WI; City of Gastonia, NC; City of Oak Ridge, TN; Kane County, IL; City of Naples, FL; Collier County, FL; City of Kingston, ON; City of Miami, FL; and Columbia Shuswap Regional District, BC.
Education	Deborah has a BSC in Computer Science from the University of New Brunswick in Fredericton, NB

Adam Wicks
Data Conversion – Interface Specialist

Length of Time with CityView	7 years –Office Location: Victoria, BC
Responsibilities	Adam is the lead responsible for the property update routine used in all implementations where integration with one or more external property data sources is required. Apart from his robust technical skills and experience, Adam also has a very broad knowledge of local government business processes including permits and inspections, planning, business licensing, and code enforcement. **Qualifications:** Adam began his career in local government 10 years ago, acquiring extensive experience solving complex business problems through thoughtful analysis and application of modern tools and techniques. Adam came to CityView in 2016 and quickly established himself as a key member of the implementation team. His specialized experience and skillset in spatial datasets has proved to be a valuable asset in the integration of CityView data with the evolution of local government GIS datasets.
Customer Accomplishments (additional references upon request)	A range of customers include: Outagamie County, WI; City of Gastonia, NC; City of Oak Ridge, TN; Kane County, IL: City of Bend, OR; Town of Grimsby, ON; City of Johnson City, TN; City of Provo, UT; City of Troy, NY; Township of Minden Hills, ON; Town of the Blue Mountains, ON; and the City of St. Augustine, FL.
Education	Bachelor of Science from the University of Victoria Master of Science from the University of Victoria

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HARRIS

Yuliya Melnyk
Quality Assurance Team Lead

Length of Time with CityView	17 years – Office Location: Victoria, BC
Responsibilities	The Quality Assurance Team is responsible for testing the quality of your CityView applications and your custom designed applications. They use a combination of automated and manual testing on your environment. Bug Tracker Tools, Unit Testing, and Manual Test Cases are used in a strategic test plan that results in a stable, error free application for our customers. **Qualifications:** Yuliya Melnyk, your Quality Assurance Team Lead ensures the quality of your CityView solution. Yuliya and her team are responsible for testing your application and the CityView software. She is responsible for creating a Quality Assurance infrastructure and all the processes within that structure. These processes include test plans, test cases, documentation and personnel. Yuliya has tested and shipped CityView software releases, tested against SQL Server, Oracle and Access databases. She is also responsible for documenting and overseeing the CityView Quality Assurance processes as well as creating and reviewing other company-wide documentation.
Customer Accomplishments (additional references upon request)	A range of customers include: Outagamie County, WI; City of Gastonia, NC; City of Oak Ridge, TN; Kane County, IL; Canton Township, MI; City of Yucaipa, CA; Teton County, WY and Haldimand County, ON (Canada).
Education	Yuliya received a Master's Degree in Computer Science from Chernivtsy State University, Ukraine.

Live operation will be supported by your project team directly until 4-6 weeks after go-live, at which time your account will be transitioned formally to the Support team. Thereafter, Support and Maintenance will be provided by a team comprising:

Account Management, Sales – Steve Favalaro or designate

Account Management, Technical Support and Troubleshooting – Support Team under the management of Ryan Monk.

5. PROJECT APPROACH – PROJECT UNDERSTANDING

5.1 CITYVIEW'S UNDERSTANDING OF PROJECT REQUIRMENTS

Since its inception over ***40 years ago***, CityView has focused solely on creating permitting and land management solutions for municipalities across North America. The CityView product was initiated by two former local government employees with the vision to help automate municipal processes. Since its initial release, CityView has been continuously refined and updated to incorporate new technologies and to meet the diverse needs of our customers. Our Florida customers such as the ***City of Naples, Village of Islamorada***, and ***Collier County*** have achieved extensive efficiencies through CityView. The ***Village of Estero***, ***Bay County and the City of Sanibel*** have recently begun their implementations with CityView.

The company was founded in 1982 and went public in 2002 under the name Municipal Software, Inc. (TSX-V: MSZ). In July 2008, Municipal Software was acquired by N. Harris Computer Corporation and became the CityView division of N. Harris Computer Corporation. We are stable financially and are committed to evolving the CityView suite of products.

Our customers choose CityView because…

1. **Flexibility** – We provide a choice of delivery models (hosted or on-premise) with various user-interfaces, depending on the specific user's functional needs. We provide the most flexible configuration tools empowering you to modify workflows and business rules as your needs change; and we let you choose which products you use for associated business functions (Finance, EDMS etc.).

2. **Easy to use -** We believe that the user experience is paramount. From your initial experience, you will find that we have made the CityView Workspace user-interface straightforward and simple with numerous unique user-assist features that increase your productivity. This also makes CityView easy to learn for new staff.

3. **Data conversion** – CityView prides itself on providing full-service data conversion on almost every project. We have experts that have made a career of this and you can rely on them to convert your legacy data to the CityView schema. These experts do this every day and are familiar with legacy systems. While other providers may offer a template for you to attempt this work yourselves, which is often not successful, our experts will relieve you of the headache.

4. **Extensive and complete integrations** – We deliver full-service integrations between CityView and third-party products. In addition to standard ERP, EDMS, GIS and other business systems, we are happy to integrate to your third-party applications, websites, payment processors and much more. We will never just sell you an API and expect you to do the tricky work.

"The possibility to be completely virtual during COVID would have not happened without CityView. Having all permits/files in one system has saved a lot of time on training/understanding and will continue to be beneficial as new employees come in and learn the system"

Traci Meulemans, Outagamie County, WI

WHAT SEPARATES CITYVIEW FROM OTHER VENDORS

The investment in a new Permitting Licensing Software Solution is one that will affect staff and citizens for years to come, and it is important to consider not only features available but the vendor itself. When considering vendors, please keep in mind the features, experience and benefits offered by City View, compared to others. As follows:

CityView, an unincorporated division, of N. Harris Computer Corporation (proud, successful, and profitable) is owned by the Constellation Software Inc. group of companies. Constellation is a publicly traded company on the Toronto Stock Exchange under (TSX: CSU). Constellation's revenues in 2021 were $5.1 billion. For more information on our financial status, please visit Constellation's website: http://www.csisoftware.com.	
Integration expertise – CityView's integration expertise lowers the total cost of ownership by providing tight integrations with the various CityView applications, a seamless end-user experience when integrating with third-party products and flexibility for customers to maintain their systems of choice. We deliver full-service integrations between CityView and third-party products.	
Reduced risk - Due to CityView's flexible and scalable solutions, tight integrations, seamless access and vast experience working with regional community development and land management requirements across North America, customers reduce their investment risk and staff resistance to change, all while lowering the total cost of ownership.	
Throughout our history, a large portion of revenue is re-invested into research and development to continuously provide product enhancements to our customers. All product development is done in-house in North America.	
We provide the most flexible configuration tools in the market, empowering you to modify workflows (through a graphical workflow designer) and business rules as your needs change, without reliance on the vendor.	
A truly seamless integration with Bluebeam Revu – not just markups being saved on the drawings, but saved in the database giving you the ability to search and report on corrections, automatically generate correction notices and make the corrections available online to the customer. CityView provides first line of support for Bluebeam Revu.	
CityView MS Outlook Add-in allows data from CityView and Outlook to be easily shared. Emails can be attached to permits/cases/projects/contractors directly from Outlook. User's CityView To-Do lists are displayed in Outlook and activities can be added as appointments to the Outlook Calendar as well as tasks within Outlook, for pop-up reminders. Linking from these activities will take the users directly to the specific record in CityView.	
CityView MS Word Add-in allows users with designated "configuration" rights to create and modify letter templates for use within the CityView business processes. This add-in is a rich editing environment that allows all users to work in a product with which they are already familiar, when generating correspondence.	

Quick and easy drag and drop ad-hoc reporting tools and access through 3rd party reporting tools such as Crystal Reports, PowerBI etc. for all your reporting needs.	✓

SPECIFIC CHALLENGES AND HOW WE WILL ADDRESS THEM

The City of Fernandina Beach (COFB) is looking for a permitting and licensing software solution that would aid the City in managing and retrieving electronic records, include mobility, streamline and increase efficiency of workflow, with a web portal for online application submittal, payments, scheduling of inspections, electronic document search. A citizen friendly interface, which provides information and services to customers anytime from any tablet or smart phone.

Automated workflows

CityView includes best-practice workflows to automate the business processes and minimize the need for data-entry. These workflows may be fine-tuned or adjusted to align with the City's own needs. The user-interface provides a summary of next-steps and their assignments, deadlines and outcomes. It also offers a history of completed tasks and their outcomes.



Workflows are configurable so they can always be modified, if needed. We'll teach you how!

This eliminates redundant data and activity, provides easily accessible data and reporting functionality, streamlines revenue collection, ensures accountability, assists users with their daily tasks and improves service to your citizens.

Make information available to external users

CityView Portal offers critical information and services to your constituents such as the ability to apply for a permit, check the status of a permit/project in real-time, request an inspection, and pay for permits or update an account balance all safely and securely. The **CityView Portal** is tightly integrated with all the other aspects of the CityView application. For example, when correction notices are generated as part of the plan review process that notice/document is pushed to the Portal as part of the workflow and an email is generated to the applicant with a PDF copy of the Correction Notice attached, thus providing convenience to your customer and improving your efficiency and productivity.

Industry leading Electronic Plans Review

CityView leverages PDF markup technology inside our workflow and plan review processes. With this, we provide cost-effective and comprehensive electronic plans reviews. The process combines electronic submission, document versioning and workflow capabilities with the powerful markup functionality of Bluebeam Revu for electronic plans review.

CityView's integrated Electronic Plans Review improves the coordination, accuracy and the speed of plan review time for CityView customers.

As an Alliance Bluebeam partner, CityView is uniquely positioned to not only sell and support Bluebeam, but also to provide the only available electronic plans review solution that is truly integrated with Bluebeam.

CityView's Bluebeam integration captures all markups in CityView, pushes those markups seamlessly to your customers via CityView Portal, and allows staff to quickly and easily generate correction notices and email notifications of plan review results.

"99% percent of permitting, planning and licensing applications are now submitted electronically. Submittals are then checked digitally for completeness and issues are communicated and resolved electronically with the applicant"
Cory Day, South Jordan, UT

Leverage your GIS

CityView's integration with Esri's ArcGIS Server or ArcGIS Online assimilates mapping and spatial analysis into the everyday business activities of CityView users. This is available to users in the office, in the field and on-line.

The deeply integrated GIS capabilities can be utilized to:

- Embed spatial data into reports, letters and forms. This helps inspectors see where their inspections for the day are located.
- Allow users to select properties based on GIS information and then use the selection to send notices, updates or other letters to the contacts on the properties.
- View search results on a map or search spatial attributes from the map.
- Use Esri Feature Service layers to draw temporary locations and assimilate mapping and spatial analysis into the business processes.
- Flag activities of interest for others. This may include the planned routes for oversized vehicles, street closures for maintenance etc.
- Run spatial queries to automate the business process, e.g. schedule an inspector based on the property's location.
- View publicly accessible Web Map Services created by external agencies.
- Generate the most efficient routes for inspections including turn by turn directions and multiple options for route optimization.

Mapping in CityView is embedded in our solution, with inline maps throughout the application without leaving the current page, allowing staff to leverage your GIS investment in their daily tasks.

Field mobility

CityView Mobile allows field staff to access all relevant information and allows them to complete their inspections while away from the office. CityView Mobile will greatly enhance your inspectors' efficiency. It will provide:

- Real-time field access by inspectors to reduce the time it takes to complete their daily inspections
- Improved contractor communication with real-time inspection report notifications
- A means to upload images and access approved plans in the field



Make it happen!

Inspectors will save both time and money and be able to provide unparalleled service to your construction community to assist with economic development. One CityView customer, Cherokee County, GA stated that the adoption of Mobile had paid for itself simply by the amount of fuel saved.

"We're using the heck out of our Mobile installation. All of our building inspections are done out in the field (over 35,000 in 2019). Our customers and citizens can see the outcome of an inspection seconds after the inspection is complete. A huge benefit to the people living and working and developing in Cherokee County.

Our building inspectors love it because they can look at all documents related to the project which may affect how they measure the requirements of the inspection."
Kevin Cully, Cherokee County, GA

Integration with your MS Office

The City has a significant investment with Microsoft Office solutions. CityView offers two unique add-ins to leverage your investment in MS Office.

CityView MS Outlook Add-in allows:

- Data from CityView and Outlook to be easily shared between the two applications with minimal user intervention
- Incoming and Outgoing emails to be attached to permits/cases/projects/contractors from Outlook.
- User's CityView To-Do lists can be displayed in Outlook and Activities can be added as appointments to the Outlook Calendar as well as Tasks within Outlook
- Links from these Activities to take the users directly to the specific record in CityView

Features if the CityView MS Word Add-in include:

- Users can modify and create letter templates for use within the CityView business processes
- Letters generated from the system can be edited on the fly, in Word
- Printed letters print to PDF and are automatically attached to the CityView record, ensuring a complete record in a universally accepted and adopted format
- Unlike other solutions, CityView does not use Crystal Reports or a report writer for creating correspondence

We enhance your MS Office investment ensuring users continue to use the tools they are already familiar with seamlessly through CityView, to increase their productivity

Ease of use

We created a user interface with industry-leading browser technologies that is easy to learn, free of unwanted screen clutter, flows logically, and provides instant access to all business-critical data.

Using a Single Page Application design, users can view and quickly find the information pertinent to an application or case record. All data related to an application, or case, is available in one dynamic page, without the clutter of multiple windows or tabs.

Unique User Assist features ensure that even the most novice users can enter data successfully and navigate through the configured workflow with ease. These assist features include:

- Dynamic shading of the cells that require data, to ensure efficient data entry
- Additional data-capture fields display only when appropriate
- Google-like search tool make it simple to search the entire database
- Collapsible panels help to minimize scrolling and clutter
- Intuitive and familiar labeling helps the user know exactly what to do
- Workflow steps present dynamically on-screen indicating that action is required
- A configurable dashboard provides the user with all their important information at a glance

Staff will be more efficient and accountable, permit review times will decrease, and new staff will be more productive in a shorter time-frame.

Improve productivity

CityView's search capabilities are extensive and easy to use. Users can easily find what they are looking for merely by entering whatever information they know (an address, an applicant's name, a land parcel ID or a permit number). The system will find all related instances and users simply drill down from there. It would be very unusual to require more than a few keystrokes and a few mouse clicks to find any record. This applies to current applications or ones that happened years ago – as long as the data is in CityView.
Because CityView is a parcel-centric solution and because everything is kept in a single database, users can see all current and historical details for a given property. A permit clerk can easily see if the contractor has a valid business licenses and a code enforcement officer can see if there are dangerous dogs associated with the property.

The Portal also makes extensive amounts of data available to the public and your contractors. They can access all the data on any of their own applications and can also perform searches on publicly available data in their community.

Improve turnaround time for permit applications

The CityView system was designed with workflow at its core - from the contractor entering an application in Portal, through to the issuance of a certificate of occupancy, and every step in between. The system is configured for efficient business processing and achieves this in the following ways:

- It searches the property information "system of record" to auto suggest matching addresses.
- Portal makes the application process easy and fast and eliminates line-ups in the front office.
- The system provides notifications of due tasks to the next individual, or user-group, in the process. Where tasks can be done simultaneously, they are.



Saving time is good for everyone

- Electronic Plans Review gathers markups form all reviewers and their comments are automatically consolidated against the permit number. They are dynamically populated into a single correction notice in MS Word. Once the letter is checked, it is instantly converted to PDF, posted as correspondence against the permit number, and emailed to the applicant.
- The applicant then makes the corrections, resubmits via the portal, and gets his permit in record time.

A number of CityView customers have self-imposed turnaround deadlines for issuing permits. The City of Langford, aims for no more than 48 hours for a new residential permit.

Unmatched configurability

CityView provides the most comprehensive and flexible set of tools available to maintain and enhance the behavior of any land management system. Our Graphical Workflow Designer is a highly flexible design and documentation platform that provides a dynamic, current visualization of your processes with the ability to quickly modify as needed.

These tools are designed to be used by reasonably capable users within the business domain, resulting in the following benefits:

- A reduced reliance on outside vendors and internal IT staff. This lowers expenses and decreases the total cost of ownership.
- Streamlined processes based on tailored business workflows. This increases staff efficiency, reduces data entry errors and ensures critical business decisions are based on accurate information.
- Configuration changes are carried forward through upgrades and system enhancements, allowing the utilization of the latest technology without additional cost or effort.
- Configurations are based on your defined business processes and staff input. This creates a familiarity that increases user buy-in and decreases training costs.

No other solution offers a Graphical Workflow Designer to quickly and easily maintain workflows and create new ones, as your needs change.

Benefits

By selecting CityView, you will be choosing a solution that can address all of your needs both current and future. It has been proven many times in similar communities and will deliver the level of automation and community-engagement that you desire.

The system will be an integral part of your business and your processes. Your staff will view it as an "enabling technology" and you will wonder how you ever managed without it. You will be able to accomplish more work without the need to recruit more staff. Your contractors will enter their own applications – and will do so correctly. They will love the convenience it provides! You will avoid "bad data" and duplicate records and will be able to find the information you need quickly and easily. You will also have tools to help you measure the effectiveness of your processes over time.

Your current data entry, management and retrieval worries will soon be forgotten. You are also assured that the solution will be upgraded and enhanced long into the future. CityView will not become obsolete or inadequate. Our history demonstrates that the solution will always evolve to accommodate increasing demands and new technologies.



5.2 CITYVIEW OVERALL IMPLEMENTATION APPROACH/METHODOLOGY

Our CityView Select delivery model is a preconfigured solution that maximizes best practices to deliver a streamlined implementation.

The CityView implementation approach focuses on refining a comprehensive, fully featured product designed from industry best practices, to align with your business. This is an efficient process with the configuration tools that have become the hallmark of CityView's offering for over 40 years.

CityView provides you with a project team charged with determining the customer's needs, communicating clear expectations, then meeting these expectations. The project team includes a project manager, implementation specialists and trainers, an infrastructure review analyst, an interface specialist, and a quality assurance lead.

Customer sign off is required at key stages to provide milestones to review progress, confirm objectives, define scope, and detail the activities and timelines for the next step. Sign off involves acceptance of all deliverables and confirmation of the budget and timeline for the next step. This keeps all stakeholders informed throughout the project reducing the risk of delays or scope creep. It also ensures that acceptance testing is an ongoing process and project acceptance is milestone-based and therefore contained.

Something of note and that is unique to CityView's project approach and exclusive to our CityView customers is CityView Administrator, our process mapping tool. Administrator is an online interview tool that automatically configures CityView as the users answer questions presented.

In regard to current or expected obligations for other projects, we are experiencing significant success and are growing as a result and we size the business in terms of people to the amount of work we have so that customers' projects are not adversely impacted by new work. At the same time though we ensure all our people are always occupied and fully utilized so we can be profitable and stable. Thus there will be some lead time between contract and project kick off while resources are scheduled and committed to their project. Our current workload will not affect the implementation of the City of Fernandina Beach.

Also note that projects vary in size (i.e. one project may be implementing CityView Portal while others may be a full implementation of several CityView integrated modules) and may have more than one phase.

What follows is a diagram highlighting the CityView Select delivery model, resource requirements and delivered outputs in the traditional City-hosted process. (Note: The only difference between the traditional City-hosted process and a CityView hosted process is that the environment will remain hosted through acceptance testing, end-user training, and go live.)


PROJECT KICK-OFF & SCHEDULING
CityView Project Manager
Customer Project Manager
Scheduling of milestones and reveiw sessions
Project Plan
PROCESS MAPPING AND CONFIGURATION
CityView Implementation Specialist
Customer Subject Matter Experts (SMEs)
City Staff complete online interviews using CityView Administrator tool, Hardware and Software infrastructure reveiw
Configured Development Environment
DATA CONVERSION & INTEGRATIONS (IF APPLICABLE)
CityView Data Conversion Specialist
Customer Advanced Business Users & Technical Staff
Data and interface mapping, data conversion, implementation of interfaces
Hosted Development Environment
INSTALLATION & REMOTE WALKTHROUGHS
CityView Implementation Specialist
Customer Subject Matter Experts (SMEs)
Delivery of configured database and remotely conducted walkthrough of solutions
Onsite installed Test Environment
VALIDATION AND REFINEMENT
CityView Implementation Specialists
Customer Power Users
CityView configures and refines; Customer validates
Completed Validation and Refinement
ACCEPTANCE TESTING
Customer Power Users
Final configuration and acceptance testing
Completed Acceptance Testing
END USER TRAINING GO LIVE
CityView Trainer, Support
Customer Staff All Levels
Final run of data conversion, cut-over to new system, training, hands-on go live assistance
Live Production Environment, Customer Acceptance Letter

After contract execution, an official meeting between CityView sales and the CityView professional services team is conducted. A hand-off document is prepared and provided to the team for guidance.

Unique **CityView implementation differentiators** that meet the diverse needs of the City, promote an on time and within budget implementation include the following:

- **CityView Staff** - CityView staff is experienced and *knowledgeable in your business*, and *committed to* success in *our business*. Your CityView team therefore will not only have appreciable experience with the way local government development departments do business but will also come with best practices and ideas that come from implementing projects across all of North America for forty years.
- **CityView Administrator** – CityView Administrator, our process mapping tool, is exclusive to our CityView customers. Administrator is an online interview tool that automatically configures CityView as the users answer questions presented. Benefits the City can expect to achieve include:
  - Reducing human error during the configuration of CityView
  - Decreasing project implementation time by 10% - 15%.
- **CityView Connect** – CityView offers exciting, easy access to Help by the click of a button. CityView Connect, our online content management system is a major advancement in streamlining all of your online help, support, and documentation needs. CityView Connect is accessible directly and within the CityView modules. By clicking the Help button, you get direct access to the content in CityView Connect. Customers can search for a particular topic or browse through the menu items, access service requests, software updates, report issues and track the status of previously reported items 24 hours a day, 365 days a year. The Product Training Guides will step you through a full training session for a particular topic. If you cannot find what you are looking for, it may just be an issue of terminology. The glossaries can help there.
- **CityView Feedback button** - Within all CityView modules you can submit Feedback, which gets routed directly into our CRM software and automatically is assigned to an appropriate support agent. That is then visible to you through CityView Connect by clicking on a button within the CityView module. From CityView, you simply click the Feedback Status button to access the current status of your feedback items at any time in the future. This unique feature is *very handy, highly visible and interactive*. During validation and user-acceptance testing customers log issues through this unique "Feedback" feature and as we correct we update the Feedback and customers can see the status of their issues as they are corrected.

What follows are detailed steps defining the CityView Select delivery model.

Step 1: Process mapping

Kick-off activities

The project manager reviews all documentation with respect to the implementation in order to prepare the materials for project kick-off. This includes confirming the project schedule with the City's project manager and documenting this in Microsoft Project. Generally, our implementation services are scheduled 120 – 150 days after a signed agreement is received.

Remote infrastructure review

CityView analyzes the existing infrastructure to identify any potential areas that may result in sub-optimal performance. Our infrastructure review specialist verifies remote accessibility, available bandwidth and tech-stack compatibility and advises the network specialists of the hardware and software prerequisites required to optimize the performance of the system. This review is conducted remotely.

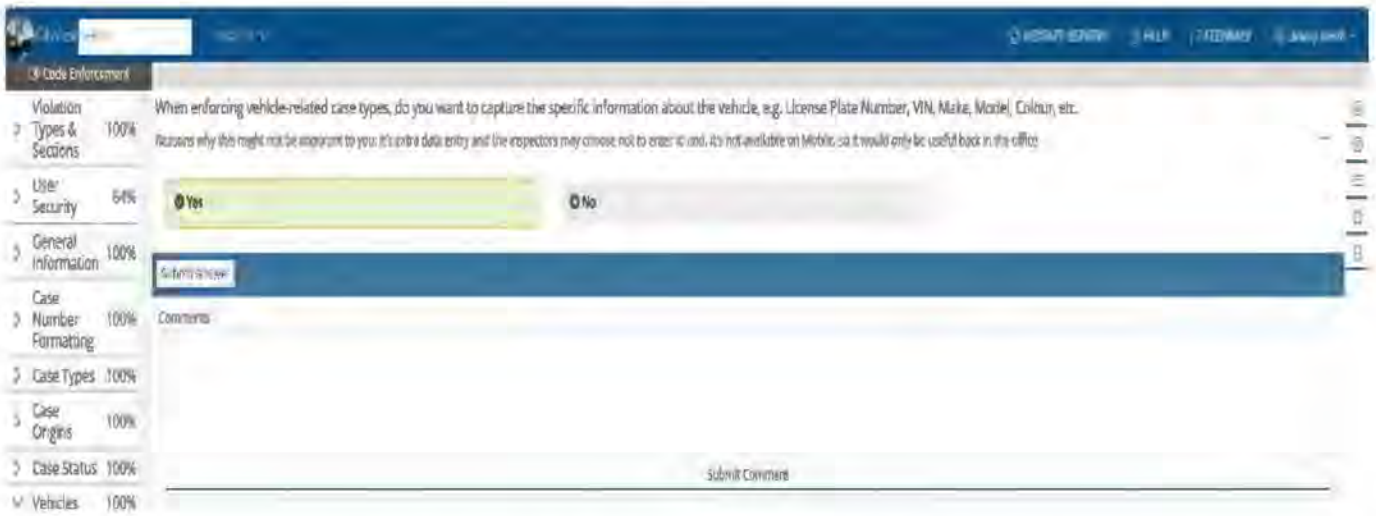
Initial installation

A trial installation is conducted for the purposes of testing the network infrastructure for use of CityView, to provide training for the network administrators on its installation, and ultimately to provide an environment for testing integrations dependent on the customer's other systems. The development environment hosted by CityView is still the principal environment for review, validation and refinement, however.

Streamlined process mapping – using CityView Administrator (proprietary – confidential)

CityView Administrator, our process mapping tool, is exclusive to our CityView customers. Administrator is an online interview tool that automatically configures CityView as the users answer questions presented. Benefits the City can expect to achieve include:

1. Reducing human error during the configuration of CityView
2. Decreasing project implementation time by 10% - 15%.



CityView implementation specialists will guide City staff on the use of CityView Administrator with accompanied remote walkthroughs/demonstrations of the pertinent CityView solutions to provide your subject matter experts (SMEs) with an understanding of the workings of each and their customer-alignment configuration points.

The walkthroughs ensure the City's users:

1. Learn the basics of the activity-based workflows.
2. Learn how to use CityView Administrator provided by CityView.
3. Learn how to provide the data for the City's fees, letters, lookup tables, and scheduled processes.

The above will be combined with on-site collection of custom workflow and business rule definition, if applicable.

Data mapping

CityView works with the City to understand the requirements for data conversion, the data sources and formats. CityView completes and provides the City with the completed data mapping documents for review and approval.

Customization and interface definition (if applicable)

The process mapping step is also used to better understand any customization and interface requirements if applicable.

The main deliverable at the end of the Process Mapping step is the Scope Document. The Scope Document will reference, where applicable, documentation that needs to be included in the implementation, such as RFP functional requirements, responses to CityView Administrator that were provided by CityView and completed by the City, data mapping documents, and interface/customization design documents.

Budget validation

Once all of the data is collected from the City, the CityView project manager reviews requirements in accordance with the statement of work and contract documentation and identifies anything that is not accounted for in the scope. The project manager also validates any estimates made as part of the proposal, such as:

1. Data conversion requirements
2. List of customizations and interfaces (if applicable)

If budget validation reveals that any estimates provided were insufficient, our project manager informs the City of such and prepares appropriate change order requests. The next steps do not commence until sign off on budget validation and process mapping occurs. This protects both parties against the risk of unclear expectations.

Step 2: Configuration and data conversion

Development environment created

A development environment is created for the City. A development environment is a customer-specific CityView environment hosted by CityView but accessed from your computer. Into this development environment, CityView completes the configuration as defined in the scope.

Data conversion

Data conversion commences once both parties are comfortable with the output of the data mapping exercise. Our specialists create the scripts that parse, derive, and translate the source data into the ideal format for CityView. To reduce the time and effort associated with this step we require data to be provided in one of the following formats: SQL Server, .mdb, .dbf, or .txt. The initial data conversion provides a means

for verification of correctness during the review and validation stage of the project. A final iteration is completed immediately prior to go-live.

Configuration

CityView configures the CityView solutions with the data collected and signed off from Step 1: Process Mapping. A single development environment is created and the Implementation Specialist leads the configuration of that environment. This involves the following components:

1. **Letter template development** – CityView's MS Word Add-in is used to create a specified number of letter templates according to electronic samples provided by the City. The City is provided the letter generation tools in order that your SME(s) can create additional letters to meet additional or future requirements.
2. **Fees** - All the fees, including the automated business rules needed for their calculation are configured in your CityView environment. Fee schedules were not provided prior to the quoting of this project, therefore our assumptions around the effort to configure fees are subject to review of the complete requirements. For example, if you have Impact Fee schedules or Development Charges, we will not have assumed that and those may result in additional costs. We are happy to review this with you prior to contract signing to give a firm estimate of the effort to configure your fees.
3. **Activities workflow** – CityView Select workflows are refined with customer specific parameters for assigned to, required dates, email notifications, responsible departments, fees applicable and resource groups. In addition, existing sub-workflows may be removed or added to the main workflow, depending on customer specific requirements. If applicable, CityView provides a stated number of custom-developed additional workflows or equivalently effort-intensive changes to the CityView Select workflows as part of the implementation.
4. **Custom data fields** - Custom data fields to meet your specific data capture needs are defined for each pertinent table where they are required and configured accordingly, along with the business rules to apply these data fields where appropriate.
5. **Lookups** – All lookup table data in the system, as defined during Step 1, is enabled or disabled as appropriate, with additional values populated as required in the scope.
6. **Security** – users are assigned to the organizational roles that are pre-defined in the products, based on information collected during process mapping. Should additional user-level and record level security be required other than as defined in the module organizational roles, additional costs may apply.
7. **Batch rules and scheduled processes** – the CityView Select's batch rules and scheduled processes are refined according to the City's process requirements. Additional batch rules and scheduled processes may attract additional cost.

Customizations (if applicable)

Customizations, both those in the scope of work and any agreed to as a result of process mapping are undertaken at this point.

Interfaces

Interfaces, both those in the scope of work and any agreed to as a result of process mapping are undertaken at this point.

Step 3: Review and validation

The CityView project manager works with the customer to establish the review and validation plan, i.e. to determine when certain review and validation sessions will be given and who should attend.

Remote review and validation sessions

CityView undertakes a series of three remote review and validation sessions with your SMEs, for each applicable module being implemented, to work through the validation of the configuration based on the process mapping materials and pre-defined test scripts for the CityView workflows.

These sessions start off being led by CityView, but are transitioned to being led by the SME's for each solution. By the final session the SME's have reviewed and validated the bulk of the configured system and are able to:

- Navigate the system through City-specific processes and workflow.
- Generate and test fees.
- View and validate look up tables.
- Generate and test letters and documentations which have been configured.
- Use scenario-based examples to test and validate automated business rules

Review and validation is conducted against the development environment, hosted by CityView. During the review and validation sessions CityView documents any changes, corrections, or deficiencies for further action. Should the City's SME's conduct additional reviews without the CityView implementation specialist present, the customer feedback feature can be used to communicate immediate feedback and reporting of issues to our implementation specialists and developers.

In-scope refinements

In scope corrections from the process of review and validation are conducted. If out of scope issues are raised through review and validation, these are handled through approved change orders.

Step 4: User acceptance testing (UAT)

User acceptance testing

On completion of the third review and validation session, the City is provided a period of 2-4 weeks for additional user acceptance testing on their own completely installed test system. CityView provides samples of User Acceptance Testing scripts. The CityView implementation specialist monitors the customer's feedback and continues to make any in scope corrections. Provided the acceptance criteria have been met, City is asked to formally accept the delivered solution for go-live.

Step 5: End-user training and go-live

Final environment

After the final environment receives customer sign off CityView performs a data conversion in order to establish an environment that can be used for training purposes.

User training

CityView conducts on-site training for all of the front line and advanced users identified in the training plan.

Final conversion run

Immediately prior to go-live, CityView conducts the final data conversion to bring your data completely up to date.

Go-live support

Going live with a new piece of software is a disconcerting time for the front line users of any new software. CityView provides on-site, go-live assistance to aid with this process. During this time an implementation specialist is on-site to help users acclimate themselves with the new system, answer their questions as they arise, provide over-the-shoulder guidance on usability, provide a direct line to Support and other members of the project team and complement end-user training. This is probably the single biggest direct contribution to the change management process and it is always received extremely well. We include three (3) days of go-live facilitation in this proposal. CityView can provide additional on-site go-live facilitation at additional charge.

During go-live facilitation the CityView project team works with the City to record any known issues. The CityView project team is responsible for the resolution of these known issues. 30 days after go-live CityView requests a formal letter of acceptance (the Statement of Completion) that substantiates the product has been delivered and is being used successfully in a live, production environment with the applicable modules, generate fees, record fee payments and generate correspondence associated with all items previously listed.

In the case of a partial go-live, a completion statement is requested for that part of the solution that has gone live.

During the first 4-6 weeks after go-live, the project team begins to familiarize and transition the project to the technical support group. At the end of 6 weeks the project manager arranges a formal hand-off involving the City, the CityView project manager and the CityView Support group formalizing the transition of any new defects, bugs and support issues to the support team.

5.3 CITYVIEW PROJECT MANAGEMENT PROCESS

CityView will designate a project manager for the project, whose primary responsibilities are to undertake the administrative duties of developing and monitoring the project schedule, scheduling meetings, invoicing, maintaining regular correspondence and project status reports and being the first and primary contact with the City for all matters concerning the project. The CityView project manager will work hand-in-hand with the City's project manager to ensure a successful implementation that stays on schedule and within budgets.

Key Tasks include the following:

- Attend project status meetings (via conference call, WebEx sessions, or on-site at additional costs),
- Review project status reports and facilitate resolution to identified issues on the customer side.
- Facilitate all aspects of project implementation from the customer side, including helping with data clarification, facilitating any on-site sessions, gathering required materials and information, managing customer deliverables to the agreed upon schedule, involvement in scope and budget validation, providing required sign offs during project implementation and managing issue resolution and escalation when required.
- Planning, progress monitoring (primary responsibility remains with vendor project manager).
- Issue escalation and risk management.
- Vendor and internal team management.
- Providing the City deliverables within agreed-on timelines.
- Providing sign-off at required junctures during the project implementation.

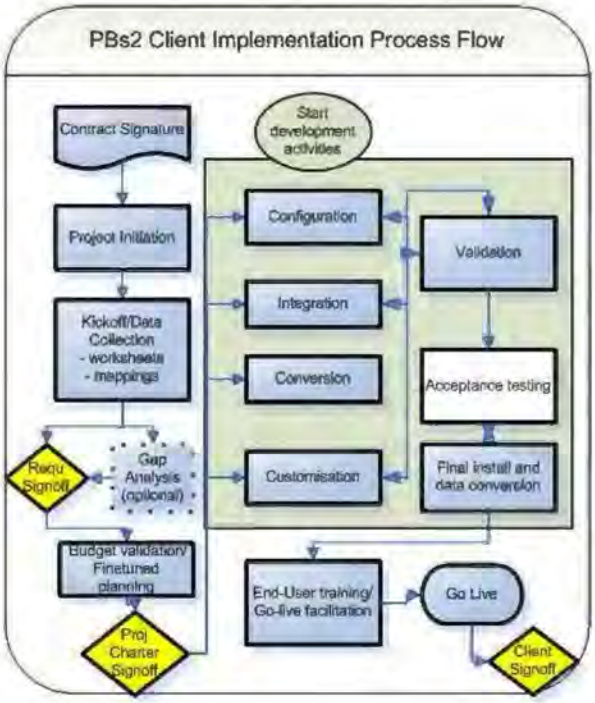
CityView generally adheres to the Project Management Body of Knowledge (PMBOK) methodology which is the core foundation for the Project Management Institute (PMI) and their Project Management Professional

(PMP) certification. CityView does use many of the PMBOK principles and several of the PMBOK processes during our implementations.

Lifecycle:

The CityView implementation generally follows a waterfall lifecycle with each task flowing into the next until go-live.

Waterfall lifecycle



Assignment of responsibilities and progress tracking:

CityView uses Microsoft Project as a scheduling and project management tool to identify all major tasks associated with an implementation and to schedule the task and assign the responsible resources. CityView schedules are duration based and not effort based. If a particular task is scheduled to begin on July 1st and end on September 1st, it does not imply that the task will require 2 months of effort but that the task must start by the July 1st date and must complete by the September 1st date regardless of the amount of effort needed to complete it.

Critical path:

All tasks on CityView schedules will also indicate whether the particular task is critical path or not. Critical path tasks are those that will cause a delay in the entire project if the individual task is delayed or any reason. CityView will work hard to avoid delay of critical path tasks because of the cascading effects to the other steps in the implementation.

The CityView Project Manager has primary responsibility for communication management during a CityView implementation. However, since each project has unique stakeholders and communications challenges the

communication management approach is adjusted or tuned in each project to ensure the timely and complete transfer of information.

Steering committees:

We suggest the customer creates a project steering committee made up of senior managers or executive stakeholders to track and facilitate the progress of the project. CityView project managers have participated in many of these committees as technical resources, members and/or even as the chair of the committee.

Status calls with the project manager:

Each project manager is required to schedule and conduct status calls with their customers at least once every two weeks to discuss accomplishments, upcoming tasks and outstanding issues. These calls last anywhere from 30 minutes to an hour depending on the number of issues to discuss and the current stage of the project.

Status reports and schedule updates:

Each project manager is required to send a bi-weekly status report to their customers with accomplishments, upcoming tasks and outstanding issues identified.

An example of a project status report is provided in Section 5.3.1.

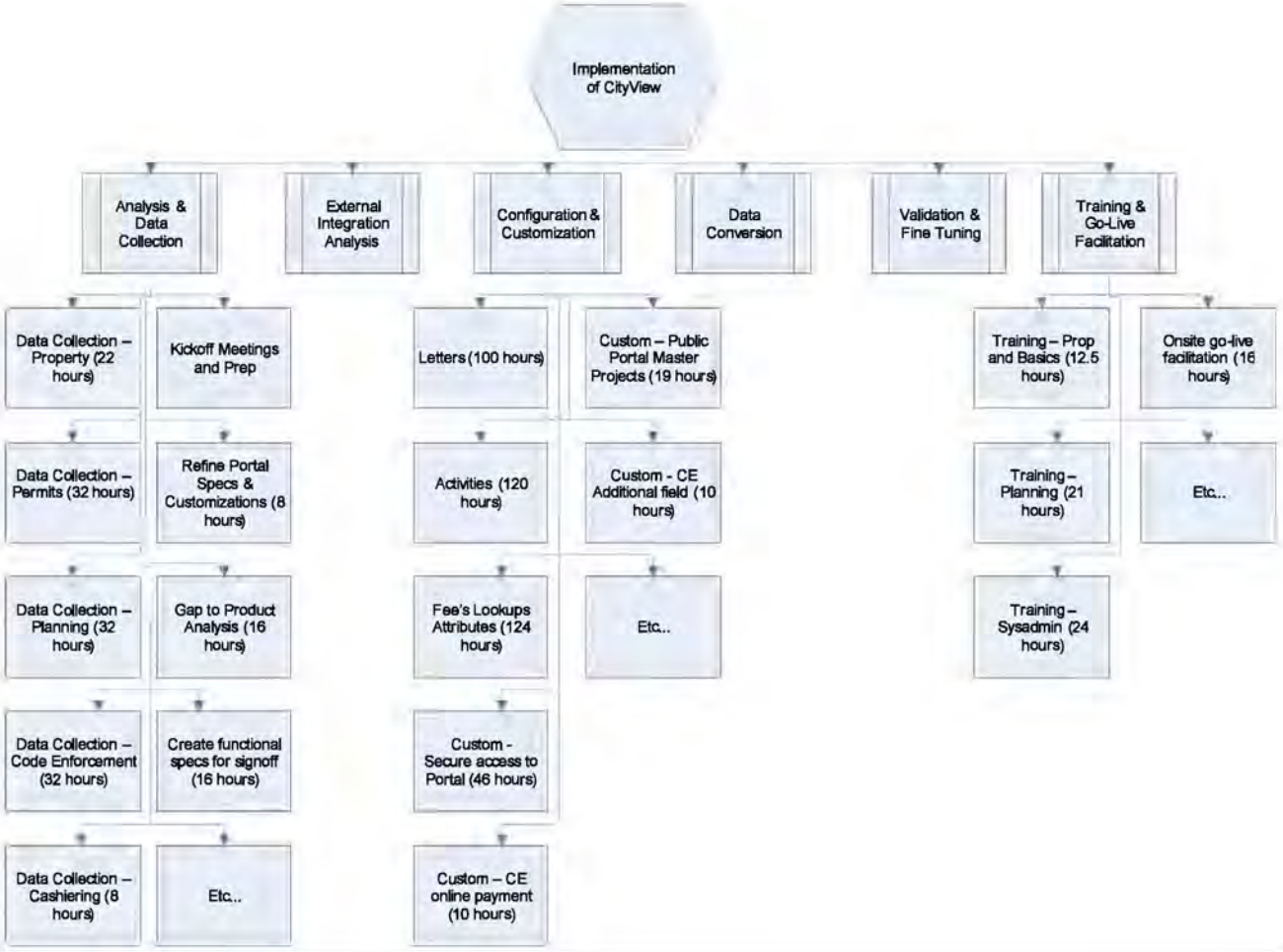
Time management for a CityView implementation is primarily managed through the project schedule and work breakdown structure located in our OnTime task management application.

Work breakdown structure:

CityView uses a tool called OnTime to break projects down (decompose) into individual work modules that can be assigned to an individual developer, implementation specialist or other CityView staff member. The OnTime application provides a communication mechanism to the project team members, tracks progress, history and completion of each individual task. Tasks can be entered with dependencies on other tasks and attachments can be added in OnTime to fully describe the requirements for a particular work item.

Sample Work Breakdown Structure

Work Breakdown Structure - Partial Breakdown (Decomposition)



Note: hours in the above diagram are only for demonstration purposes and are not representative of estimates associated with this proposal.

Project schedule:

CityView implementations have all tasks identified and scheduled in a Microsoft Project file provided to our customers. Each task has one or more resources assigned to it and dates for the required start and end times for the task. The project schedule is updated and provided to the customer at regular intervals.

The CityView project manager is typically on-site for data collection/process mapping and end-user training. Please note due to COVID-19 travel restrictions/mandates, both internal and external, trips conducted remotely maybe necessary, as opposed to on-site.

5.3.1 CityView Communication Plan

CityView's team keeps your staff in constant communication during each step of the implementation in order to stay on track and hit milestones which are collaboratively agreed upon. An immediate mitigation step is that customer sign off is required at key stages to provide milestones to review progress, confirm objectives, define scope and detail the activities and timelines for the next phase. Sign off involves acceptance of all deliverables and confirmation of the budget and timeline for the next phase. This keeps all stakeholders informed throughout the project reducing the risk of delays or scope creep. It also ensures that acceptance testing is an ongoing process and project acceptance is milestone-based and therefore contained.

The CityView project manager has a primary role and responsibility for communication management during a CityView implementation. However, since each project has unique stakeholders and communication challenges the communication management approach is adjusted or tuned in each project to ensure the timely and complete transfer of information

Each project manager is required to send a bi-weekly status report to their customers with accomplishments, upcoming tasks and outstanding issues identified.

We propose that a Risk Register be developed and maintained as a separate document during the implementation and that this be reviewed on a monthly basis by both project teams to ensure that risks are being proactively managed.

In addition, CityView's unique Customer Feedback feature can be used to communicate immediate feedback and reporting of issues to our implementation specialists and developers while in any CityView module. We collect comments from all of our customers on the usability of the system and we use those to gather the Feedback, prioritize that feedback and use it to drive the ongoing development of the software, in particular in the area of "ease of use". This has been absolutely integral to the evolution of the software in order that it excels in this area.

Coordination of meetings is the responsibility of the CityView project manager in conjunction with the City project manager. Resource availability is a key component of a successful implementation, including both business and technical resources. Documenting and open communication with available resources will continuously build momentum toward a successful implementation. Resources must be readily available in order to meet the constantly changing demands of the rolling train of implementation, such as meeting configuration deadlines, conducting end-user analysis, transferring knowledge, issue resolution, identifying points of escalation, etc. There is a direct link between readily available resources and the progress of the implementation. Implementations flow smoothly and efficiently with engaged and equipped resources, while implementations with resource challenges often reflect these challenges with a lack of progression. Commitment from both CityView and the City will lend itself to a successful implementation.

Sample Status Report

Customer	Customer City #12296
Date Submitted	February 6, 2023

Accomplishments This Week

- Finishing step 1 customization and configuration.
- Provided on-site validation training to support validation testing.
- Conducted meeting and determined method for GIS interface.
- Conducted Steering Committee meeting.

Issues Encountered/Outstanding Items

- NOTE: The highlighted issues in red need immediate attention.
- NOTE: Any notation in red is responses from Customer.
- NOTE: Any issue that has a check-mark bullet has been resolved and is highlighted in green.

1. Customer will still need to determine the organizational impact of the GIS decisions made – particularly with respect to the planning function.

2. Rick will need to re-engage on-site to finish the analysis for the planning department.

3. Need to provide a copy of CityView and associated data for on-premise installation by Customer to support testing of the DTS data conversion.

Goals for Next Week

- Reconfigure CV software to remove the known and discovered issues.
- Prepare to test the CV application.
- Install CV and database on-premise to allow testing of DTS data conversion.
- Begin the testing process.

Project Schedule

- Rick's time for revisiting Customer to finish planning added to schedule.
- Step 3 analysis task dates modified and tuned to begin after Thanksgiving holiday.

5.3.2 CityView Change Management Approach

The scope of work defines key activities designed to involve the City as much as possible in helping contribute to the change and therefore owning it. This does not entirely replace the need for the City to have an internal change management plan and the City's active role in enforcing the change management initiative is critical; however, we do recognize that we implement systems every day so we are in a very good position to make recommendations and assist in this process.

We do realize a new piece of software, even an upgrade, can be a disconcerting time for the front line users of any new software. CityView provides both on-site end-user training and on-site go-live assistance to aid with this process. During this time an Implementation Specialist is on-site to help users acclimate themselves with the new system, answer their questions as they arise, provide over-the-shoulder guidance on usability, and provide a direct line to Support. These sessions are probably the single biggest direct contribution to the change management process and are always received extremely well.

Process for change orders

CityView will request a formal customer signoff for configuration and data collection/ process mapping and use this as a baseline for scope management throughout the project.

As situations and/or requirements change during a project, the customer will be provided with a standardized change control form which identifies the suggested change, the requesting party, a justification and an impact with respect to schedule and cost. If the change order is approved by the customer, the change is incorporated into the project. A sample follows on the next page.

CityView

CHANGE ORDER DESCRIPTION			
Request Date:	03/01/2022	**Change #:**	2
Client / Project:	Region of Anywhere (12298)		
Requestor:	B. Smith (Anywhere PM)	**Created By**	D. Gray (CityView PM)
Description of the Requested Change:			
The Region of Anywhere has requested an additional 5 business days (and one trave day) of on-site business analysis to assist them with the review and modification of their existing business processes prior to automation. An additional 3 days of off-site time is also included to allow the analyst to update the scope documents (already completed) with the re-engineered business process.			
List of attached documents:			
Impact Assessment: Estimated impact to budget, work effort and schedule			
The work effort is estimated at 64 hours plus travel time and expenses (T&E). The additional weeks' time on-site has been scheduled for April 25th – April 29th, 2022.			
Total Estimated Cost:	$$$	**Planned Delivery Date:**	April 2022
Payment Terms:			

CHANGE ORDER APPROVAL			
Comments By:		**Date:**	
Comments:			
	Print Name	**Signature**	**Date**
Client PM:	B. Smith		
Client Executive:			
CityView PM:	D. Gray		
CityView Executive:			

5.3.3 Major Activities/Tasks/Resources

Below is a list of major activities, tasks, and resources that the City can anticipate during the implementation.

Major activities/tasks/resources

Major Objective	Resources	Lead	Deliverables
Project Management and coordination	CityView	CityView project manager	Baseline detailed project plan Project Status Reports
Initial installation	CityView	CityView infrastructure specialist	Hardware specifications Infrastructure Review document/certification document
Business process design, address gaps, and configure software	Team	CityView implementation specialist	System Configuration documentation/completed automated workbooks, fee schedule, letter templates, user security matrix, portal processes, and workflow parameters. Onsite collection of custom workflows definition and business rules if applicable.
Data mapping	Team	CityView data conversion specialist	Completed data mapping documents
Application architecture documentation/customization and interface definition (where applicable)	Team	CityView R&D manager	Customization Plan and Software Interface Plan (where applicable)
Configuration	CityView	CityView implementation specialist	Configuration software ready for test/ configured, CityView-hosted development environment, ready for installation and remote walkthrough.
Data conversion, customization and interfaces	Team	CityView R&D manager	Conversion Plan/converted property and historical data, customizations and implemented interfaces (if applicable) in CityView-hosted development environment. Migrated data.
Remote review and validation sessions	Team	CityView implementation specialist City subject matter	Tested software/review sessions (CityView) and validation feedback (City) in CityView Connect feedback tool

Major Objective	Resources	Lead	Deliverables
In-scope refinements	CityView	CityView implementation specialist	Completed refinements in development environment
User acceptance testing	City	CityView implementation specialist	Completed user acceptance testing and notice to go-live
End-user training	Team	CityView implementation specialist	Training plan Training materials – CityView Connect CRM Completed training
Go-live support and stabilization services	Team	CityView implementation specialist	On-site go-live support Live production environment 4-6 weeks subsequent remote go-live support prior to transition to support team.
Project completion and transition to Technical Support	CityView	CityView project manager	Final signoff and transition to support team.

5.3.4 CITY RESOURCES – ESTIMATED LEVEL OF EFFORT

Our implementation approach is a team effort and offers significant opportunities for customer contributions and both business users and IT staff can play an integral part in the implementation. We have designed CityView to offer flexibility and independence and therefore our services and support measures are designed for continuous knowledge transfer so that ultimately, customers are empowered. This is a lesson we learned decades ago. Our founders recognized, as ex-local government employees themselves, that legislations and business practices continuously change and a good vendor software needs to offer the tools for customers to affect that change in the software themselves, without reliance on the vendor and without affecting the ability to upgrade the software. That has been the philosophy of our software development since our inception.

Below and on the following pages, we have specified the typical City roles involved and their time commitment. Typically, certain people would fulfill several roles so these are not mutually exclusive.

Functional role	# Employees	Required involvement (% of time)	Required for:
City project manager	1	Periodically throughout project (not a full time position)	Planning, progress monitoring (primary responsibility remains with vendor project manager) - Issue escalation and risk management -Vendor and internal team management -Providing City deliverables within agreed-on timelines -Providing sign-off at required junctures during the project implementation
Business subject matter experts (SMEs)	2-3 per major business area	-100% availability during kickoff/walkthroughs/process mapping for own departmental processes -100% availability during training for own departmental processes -25% availability during validation	Providing requirements: -Lookup values -Activities -Data mapping (may also be IT resource) -Business rules matrices -Evaluation of processes -Performing validation based on test scenarios and providing feedback -Internal expectations management; internal agents for change

Functional role	# Employees	Required involvement (% of time)	Required for:
Infrastructure specialist	1 (could be same person as other technical roles mentioned below)	-20% during infrastructure review (few hours only required) -20% during deployment preparation	-Infrastructure review -Validation of SW/HW requirements -Set-up and test-runs prior to deployment
DBA/ data architect	1 (could be same person as other technical roles mentioned below and above)	30% during remote process mapping and validation 30% around go-live	-Data mapping legacy systems to CityView -Data extraction (Note: no assumption is made re efforts for data cleaning as this is very customer-specific)
Network and security administrator	1 (could be same person as other technical roles mentioned below and above)	10% post validation/ pre-deployment 30% around go-live	-Access rights -Security/firewall issues -Ensuring software and infrastructure configuration for go-live is in place -Testing correct configuration and deployment to each user -Conducting performance tests -Managing any 3rd parties who may be required during the go-live period (e.g. IVR; other vendors) -Backup plans in case of no-go or issues
GIS specialist **other system specialists**	1	10% during interface development (minimal time required)	-GIS interface -Other systems (financial, assessor…)

Functional role	# Employees	Required involvement (% of time)	Required for:
System administrator	1 (could be same person as other technical roles mentioned below and above)	100% during system administrator training (8 hours) 10% of FTE (dependent on number of users) ongoing	-System Administrator training -User maintenance, upgrades
Designated support contacts	2	Ad hoc basis	-Dealing with and qualifying issues -implementing patches
End-users	Dependent on # users	100% availability during end-user training and go-live facilitation for own departmental processes	End-user training
Report / letter specialist	2	100% availability during reporter training and configuration training	Training and on-going business support

5.3.5 Sample Implementation Plan

Our project manager works with your project staff to develop an overall project plan, including time schedules, application implementation priorities, and any key issues identified that may affect the project schedule or progress. This document is the basis for the entire implementation project and is highly detailed when completed and presented for final approval. Many factors are dependent upon creating a successful implementation plan including the following:

- Number of Modules to Implement
- Customer time constraints (Vacations/Holidays)
- Number of Users to be trained
- Number of Departments to be trained
- Customizations
- Interfaces
- Number of City Resources
- Level of Information Technology Staffing
- Amount of data to be converted
- Maintenance of legacy system ending

A standard/typical project schedule follows on the next page. Please note any project schedule provided by CityView as part of a proposal, is provided only as an example for similar projects. Such a schedule should not be deemed to be the definitive schedule for the City's project. CityView's project manager will develop a draft project-specific schedule and this will become the project baseline after the data collection/process mapping process is complete; thus encompassing any scope adjustments. This baseline may be further adjusted at any time during the project to reflect further scope change, as mutually agreed in writing.

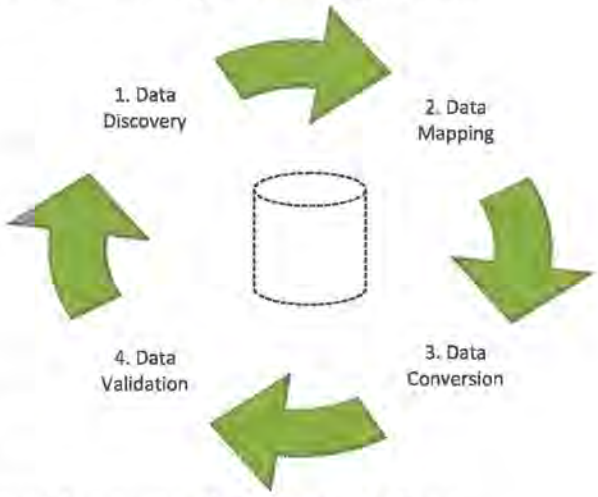
ID	Task Name	Duration	Work	Start	Finish	Resource Names
1	**CityView Modules (PY, PI, PL, EPR, CE, BL, and CA)**	**342.13 days**	**1,260 hrs**	**Thu 6/1/23**	**Mon 9/23/24**	
2	**Contract Signature**	0 days	0 hrs	Thu 6/1/23	Thu 6/1/23	CityView,Client
3	**Kickoff Activities (Project Management Offsite)**	**5.5 days**	**52 hrs**	**Fri 9/1/23**	**Fri 9/8/23**	
4	Confirm Deliverables and Payment Milestones	4 hrs	8 hrs	Fri 9/1/23	Fri 9/1/23	CityView,Client
5	Confirm project staffing	4 hrs	8 hrs	Fri 9/1/23	Fri 9/1/23	CityView,Client
6	Provide copy of database to be analyzed	0.5 days	4 hrs	Mon 9/4/23	Mon 9/4/23	Client
7	Pre-process mapping preparation (offsite)	4 days	32 hrs	Mon 9/4/23	Fri 9/8/23	Client
8	**Infrastructure Review**	**21 days**	**16 hrs**	**Mon 9/4/23**	**Mon 10/2/23**	
9	Complete IT Infrastructure survey	5 days	8 hrs	Mon 9/4/23	Fri 9/8/23	Client[20%]
10	Analyze IT Infrastructure Review - Remote	2 days	8 hrs	Fri 9/15/23	Mon 9/18/23	CityView[50%]
11	Deliver IT Infrastructure Review	0 days	0 hrs	Mon 10/2/23	Mon 10/2/23	CityView
12	**Process Mapping with Administrator (Remote)**	**62.88 days**	**223 hrs**	**Tue 10/10/23**	**Thu 1/4/24**	
13	Property Information	1 day	8 hrs	Tue 10/10/23	Tue 10/10/23	CityView
14	Permits and Inspections, incl Letters	3 days	24 hrs	Thu 10/12/23	Mon 10/16/23	CityView
15	Planning, incl Letters	1.88 days	15 hrs	Tue 10/24/23	Wed 10/25/23	CityView
16	Electronic Plans Review (EPR)	1.25 days	10 hrs	Wed 11/1/23	Fri 11/3/23	CityView
17	Code Enforcement, incl Letters	1.88 days	15 hrs	Fri 11/10/23	Mon 11/13/23	CityView
18	Business Licensing, incl Letters	1.88 days	15 hrs	Tue 11/21/23	Wed 11/22/23	CityView
19	Cashiering, incl Letters	0.5 days	4 hrs	Wed 11/29/23	Thu 11/30/23	CityView
20	Portal and Mobile Configuration	11 days	88 hrs	Wed 12/6/23	Thu 12/21/23	CityView
21	Supported Payment Processor and EDMS Configuration	3.5 days	28 hrs	Wed 12/27/23	Mon 1/1/24	CityView
22	Data Mapping/Interfaces - remote	2 days	16 hrs	Tue 1/2/24	Thu 1/4/24	CityView
23	**Data Conversion**	**8 days**	**32 hrs**	**Thu 1/4/24**	**Tue 1/16/24**	
24	Property Conversion	8 days	32 hrs	Thu 1/4/24	Tue 1/16/24	CityView[50%]
25	**OffSite Configuration**	**54 days**	**216 hrs**	**Tue 1/16/24**	**Mon 4/1/24**	
26	Permits and Inspections	11.75 days	47 hrs	Tue 1/16/24	Thu 2/1/24	CityView[50%]
27	Planning	12.5 days	50 hrs	Thu 2/1/24	Tue 2/20/24	CityView[50%]
28	Electronic Plans Review (EPR)	1.5 days	6 hrs	Tue 2/20/24	Wed 2/21/24	CityView[50%]
29	Code Enforcement	8.75 days	35 hrs	Wed 2/21/24	Tue 3/5/24	CityView[50%]
30	Business Licensing	6.75 days	27 hrs	Tue 3/5/24	Thu 3/14/24	CityView[50%]
31	Cashiering	2.25 days	9 hrs	Thu 3/14/24	Mon 3/18/24	CityView[50%]
32	QA Configured Environment	10.5 days	42 hrs	Mon 3/18/24	Mon 4/1/24	CityView[50%]
33	Environment Configuration Complete	0 days	0 hrs	Mon 4/1/24	Mon 4/1/24	CityView
34	**Interface Configuration**	**41.75 days**	**167 hrs**	**Thu 1/4/24**	**Mon 3/4/24**	
35	Interface Configuration	26.25 days	105 hrs	Thu 1/4/24	Mon 2/12/24	CityView[50%]
36	QA on Interface Configuration, Design and Implementation	15.5 days	62 hrs	Mon 2/12/24	Mon 3/4/24	CityView[50%]
37	**Out of the Box - Review/Validate/Refine and Acceptance Testing**	**62 days**	**328 hrs**	**Mon 4/1/24**	**Wed 6/26/24**	
38	OOTB Refinement Activities	31.5 days	126 hrs	Mon 4/1/24	Wed 5/15/24	CityView[50%]
39	Customization Review / Refinement Activities	0.5 days	2 hrs	Wed 5/15/24	Wed 5/15/24	Client[50%]
40	Any additional letters are configured, etc.	10 days	40 hrs	Wed 5/15/24	Wed 5/29/24	Client[50%]
41	Client Acceptance Testing	20 days	160 hrs	Wed 5/29/24	Wed 6/26/24	Client
42	Acceptance and Client Sign-Off - Final Environment	0 days	0 hrs	Wed 6/26/24	Wed 6/26/24	CityView,Client
43	**End-User Training and Go-Live (Onsite)**	**62.25 days**	**226 hrs**	**Wed 6/26/24**	**Mon 9/23/24**	
44	Environment refresh and go live preparations	3 days	24 hrs	Wed 6/26/24	Mon 7/1/24	CityView
45	Conduct End-User Training (Includes Mobile)	14.5 days	116 hrs	Mon 7/8/24	Mon 7/29/24	CityView
46	Client places final data extraction on FTP site	1 day	8 hrs	Mon 7/29/24	Tue 7/30/24	Client
47	Final data conversion and go live preparations	1 day	8 hrs	Tue 7/30/24	Wed 7/31/24	CityView
48	Go Live Facilitation (Onsite)	3 days	24 hrs	Mon 8/5/24	Thu 8/8/24	CityView
49	CityView Portal Training (remote)	0.75 days	6 hrs	Thu 8/8/24	Fri 8/9/24	CityView
50	Report Writer and Configuration Training (Onsite)	4 days	32 hrs	Mon 9/16/24	Fri 9/20/24	CityView
51	SysAdmin Training (remote)	1 day	8 hrs	Fri 9/20/24	Mon 9/23/24	CityView

5.4 DATA CONVERSION PLAN (IF DATA CONVERSION IS INCLUDED)

We undertake imports of historical data with virtually every implementation we do and our data conversion specialists have significant expertise and experience with importing and exporting local government land management data. Having this familiarity with the types of data tracked means they are knowledgeable not just of the science of data conversion but also the art of it.

Typically, we will develop custom scripts for data conversion based on a specific mapping of the legacy system to our data schema. On occasion, usually for cost-saving reasons, we will provide a data dictionary and ask for the data to be delivered to a precise specification and format for a simplified data-loading process.

The figure to the right outlines the typical data migration process followed by our specialists.



During the data discovery phase, our specialists confer with you to become familiar with your data. This enables us to prepare for the migration process and leads to more accurate estimates. By providing data in a clean format, you can help to reduce the time and cost associated with the data discovery phase. Data is cleaned by ensuring that unique keys have not been duplicated, unique keys are not empty (i.e. NULL), dates are properly formatted, and data is consistent.

In the data mapping step, mockups are prepared to facilitate the process of mapping your data to the CityView data structure. CityView provides a data mapping template and completes the data mapping exercise. After assessing all of the data sources provided by the customer and undertaking the data mapping exercise we validate data conversion estimates provided in the proposal and complete the change control process if additional budget is warranted, before continuing with the conversion.

Data conversion commences once both parties are comfortable with the output of the data mapping exercise, defined in the data conversion plan and signed off by the customer. In this phase our specialists create scripts that parse, derive, and translate the source data into the ideal format for CityView. To reduce the time and effort associated with this phase the City is required to provide data in one of the following formats: SQL Server, .mdb, .dbf, or .txt.

After the initial data conversion run the database is provided to the customer for the validation phase with the opportunity to test and validate the correctness of the conversion, in accordance with the signed off data mapping documentation. Errors are corrected before a second conversion run prior to end-user training, and the final data conversion of historic data the weekend before cut-over and go-live.

Data conversion assumptions

Data migration services are priced based on the following general assumptions:

- Data has been cleaned according to the suggested guidelines
- It is possible there will be anomalies in the data that cannot be reconciled. We will convert the data as it is in the database. However, if there is data that does not match the format of the field (i.e. alpha characters in a numeric field), or if there is inconsistent information, we either will not bring that data in or the inconsistencies will be converted as is. We will report any data anomalies that we find during the conversion process.

- Data mapping has been reviewed and signed off by both parties before proceeding to data conversion
- Data is provided in one of the following formats: SQL Server, .mdb, .dbf or .txt

Non electronic data

Hard copy data and information is not migrated into the system by CityView. This service is better undertaken by an imaging company in association with the City's Electronic Document Management System (EDMS) provider. If this process is undertaken and assuming CityView integration with this provider through the standard CityView Document Management Integration Framework, then once that hard copy data is imaged and referenced in the EDMS through metadata to permits, projects etc., this will be accessible directly from CityView.

Data conversion foreseen issues / risks

Of the scope elements that have the potential to delay a project, this is often the greatest. A clear understanding of the sources of electronic data that exist at the City and of these, which data needs to be converted, is very important to establish early on. Converting dirty data is problematic and sometimes the data that would seem the easiest to convert is not so e.g. data in Excel spreadsheets, which have no relational database structure and few data quality controls. It is suggested that the City begins the work of identifying all sources of data, prioritizing needs for conversion and beginning the data cleaning process well before the project gets underway. After the project begins, accurate data mapping is an important exercise.

It is very important that the City can convey to the vendor a clear understanding of the requirements for interfaces between the land management system and third party applications i.e. precisely what data needs to flow between the systems, how regularly and what business logic is required to accompany these data flows. The more "moving parts" there are, the more risk is introduced. Additionally, it is important to establish buy-in from all affected departments on this data flow. For example, if a real time integration is required with the Financial Management System, the Finance Department must have approved the integration of a third party system real time with this system. Or if a Police RMS system is involved, security issues must be identified and mitigated if a third party system is to be integrated with the Police RMS. CityView will ask these questions early and use our significant experience in the area of integrations to ask the right questions, flag risks early on and present the options available.

Legacy Data Consideration

CityView has over 40 years' experience implementing solutions for municipalities throughout the US and Canada and virtually every one of them has included a conversion of legacy data into the CityView system from a large variety of legacy formats. During this time we have experienced probably every permutation and combination of legacy data retention possible. Customer sites vary in their retention requirements and policies and every customer has legitimate reasons for wanting to retain legacy data in a certain way. We cannot therefore provide a one size fits all recommendation. However, the following points can be made for consideration:

- We make every attempt to retain business-critical legacy data. We will discuss with you, during the data collection/process mapping phase if there is real value in bringing all of your legacy data forward.
- Legacy data is seldom if ever clean and legacy systems were typically not built as efficiently as modern day systems in regard to database schema and structure. As a result, data is not consistent,

redundancy exists and the database relationships in legacy data will differ from those in the new vendor system, resulting in poor quality data no matter which system it resides in.

- A data conversion can only do a certain amount of data cleaning because this needs to be automated.
- It is human nature to want to retain all historic data just in case it may be needed for reference in the future, but it is seldom that case that all historic data truly *needs* to be retained. Less can often be better.
- It is possible to retain legacy data in the legacy system and make it read only, for reference purposes, until such time as this data can be discarded. There is inconvenience associated with maintaining and accessing an extraneous, legacy system, but there are also benefits associated, by simplifying the conversion to a new system and keeping its data clean. CityView does contain the functionality for manually inputting live "in process" applications into the new system.
- Legacy data with only a few records is not worth converting e.g. sometimes data fields existed in the legacy system that were seldom used and therefore have an incomplete dataset of values. There is little merit in bringing this data forward.
- The further back in time the data conversion goes, the greater the risk of deterioration in data quality. There have been examples where data fields have been modified over the years and therefore have actually been used to track fundamentally different data or the data in different formats and this leads to difficulties in the conversion and should be avoided.

5.4.1 Testing Plan

CityView employs many quality management steps in the implementation process to ensure that our software meets customer requirements and to ensure a defect free product.

Our processes can be broken down into four levels:

1. Platform quality process – As our core CityView modules evolve with additional features and functions, members of the product development team perform regression testing to ensure quality, and to detect and remove defects.
2. Development quality process – Each configuration, integration, customization item required for an implementation is broken down in a work breakdown structure by the project manager and each is entered into an internal tracking system at CityView called OnTime. The OnTime system then manages the workflow, efforts and communications needed to complete the task. OnTime also requires each task to go through a quality assurance workflow step where an independent developer reviews the work product prior to releasing it for customer validation.
3. Validation and fine tuning process – Validation and fine tuning occurs directly in the development environment, remotely hosted by CityView. All configuration and refinement is done directly into this environment so customers have the opportunity to test the features or configurations to ensure they meet the agreed on scope. As issues are detected during the validation phase, CityView can quickly correct the issue right in the development environment. Customers log issues through our "Feedback" feature and as we correct we update the Feedback and customers can see the status of their issues as they are corrected.
4. Formal user-acceptance testing – Formal user-acceptance testing by the customer usually follows validation testing as a last quality step prior to go-live.

Quality control/quality assurance procedures and standards

The CityView Quality Assurance team is responsible for testing the quality of your CityView modules and any customizations and interfaces. They use a combination of automated and manual testing on your environment. Bug tracker tools, unit testing, and manual test cases are used in a strategic test plan that results in a stable, error free application for delivery. Responsibilities include:

- Maintain QA environments on the same version as the City's development environment for parallel testing and troubleshooting
- Log test results, log issues in detail and provide issues logs to Application Development team
- Provide unit testing as detailed within roles defined previously.
- Provide advice on timing and readiness of version releases.

User Assistance Training (UAT)

Typically CityView assistance during UAT is provided remotely. Additional costs will be incurred to provide this service on-site.

During Step 3, Review and Validation, of the implementation process, the CityView project manager works with the customer to establish the Review and Validation Plan, i.e. to determine when certain review and validation sessions will be given and who should attend.

CityView undertakes a series of three remote review and validation sessions with your SMEs, for each applicable module being implemented, to work through the validation of the configuration based on the process mapping materials and pre-defined test scripts for the CityView workflows.

These sessions start off being led by CityView, but are transitioned to being led by the SME's for each solution. By the final session the SME's have reviewed and validated the bulk of the configured system and are able to:

- Navigate the system through City-specific processes and workflow.
- Generate and test fees.
- View and validate look up tables.
- Generate and test letters and documentations which have been configured.
- Use scenario-based examples to test and validate automated business rules

Review and Validation is conducted against the development environment, hosted by CityView. During the Review and Validation sessions CityView documents any changes, corrections, or deficiencies for further action. Should the City's SME's conduct additional reviews without the CityView implementation specialist present, the customer feedback feature can be used to communicate immediate feedback and reporting of issues to our implementation specialists and developers.

On completion of the third Review and Validation session, the City is provided a period of 2-4 weeks for additional User Acceptance Testing on their own completely installed test system. CityView provides samples of User Acceptance Testing scripts. The CityView implementation specialist monitors the customer's feedback and continues to make any in scope corrections. Provided the acceptance criteria have been met, the City is asked to formally accept the delivered solution for go-live.

5.4.2 CUTOVER PLAN

With each project, a cutover plan is created by the CityView project manager in conjunction with the City's project manager based on the project requirements. The cutover plan and delivery is led by the CityView project manager and reviewed with the customer during the final weeks of Validation to finalize the plan and communicate it to all team members. The cutover plan fundamentally comes into effect at the transition to User Acceptance Testing and carries through to the end of the project with the bulk of the detail focused on the final delivery tasks for Production. The cutover plan is detailed and includes all the tasks required by CityView and the customer, specific dates, resource assignment, specific details related to the tasks with the outcome required as well as the communication points and overall status. This allows full transparency for who has the ball at any given time and allows for planning by everyone of what is expected to follow. A typical project with data conversion (legacy data) will begin on a Wednesday, with the final legacy data delivery completed into Thursday, followed by the Production environment delivery on Friday. This provides the means for a full sanity check prior to being live for the customer's Monday Go-live day. In addition, this allows for full control to ensure the delivery details are fully successful or the time to course correct as necessary. As part of the cutover plan, there is a process in place to account for an unsuccessful delivery and allows the ability to revert the environment to the last working state should this be necessary. Depending on integrations, there could be additional back up protocols put into place in the cutover plan as well. While a situation of an unsuccessful delivery is extremely rare, we do account for it in the planning and risk mitigation of each project. This is clearly discussed with the City's project team in advance and incorporated into the overall agreed to plan.



5.5 TRAINING PLAN

CityView training is provided by CityView staff only and through a combination of on-site visits and remote sessions. NOTE: Due to COVID-19 mandates it may become necessary to provide remote sessions only.

We have *two training objectives* for the City :

1. *Enable*: We train the end-users to maximize the use of the functionality developed specifically to help them better complete their day-to-day activities of processing applications, capturing accurate data and finding and disseminating that data and maximizing your return on investment. This is achieved with *End-user* training and go-live facilitation.

2. *Empower*: We provide advanced users and system administrators with the knowledge to sustain and evolve the data needs and workflows of the CityView system. This we do through *System Administrator* training, *Configuration* training and CityView *Reporter* training or through *access to our online Premium Video Library*.

Training courses are described below. All courses offered assume a basic understanding of Windows-based software and/or web-based applications. In order to provide quality training to the students in the amount of time specified we would ask that you take this into consideration when you are selecting the course participants.

User training

Our trainers use their skills as facilitators, coaches, and computer specialists to make CityView courses an interesting and engaging experience for all students. They have a wealth of experience as adult educators backed by a depth of knowledge, developed over many years working as programmers, designers, DBAs, and GIS or systems analysts.

End-user training

End-user training provides everyday users of CityView with a series of full, in-depth course programs designed to give them the required skills, tools, and time saving tips to make the most of their new software. This training provides a thorough understanding of the business process and software functionality in your CityView modules so that everyone is ready for go-live day. End-user training focuses on your configured end-product, training you on the navigation of your processes as configured in the product.

CityView uses industry standard databases with the expectation that the administrative training our employees have with these systems is sufficient for knowledge transfer to your staff. Application administration is a standard part of your advanced user training.

Premium Access to Video Learning Library (optional instead of Advanced User Training)

CityView offers an online-only option for all advanced training. This allows up to 6 students to have access to online learning content instead of "live" sessions with a trainer. The advantages are: access to more content for a full year, which can also be renewed with annual maintenance to support your ongoing learning needs, staff turnover, etc.

Maintenance/System Administrator training

This course is designed to provide administrators responsible for managing CityView with the general knowledge of how to install and upgrade versions of CityView, change user rights and manage security. The advanced version of this course will go into additional detail on the architecture of the CityView platform as well as how to maintain the CityView Portal. Students should be selected from the Information Technology discipline, and have an expectation that they will be maintaining the software in the future.

Course participants will walk through typical system maintenance and troubleshooting examples, which will teach them the tools, techniques and terminology applicable to CityView, enabling them to not only support the business users in their organization but also to communicate more effectively with CityView's technical support team. They will be exposed to our best practices approach for security maintenance; and, they will learn the processes for installing and upgrading the CityView environments.

Students will be instructed in the use of the CityView Manager client, and they will gain an understanding of the architecture behind CityView. Additional topics that may be covered include configuration of Microsoft Exchange, Web Server settings, LDAP settings, mapping, and document management settings.

Configuration training

CityView is a powerful application that has the ability to grow and change as dynamically as your business demands. We provide a rich set of configuration tools that can allow you to alter the behavior of the system in a host of ways without having any impact on your future upgradability. In order to get the maximum value out of your CityView investment, it is important that one or more individuals within your organization take an active interest in learning how to use these tools and become responsible for ensuring that your application continues to evolve as the need arises. Students should be selected from either the Information Technology discipline or from the business domain but must have a strong knowledge of Windows-based software and preferably an understanding of database concepts.

Participants will learn the importance of lookup tables and how to determine what lookup matches each field on the screen. They will learn how to create and delete "custom" fields. Students will learn how to create new letter templates, including data tags, and the method of maintaining their fee schedule within CityView.

In order to successfully perform the above configuration tasks, users will need an understanding of the database structure behind CityView. We will teach them how to identify what tables/fields are behind the various form controls and how to determine what the relationships are between tables. The students will

learn the various tools that are available for clarifying database schema questions and testing/troubleshooting their own configuration.

Reporter training

CityView Reporter provides all of the features that you would expect from other industry-standard reporting tools and allows end-users to create reports. In this course, students will learn everything they need to know about creating simple reports, including filters, subsections, and aggregate fields. Students will also learn how to use CityView Reporter to create pivot reports, detailed reports, charts and graphs, and save the designs for future use. Additional topics may include complex report writing, views, and on-form expressions. There are reporting tools for both end-users and IT staff so the course is often split to cater to the staff roles and reporting tools.

Go-live Facilitation

Going live with a new piece of software is a disconcerting time for the front line users of any new software. CityView provides on-site, go-live assistance to aid with this process. During this time an implementation specialist is on-site to help the users cope with the system, answer their questions, provide over-the-shoulder guidance on usability, provide a direct line to support and other members of the project team and complement the end-user their training. This is probably the single biggest direct contribution to the change management process and it is always received extremely well. We include three (3) days of go-live facilitation in this proposal.

Ongoing training

Our training and support measures are designed to solve immediate issues and to provide knowledge transfer on the most effective ways to use the CityView Solution in customers' business practice.

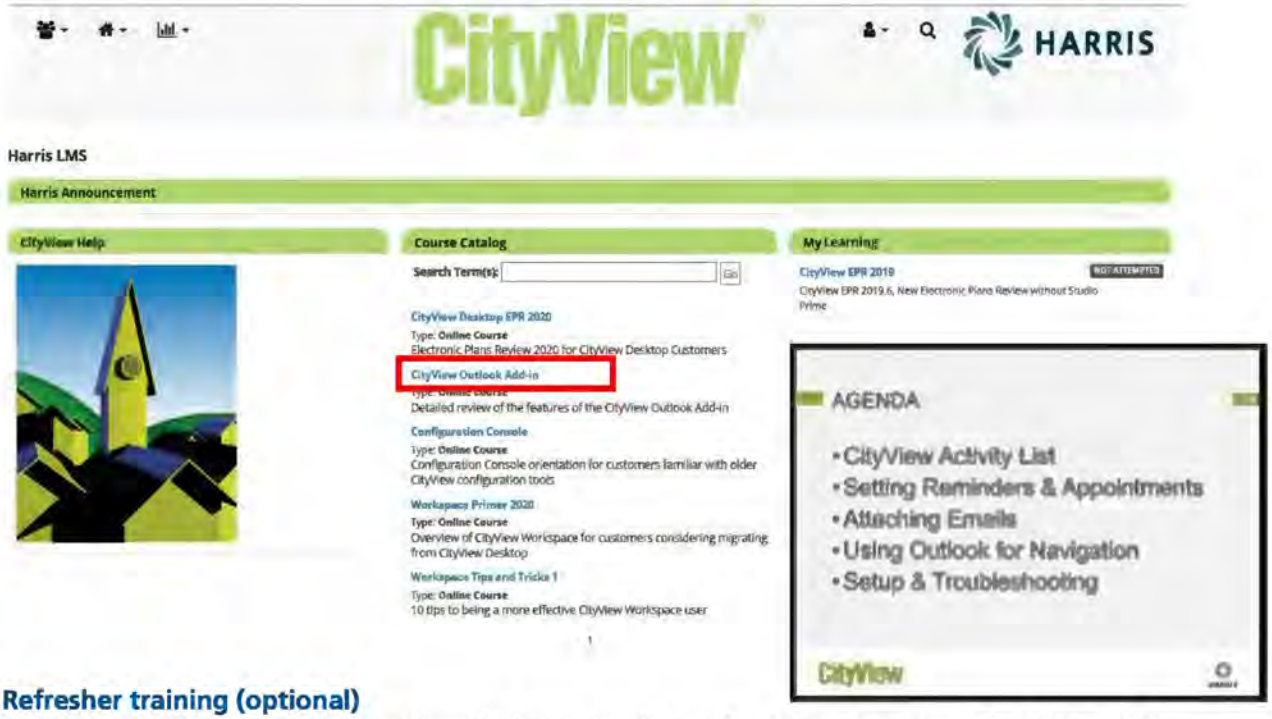
Periodic, web-based training is provided to our customers by our support group, on a predetermined schedule. The training schedule is posted on our website at the beginning of each year. This training is at no cost to our customers and it focuses on specific areas of need and interest.

CityView hosts an annual Customer Training Conference. This conference is an opportunity for users to talk about their implementation strategies and processes. It is a forum for sharing information, troubleshooting advice and peer interaction. It consists of workshops, open discussion and interactive presentations by other CityView users. It also provides an opportunity for CityView users to suggest new features that would benefit all customers. In 2019, it was held in Denver, CO and in 2020/21 it was held virtual due to COVID-19. In-person CityView Customer Training Conference resumed this past fall (October 26 – 28) in New Orleans, LA.

Recorded on-demand webinars

CityView offers free recorded webinars available online through our Learning Management System (LMS) so you can view them on your own time at your own pace. This approach makes getting the most out of your CityView solution even more convenient for you. A sample of the CityView Outlook Add-in, course catalog, and agenda follow below.

CityView offers free recorded webinars available online through our Learning Management System (LMS) so you can view them on your own time at your own pace. This approach makes getting the most out of your CityView solution even more convenient for you. A sample of the CityView Outlook Add-in, course catalog, and agenda follow below.



Refresher training (optional)

Refresher training is provided approximately 6 months after go-live to ensure successful adoption of the system, and to prevent users from developing any bad habits that cause productivity loss or "dirty data". The agenda will be determined in advance and courses will be tailored to the specific needs of the users.

Real-world experience drives what users want to see covered in these training sessions. Users who were originally keen to write reports may still be resisting taking that first step, so this is a good opportunity to do some refresher training in CityView Reporter. It is also a good opportunity for the trainer to observe how staff is using the system and make suggestions for ways to increase productivity.

Train the trainer training (optional)

City in-house trainers will acquire the knowledge and skills required to train all end-users. By taking full advantage of such knowledge transfer and post go-live assistance, City trainers can provide end-users with one-on-one, refresher, lab and web-based training sessions. At the early stages of go-live, the trainers, along with the project team members, can act as a frontline support and guidance to the end-users. The City can then have resident experts on the different modules.

Proposed training plan for the City

Course durations are based on a recommended number of days per module; and, class sizes are kept to a maximum number of students to ensure that everyone receives the proper attention. While we recommend extending the training to additional days if more than one department is using a given module to satisfy a broad range of business functions, we have not accounted for this in our proposal, in order to minimize costs. A recommended training plan follows below and on the following page:

Training plan

Course	Objectives		
End-user training (onsite)	This course is designed to enable business users to effectively use CityView modules in order to fulfill their daily work activities. The course provides specific instruction on how to navigate and complete tasks within CityView. It will cover tasks such as completing an application, adding contacts, attaching files, tracking activities and outcomes, applying and paying fees, producing correspondence, mapping basics, and running reports. Users are able to: • Understand the key concepts that make up the business process. • Be able to navigate and complete tasks relevant to day-to-day activities. • Be able to walk through a business activity based workflow.		
	Duration: 12 days	**Users: All**	**Maximum#: 10**
End-User training CityView components	This training will focus on the highly intuitive CityView Mobile and CityView Portal.		
	Duration: 1.25 days	**Users: TBD**	**Maximum#: 10**
Configuration and maintenance training (onsite)	This course is focused on enabling users to configure, maintain and evolve their business process within the CityView environment. Concepts that will be covered include letter generation, maintaining your activity based workflow, fee maintenance, holiday configuration, maintaining lookup values. Users will be able to: • Create and modify letters. • Create and modify fees. • Improve and evolve the activity workflow. • Keep your system current by updating Lookup tables and creating and maintaining custom attribute fields.		
	Duration: 3 days	**Users: Advanced**	**Maximum#: 6**

CityView System Administrator training (remote)	This course is designed to provide administrators responsible for managing CityView with the general knowledge of how to install and upgrade versions of CityView, change user rights and manage security. The advanced course will go into additional detail on the architecture of the CityView platform as well as how to maintain the CityView Portal. Course participants will walk through typical system maintenance and troubleshooting examples, which will teach them the tools, techniques and terminology applicable to CityView, enabling them to not only support the business users in their organization but also to communicate more effectively with CityView's technical support team. They will be exposed to our best practices approach for security maintenance; and, they will learn the processes for installing and upgrading the CityView environments. Students will be instructed in the use of the appropriate aspects of CityView Configuration Console, and they will gain an understanding of the architecture behind CityView. Additional topics that may be covered include configuration of Microsoft Exchange, Web Server settings, LDAP settings, mapping, and document management settings.		
	Duration: 1 day	**Users: Advanced**	**Maximum#: 4**
CityView Reporter training	CityView's fully integrated SSRS-based reporter and designer and custom report designer provide all of the features that you would expect from other industry-standard reporting tools. In this course, students will learn about creating simple reports, including pivot reports, detailed reports, charts, graphs and filters.		
	Duration: 1 day	**Users: All, Advanced**	**Maximum#: 4**
Go-live Facilitation (onsite)	Your implementation specialist(s) is onsite at go-live and beyond to provide hands-on, one-on-one training and facilitation to ensure a smooth transition to the new system. The assumption is two (2) CityView staff members onsite for go-live for three (3) days dependent upon Covid restrictions.		
	Duration: 3 days	**Users: All**	**Maximum#: N/A**

Training is provided on City-provided hardware.

5.6 DOCUMENTATION

Documentation is available through *CityView Connect*, our on-line content management system. This is your source for the most updated CityView information any time. You can search for a particular topic or browse through the menu items. The Product Training Guides will step you through a full training session for a particular topic. If you cannot find what you are looking for, it may just be an issue of terminology. The glossaries can help there.

CityView Connect is accessible directly and within the CityView modules. By clicking the Help button, you get direct access to the content in CityView Connect.

Documentation of your CityView solution is targeted to three main groups: business users, system administrators and application developers. Documentation is provided at every level of training, focused on the enabling objectives of the training in question.

CityView Connect is the main source of documentation for customers throughout the implementation and beyond. The focus of CityView Connect is to ensure up to date information is being maintained in one location, including details on new releases and the added functionality they contain. With each CityView release, detailed release notes document the changes to the release both for new features, feature changes, and bug fixes. Any exceptions or changes for installation and upgrade are also noted.

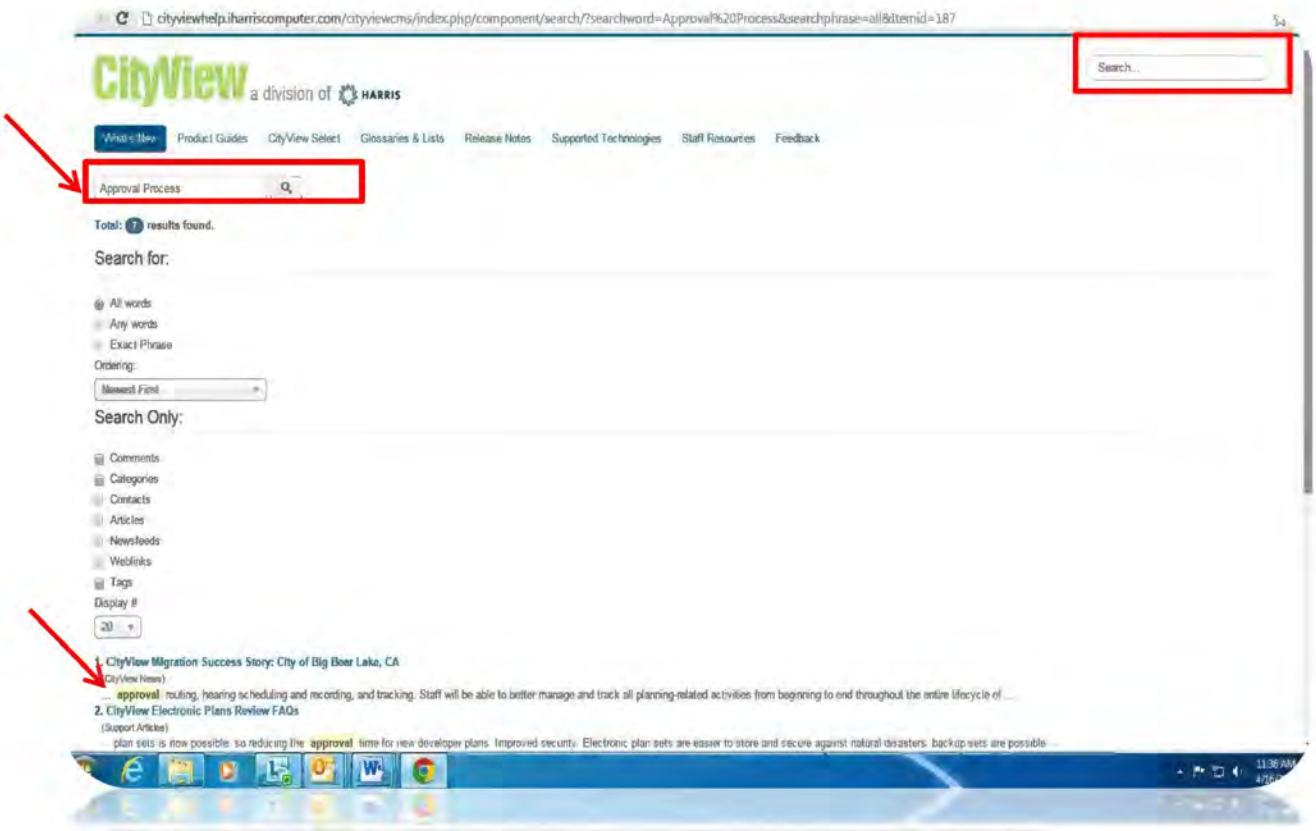


CityView offers the following documentation:

- System technical documentation
- On-line Help Desk documentation
- Data Dictionary – under non-disclosure
- System end-user's documentation
- System/Architecture diagrams
- Scope documentation including –

CityView Connect – documentation fully searchable (proprietary and confidential)

This website combines all of our product documentation in an easy to search, easy to read format, as well as links to our release notes, videos, and other dynamic content. The documentation is all fully searchable, so you do not need to know which manual a certain topic is discussed in.



CityView®



CityView Release Notes

Version 2023.1

HARRIS

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Symbol Legend		User Interface (If no UI icon is indicated, all may be affected.)	
	Merge required		Mobile
	Significant change		Desktop
	New or enhanced functionality		Portal
	Defect that has been fixed		Workspace
	Performance improvement		Manager or Configuration Console
	Beta feature		Administrator

Beta features can be turned on in the "Enable New Features" section in Configuration Console or Manager.

- General
- Graphical Workflow Designer (Activity Workflow)
- Document Management and Letter Processing
- Electronic Plans Review
- G-Suite Add-Ins
- Mobile
- Portal
- Workspace

General

Expressions Screen Search (ID 86048) *2023.1*

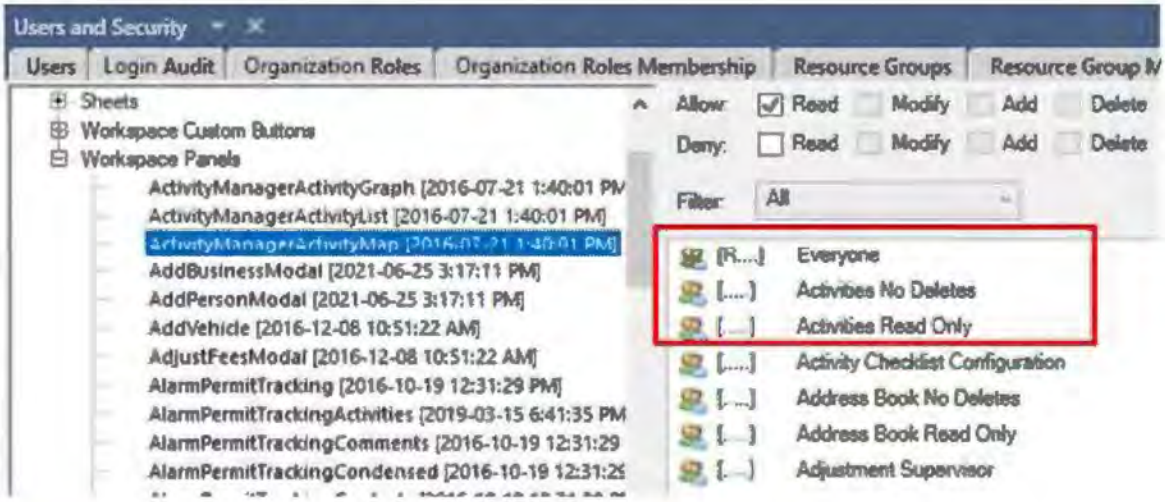
The search tools on the Expressions screen have been improved; searching for a given expression will bring the expression into view and select it.

Navigate to Expressions from Rules Screen (ID 86083) *2023.1*

On the Rules Maintenance screen and positioned on the property that invokes the dialog to select an expression, holding down the Control key (CTRL) while clicking the button will open the Expressions screen and position on the expression.

Securable Objects List (ID 86147) *2023.1*

In the 'Application Objects' screen in Configuration Console, items that have security settings will now display at the top of the list.

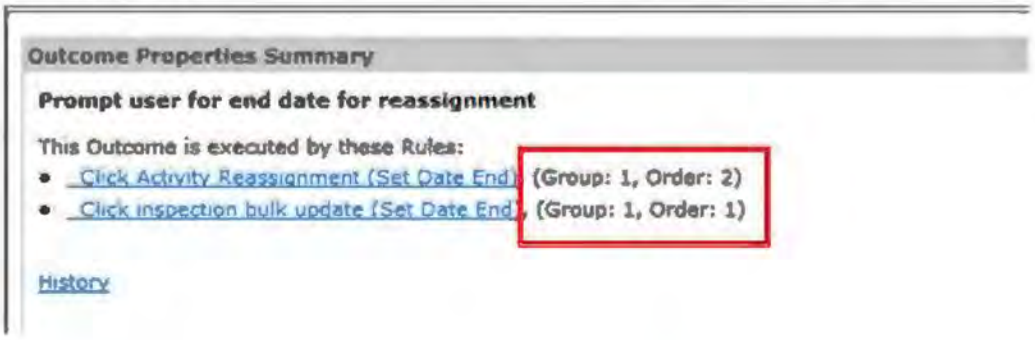


Financial Export Line Count (ID 86185) *2023.1 Avon*

When a financial/cashiering export is using a specification generated from the Financial Export tool, a new Session field called "FinancialExportLineCount" can be referenced (_Session:FinancialExportLineCount) to include the line count in the content of the file.

Rule Outcomes Group and Order (ID) *2023.1*

On the Business Rules screen, the Outcome Properties Summary panel shows what Rules use the Outcome. The summary will now include the Group and Order values for the Outcome as they are used by the rule.



Graphical Workflow Designer (Activity Workflow)

CityView Mobile: Inspection Report letter is not being added when completing inspection (ID 86281,86298,86299,86300) *2023.1*

CityView Mobile was not triggering workflow. The Inspection Report letter was not being added when completing an inspection. Mobile now triggers Workflow again.

Document Management and Letter Processing

Sorting Documents to Email (ID 83605) *2023.1 Belleville*

When documents are emailed from the Documents and Images panel, the documents are sorted by the Date Entered by default. A new Custom Application Setting has been created called "EmailDocumentsSortField." The value can be set to "Name" to change the default order to the name field.

Reference Number Field for Documents (ID 86173) *2023.1*

In the Documents and Images panels for Properties and Master Projects, a new "Reference Number" field will show the related application's Reference Number (e.g. Permit Number, Licensee Number, etc.).

Electronic Plans Review

Error when Saving Markup (ID 85909) *2023.1*

Occasionally, when saving markups from Bluebeam Revu, the markups and corrections wouldn't get saved and the user would see an error ("Value cannot be null") in the response tab in Revu. This would happen most often when a markup was positioned below the extent of the current PDF page and when the markup contained bullet points or other non-alphanumeric characters. This has been fixed.

5.7 MAINTENANCE AND SUPPORT

CityView has leveraged the advances in technology to provide a varied and comprehensive array of support options with the common goal of ensuring our customers are maximizing the benefit from their investment in CityView. Here all the measures we take to this end are described and a table detailing our standard Service Level Agreement (SLA) is presented.

Annual Software Maintenance agreement

CityView is constantly evolving. The nature of our relationship with our customers is an integral part of that development. The relationship begins with the mandatory Annual Software Maintenance agreement (ASM) or Subscription agreement. This agreement provides not only unlimited support to your system administrators through our toll free lines but also includes all new releases, updates and enhancements to CityView at no extra charge. The ongoing development of CityView is funded directly from the ASM or Subscription agreement. In addition, we rely on our customers to provide guidance in the area of future development for CityView. We maintain a comprehensive database of features that are requested by our customers and by our own staff and we base future releases of CityView on these suggestions.

Suggestions for software enhancements are considered and may be incorporated into the software at no charge as part of the ASM or Subscription agreement. The scheduling and priority for the development of the enhancements are determined by the degree of benefit the enhancement will provide the entire user base.

Software maintenance

New releases of CityView are developed using our internal Research and Development department. Each new release of CityView contains all the features included in previous releases. All releases are supplied as part of your mandatory Annual Software Maintenance agreement (ASM) or Subscription agreement. One release every six to ten weeks; approximately 10 new versions of CityView per year.

CityView's future releases will remain focused on our core competencies (community development software for municipalities) and continue to grow/expand our software suite within those competencies. We are currently focused on building our next generation of browser-based configuration tools and integrating our CityView Electronic Plans Review solution with the latest available technologies from Bluebeam. In addition, we are marketing our standalone Electronic Plans Review solution to address some gaps in the market we see today.

New releases and maintenance updates to CityView are "backwards-compatible" with previous versions and have no effect on your existing tables, forms, reports or workflow. This is a clear advantage over the competition because it means you will never have to start from scratch again, re-purchasing new software or paying a vendor to make changes. CityView releases and updates only affect the CityView program code, providing new features and functionality to the core product. Once your CityView software has been installed, you will have full access to these new features and functionality and can, at your discretion, make use of them with your existing tables, forms and reports without needing to alter your workflow in any way.

CityView also offers additional services through different level agreements in addition to the standard software maintenance. Please refer to the chart on the following page:

Description	Bronze Package Qty.	Silver Package Qty.	Gold Package Qty.	Platinum Package Qty.
User Conference pre-paid attendance (#)[1]	1	2	4	4
Additional upgrades performed per year by Support (#)[2]	0	1	2	2
Environment Health Checks	1	1	2	2
Tailored remote (WebEx) training (hrs.)[3]	6	12	24	40
Hands-on support: scheduled processes (hrs.)	0	16	16	32
Other services (configuration, report creation, customizations, etc.) (hrs.)[4]	12	24	48	120
On-site support	0	0	0	40

Terms and conditions

[1]Quantity (QTY) for User Conference indicates a number of prepaid registrations, otherwise Quantity (QTY) =1 unit or number of hours.

[2] Quantity (QTY) is in addition to standard maintenance agreement provision of 2 upgrades performed per year by Support.

[3]Remote training is not generic; this is specific to your needs/environment.

[4] Quantity/hours cannot be exchanged for product or carried over into subsequent maintenance years.

Customer support

Support and maintenance for your system is handled remotely from our head office in Victoria, British Columbia, Canada. You receive unlimited customer technical support as part of your Annual Software Maintenance agreement (ASM) or Subscription agreement. Additional support packages can be negotiated should there be a need. CityView offers several methods of accessing support described below:

Web support: Our web portal, (http://cityviewsupport.harriscomputer.com/connect), provides resources for customer self-service, and is comprised of an online searchable content management system, downloadable updates, and a web-enabled CRM that allows users to log new support incidents and check the status of previously submitted incidents on a 24 x 7 basis.

Telephone support: Telephone technical support is available between the hours of 6:00 a.m. and 6:30 p.m. EST on regular business days. In addition, upon your request, we will provide telephone technical support 24 hours a day, 7 days a week for Priority 1 cases (there is an additional charge for this service). Customers can contact us toll-free at 1.866.988.8324.

Hours of coverage: Coverage hours are 6:00 a.m. and 6:30 p.m. EST from Monday through Friday, excluding CityView technical support observed holidays. (Only those statutory holidays that coincide between Canada and the United States are observed by CityView technical support.)

Auto acknowledgement: We will send a computer-generated message that acknowledges receipt of the report that you filed electronically. This message will contain the details of your problem report as well as the support request tracking number. Whenever the status of your incident changes, a notification will automatically be sent to the individual that opened the call.

Request response time: We process requests in the order of their priority followed by order of submission.

Resolution of bug-related requests: We will keep your request open and follow up when a fix is available in a production release. We will also contact you if we post an experimental build that will help with your problem.

Software updates: For applications created on the CityView platform, upgrades released are picked up by end-users automatically on login, without any required intervention by the user.

We always suggest being on the most current version, however, we never force a customer to upgrade until they are ready. We always take new customers live with the latest version.

Customer feedback

Within all CityView modules you can submit Feedback, which gets routed directly into our CRM software and automatically is assigned to an appropriate Support agent. That is then visible to you through CityView Connect by clicking on a button within the CityView module. From CityView, you simply click the Feedback Status button to access the current status of your feedback items at any time in the future. This unique feature is *very handy, highly visible and interactive*.



Support ticket procedures and escalation

All issues or questions reported to support are tracked via our web-enabled CRM, our support analysts cannot provide assistance unless a support incident is logged. Our current process for logging an incident includes the following: a phone call, submission via our customer feedback feature, or submission through our web portal.

- Your call must contain at a minimum: your organization name, contact person, software product and version, module and/or menu selection, nature of issue, detailed description of your question or issue and any other information you believe pertinent (e.g. copy of report, screen shot of error message, etc.).
- Our web portal, (http://cityviewsupport.harriscomputer.com/connect), provides resources for customer self-service, and is comprised of an online searchable content management system, downloadable updates, and a web-enabled CRM that allows users to log new support incidents and check the status of previously submitted incidents on a 24 x 7 basis.
- Within all CityView modules you can submit Feedback via the Feedback button, which gets routed directly into our CRM software and automatically is assigned to an appropriate Support agent.
- We will send a computer-generated message that acknowledges receipt of the report that you filed electronically. This message will contain the details of your problem report as well as the support request tracking number.
- Whenever the status of your incident changes, a notification will automatically be sent to the individual that opened the incident.
- Your incident will be stored in a queue and the first available support representative will be assigned to deal with your issue.
- As the support representative assigned to your call investigates your issue, you will be contacted and advised as to where the issue stands and the course of action that will be taken for resolution. If we

require additional information, you will be contacted by the assigned support representative to supply the information required.

- All correspondence and actions associated with your incident will be tracked our CRM software. At any time, you may log onto our web portal to see the status of your incident.
- Once your call has been resolved, you will receive an automated notification that your incident has been closed.
- We process requests in the order of their priority followed by order of submission.

CityView's call escalation process follows:

Customer Success Analyst → Customer Success Manager→ Senior Vice President Customer Success→ Executive Vice President

Standard Service Level Agreement

The table on the following page details our standard Service Level Agreement.

Standard Service Level Agreement

Priority	Definition	Initial Response Time*	Commitment (CityView and Customer)	Examples
1 High	Operation/Service down or critically impacted. Business process impacted. No known workaround.	2 Hours	CityView and Customer will commit necessary resources to fix problem or obtain a workaround.	▪ Users cannot login ▪ Business process halted
2 Medium	Operation affected, but not down. Business process is not affected. Workaround may be available.	4 Hours	CityView and Customer will commit resources during normal business hours to resolve issue or obtain workaround.	▪ Cannot print ▪ Cannot process payments ▪ Application response is exceptionally slow
3 Normal	Moderate to negligible impact. No impact to business.	24 Hours	CityView and Customer will commit necessary resources during normal business hours to restore operation to satisfactory levels.	▪ Non-critical feature not working ▪ Feature works but requires user intervention
4 Info.	Request for information, documentation issues, and enhancement requests.	48 Hours	Request-dependent.	▪ Help file clarification ▪ Form design not in production

Warranty

CityView's standard warranty is that the software will substantially perform as described in the software documentation if the software is used in accordance with the software documentation, the terms of any resulting license agreement and where the City has the required programs and the required hardware.

CityView provides a 90-day warranty period from go-live, after which defects are handled by our support team through your Annual Support and Maintenance agreement with us. Your CityView project team will be directly involved in resolving any warranty issues until these can be formally transitioned to our technical support team for resolution. Beyond the warranty period, through your maintenance contract with us, resolution to software defects, accessibility to upgrades and ongoing support is provided by our technical support team. In addition, support is provided through helpdesk, user conferences and user group meetings, periodic, scheduled WebEx training sessions and through upgrades that continuously enhance the product.

The following are relevant items included in our warranty agreement:

- That the software functions and performs in accordance with the documentation and will function and perform in accordance with the documentation for the warranty period when installed in accordance with the technical requirements.
- The Software is designed and developed in a proper and professional manner.
- The Software is delivered free of any and all viruses or similar disabling devices.
- At the date of delivery of the software (or any portion there of delivered in accordance with this Agreement) it is the most recent version and release available from CityView to any user.
- The Software is provided to the customer free of all liens, security interests, charges, encumbrances and all other similar third party interests.
- In the event the software does not conform to the applicable documentation, CityView's warranty includes the repair or replacement of the software. The customer is to allow CityView the opportunity to make repeated efforts within a reasonable time to correct programming errors or malfunctions as warranted in the agreement.

User Groups

Annual CityView Customer Training Conference/Forum

CityView hosts an annual Customer Training Conference. This conference is an opportunity for users to talk about their implementation strategies and processes. It is a forum for sharing information, troubleshooting advice and peer interaction. It consists of workshops, open discussion and interactive presentations by other CityView users. It also provides an opportunity for CityView users to suggest new features that would benefit all customers. In 2019, it was held in Denver, CO and in 2020/21 it was held virtual due to COVID-19. In-person CityView Customer Training Conference resumed this past fall (October 26 – 28) in New Orleans, LA.

See what CityView customers had to say about the 2020 Virtual Training Conference:

- *"We are learning a ton from the CityView 2020 Virtual Conference; we are loving it!"* – *Lisa Sagona, Johnson City, TN*

- *"The CityView 2020 Virtual Conference is great and so easy to access! I'm looking forward to attending all sessions, especially the Fireside Chat and Updated EPR Presentation" – Susan McLaughlin, Islamorada, FL*

- *"The CityView 2020 Virtual Conference has been very interesting and informative to see how other municipalities are adjusting to the new normal of COVID-19." - Brittany Morey, City of Belleville, ON*

CityView believes in a collaborative culture that actively participates in a helpful and friendly community. To that end, we also provide the CityView Online User Forum.

This user forum community is an organic way of sharing solutions and helpful tips to help anybody who may come across a similar situation. The user forum does not replace Feedback; this is not the place to log issues or escalate current feedbacks.

The User Forum is the place for:

Welcome



We encourage new members to introduce themselves through the CityView Forum. It provides an environment to get to know one another and share interests and for customers to introduce themselves and start collaborating together.

Ask and answer

Specific questions can be asked or broad questions about CityView products or modules within the community. These questions are posted to the "User Forum" for all other users to access and respond. CityView support monitors these posts. This is an opportunity to discuss each other's point of view on relevant matters facing municipalities today or in the future.

Suggestion box

Sharing feedback or offering suggestions is always welcome. Provide ideas that will potentially make your life easier, chances are it may positively affect more users' experience as well. The scheduling and priority for the development of the suggestions/enhancements are determined by the degree of benefit the enhancement will provide the entire user base.



6. SUCCESSFUL HISTORY OF CUSTOMER SATISFACTION

6.1 CITYVIEW CUSTOMER BASE

There are over 200 maintenance-paying Local Government customers using CityView products across 35 U.S. States and 7 Canadian Provinces. Our customers range in size from populations of 6,000 through to large cities and counties of 500,000+. One hundred percent (100%) of CityView's business is focused on public sector/agencies and represented by 80% Cities and 20% Counties.

Southern Region (sample set) - active customers (proprietary and confidential)

Bay County, FL (new customer in implementation)	City of Estero, FL (new customer in implementation)
Collier County, FL	City of Naples, FL
Islamorada, Village of Islands, FL	City of Clewiston, FL
City of St. Augustine FL	City of Decatur, AL (in implementation)
Cherokee County, GA	City of Augusta, GA
City of Cartersville, GA	City of Milton, GA
Douglas County, GA	Elbert County, GA
Lincoln County, GA	City of Tega Cay, SC
Town of Mount Pleasant, SC	Orangeburg County, SC
Newberry County, SC	Spartanburg County, SC
Lexington County, SC	City of Gastonia, NC
Chatham County, NC	Town of Holly Springs, NC
City of Monroe, NC	Town of Madison, NC
Macon County, NC	City of Dunn, NC
City of Lexington, NC	Stanly County, NC
City of Eden, NC	Caldwell County, NC
Beaufort County, NC	City of Oak Ridge, TN
City of Johnson City, TN	City of Chattanooga, TN
City of Bristol, TN	City of Murfreesboro, TN
City of Crossville, TN	City of Conroe, TX
City of Huntsville, TX	City of Schertz, TX (in implementation)
City of Carrollton, TX (in implementation)	City of Hidalgo, TX
City of Angleton, TX	City of Webster, TX
City of Hunters Creek, TX	City of Willis, TX

The above agencies use different combinations of CityView products for Permitting, Planning, Code Enforcement, Business Licensing, Cashiering and a number of CityView add-ons. Versions range from CityView 8 to CityView 2023 and also BluePrince.

Customers similar in size to the City

Village of Islamorada, FL City of Naples, FL City of Sanibel, FL

The following CityView customer go-lives in the past two years all have the same suite of CityView products that we are proposing for the City. Implementation includes a complete CityView Select delivery module including installation, conversion, implementation/configuration, training and ongoing support.

Go-lives over the past 2 years include:

2022 – 26 that include: City of Norman, OK; City of Schertz, TX; City of Inver Grove Heights, MN; Municipality of Anchorage, AK; Village of Addison, IL; Village of Downers Grove, IL; City of Eastlake, OH; Cherokee County Water & Sewerage Authority, GA; City of Augusta, GA; County of Brant, ON; City of Cornwall, ON; Municipality of Dysart, ON; Parkland County, AB; City of Yellowknife, NT; Town of Whitchurch-Stouffville, ON; City of Welland, ON; City of Grande Prairie, AB; Town of Grimsby, ON; City of West Kelowna, BC; City of Spruce Grove, AB ; Town of East Gwillimbury, ON; Strathcona Regional District, BC; Town of Wasaga Beach, ON; Township of Clearview, ON; City of Brandon, MB; and Town of Amherstburg, ON. 2023 will bring a similar number of go-lives.

2021 - 24 that include: City of Oak Ridge, TN; City of Lexington, NC; City of Huntsville, TX; Town of Holly Springs, NC; Township of Springwater, ON; City of Steamboat Springs, CO; Routt County, CO; City of Puyallup, WA; Scott County, MN; City of Grove City, OH; City of South Jordan, UT; Mountain View County, AB; Haldimand County, ON; Regional District Kootenay Boundary, BC; City of Langford, BC; Town of Aurora, ON; City of Welland, ON; Town of Norfolk, ON; to name a few.

Throughout our 41-year history CityView has focused on needs of community development and licensing departments for local governments. These solutions are based on our combined years of experience in municipalities and on a product that easily adapts to changing practices. We are committed to providing a complete delivery model of CityView including: installation, conversion, implementation/configuration, training, and ongoing support. We want to be a trusted advisor, coach and supporter. More than just a vendor, we want to be the company to partner with. This is evident through our many satisfied customers.

6.2 WHAT CITYVIEW CUSTOMERS ARE SAYING

Who better to evaluate the CityView software than customers who can compare it with their own experiences. What CityView Customers are saying about us:

City of Naples Florida

"The end of the year is a great time to look back and reminisce on the challenges, opportunities and success achieved. This year more than any, the challenges have at times seemed insurmountable. Our social and professional life has changed in ways few could have imaged.

Yet, it has been reassuring to know the resilience, dependability and cooperation CityView has shown. In so many ways CityView embraces and exhibits my favorite characteristic, Teamwork. In the construction industry they say: architects get all the praises while builders do all the work. CityView is a team of builders: you build relationships, build understating and most of all build trust."

- *Julian Halitaj,* Building Technology Supervisor, Naples, FL

*"For what I do on a daily basis, **it is very helpful to be efficient when following the workflow that is programmed**. It assures all activities are completed that are required for documenting."*

- Dee Pulse, Investigator, Collier County, FL

*"The **CityView Portal** has helped keep business as normal as possible during this international emergency. We anticipate hitting 15,000 active Portal users in December of 2023. (hit 14,000 in March 2022)*

Our building inspectors love it because they can look at all documents related to the project which may affect how they measure the requirements of the inspection."

- Kevin Cully, IT – Senior Business Analyst / Data Manager; Cherokee County, GA

***"I was impressed with how quickly CityView Mobile was implemented for Augusta, GA**. After one small configuration change made by Tech Support, we were up and running. **This is one of the most efficient mobile applications we've dealt with.** Our Building Inspectors really like it."*

- Debbie Freeman, IT Project Manager; Augusta-Richmond County, GA

The support team has been extremely responsive and I am beyond impressed.** Most of the feedbacks are just us needing to know how to do something and their explanations are very helpful. Our feedbacks are drastically dropping in number, which makes it easier for us to maintain. **I cannot thank you guys enough!"

- Corinne Cowdell, Executive Assistant, City of South Jordan, UT

*"...I can tell you working with both Teri and Debs has been a **great experience to date** and they both provide myself and our team with **great customer service and support throughout our project**, and always have a **positive attitude**....."*

- Todd Carr, Project Manager and Building Official with Routt County, CO

6.2.1 Cherokee County, GA Testimonial – CityView Portal Helps During COVID

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How CityView Technologies are Helping One Georgia County Through the Pandemic

Cherokee County reports that the CityView Portal has helped keep business "as normal as possible" during COVID-19



Cherokee County, Georgia, a CityView customer since 2003, recently achieved 10,000 user activations on its CityView Portal. *"On April 28, we celebrated our 10,000th CityView user activated on the Portal,"* said Kevin J. Cully of the County's IT department. *"The user registered for a portal account, then pulled a land disturbance permit for a retail development, which is currently undergoing electronic plan review."*

The CityView Portal provides a convenient and easy way for citizens, contractors and businesses to self-serve, alleviating the workload on County employees. It allows citizens to log and monitor code complaints; pay fees and fines; and submit service requests. Businesses can apply for licenses and pay renewal fees.

"The Portal averages 4.5 registrations a day, 7 days a week for us," Kevin said. *"The CityView Portal has helped keep business as normal as possible during this international emergency. We anticipate hitting 15,000 active Portal users in May of 2023."*

Cherokee County also uses CityView Electronic Plans Review. This paperless review software enables no-contact delivery of plans, markup and follow-up, since everything is done online.

Another recent installation was CityView Mobile. Kevin reports that, *"Our building inspectors love it because they can look at all documents related to the project which may affect how they measure the requirements of the inspection."* Because all inspection results can be recorded out in the field with a mobile device, customers and citizens can see the outcome seconds after the inspection is complete. This is, Kevin notes, *"a huge benefit to the people living and working and developing in Cherokee County."*

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As a matter of fact, not only has business been relatively normal, the County has seen an uptick in permit applications, which result in inspections, recently. Luckily, Cherokee has been able to keep up with the demand, thanks to CityView's adaptive technologies.

The screen shot below shows Cherokee County's CityView Mobile activity in relation to the number of permits processed and inspections completed on a single day, March 19, 2020. On that day, 21 permits were created through CityView Portal and 160 inspections completed via CityView Mobile.

Cherokee County, GA - CityView Insight - 1 Day

Return to main insight page

Reporting on: Thursday, March 19, 2020

Permits Created	PLs Created	Inspections	Insp Outcomes
21	0	160	
Actv Added	**Actv Completed**	**Docs Uploaded**	**Docs Reviewed**
260	303	164	247
Fee $ Added	**Fee $ Paid**	**Fee $ Unpaid**	**Unpaid, Web Payable**
$9,884.50	$13,324.25	$775	$775

"You can see that we're using the heck of our CityView Mobile installation," Kevin comments. *"All of our building inspections are done out in the field. We are about to bring the engineering inspections to Mobile as well."*

Cherokee is also grateful for CityView Business Licensing, which enabled the County to take the entire process, from application to renewal, online.

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6.2.2 CITY OF SOUTH JORDAN, UTAH - CASE STUDY

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SOUTH JORDAN, UTAH

Committing to a digital future with CityView software

For the City of South Jordan, a paperless process was key to meeting their double-digit population growth. With a population of 70,000 and a planned community – Daybreak – of over 4,000 acres, South Jordan is a growing city.

In 2015, South Jordan implemented CityView's community development software. The deployed solutions included Permits & Inspections, Planning, Electronic Plans Review, Code Enforcement, and Business Licensing including their public facing and field inspection components to take the City paperless.

One of the keys to the transformation is the CityView Portal. The CityView Portal enables citizens, contractors, and businesses to self-serve conveniently, while removing superfluous workload from city employees. Users complete the entire permit and development application process online. They can track and review progress themselves, rather than needing to contact City Hall for updates.

To help local contractors become comfortable with the new process, South Jordan hosted a series of training sessions prior to roll out. During roll out, the City invited their contractors to bring their own devices to the customer service center to be helped through the online application process. CityView staff were on hand to assist. The result? 99% percent of permitting, planning and licensing applications are now submitted electronically. Submittals are then checked digitally for completeness and issues are communicated and resolved electronically with the applicant.

For South Jordan, digitizing the process has meant maintaining their staff count while managing an ever-increasing number of applications. There are no more lines at the City application counter. There are no paper plan sets to store and manage. The review team is able to spend more time on review quality. South Jordan is now meeting their goal of a 14-day turnaround from permit application to approval.

The key benefits to rethinking paper:

By betting on a digital future, South Jordan has reduced turnaround times for permit applications and approvals and improved customer service excellence through:

- Simple and intuitive online application submission for citizens, contractors and businesses;
- Digital review, processing and approval by City staff;
- Exceptional process visibility for all authorized participants.

"CityView allowed us to set a new building department standard of 90-days from permit application to certificate of occupancy issuance."

Cory Day, Chief Building Official
City of South Jordan

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The CityView Suite

The CityView Suite is your out-of-the-box, comprehensive software solution to manage Property Information, Permits and Inspections, Planning, Code Enforcement, Licensing, Animal Licensing, Service Requests, Rental Housing, Cemetery Management, Parking Management, and Cashiering

CityView Mobile

CityView Mobile provides building, engineering, enforcement, maintenance services and rental inspectors with the necessary tools to manage and record their inspections in real time from their smartphones or tablets.

The CityView Portal

The CityView Portal provides citizens and contractors with the ability to initiate code cases, apply for permits, request meetings and inspections, view public information regarding specific properties, subscribe to fields of interest and more.

In keeping with the paperless strategy, South Jordan implemented CityView Mobile. The solution allows inspectors to view all the information they need for their day (schedules, application details, and inspections) on a smartphone or tablet

At South Jordan, inspections scheduled in CityView are immediately accessible from inspectors' mobile devices. Inspectors plan their days, notify their contractors, and initiate and process their inspections from their mobile device.



As they move through the inspection, photos and videos are uploaded via the system. At completion, correspondence, both formal (correction notices, as an example) and informal are sent directly from the job site. This means that contractors have their inspection results immediately. It also means that inspectors perform no redundant work back at the office

CityView helped South Jordan transform their internal paper-based processes and improved how citizens and businesses interact with the City. Today they offer a completely paper-free process.

Ready for a paperless future? Call us at 1 800 665 5647

1.800.665.5647

www.municipalsoftware.com

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6.3 CITYVIEW REFERENCES

Please find below CityView references. We encourage you to contact them and discuss our merits. Should the City wish to contact additional references please advise us and we'd be happy to provide.

Jurisdiction	Contact	Details
City of Naples, FL 735 8th Street South Naples, FL 34102 **Population: 19,372**	**Julian Halitaj** Building Technology Supervisor (239) 213-5045 jhalitaj@naplesgov.com	CityView provided a comprehensive solution including software and licensing, implementation, conversion, training, and support and maintenance. **CityView solution/modules:** Property Information, Permits and Inspections, Code Enforcement, Planning, Cashiering. CityView integrated extensions include: CityView Portal, CityView Mobile, CityView MS Outlook, CityView MS Word Add-in, CityView Electronic Plans Review, CityView Esri ArcGIS Extension, CityView MS Exchange Extension, CityView Configuration Console, and CityView Integration Server Public API Extension. **Customer since:** December 2017
Islamorada, Village of Islands, FL P.O. Box 568 Islamorada, FL 33036 **Population: 6,384**	**Susan McLaughlin** Management Analyst (305) 664-6429 Susan.McLaughlin@islamorada.fl.us	CityView provided a comprehensive solution including software and licensing, implementation, conversion, training, and support and maintenance. **CityView solutions/modules:** Property Information, Permits and Inspections, Code Enforcement, Planning, Licensing (Contractor), and Cashiering. CityView integrated extensions include: CityView Portal, CityView Mobile, CityView MS Word Add-in, CityView Electronic Plans Review, CityView Esri ArcGIS Extension, and CityView Configuration Console. **Customer since:** December 2005

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City of Johnson City, TN
601 E Main St.
Johnson City, TN 37601

Population: 71,046

Lisa Sagona
IT Director

(423) 434-6000
itdept@johnsoncitytn.org

CityView provided a comprehensive solution including software and licensing, implementation, conversion, training, and support and maintenance.

CityView modules: Property Information, Permits and Inspections, Code Enforcement, Planning, Electronic Plans Review, and Cashiering. Extensions include CityView Mobile for Permits and Inspections and Code Enforcement, CityView Portal for Property, Permits and Inspections, Planning, and Code Enforcement, CityView Esri GIS Extension, MS Exchange Extension, Elecontric Document Management System (EDMS) Extension, CityView Outlook and Word Add-ins, CityView Integration Server Public API, and CityView Configuration Console.

Customer since: 2009 (BluePrince / 2016 migration to CityView Workspace)

6.4 RETURN ON INVESTMENT THE CITY CAN EXPECT TO REALIZE

The City is making a significant investment in this project and we believe it is important to consider the total return on that investment. Many systems on the market are low-cost and therefore have a low 5-year total cost of ownership (TCO). However, price alone does not cause those systems to be selected as the systems of choice. CityView's customers have provided quantifiable metrics for returns on investment that the City may realize. The following are real and measurable benefits:

City staff save an average of 5-10 minutes per inspection as self-service functionality has already provided the information required.

Plan reviewers apply their mark-ups directly on a PDF drawing and these comments are automatically transcribed to the CityView database and also into a Word letter to the contractor. This will typically save 15-30 minutes per reviewer and even more time for complex projects.

Printing correspondence and mailing costs are totally eliminated by returning all details via email. A conservative estimate would be $1/letter. You can estimate the saving by your anticipated Portal users and the average number of transactions they conduct with the City for your savings.

Your citizens can inquire on the status of each inspection via the CityView Portal or through a text message using CityView Assistant eliminating many of these inquiries by phone. A conservative estimate is that the City will on average reduce calls by 50% when citizens learn they can access information quickly and easily via CityView Portal or through a quick text message using CityView Assistant.

Similarly, all inspections can be requested and scheduled with little or no involvement form City staff.

CityView customer, Cherokee County, GA has approximately 14,000 registered users of their portal – demonstrating how important this is to the developers. The portal is by far, the preferred method of communication. The County front desk is seldom staffed as a result. Those that once tended to the front counter have been reassigned to more valuable positions.

Saves Money:

- Noticeable reduction in postage & mailing costs as many tasks that formerly involved letters, envelopes and postage are now automated via email and the CityView Portal.
- CityView Mobile has yielded tremendous savings in fuel alone by optimizing the inspector's route and allowing him to complete his inspection report in the field, without the need to return to the office to perform data entry.
- Counties/Cities can save $15-$25 per inspection by adopting CityView Virtual Inspections. This is very conservative and considers travel time and fuel savings only. The cost of maintaining a pool of vehicles along with the extended life by reducing miles can also be significant.
- Collier County, FL, another CityView valued customer, achieved ninety-six percent (96%) of building permits (58,028) electronically submitted through CityView Portal in 2021, an increase of 18% from the previous year. This saves time, money, and paper for the County and their constituents. Collier plans to increase the percentage again next year.

  Collier County's initial implementation included a complete delivery module including: installation, conversion, implementation/configuration, training and ongoing support. CityView modules implemented included: Property Information, Permits and Inspections, Planning, Code Enforcement, Cashiering, CityView Mobile, CityView Portal, CityView Electronic Plans Review, and GIS extension.

7. PROJECT COST – PROPRIETARY AND CONFIDENTIAL

7.1 CITYVIEW COMPLETED PRICE SUBMITTAL FORM, EXHIBIT A-1

Please find below CityView completed Price Submittal Form, Exhibit A-1.

CityView's own pricing format is presented in Section 7.2 of this proposal and takes precedence in the event of conflict.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "A-1"

PRICE SUBMITTAL FORM

The undersigned, having carefully examined and being familiar with the obstacles and conditions that will be encountered during the execution of the work, hereby offers and agrees to furnish all labor, supervision and materials necessary to the perform the Contract Services in accordance with the proposed contract documents, without exception for the following:

Implementation Services	$ 206,246
Training	$ 42,667
Total	$ **248,913**
Travel & Expenses	$ 15,510
Annual subscription Fees (year 1- subject to annual revision)	$ 195,250*

*This is a one-time license fee for an on-premise solution and not an annual fee

Annual Software Maintenance (year 1- subject to annual revision) $ 53,538

It is agreed by the undersigned offer or that the signature and submission of this proposal represents the PROPOSER'S acceptance of all terms, conditions, and requirements of specifications and, if awarded, the proposal will become part of the contract agreement between the parties. *

Name (typed or printed): Susan McCormick

Signature _____

Title: Executive Vice President, CityView

(CORPORATE SEAL) Our Corporate Seal is kept in our Harris Headquarters Office in Ottawa, ON Canada. To be provided upon contract award.

Attest _____ Angus Simpson, VP - Sales and Marketing, CityView

Date of Qualification to do business in Florida is 10 / 16 / 2007

State Contractor License No. F07000005137

*Please refer to Section 8.13 of our proposal for stated exceptions.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

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7.2 CITYVIEW – DETAILED INVESTMENT FEES (ON-PREMISE)

The following table provides our price proposal for a CityView **on-premise solution** comprising software licensing, implementation, conversion, comprehensive training, and support and maintenance costs.

The following represents a summary of the prices for the implementation of CityView Property Information, Permits & Inspections, Planning, Code Enforcement, Licensing and Cashiering. CityView extensions include CityView Mobile (for permits & inspections, code enforcement, and licensing), CityView Portal, CityView Electronic Plans Review, CityView MS Outlook Add-In, CityView MS Word Add-In, CityView GIS Extension (assumes ArcGIS Server or ArcGIS Online subscription is available), CityView-Supported Electronic Document Management System (EDMS) Extension, CityView-Supported Payment Processor Extension (Invoice Cloud and Paymentus preferred), and CityView Configuration Console. Below is a more detailed breakdown. This fee is based on our understanding of the City's requirements from the RFP and related addenda. We recognize the below costs may exceed the City's initial budget for this project, and we welcome the opportunity to further discuss the City's requirements and project costs.

Cost Summary	
One Time Fees	
Software and Licenses	$ 195,250
Implementation Services	$ 195,662
Data Conversion (Property Integration estimate)	$ 10,584
Training	$ 42,667
Total	**$ 444,163**
Travel & expenses (billed on a cost recovery basis)	$ 15,510
Annual Recurring Fees	
CityView Annual Software Maintenance year 1 (all software updates, 12/5 unlimited support) - subject to annual revision.	$ 53,538

The ASM is due at initial software install and provides:

- All major and minor software upgrades
- Unlimited technical support
- Unlimited access to the CityView FTP site
- Unlimited access to CityView Connect

Notes:

1. CityView Licenses and Services are invoiced based on achieving clearly defined deliverables and milestones. As a result, the City may appreciate that a performance bond is required. However, should the City require a Performance Bond, CityView will provide one with the costs borne by the City. The cost of the Performance Bond is approximately $16,000 to be confirmed upon final contract value.

Detailed costs

The following details the elements of our proposal for CityView software and services following our ***Select*** delivery model including:

- CityView ***Property Information***, CityView ***Permits and Inspections***, CityView ***Planning***, CityView ***Code Enforcement***, CityView ***Licensing***, and CityView ***Cashiering***.

- ***CityView Mobile for Permits and Inspections (up to 5 concurrent users), Code Enforcement (up to 5 concurrent users), and Licensing (up to 5 concurrent users)*** (browser-based, device-agnostic application for handheld devices such as iPads, iPhones, Windows tablets, Androids, etc.) for in-field inspections resulting.
- ***CityView Portal (for Permits and Inspections, Planning, Code Enforcement, and Licensing)*** for online, 24/7 convenient access to service deployed to the Web, including registration, property and permit lookup, status checks, inspection requests, permit application, fee payment (requires a 3rd party payment processor - preferred Invoice Cloud or Paymentus), meeting requests and more. Should the City decide to use a different payment processor other than the preferred one mentioned, additional charges will apply.
- Access for up to ***twenty-five (25) full access read/write concurrent users*** to CityView. CityView monitors only concurrent users, so the "total" number of users is **not** limited. We also don't limit what licensed applications are accessed by those users. This ensures you every opportunity to maximize your license use and return on investment. Additional concurrent licenses may be purchased for $2,000 each (each adding $500 to the annual maintenance fee). This price for additional users will remain valid for up to 6 months after go-live.
- Access for up to ***ten (10) read only users*** to CityView. CityView monitors only concurrent users, so the "total" number of users is **not** limited. We also don't limit what licensed applications are accessed by those users. This ensures you every opportunity to maximize your license use and return on investment. Additional concurrent licenses may be purchased for $800 each (each adding $200 to the annual maintenance fee). This price for additional users will remain valid for up to 6 months after go-live
- ***CityView GIS Extension***, comprising ArcGIS Server or ArcGIS Online-based integration with your GIS. Additional CityView extensions included are ***CityView Electronic Plans Review, CityView MS Outlook Add-in, CityView MS Word Add-in, CityView-Supported Electronic Document Management System (EDMS) Extension, CityView-Supported Payment Processor Extension, and CityView Configuration Console***.
- CityView's ***enterprise server software*** for administration and management of your existing CityView system.
- An ***implementation*** based on our CityView Select delivery model as described elsewhere in this proposal which includes
    - Configuration of 68 letter templates
    - Integration/interface (further clarification and final pricing will be determined) support for CityView customizations and/or integrations with 3rd party applications (incudes project management and quality assurance, as well as documentation on customizations, referencing where they fit into the product) (1) Batch export to GL; and (2) State Contractor License integration. Confirmation upon final definition of the integration requirements. (Should any 3rd party's require additional licensing or services for the integration, those costs would be the responsibility of the City.)
    - Property Integration to be confirmed upon review of integration requirements.
- A ***training program*** that ensures your end-users are fully trained to maximize adoption and value from the software, your advanced users are equipped to contribute meaningfully to its evolution after go-live as changing requirements demand and your system administrators are empowered to support and manage the system.
- Ongoing ***support and maintenance***, providing unlimited technical support, software upgrades and updates for all licensed software and much more.

Our proposal includes the following assumptions:

- Typically our implementation services begin 120-150 days after contract signing.
- Property Integration only and assumes a single source of data to be confirmed upon review of the integration requirements. As per the addendum historical data conversion is not included. Should the City require historical data conversion we would be pleased to provide a quotation for this service.
- It is possible there will be anomalies in the data that cannot be reconciled. We will convert the data as it is in the database. However, if there is data that does not match the format of the field (i.e. alpha characters in a numeric field), or if there is inconsistent information, we either will not bring that data in or the inconsistencies will be converted as is. We will report any data anomalies that we find during the conversion process.
- CityView performs one complete data load prior to review and validation testing, one complete refresh prior to end-user training, and one complete refresh at go-live. All other fixes are made using targeted scripts. Additional complete refreshes can be performed if mutually agreed through a written change order.
- Property integration for parcel, address and owner data assuming a single source of data.
- Configuration of 68 letter templates
- Integration/interface (further clarification and final pricing will be determined) support for CityView customizations and/or integrations with 3rd party applications (incudes project management and quality assurance, as well as documentation on customizations, referencing where they fit into the product) (1) Batch export to GL; and (2) State Contractor License integration. Confirmation upon final definition of the integration requirements. (Should any 3rd party's require additional licensing or services for the integration, those costs would be the responsibility of the City.)
- Fee schedules were not provided prior to the quoting of this project, therefore our assumptions around the effort to configure fees are subject to review of the complete requirements.

  We are happy to review this with you prior to contract signing to give a firm cost of the effort to configure your fees.
- Our implementation is based on the following number of departments per solution – Permits & Inspections (2 departments), Planning (1 department), Licensing (1 department), and Code Enforcement (1 department).
- CityView provides out of the box reports for each module, as well as a user-friendly reporting tool, and the ability to link SSRS reports to the users' catalog that allows the City staff to develop any necessary reports needed. **Please note, professional documents in CityView (i.e., Correction Notices, Permits) are Microsoft Word letter templates.*
- No new unique workflows will be configured unless agreed to through a formal change order.
- No spatial queries for the City's project have been included. Should spatial queries be required, this will be addressed in a mutually agreed change order.
- State websites – CityView's knowledge of what the State website allows, is limited. For example, if the State has an API that CityView can integrate and the solution is readily available. In some instances, States do not have an API. So the starting point is a button that launches the website and the user can look up the contractor and determine if he has a valid license.

- In cases where State or other grants will be used to fund the project, the customer will advise CityView of any conditions associated with usage of the grant. This will include any date by which the grant must be used or will otherwise expire. In the event of project delays that jeopardize the grant, regardless of cause, CityView will invoice for all remaining project milestones not later than 60 days prior to the grant expiry. All invoices will be due net 30 days.
- City-requested payment terms may differ from CityView's standard terms, on which CityView's pricing is based. CityView's standard terms include industry-common milestone-based terms for services delivery, license fees on execution of agreement and maintenance fees on initial install. They also assume that a single-phase implementation being used for this project. Annual maintenance fees are typically revised annually.
- The City has sufficient Bluebeam Revu licenses and that no additional licenses need to be purchased at this time.
- Software demonstrations - We expect and welcome the opportunity to present our solutions and upon request, these demonstrations will be provided either remotely via MS Teams or in person at the customer's facilities.

Notes: Please note we do not provide hardware; no proprietary hardware is required for the operation and use of CityView.

Software & Licensing:	Quantity	Price
Application Software - CityView Solutions:		
CityView Property Information (required)	1	$ 2,500
CityView Permits & Inspections	1	$ 8,500
CityView Planning	1	$ 8,500
CityView Code Enforcement	1	$ 8,500
CityView Business Licensing	1	$ 8,500
CityView Cashiering	1	$ 5,000
CityView Electronic Plans Review	1	$ 26,000
CityView Portal (licensed for 4 business processes only i.e. Building permits, Planning Permits, Code Complaints, and Licensing)	1	$ 15,000
User Software:		
Concurrent Read/Write User Licenses	25	$ 48,500
Concurrent Read Only User Licenses	10	$ 9,000
CityView Mobile (Building/Encroachment Inspections)	5	$ 5,400
CityView Mobile (Code Enforcement Inspections)	5	$ 4,900
CityView Mobile (Licensing Inspections)	5	$ 4,900
Server Software:		
CityView Server (required)	1	$ 8,250

CityView Esri ArcGIS Mapping Extension (unlimited users)	1	$ 3,500
CityView Configuration Console	1	$ 7,500
CityView Supported EDMS Extension	1	$ 7,500
CityView MS Outlook Add-in	1	$ 5,400
CityView MS Word Add-in	1	$ 5,400
CityView [InvoiceCloud or Paymentus/ Payment Processor Extension	1	$ 2,500
Total:		**$ 195,250**

Implementation Services:		**Cost**
Project Management	Ongoing project facilitation, billing, status reports, issues resolution, escalation, resource allocation, scheduling, budget management, change orders etc.	$ 29,862
Infrastructure Review (remote service)	Remote review of hardware and software infrastructure	$ 1,512
Data Collection & process mapping (remote), interface definition (remote)	Remote reviews of CityView Select, completion of CityView Select, web based configuration workbook & other digital materials, collection of business data required to tweak & refine CityView Select pre-configuration.	$ 23,247
Installation (remote) & Environment Management	Production and test environments set up and tested, includes up to 3 installs during the project	$ 4,536
Data Mapping	Data Mapping for property interface. Mapping of Assess & Address Views to corporate property data source. Assumes one data source. Data requirements for creation of interfaces.	$ 3,024
Configuration from Data Collection & process mapping	- Fees, custom data fields, business rules for all products licensed.	$ 64,827
	- Configuration of up to 68 tailor-configured letters (assumption is Customer creates the balance of letters required with knowledge from advanced configuration training).	
	- Metadata for scheduled processes	
Integrations	CityView Customizations and/or Integrations with 3rd party applications (incudes project management and quality assurance, as well as documentation on customizations, referencing where they fit into the product)	$ 29,531

Property Integration (estimate)	Initial property integration.	$ 6,048
Reviews for Validation & Refinements (remote); Acceptance Testing	In-scope refinements to configuration, business rules etc. Conducted through a series of remote environment reviews, focusing on configuration and workflow, data conversion, customizations and interfaces (where applicable). Latter review/s customer-led.	$ 42,147
Final Data Update/install (remote) & Go-live	Final property integration update. Must be the same scripts used in initial property integration. Data must be verified by both CityView and Customer before go-live. Sign off required.	$ 1,512
Total Implementation Services		**$ 206,246**

Training:	**Max. Students/ session**	**Days**	**Cost**
CityView End-user Training (onsite)	10	12	$ 21,168
Go-live facilitation & Assistance (onsite)	-	3	$ 6,851
Configuration & Maintenance Training (onsite)	6	3	$ 6,851
CityView Reporter Training (onsite)	4	1	$ 2,363
CityView System Administrator Training (remote)	4	1	$ 2,363
CityView Mobile Training (onsite)	10	0.5	$ 1,181
CityView Portal Training (remote)	10	0.75	$ 1,890
Total Training Services		**21**	**$ 42,667**

Travel & Expenses (for onsite services)	**Person-Trips**	**Person-days Onsite**	**Cost**
Travel Budget for Onsite Services (billed on a cost recovery basis)	3	19.5	**$ 15,510**

Standard travel policy - Travel and expenses are billed monthly, as incurred, on a cost recovery basis. The price proposal presents these estimated costs based on our experience and reasonable costs. They include economy flights, rental car, hotel, other direct expenses, a per diem meal rate of $65/day week days and $110/day for weekend days (no receipts provided), a travel time rate of $95/hour and mileage charges consistent with the Internal Revenue Service published guidelines. (Further clarification and final pricing will be determined.)

All on-site time is subject to travel restrictions being lifted. Should COVID-19 limit our ability to travel, all on-site services will be conducted remotely at the same cost (less travel & expenses).

Mandatory Recurring charges (Maintenance & Subscription)	Cost
The ASM is due at software Initial Installation and provides: All major and minor software upgrades Unlimited technical support Unlimited access to the CityView FTP site Unlimited access to CityView Connect, CityView Content Management system Support for 2 integrations and Esri GIS integration. Support for in-scope, CityView-delivered customizations to product and Select workflows	$ 53,538
Year 1 Total (subject to annual revision)	**$ 53,538**

8. ATTACHMENTS / ADMINISTRATIVE INFORMATION

8.1 CONTACT SHEET / PROPOSAL FORM, EXHIBIT "A" FORM

Please find below CityView's completed Contact Sheet, Exhibit A form.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "A"
CONTACT SHEET

Name: CityView, an unincorporated division of N. Harris Computer Corporation

Federal Taxpayer ID: 98-0141520

Mailing Address: 4464 Markham St., Suite 1202

City, State, & Zip Code: Victoria, BC V8Z 7X8

Telephone: (778)717-0571 **Fax:** (716) 297-4499

Email: SFavalaro@harriscomputer.com

Submitted By: Steve Favalaro

Title: Regional Sales Manager

Accounting Contact:

Name: Cyrene Kwok **Title:** Accounts Receivable Analyst

Email Address: CKwok@harriscomputer.com **Phone:** +1(613)519-7384

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

8.2 PROPER AND VALID LICENSING IN THE STATE OF FLORIDA

Please find below Florida Secretary of State SunBiz Report



Department of State / Division of Corporations / Search Records / Search by Entity Name /

Previous On List Next On List Return to List N. Harris Computer Corporat Search

Events **No Name History**

Detail by Entity Name

Foreign Profit Corporation
N. HARRIS COMPUTER CORPORATION

Filing Information

Document Number	F07000005137
FEI/EIN Number	98-0141520
Date Filed	10/16/2007
State	OC
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	03/24/2010
Event Effective Date	NONE

Principal Address

1 ANTARES DRIVE
SUITE 400
OTTAWA, ON K2E 8C4 CA

Changed: 05/01/2021

Mailing Address

1 ANTARES DRIVE
SUITE 400
OTTAWA, ON K2E 8C4 CA

Changed: 05/01/2021

Registered Agent Name & Address

COGENCY GLOBAL INC.
115 North Calhoun Street
Suite 4
Tallahassee, FL 32301

Name Changed: 04/25/2019

Address Changed: 04/25/2019

Officer/Director Detail

Name & Address

Title Director

BAKSH, JAMAL
400-1 ANTARES DR., OTTAWA
OTTAWA, ONTARIO K2E 8C4 CA

Title CEO

BENDER, JEFF
400-1 ANTARES DR.
OTTAWA, ONTARIO K2E 8C4 CA

Title CFO/SECRETARY

Richardson, Todd
1 Antares Drive Suite 400
Ottawa, ON K2E-8C4 CA

Title VP

NEALE, AMANDA
1 ANTARES DR STE 400
OTTAWA, ONTARIO K2E 8C4 CA

Annual Reports

Report Year	Filed Date
2020	06/29/2020
2021	05/01/2021
2022	04/27/2022

2022 FOREIGN PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F07000005137

Entity Name: N. HARRIS COMPUTER CORPORATION

Current Principal Place of Business:

1 ANTARES DRIVE
SUITE 400
OTTAWA ON K2E 8C4

Current Mailing Address:

1 ANTARES DRIVE
SUITE 400
OTTAWA, ON K2E 8C4 CA

FEI Number: 98-0141520

FILED
Apr 27, 2022
Secretary of State
8494043597CC

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

COGENCY GLOBAL INC.
115 NORTH CALHOUN STREET
SUITE 4
TALLAHASSEE, FL 32301 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: RODNEY WALLER 04/27/2022

Electronic Signature of Registered Agent — Date

Officer/Director Detail :

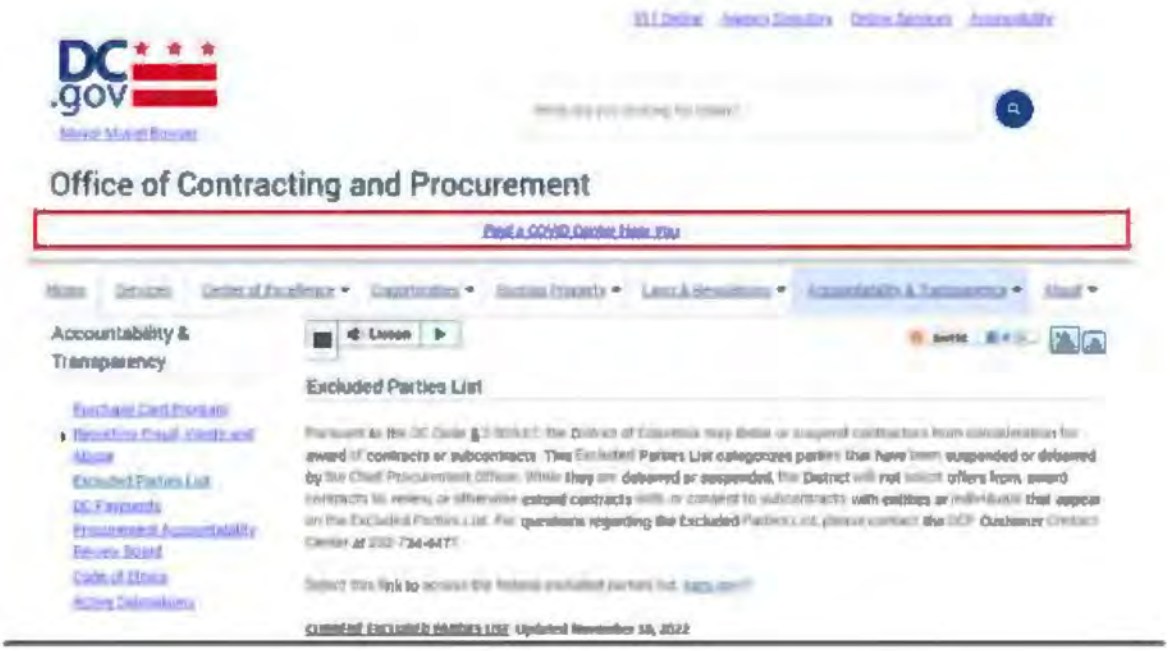
Title	DIRECTOR	Title	CEO
Name	BAKSH, JAMAL	Name	BENDER, JEFF
Address	400-1 ANTARES DR., OTTAWA	Address	400-1 ANTARES DR.
City-State-Zip:	OTTAWA ONTARIO K2E 8C4	City-State-Zip:	OTTAWA ONTARIO K2E 8C4
Title	CFO/SECRETARY	Title	VP
Name	RICHARDSON, TODD	Name	NEALE, AMANDA
Address	1 ANTARES DRIVE SUITE 400	Address	1 ANTARES DR STE 400
City-State-Zip:	OTTAWA ON K2E-8C4	City-State-Zip:	OTTAWA ONTARIO K2E 8C4

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: TODD RICHARDSON SECRETARY 04/27/2022

Electronic Signature of Signing Officer/Director Detail — Date

8.3 EXCLUDED PARTIES LIST



CURRENT EXCLUDED PARTIES LIST- Updated November 10, 2022

List is updated as needed.

EXCLUDED PARTIES LIST BY COMPANY

Please see following pages. N. Harris Computer Corporation is not on the list.

Name of Company	Principal Address	Action Date	Expiration Date	Agency Instituting the Action	Reason for the Action
Rome Charters, LLC	1629 K Street, NW Suite 300 Washington, DC 20006	November 7, 2022	–	OCP	Suspended
District Properties.Com,Inc.	6500 Chillum Place, NW Washington, DC 20012	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
Relux Homes, Inc.	6723 Curran Street, McLean, VA 22101	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
NaylorDC Investment, LLC	5415 Connecticut Avenue NW, Suite L25, Washington, DC 20015	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
Rupsha 2011, LLC	5100 Wisconsin Avenue NW, Suite 515, Washington, DC 20016	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
Rupsha 2013, Inc.	5415 Connecticut Avenue NW, Suite L25, Washington, DC 20015	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
Rupsha 2007, LLC	6500 Chillum Place NW, Washington, DC 20012	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
Rupsha 2006, LLC	6500 Chillum Place NW, Washington, DC 20012	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
Rupsha 2012, Inc.	6660 Tennyson Drive, McLean, VA 22101	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal

52nd Street Development, Inc.	6500 Chillum Place NW, Washington, DC 20012	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
Rupsha 2008, LLC	6500 Chillum Place NW, Washington, DC 20012	August 4, 2021	August 4, 2026	OCP	Criminal conviction of principal
Motir Services, Inc.	1508 East Capitol Street, NE Washington, DC 20003	February 25, 2021	February 24, 2026	OCP	Submission of false documents
FEI Construction Company	1818 New York Avenue, NE; Suite 201, Washington, DC 20002	June 3, 2019	June 2, 2024	OCP	Criminal conviction of principal
Forney Enterprises, Inc.	1818 New York Avenue, NE; Suite 201, Washington, DC 20002	May 9, 2019	May 8, 2024	OCP	Criminal conviction of principal
A Simple Solution, LLC	20 Todd Place NE, Apt. 2; Washington, DC 20002	May 2, 2019	May 1, 2024	OCP	Criminal conviction of principal
Education Connection, LLC	20 Todd Place NE, Apt. 2; Washington, DC 20002	May 2, 2019	May 1, 2024	OCP	Criminal conviction of principal
Able Towing, Inc.	2708 Virginia Avenue, NW; Washington, DC 20037	April 18, 2019	April 18, 2024	DFHV, DPW, MPD	Criminal conviction of principal
USA Towing, Inc.	2708 Virginia Avenue, NW Washington, DC 20037	April 18, 2019	April 18, 2024	DFHV, DPW, MPD	Criminal conviction of principal

Georgetown-Towing, Inc.	2708 Virginia Avenue, NW Washington, DC 20037	April 18, 2019	April 18, 2024	DFHV, DPW, MPD	Criminal conviction of principal

8.4 ADDENDUM ACKNOWLEDGEMENT

8.4.1 ADDENDUM #1 ACKNOWLEDGEMENT

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 23-01**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the RFP submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Susan McCormick **TITLE:** Executive Vice President - CityView

ADDRESS: 4464 Markham St., Suite 1202

CITY: Victoria **STATE:** BC

AUTHORIZED SIGNATURE: _____ **DATE:** December 13, 2022

1

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

1. Given the bond requirements, several of the required forms having to be notarized, and the hard copy submittal requirement is it possible to have a 1-week extension to the RFP due date? The bid opening date is extended to 2:00PM, February 23, 2023.
2. Does the City currently use a 3rd party payment processor for online payment. Will the City consider alternative 3rd party payment processors? The City will consider alternative payment processors, of course they must be PCI compliant.
3. Does the City have a preference for a hosted or on-premise solution? On-Prem is preferred but not required.
4. Please explain the City's expectations for integration with Pay Guardian. Pay Guardian is software used by our current payment processor. It is preferred but not required.
5. Does the City currently use a voice response system that an integration with is required? No.
6. How many concurrent users will be accessing the solution? Could be as many as 30-40
7. How many named users will be accessing the solution? 40-45
8. How many building inspectors will need field access? 7
9. How many code enforcement inspectors will need field access? 3
10. Does the City complete License inspections in the field? Yes
11. How many Bluebeam users does the City currently have? 15 true application and 20 Studio Prime Free applications
12. Will the City consider using our Cashiering solution for payments or is integration with Tyler Cashiering a must? Integration with Tyler Cashiering is preferred but not required
13. Does performance and payment bonds apply to this project as it is not about construction? YES, BONDS ARE REQUIRED FOR THIS PROJECT
14. What are the terms and conditions under which the vendor forfeits the bond money? A BID BOND ENSURES THAT THE VENDOR CAN BE BONDED AND CONVERTS TO A PERFORMANCE AND PAYMENT BOND WHICH ENSURES THE WORK IS COMPLETED IN ACCORDANCE WITH THE SCOPE
15. Would the City be okay with an alternative for the performance bond where no payment is made unless the City accepts and approves deliverables NO, THE CITY WILL, HOWEVER, ACCEPT A CERTIFIED CHECK IN THE CONTRACT AMOUNT IN LIEU OF BOND TO BE HELD IN ESCROW UNTIL THE PROJECT IS COMPLETED
16. Please clarify if a Proposal Bond and/or a Performance Bond is required since this will be for software and services. It states on page, 8 the following: "If Proposal is greater than $200,000, and is for services, Proposal Bond and Payment and Performance Bond is required." YES, PROPOSAL AND PERFORMANCE BONDS REQUIRED

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

17. Is it acceptable to acknowledge an electronic signature versus being "sworn in the presence of a notary" on Attachment B (Public Entity Crimes Statement), Conflict of Interest (Exhibit F), and the Non-Collusion Affidavit (Exhibit G). NOTARY ACKNOWLEDGMENT CAN BE OBTAINED ONLINE AND COMPLETELY ELECTRONIC, AND YES, A NOTARY ACKNOWLEDGMENT IS REQUIRED

18. Is there another document that should have been posted with specific detailed requirements? No

8.4.2 ADDENDUM #2 ACKNOWLEDGEMENT

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 23-01**. This Addendum No.2 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the RFP submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Susan McCormick **TITLE:** Executive Vice President – CityView

ADDRESS: 4464 Markham St., Suite 1202

CITY: Victoria **STATE:** BC

AUTHORIZED SIGNATURE: _____ **DATE:** January 13, 2023

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

1. Would the City of Fernandina Beach prefer End User Training or Train the Trainer approach?
    a. The City would like both. Hands on 'End User Training' for all staff with one person from each city department becoming a 'Train the Trainer'. If training is not designed for this, the city ultimately needs hands on end user training.

2. Can the City of Fernandina provide a comprehensive list of the following:
    a. Complete list of Permit/Record types
        i. See Permit/Record Type list.
    b. Complete list of Planning Application types
        i. See Planning Application list.
    c. Complete list of Environmental permit types
        i. No Environmental specific permit types
    d. Complete list of Public Works/Engineering permit types
        i. Not in the city's current permitting software but there is a Water & Sewer Connection Application through the City's Water Department that is being handled internally. The City would be interested in incorporating this into the new permitting software.
    e. Complete list of Permit/License types required for Finance (i.e., Alarm Permits)
        i. This question is a little confusing and need more info to know what is being asked. However, if this is referring to "Business License" types of permits or Code Enforcement "Code Case" types, etc. see the list provided under PERMIT/"BUSINESS LICENSE" TYPES and CODE ENFORCEMENT – CODE CASE CATEGORY.

3. Has the City of Fernandina Beach seen any product demonstration of a solution relating to the functionality identified in this RFP in the past 12 months? If so, please identify the name of the firm and the software solution demonstrated.
    a. The City has seen a few systems at conferences and on GoTo webinars which would include City View, Oracle, iWorks, ICC, a free permitting system from a couple of municipalities and more. The City had two live follow ups from a few years ago from City View and Oracle.

4. How many years of record types needs to be retained during migration to a new system? How many records needs to be converted?
    a. The City would use the legacy system method. We would like a quote for both non-converted and converted.
        i. Building – No conversion – No records to be converted
        ii. Planning – No conversion – No records to be converted
        iii. Code – No conversion – No records to be converted (3,000+ cases)
    b. 2018-2023 in our current system so, approximately 6 years of records. The City would prefer to start with a fresh/clean system to build from and for a while have access to the old system.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

5. Who is the current GIS Vendor? Is the GIS vendor Online with web service for integration? Or is it self-hosted?
    a. The City is provided GIS services from the Nassau County Property Appraiser's Office who uses ESRI ArcGIS version 10.8.2.
    b. Yes, the PA's Office's GIS system is online with web service for integration.

6. How many layers do you currently have in GIS? What's the approximate amount of data points that you would like to integrate into the permitting module?
    a. Nassau PA's Office has numerous layers that pertain to the City Limits and the County as a whole.
    b. Layers/data points we currently use to manage our Geo Rules:
        i. Coastal Construction & Erosion Lines
        ii. Potential Wetlands
        iii. City of FB Flood Zones
        iv. City of FB Historic District
        v. City of FB Main Street District
        vi. City of FB CRA Boundary
        vii. City of FB Zoning
        viii. City of FB incorporated municipal boundary (City Limits)
        ix. City of FB Parcels and addresses

7. Do you mind providing us your most complicated workflow example?
    a. The most complex workflow would have to be our General Building – Commercial – New Construction permit, as it involves all the departments that are responsible for site review, plan review, and inspections.
        i. Review – notifications that application has been received and every review has been completed
        ii. Issue Permit – verify contractor information, fees collected, issue permit card
        iii. Permit Revision – if/when needed to handle revisions made to an issued permit for purposes of routing it through the review process. This could happen multiple times throughout the project.
        iv. Inspections – all first round and/or rough inspections
        v. Final Inspections – all final inspections
        vi. Trades (MEPs) – incorporating all needed trade rough and final inspections for Mechanical, Electrical, Plumbing, and Fire Protection Systems.
        vii. Certificate of Occupancy – Issuance of the CO and if needed the Temporary Certificate of Occupancy

8. Can you confirm how many licensed users are going to access the new system?
    a. Currently The City has 57 active users that actually perform system settings, permitting and plan related functions. However, 14 of those are Read Only accounts, which are more for informational purposes relating to finance, utility billing, law enforcement, and various contracted services.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

9. Can we get a list of the custom reports that you would like to have?
    a. There are numerous reports needed for each area:
        i. Application Reports
        ii. Business License Reports
        iii. Code Management Reports
        iv. Impact Case Reports
        v. Inspection Reports
        vi. Invoice Reports
        vii. License Management Reports
        viii. Permit Management Reports
        ix. Plan Management Reports
        x. Prof. License Reports
        xi. Rental Property Management
        xii. Request Management Reports
        xiii. Transaction Reports
        xiv. I'm sure there's more but I do not know how many "Custom Reports" that each area currently uses or what their future needs will be once we have a system that can provide us with those reports.

10. How many inspections does the City of Fernandina Beach do annually for both "Permit-driven" and "Complaint-driven" inspection types? How many inspection types?
    a. 17,853 – Both "Permit-driven" and "Complaint-driven"
    b. 166 Inspection Types covering all disciplines. We are looking to streamline these as we streamline our permit types.

11. What is the Average volume of permits handled annually?
    a. 3,613 annually

12. How many case types are handled by Code Enforcement?
    a. 13 – See Code Case Type Category List following these questions

13. Has the City of Fernandina Beach contracted with consulting firm with regards to this RFP? If so, which one?
    a. No.

14. What version of ESRI GIS does the City currently use?
    a. The City is provided GIS services from the Nassau County Property Appraiser's Office who uses ESRI ArcGIS version 10.8.2.

15. Could the City clarify the following requirement? We would like to confirm that you are wanting something more robust than voice to text functionality. Integrates with other voice response systems for scheduling inspections and seeking inspection results.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

a. The City would like to explore voice response systems for scheduling inspections and seeking results as well as application status.

16. For Business Tax Receipts, what is the City's requirement for late fees and interest calculations, if applicable?
    a. The City follows F.S. Chapter 205 for late fees and calculations.

17. How many users will be needed for GO-Live?
    a. 35 back office and 20 read & reports only
    b. Currently the City has 57 active users that actually perform system settings, permitting and plan related functions. However, 14 of those are Read Only accounts, which are more for informational purposes relating to finance, utility billing, law enforcement, and various contracted services.

18. Has the City established a budget for this project, and can it be disclosed?
    a. Funds are available, the City is exploring options for the best product to meet or needs. Cost to be determined.

19. Approximately how many reports will the City need by GO-Live?
    a. This will be discussed during the process.
    b. All software generated reports would need to be ready to go by GO-Live. All custom reports would need to be ready as well.

20. Does the City have the staff to develop its own reports if trained on the new system?
    a. Yes. The IT department has someone who could be trained to provide reporting to all departments.
    b. It is not ideal to have city staff develop our own reports. Especially during implementation, the company should provide this service to meet our needs. Training or access to instructions for changing/updating and creating new forms would be something that City staff and IT department could do once implementation is completed.

21. Does the City have a preferred timeframe for project completion?
    a. October 2024 or before.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

PERMIT/RECORD TYPES:

- Most permit types have multiple sub-types or work classes but listed here are the "main" permit types. The city is considering reducing the number of permit types to streamline the permitting process.
- Demolition – Commercial
- Demolition – Residential
- Electrical – Commercial
- Electrical – Residential
- Fire Protection – Commercial & Residential fire protection systems
- Gas – Commercial
- Gas – Residential
- General Building – Commercial
- General Building – Residential
- Mechanical – Commercial
- Mechanical – Residential
- Plumbing – Commercial
- Plumbing – Residential
- Right-of -Way Use
- Roof – Commercial
- Roof – Residential

PLANNING APPLICATION TYPES:

- A few application types have multiple sub-types or work classes but listed here are the "main" application types.
- GENERAL PLANNING
    - Site Work
    - Temporary Use
    - Tree Removal
    - Zoning Permit
    - Administrative Reviews: Administrative Waiver
    - Administrative Reviews: Context Sensitive Review
    - Administrative Reviews: Minor Subdivision/Lot Line Adjustments
    - Alcohol Confirmation
    - Heritage Tree Nomination Form
    - Impact Fee Withholding
    - Installation of Non-Standard Concrete/Asphalt Driveways Affidavit
    - Mapping Request
    - Owners Authorization for Representation Form
    - Request Letter: DEP Letter
    - Due Diligence Report
    - School Impact Analysis Form
    - Traffic Concurrency
    - Water/Sewer Annexation
    - Voluntary Annexation Agreement/Petition for Annex

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

  - Zoning Confirmation
- BOARD OF ADJUSTMENT (BOA)
  - Board of Adjustment: Application
  - Owners Authorization for Representation Form
- HISTORIC DISTRCIT COUNCIL (HDC)
  - Certificate of Approval (COA) Application
  - Certificate of Approval (COA) Pre-Application Discussion Meeting Request
  - Variance Application
  - Certificate of Approval Matrix
- PLANNING ADVISORY BOARD (PAB)
  - Planning Advisory Board: Application
- TECHNICAL REVIEW COMMITTEE (TRC)
  - First Step Meeting Request Application
  - TRC Application

PERMIT/"BUSINESS LICENSE" TYPES

- Construction
- General Business
- Newsrack
- Resort Rental Dwelling
- Street Performer/Artist
- Vehicle for Hire

CODE ENFORCEMENT – CODE CASE CATEGORY

- Accessibility
- Animal
- Building
- Business License
- Environmental
- Health & Sanitation
- Land Development Code (LDC) – Misc.
- Motor Vehicle
- Property Maintenance
- Signs
- Stormwater
- Vegetation
- Zoning

8.4.3 ADDENDUM #3 ACKNOWLEDGEMENT

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 3

The following changes are applicable to the original documents and specifications of **RFP 23-01**. This Addendum No.3 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the RFP submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Susan McCormick **TITLE:** Executive Vice President - CityView

ADDRESS: 4464 Markham St., Suite 1202

CITY: Victoria **STATE:** BC

AUTHORIZED SIGNATURE: _____ **DATE:** January 19, 2023

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

1. Regarding servers' physical locations: Is City open to off-premise hosting aka SaaS ? If not, could you please note what the opposition is in particular to off premise server hosting? **On premise is preferred. Off premises is not a deal breaker; with off premise the City has less control of the data. Cloud based would be considered.**

2. Is Training preferred in-person? **Please refer to addendum no 2, question number 1.**

8.5 PUBLIC ENTITIES CRIMES STATEMENT, ATTACHMENT B

Please find below and on the following page CityView's completed Public Entities Crime Statement, Attachment B. The original signed and notarized copy is in the front cover of the "Original" bound copy.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "B"
SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for RFP 23-01.
2. This sworn statement is submitted by (entity) CityView, an unincorporated division of N. Harris Computer Corporation whose business address is 1 Antares Dr., Suite 400 Ottawa, ON K2E8C4 and (if applicable) Federal Employer Identification Number (FEIN) is 98-0141520 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Susan McCormick and my relationship to the entity named above is Executive Vice President - CityView
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
   1. A predecessor or successor of a person convicted of a public entity crime; or
   2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

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CITY OF FERNANDINA BEACH, FLORIDA
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7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

   X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

   ____ The person or affiliate was placed on the convicted COMPANY list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted COMPANY list. (Please attach a copy of the final order.)

   ____ The person or affiliate has not been placed on the convicted COMPANY list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature 26 JAN 2023 Date:

City of Victoria
~~STATE OF FLORIDA~~
~~COUNTY OF~~ _____
Province of British Columbia, CANADA

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed ~~his~~ her signature at the space provided above on this 26 day of JAN, 2023, and is personally known to me, or has provided her passport as identification.

Notary Public

James R. Clapp
Notary Public
4599 Chatterton Way
Victoria, B.C. V8X 4Y7 479-1422

My Commission expires: LIFETIME

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

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8.6 DRUG-FREE WORKPLACE CERTIFICATION, ATTACHMENT C

Please find below CityView's completed Drug-Free Workplace Certification, Attachment C.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/COMPANY certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this COMPANY complies fully with the above drug-free workplace requirements.

COMPANY/CONTRACTOR: CityView, an unincorporated division of N. Harris Computer Corporation

CITY: Victoria (CityView) ~~STATE~~ Province: BC ZIP CODE: V8Z 7X8

SIGNATURE: _____ PHONE: 800.665.5647

NAME (TYPED OR PRINTED): Susan McCormick TITLE: Executive Vice President, CityView

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

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8.7 E-VERIFY AFFIDAVIT, ATTACHMENT D

Please find below CityView's completed E-Verify Affidavit, Attachment D.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFP 23-01

Project Description: Professional Services for Permitting Licensing Software Solution

I/COMPANY acknowledges and agrees to the following:

I/COMPANY will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to COMPANY the employment eligibility of:

1. All persons employed by the COMPANY during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the COMPANY to perform work pursuant to the contract with the Department.

Individual/Company/Contractor: CityView, an unincorporated division of N. Harris Computer Corporation

Authorized Signature: Susan McCormick

Title: Executive Vice President, CityView

Date: January 3, 2023

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

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E-Verify

Company ID Number:19959 Client Company ID Number:1198043

If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

Employer N. HARRIS COMPUTER CORPORATION USA	
Name (Please Type or Print) Judy Doggett	Title CPO
Signature	Date June 28, 2017
E-Verify Employer Agent TALX Corporation	
Name (Please Type or Print) Rachel Merz	Title
Signature Electronically Signed	Date May 12, 2017
Department of Homeland Security – Verification Division	
Name	Title
Signature	Date

8.8 PROPOSER ACKNOWLEDGEMENT AND AGREEMENTS, ATTACHMENT E

Please find below CityView's completed Proposer Acknowledgement and Agreements form, Attachment E.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, /Contractor, or COMPANY presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Susan McCormick Title: Executive Vice President, CityView

Signature: _____ Date: January 3, 2023

*Please note: We have included exceptions to General Conditions of Request for proposal in Section 8.13 of our proposal response.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

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8.9 CONFLICT OF INTEREST STATEMENT, ATTACHMENT F

Please find below and on the following page CityView's completed Conflict of Interest Statement, Attachment F. The original signed and notarized copy is in the front cover of the "Original" bound copy.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 23-01

This sworn statement is submitted by (entity) CityView, an unincorporated division of N. Harris Computer Corporation whose business address is 1 Antares Dr., Suite 400 Ottawa, ON K2E8C4 and (if applicable) Federal Employer Identification Number (FEIN) is 98-0141520 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Susan McCormick and my relationship to the entity named above is Executive Vice President CityView

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

26 JAN 2023
Signature Date:

City of VICTORIA
~~STATE OF FLORIDA~~
Province ~~COUNTY~~ OF BRITISH COLUMBIA

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed ~~his~~/her signature at the space provided above on this 26 day of JANUARY, 2023 and is personally known to me, or has provided her passport as identification.

James R Clapp My Commission expires: LIFETIME
Notary Signature

James R. Clapp
Notary Public
4599 Chatterton Way
Victoria, B.C. V8X 4Y7 479-1422

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

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8.10 NON-COLLUSION AFFIDAVIT, ATTACHMENT G

Please find below and on the following page CityView's completed Non-Collusion Affidavit, Attachment G. The original signed and notarized copy is in the front cover of the "Original" bound copy.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 23-01.

This sworn statement is submitted by (entity) CityView, an unincorporated division of N. Harris Computer Corporation whose business address is 1 Antares Dr., Suite 400 Ottawa, ON K2E8C4 and (if applicable) Federal Employer Identification Number (FEIN) is 98-0141520 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Susan McCormick and my relationship to the entity named above is Executive Vice President, CityView.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Responder, COMPANY or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Responder, COMPANY, or person to fix the price or prices in the attached proposal or any other Responder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Responder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature Date: 26 JAN 2023

City of VICTORIA
~~STATE OF FLORIDA~~
Province ~~COUNTY~~ OF BRITISH COLUMBIA

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 26 day of JANUARY, 2023 and is personally known to me, or has provided her passport as identification.

Notary Signature My Commission expires: LIFETIME

James R. Clapp
Notary Public
4599 Chatterton Way
Victoria, B.C. V8X 4Y7

~~THIS FORM~~ *FORM MUST BE INCLUDED WITH BID/PROPOSAL*

8.11 DISPUTES DISCLOSURE FORM, ATTACHMENT H

Please find below CityView's completed Disputes Disclosure Form, Attachment H.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your COMPANY or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X_

Has your COMPANY, or any member of your COMPANY, been declared in default, terminated or removed from a contract or job related to the services your COMPANY provides in the regular course of business within the last five (5) years?
YES_____NO_X_

Has your COMPANY had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your COMPANY provides in the regular course of business?
YES_____NO_X_

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

CityView, an unincorporated division of
N. Harris Computer Corporation

COMPANY — Date

Susan McCormick, EVP - CityView

Authorized Signature — Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSA

8.12 SAMPLE CERTIFICATE OF INSURANCE

Please find below a sample of our Confirmation of Insurance Coverages and Employers Liability limits. If CityView is the chosen vendor and upon contract acceptance, steps will be taken to include the City as additional insured.

Please note damage resulting from the use of owned autos – CityView does not own autos and will provide insurance in the requested amounts to cover non-owned and hired autos.

Note - Proposer has Cyber Security Insurance. For the sake of clarity, Vendor's liability to City shall be in accordance with the Limitation of Liability provisions negotiated by the parties

Marsh

Certificate of Insurance

No.: **2022-1-HARRIS** Dated: **September 27, 2022**

This document supersedes any certificate previously issued under this number

This is to certify that the Policy(ies) of insurance listed below ("Policy" or "Policies") have been issued to the Named Insured identified below for the policy period(s) indicated. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder named below other than those provided by the Policy(ies).

Notwithstanding any requirement, term, or condition of any contract or any other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the Policy(ies) is subject to all the terms, conditions, and exclusions of such Policy(ies). This certificate does not amend, extend, or alter the coverage afforded by the Policy(ies). Limits shown are intended to address contractual obligations of the Named Insured.

Limits may have been reduced since Policy effective date(s) as a result of a claim or claims.

Certificate Holder:	**Named Insured and Address:**
TO WHOM IT MAY CONCERN	**CONSTELLATION SOFTWARE INC. AND CITYVIEW, A DIVISION OF HARRIS COMPUTER SYSTEMS** **1 Antares Dr., Suite 400** **Ottawa, ON K2E 8C4**

Evidence of Insurance

Type(s) of Insurance	Insurer(s)	Policy Number(s)	Effective/ Expiry Dates	Sums Insured Or Limits of Liability	
COMMERCIAL GENERAL LIABILITY * Non-Owned Automobile * Employer's Liability	Chubb Insurance Company of Canada	36049367	Sep 27, 2022 to Sep 27, 2023	Each Occurrence	USD 1,000,000
				Personal & Advertising Injury	USD 1,000,000
				Products & Completed Operations Aggregate	USD 1,000,000
				General Aggregate	USD 10,000,000
				Medical Expense	USD 25,000
				Self Insured Retention	USD 25,000
UMBRELLA * Excess of Commercial General Liability policy	Chubb Insurance Company of Canada	78183369	Sep 27, 2022 to Sep 27, 2023	Each Occurrence	USD 9,000,000
				Aggregate	USD 9,000,000
UMBRELLA 1ST EXCESS	HDI Global SE	01661933-14000	Sep 27, 2022 to Sep 27, 2023	Each Occurrence	USD 5,000,000
				Aggregate	USD 5,000,000
ERRORS & OMISSIONS	Chubb Insurance Company of Canada	36049367	Sep 27, 2022 to Sep 27, 2023	Each Claim	USD 5,000,000
				Aggregate	USD 5,000,000
				Self Insured Retention	USD 5,000,000

Notice of cancellation:
The insurer(s) affording coverage under the policies described herein will not notify the certificate holder named herein of the cancellation of such coverage.

Marsh Canada Limited
120 Bremner Boulevard
Suite 800
Toronto, ON M5J 0A8
Telephone: 1-844-990-2378
Fax: -
certificaterequestscanada@marsh.com

Marsh Canada Limited

By: _____
Mark Warren

8.13 EXCEPTIONS

CityView respectfully takes exception to the following and requests the opportunity, should we be the chosen vendor, to negotiate mutually agreeable terms.

Exceptions to General Conditions of Request for Proposal

Proposer reserves the right to negotiate modifications to the terms in the below mentioned sections of the General Conditions of Request for Proposal. Modifications will be mutually acceptable and agreed to by all parties to the contract. Proposer notes the following sections of the General Conditions of Request for Proposal as particular areas of concern/exception:

General Conditions of Request for Proposal

1. Section 7 – Award of Request for Proposal

Subsection (c)

Exception: Proposer takes exception to section 7(c). Given that the service to be provided is in relation to software, Proposer shall supply its own standard agreements which are in line with industry standard Software or SaaS agreements, as applicable. Proposer expects that its standard licensing terms, limitations of liability and waiver of warranties will apply.

2. Section 13 – Indemnification and Insurance

Indemnification

Exception: Proposer's standard policy is to agree to defend the City against any third-party lawsuit alleging violation of intellectual property right, or arising out of injuries to persons arising from the gross negligence or willful misconduct of Proposer and its employees, agents or independent contractors while on the City's premises. Proposer will pay costs and damages that a court finally awards in such suit or that are agreed upon in settlement thereof. If the City or any third party has caused or contributed to a third-party claim, then Proposer will only indemnify the City up to the amount Proposer is deemed responsible. In accordance with industry standards, the indemnification should be balanced by a limitation of liability clause to exempt both parties' liability from indirect and consequential damages and to cap Proposer's liability to a mutually agreed upon amount. This cap on Proposer's liability would not apply to Proposer's intellectual property indemnification obligations, though Proposer's obligation to indemnify the City harmless is void if the claim of infringement arises out of or in connection with any modification made to the Software or services any use of the Software or services not specifically authorized in writing by Proposer.

Insurance

Exception: Proposer reserves the right to further discuss and negotiate with City. The limits of insurance are arranged by our parent company, Constellation Software Inc., for the benefit of its various entities and subsidiaries. Proposer is willing to review the insurance requirements of the resulting contract; however, coverage should be limited as agreed upon by the parties. Proposer will provide a copy of its Certificate of Insurance upon award and upon contract signing. Any certificate of insurance shall state the insurer shall endeavor to give City at least 30 days written notice prior to any cancellation of the policy except in the case

of cancellation for non-payment of premium. Proposer clarifies that it will provide notice pursuant to standard market practices and it reserves the right to negotiate mutually agreeable terms with City.

Exception: As a final note, Proposer anticipates that the resultant agreement shall be based on Proposer's (a copy of which has been provided) and industry norm standard agreements for software licensing and maintenance or SaaS agreements, as applicable, and that the resultant agreement between the Proposer and City should include provisions typically seen in these types of software agreements, including: appropriate licensing terms, limitation of liability (which will be at one (1) times the contract value, and shall not include damages related to indirect, consequential, special or aggravated), warranty (as per the restrictions above), license use and restrictions (such as copying restrictions, User restrictions and reverse engineering type restrictions), mutually acceptable acceptance terms, payment terms (including the use of milestones for payment and license fees paid up front), maintenance terms, approved Statements of Work, and other provisions typical in software license/support/service and SaaS agreements and that the absence of any clauses in City's RFP will not affect Proposer's ability to negotiate such clauses and to make necessary modifications to include such clauses.

APPENDIX A. CITY REQUIREMENTS

A.1 CITYVIEW RESPONSE TO THE CITY REQUIREMENTS

Below and on the following pages, please find CityView's responses to the City's RFP stated requirements.

REQUIREMENTS

Back Office	**Meets Requirements Yes/No**	**Comment**
- Integration with GIS for property mapping.	Yes	
- Integrates with Bluebeam for plan review and mark ups.	Yes	CityView is seamlessly integrated with Bluebeam Revu
- Integrates with other voice response systems for scheduling inspections and seeking inspection results.	Yes	CityView does integrate with 3rd party voice response systems such as Selectron but we have not included for this in our proposal. We have provided CityView Assistant as optional which provides similar functionality through text capabilities.
- Financial Management Systems that integrate with MUNIS, Tyler Cashiering and Pay Guardian.	Yes	We have included for a batch export to Munis GL, CityView Cashiering and our preferred partner payment processing
- Integration with Department of Business Professional Regulations (DBPR) for current contractor's license	Yes	We have included an estimate for integration and this will be confirmed upon review of the integration requirements
- Integrates with Laserfiche for records management.	Yes	
- Provides an automated business process to increase productivity and streamline the workflow for permitting code enforcement and business tax receipts.	Yes	
- Ability to prompt end users for required data.	Yes	
- Easy to search, track and sort information based on reporting needs.	Yes	
- Ability to access data from any tablet, smartphone, or computer.	Yes	
- Auto generate permit numbers.	Yes	
- Determines plan checks and route workflow automatically.	Yes	
- Create batch renewal notices for Business Tax Receipts.	Yes	

- Generate letters to contractors and business owners.	Yes	
- Easily send emails from system to contractors, homeowners, and business owners.	Yes	
- Letter templates configured with Microsoft Word.	Yes	

Web Portal		
- Ability for field personnel to access inspections to-do lists for a day and view them on a map.	Yes	
- Ability to set inspection order and route inspections.	Yes	
- Ability to complete inspections in the field.	Yes	
- Automated messages to contractors or owners ahead of inspector's arrival.	Yes	
- Search permit information and view attachments from field.	Yes	
- Automated inspection results sent to permit holder.	Yes	
- Ability to upload photos and videos when necessary.	Yes	
- Little or No loss of connectivity.	Yes	

Customer Service		
- Training for employees and users provided.	Yes	
- Priority & responsive customer service.	Yes	
- Direct number to contact a customer service technician.	Yes	
- Web training for updates.	Yes	CityView provides access for all users to our video learning system through CityView Connect
- Software Updates.	Yes	
- Project Management	Yes	
- Reliability with minimal downtime	Yes	

A.2 CITYVIEW SOFTWARE SOLUTION – PROUD REPUTATION

CityView is recommending our *Select* delivery model with the most recent version, CityView 2023.1 released January 24, 2023.

The CityView product was initiated by two local government employees with the vision of helping to automate municipal processes. Since its initial release, CityView has been continuously refined and updated to incorporate new technologies and to meet the diverse needs of our customers.

We have a reputation amongst our customers, competitors and the industry for software excellence. Our Chief Architect, a visionary who has been with the company more than 25 years, has consistently positioned us at the forefront of providers in this industry insofar as the technology is concerned. We were the first vendor in this space to offer a totally integrated mapping and permitting database solution (1986); first to .NET in 2001/2; first with a Web Services API; early adopter of the Windows platform; first to offer database replication for field inspections; early adopter of ArcGIS Server integration; first to integrate with Active Directory; amongst the first to deploy a device-agnostic HTML 5; JQuery-based field solution and, first to release the specific stack of web technologies designed for optimum usability in a browser-agnostic business applications. It truly addresses all users' needs with the best of mobile, desktop, and browser environments.

Why CityView – Exclusive Value-added Features (Proprietary and Confidential)
CityView Virtual Inspections (save fuel and increase efficiency during COVID-19) – CityView Virtual Inspections allow staff to social distance while saving fuel and increasing efficiency. CityView Virtual Inspections is completely integrated with your existing CityView Permits & Inspections module. This avoids any need for transferring files or video clips and managing them manually. All data, documents and notes that are pertinent to the inspection, are stored directly in the inspection task and against the relevant permit.
CityView Assistant, CityView's intelligent chatbot - "Fraser", (improve communication during COVID-19) – Fraser provides an intuitive and handy way for municipal builders to communicate with the CityView system and query permits while on the go, directly from their mobile device. CityView's intelligent Chatbot uses natural language that's easy to understand and is familiar with CityView terminology.
CityView Microsoft Word Add-in – The Word Add-in ships with a pre-defined list of letter tags that can be dragged-and-dropped into any letter template. You can also create your own tags and save them to the tag library.
CityView MS Outlook Add-in – Email attachments and Activities Added as Appointments and Tasks within Outlook.
CityView Gmail Add-in - Increase your Return on Investment and value of your GSuite products by using CityView Gmail Add-in. The CityView Gmail Add-in allows data from CityView and Gmail to be easily shared between the two applications with minimal user intervention.
CityView Graphical Workflow Designer - A Graphical Workflow Designer is included to quickly and easily maintain workflows and create new ones as your processes change.

CityView Workspace - CityView uses a single page application HTML5 architecture to create a fluid and responsive user experience. The highly visual task/activity bar, at the bottom of the screen, persists to give the user constant access to the workflow that allows them to navigate easily through the business process. CityView Workspace has a modern, streamlined look-and-feel that makes the data the focal point and draws the user's eyes to what is important to them.

CityView integrated Electronic Plans Review - CityView combines electronic submission, version control and workflow capabilities with the vast functionality of Bluebeam Revu, third party software, for electronic plans review and management of marked up documents.

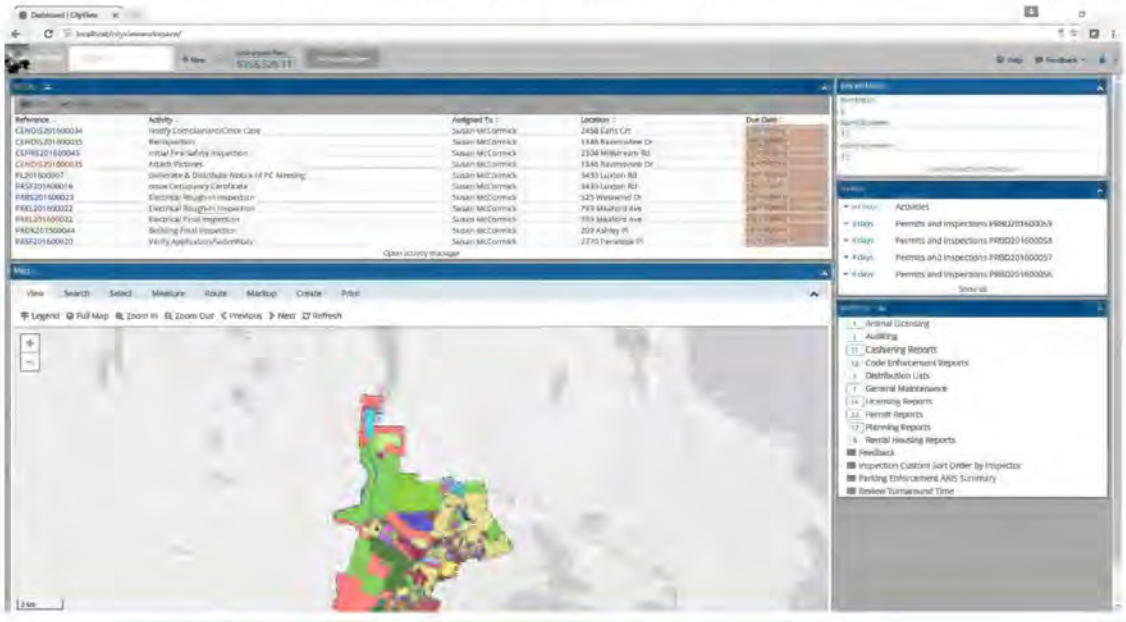
CityView Connect - CityView offers exciting, easy access to Help by the click of a button. CityView Connect, our online content management system is a major advancement in streamlining all of your online help, support, and documentation needs. Customers can access service requests, software updates, report issues and track the status of previously reported items 24 hours a day, 365 days a year.

CityView Feedback and Status Button – feedback is easy within all CityView modules, you can submit feedback, which gets routed directly into our CRM software and automatically is assigned to an appropriate support agent. That is then visible to you through CityView Connect by clicking on a button within the CityView module.

Why CityView – Ease of Use (Proprietary and Confidential)

Using the most industry-leading browser technologies available, CityView has created an interface that is easy to learn, free of unwanted screen clutter, and provides instant access to all of your business-critical data, using a Single Page Application design, users can view and maintain the information pertinent to their land management records all from one dynamic page per application or case. No more flipping around to various screens and tabs to find the information that is important to you at a point in time!

The user dashboard is the starting point where every CityView session begins. From here, you can access your To Do List, maps, inspection scheduling, history of previous work, and reports. The title bar also provides access to key functions like Searching and access to CityView Connect.

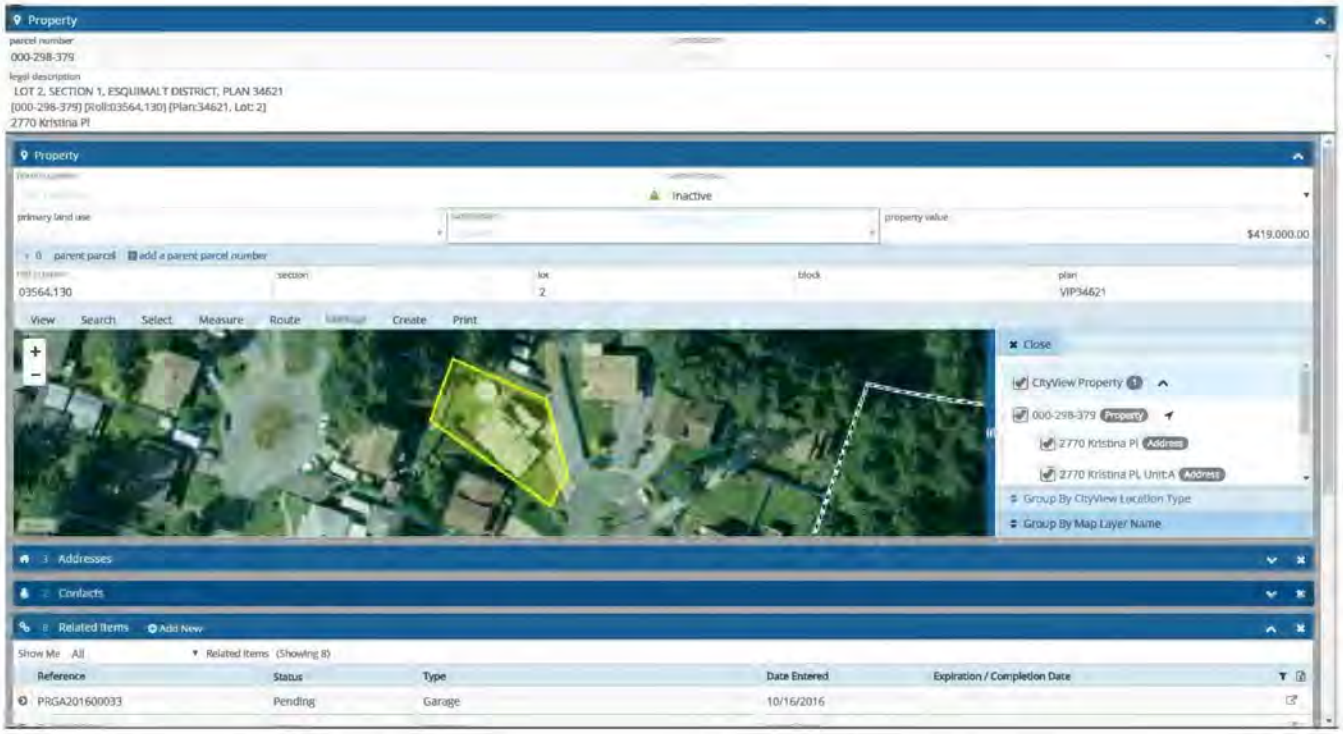


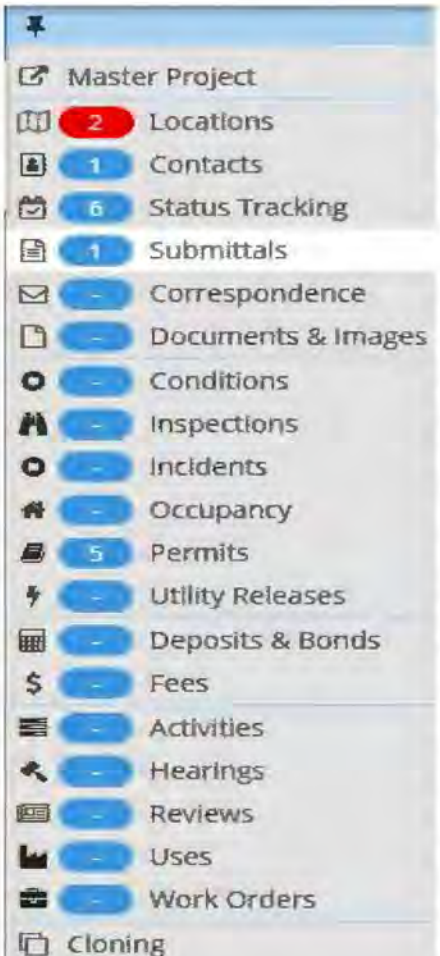
CityView User Assist

Another important feature of CityView Workspace is user assist. When you create a new case or application in the system, the user interface will guide you through all the important steps to ensure you get your data entry correct. User assist will ensure that even the most novice users can enter a permit successfully and navigate through the configured workflow with ease.

Deep integration with your Esri ArcGIS Server Maps

Mapping in CityView is better than ever, with inline maps throughout the application. Display your permit and property information on the map without leaving the current page.





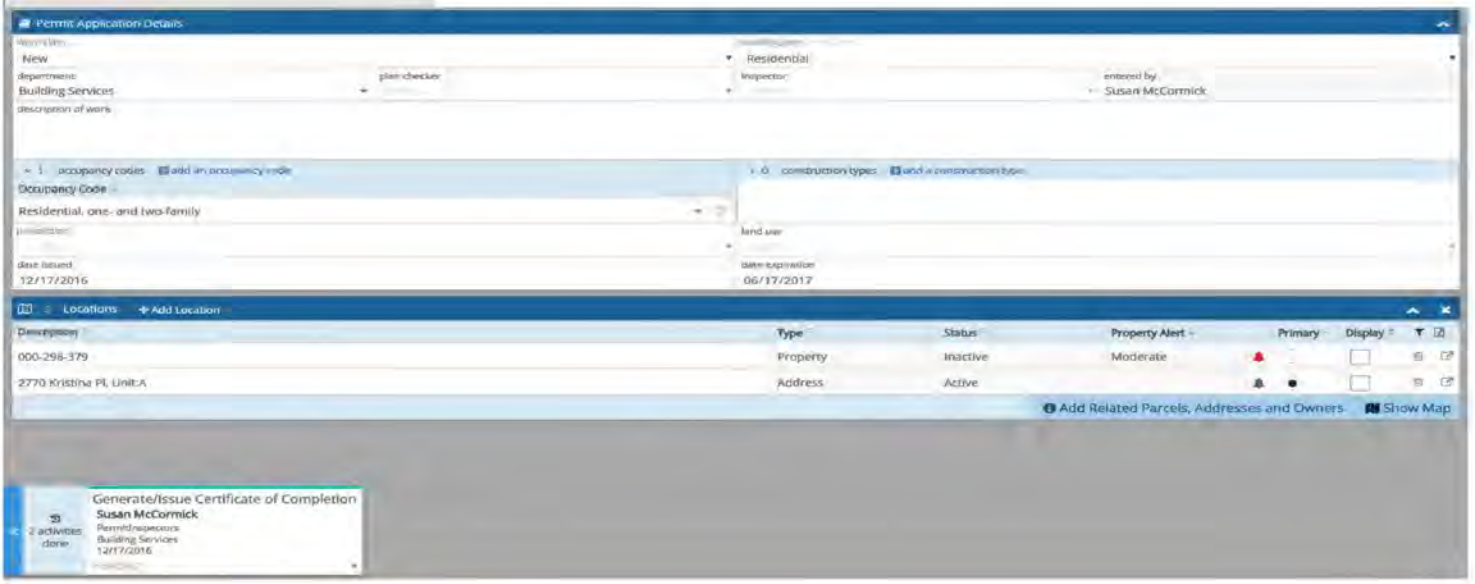
Side menu and workflow

The persistent side menu provides immediate access to any data on the application. It also lets you know, at a glance, if any information exists in those sections and if there are any associated alerts. All the most commonly used features of CityView are available from the menu, including access to the Master Project, Permit Cloning, and custom buttons.

Security profiles will ensure that users only see what they need to see in the menu, so that screen clutter is minimized. We also secure at a much finer level of detail. For example, occupancy, can be secured independently of the Permits on the application.

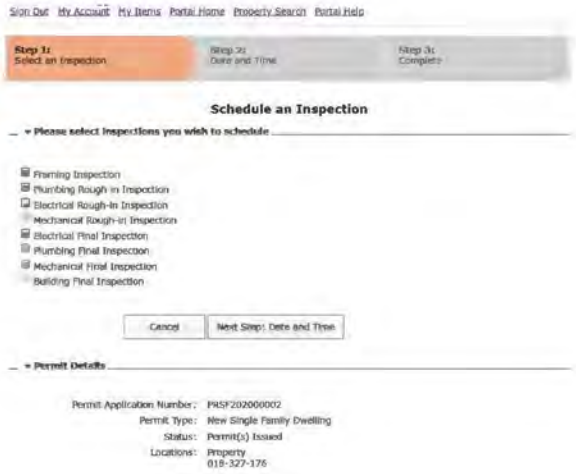
Workflow is presented at the bottom of the screen so that the steps can be used for quick navigation without having to go to a separate screen. As each step is completed, the next steps automatically appear across the bottom of the browser window, as shown below. If you need to see workflow steps that were completed already, you can access them by clicking on the 'activities done' button or by opening the Activities panel from the side menu.

In a fully optimized CityView environment, the user will never need to know which panels to open. The workflow steps will be configured to pull in exactly the right panel(s) so that he/she can perform the next task and then move the workflow along. Once the user has completed all their steps in the process, they can close that tab in their browser and move on to the next item in their To Do List. In addition, It is also possible to leave applications, properties and cases open concurrently without affecting the context on your current page.



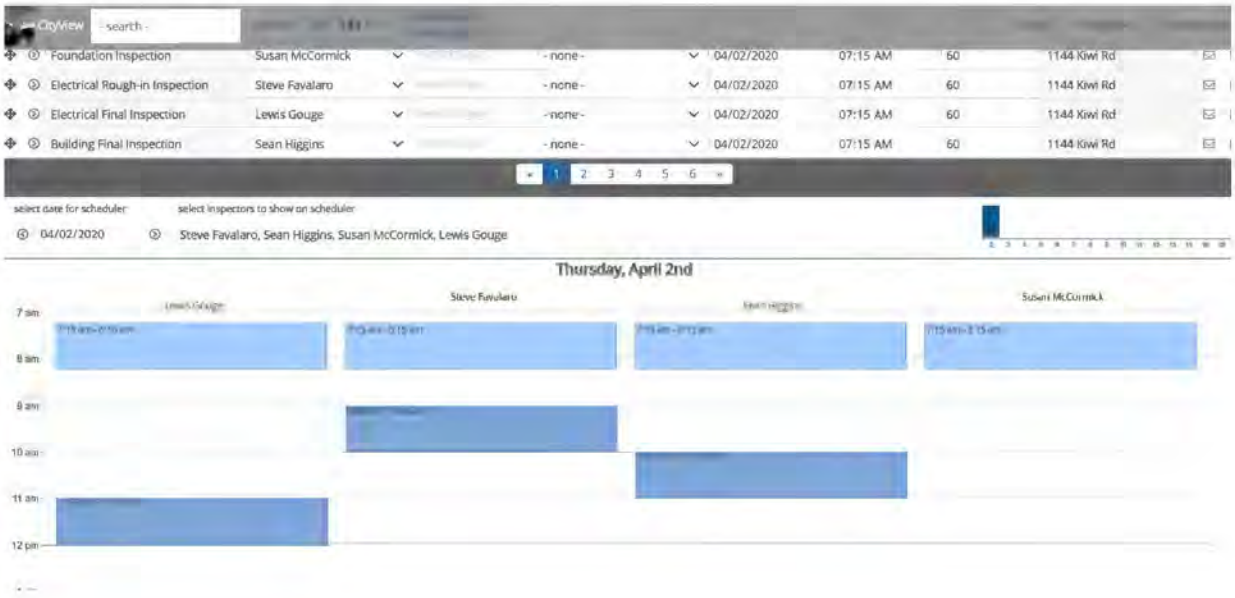
Inspections Scheduling

CityView Portal provides a user friendly means for customers to request inspections online in compliance with the City's business practices. Additionally, customers can access inspection results immediately once completed 24/7. This will greatly reduce the number of phone calls front-line and inspection staff are having to field today.





For those requests that are received in the office, CityView Workspace provides an easy to use drag-and-drop calendar view allowing staff to efficiently manage their workload.



A.3 CITYVIEW PROPOSED SOFTWARE SOLUTION

The CityView 2023 technology can be summarized as follows:

- Microsoft .NET, Visual Studio.NET, HTML 5 and JQueryMobile, and now a Single Page Application (SPA) built on an HTML 5 framework,
- Multi-Tier, for development, deployment and upgrade ease, as well as scalability,
- Leading edge and cutting edge User Interfaces providing maximum functionality and usability,
- Browser-agnostic and device-agnostic interfaces for maximum reach and accessibility,
- Streamlined deployment for ease of administration and upgradeability,
- Microsoft SQL Server database technology,
- SQL Server Reporting Services (SSRS) reporting technology,
- Enterprise ArcGIS Server integration, employing Java-based and Esri Leaflet viewers,
- Web Services and ODBC connectivity,
- Configurable, fully integrated, workflow-based business applications leveraging core technologies and employing multiple frameworks for interfacing with third party applications.

A.3.1 PRODUCT OVERVIEW

We provide easily installed, flexible, easy to use software solutions that are engineered for the long-term. The information in Sections A.4 through A.8.13 is considered proprietary and confidential, because it contains specific product architectural and functional descriptions. The following product overview is considered a trade secret for CityView.

A.4 THE CITYVIEW PLATFORM

The CityView solution is an upgradeable platform, built on state of the art technology, making it more efficient and cost effective to develop, deploy, and manage solutions that scale with your evolving needs. CityView is a set of integrated and configurable applications designed to address the unique requirements of local government.

The CityView platform is continually evolving to stay current with the latest technology; and, it is designed to improve the long term functionality of the product without increasing total cost of ownership. The product roadmap is driven by input from a variety of sources including customers, technology, and industry.

The rationale for incorporating features is based on an understanding of the local government industry and is coordinated and managed by our Research and Development team. Advances and improvements to CityView are funded through the Annual Software Maintenance Agreement that we have with each of our customers, and ongoing license sales.

A.5 CITYVIEW CONFIGURATION CONSOLE

A common frustration felt by local governments is when changes are required to installed software after the go-live date, there is a need to re-engage the vendor or allocate internal IT resources, which often has an impact on the product's upgradability. The time and expense associated with these efforts often leads local governments to maintain the status quo, resulting in outdated systems that no longer meet the needs of the business units or the IT department's strategic plan.

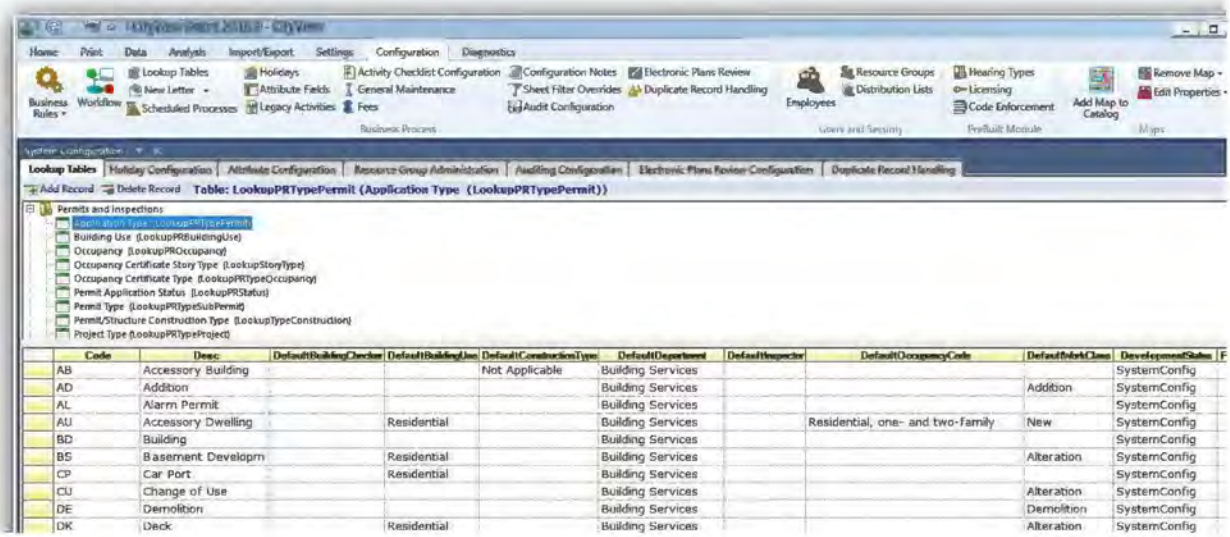
CityView addresses these concerns by providing a highly configurable environment and all of the configuration tools necessary to maintain and enhance the behavior of the system with minimal need for customization or programming knowledge. Using these tools, designated users can populate the contents of lookup tables, configure workflow, define "custom" database fields, produce letter templates, define business rules, provide scheduling options, and define the parameters for fee calculations.

These tools are designed to be used by reasonably capable users within the business domain, resulting in the following benefits:

- A reduced reliance on outside vendors and internal IT staff that lowers expenses and decreases the total cost of ownership.
- Streamlined processes based on tailored business workflows. This increases staff efficiency, reduces data entry errors, and ensures critical business decisions are based on accurate information.
- Configuration changes are carried forward through upgrades and enhancements to the system allowing the utilization of the latest technology without additional cost or effort.
- Configurations are based upon your defined business processes and staff input. This creates a familiarity that increases user buy-in and decreases training costs.
- Reduced errors and user frustration through the removal of outdated processes.

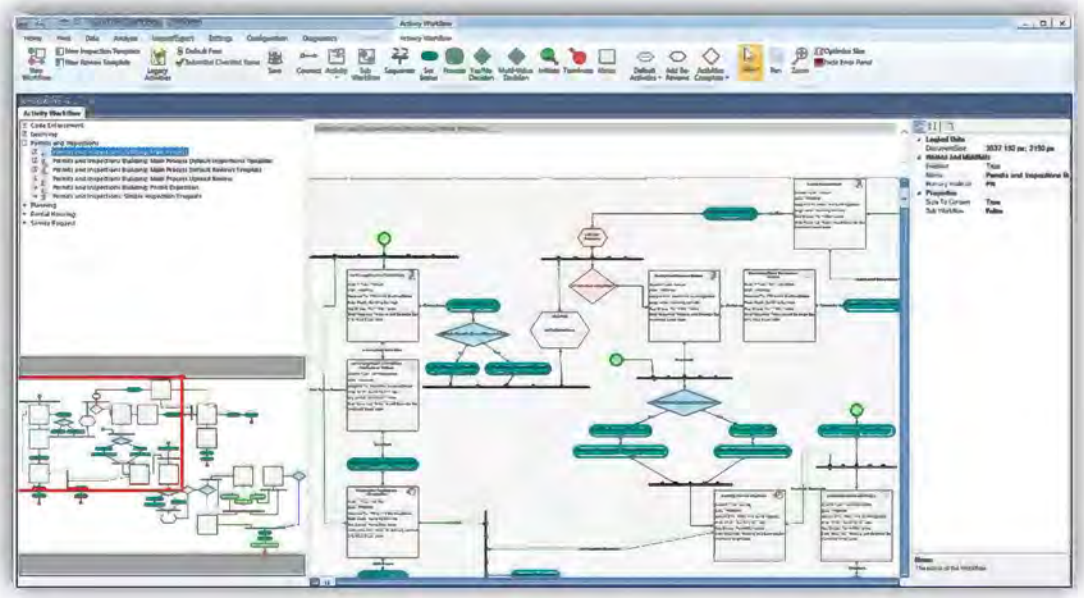
A.5.1 LOOKUP TABLE MAINTENANCE

The "Data Table Maintenance" feature ensures that all pick lists (lookup tables) are updated with relevant data, thereby reducing the occurrences of errors and streamlining data entry.



A.5.2 WORKFLOW CONFIGURATION

CityView is an activities-based workflow system providing users with a consistent path through the system, facilitating the training of new employees, and ensuring that employees and departments are aware when tasks have been assigned to them. Through CityView Graphical Workflow Designer, a suitable standard workflow of activities and outcomes is available, making it clear to users which steps are part of a particular process, when those tasks become due, and who is responsible for them.



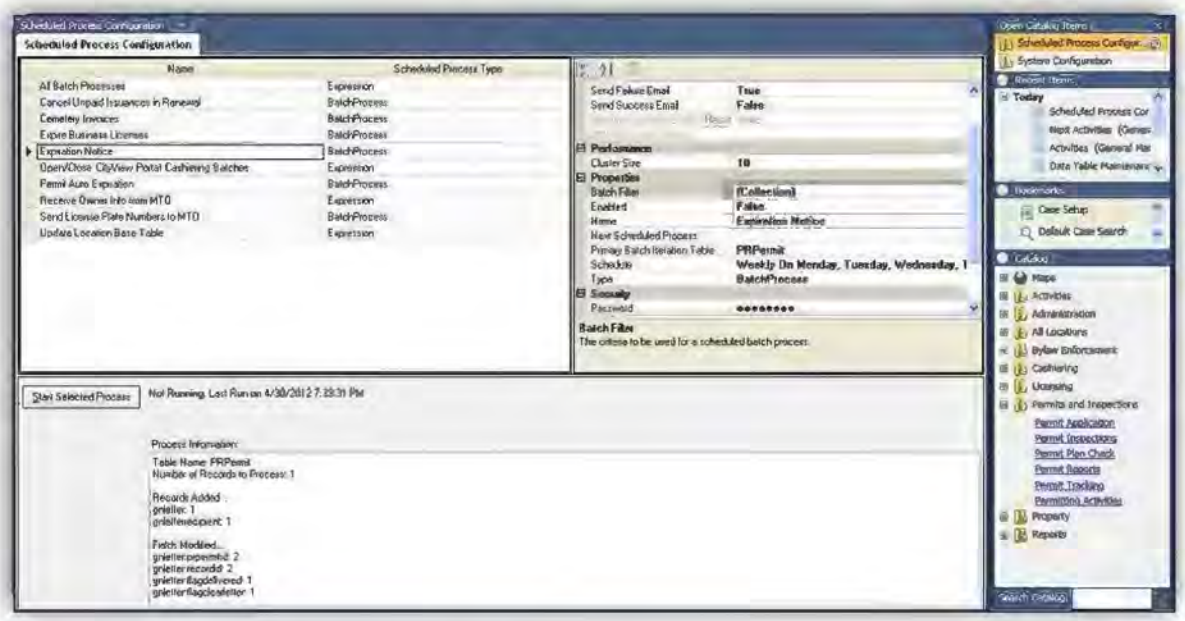
A.5.3 CUSTOM DATABASE FIELDS

Custom database fields allow for the capture of customer-specific data and dynamically appear on screens without the need for custom development. They allow the same data entry screens to be used to capture data appropriate for all your permit types, without resulting in overly complex entry forms. You can capture, maintain and report on the information that is specific to your business process and continue to add new data fields as your requirements change.

A.5.4 BATCH PROCESSES AND SCHEDULED EVENTS

The system can be configured to routinely (at predefined intervals) search the database and perform a set of pre-defined actions on any records that match the specified criteria. This is a very common approach for handling events like permit expirations and business license renewals.

Scheduled processes can be run in "test" mode without affecting the underlying data.

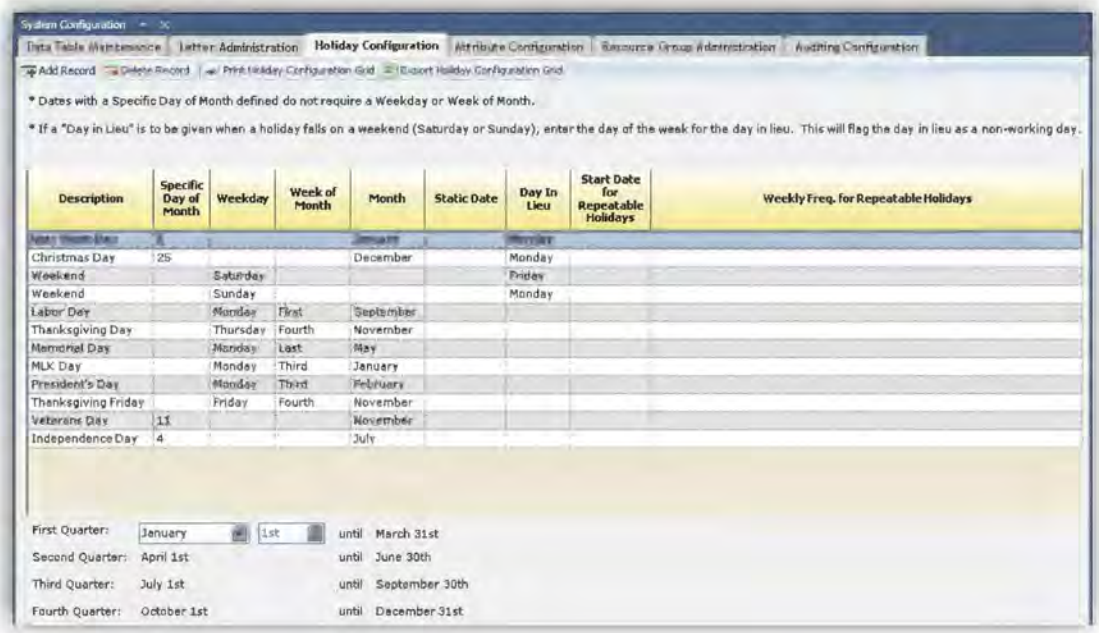


A.5.5 RESOURCE GROUP ADMINISTRATION

Facilitates appropriate assignment of tasks based on geographic location, business function, or skills/qualifications, e.g. a plumbing inspection at 123 Main Street requires an inspector from the "East Side Plumbing Inspector" resource group.

A.5.6 HOLIDAY CONFIGURATION

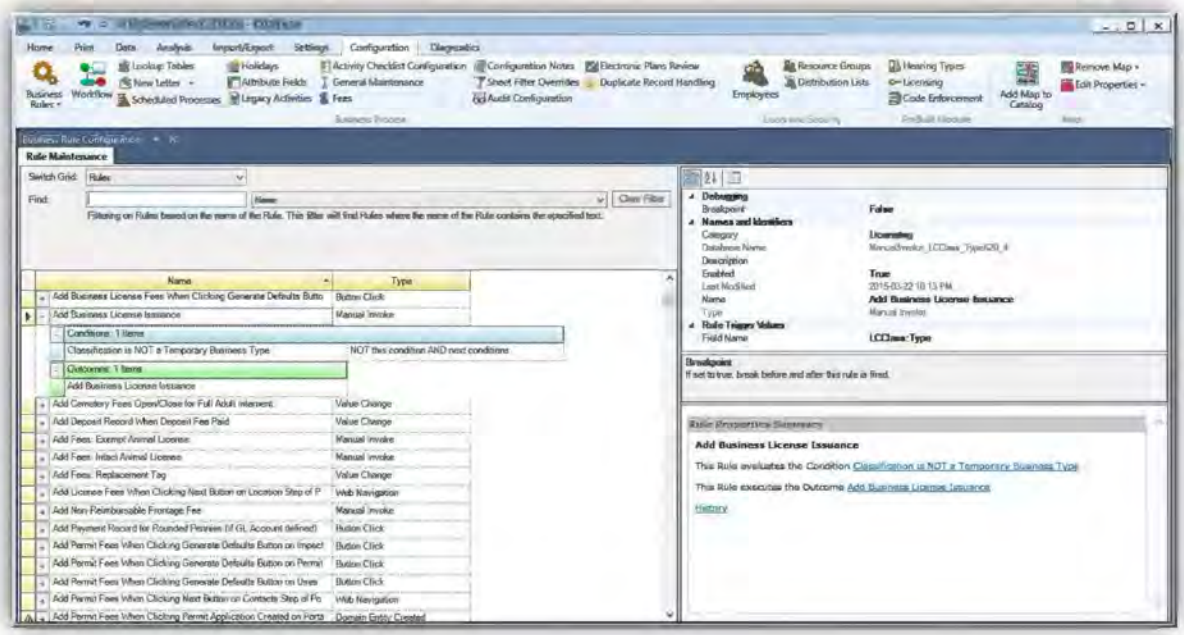
This tool provides the ability to continuously update the system's calendar to reflect holidays and other non-working times, so that due dates and assignments can be accurately automated.



A.5.7 BUSINESS RULE CONFIGURATION

CityView's powerful Rules Engine comes with an intuitive user interface that enables trained users from either the IT department or the business domain to take ownership over the ongoing maintenance of much of the automated behavior of the system, as the needs of the business units evolve.

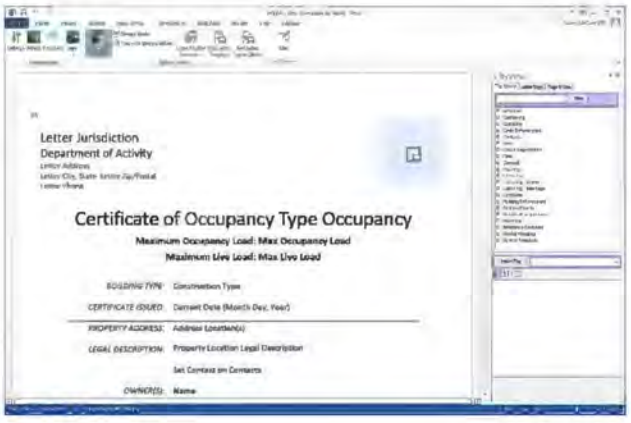
Rules can have various conditions under which they will perform a set of actions, e.g. to automatically populate a set of values based on the Permit Type. Outcomes (i.e. actions) can then be created that affect virtually any field in the database with a wide variety of options to fit any circumstance. Rule properties are selectable from defined pick lists to reduce error and enable even notice users to create rules successfully.



The steps to create new rules are very straightforward – users with no prior programming experience can become masters of this tool quite easily. Moreover, this tool maximizes efficiency by providing many other useful features, such as the ability to bulk-create conditions and outcomes, automatic detection of poorly constructed rules, ability to easily cleanup old and unwanted configuration, hyperlinks for easy navigation, and a runtime debugger for troubleshooting issues.

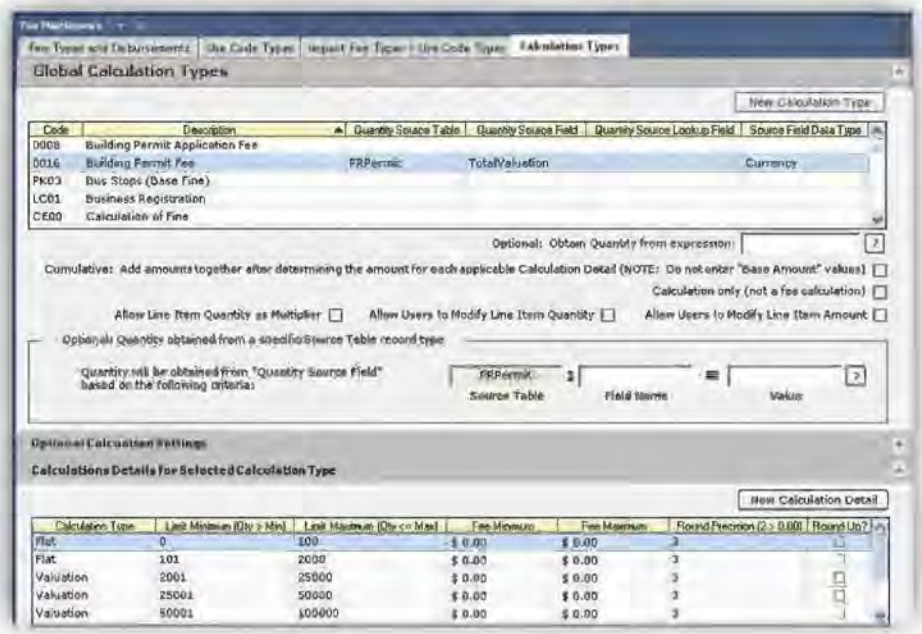
A.5.8 LETTER ADMINISTRATION

The CityView MS Word Add-in allows users with designated "configuration" rights to modify and create letter templates for use within the CityView business processes. This Add-in is a rich editing environment allowing users to work in a product that they are already very familiar with: Microsoft Word. The MS Word Add-In is compatible with Office 2010, Office 2013, Office 2016, and Office 2019.



A.5.9 CityView Flex Fee

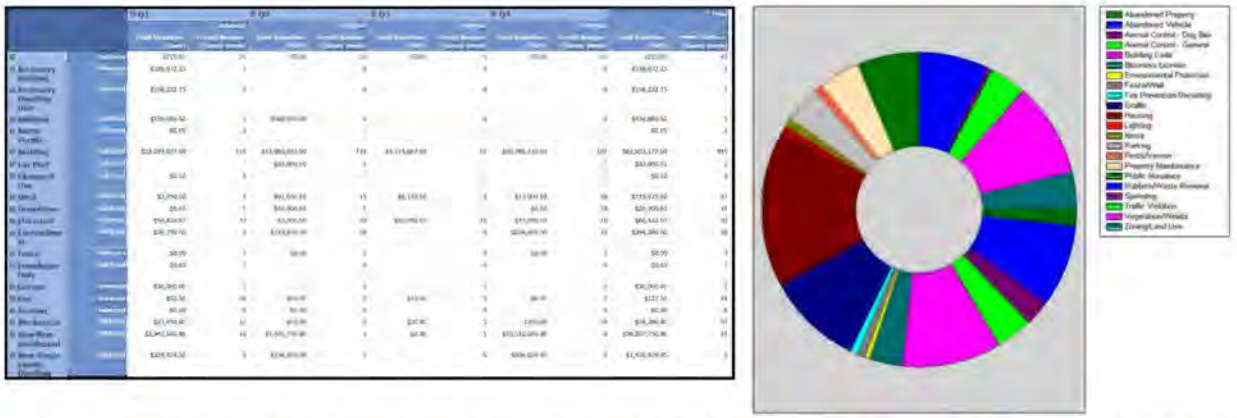
CityView's "Flex Fee" system ensures that appropriate fees are always charged by enabling the ongoing maintenance of fee schedules and valuation tables. CityView supports flat, incremental, percentage and range percentage based calculations. Fees will be automatically calculated and business rules will automate which fees get added to each application. If CityView Cashiering is being used, fees can be configured so that payment amounts will be distributed to appropriate general ledger accounts based on the fee definition.



A.6 REPORTING

We are proud to say that reporting is one of CityView's many strengths. Detailed out-of-the-box reports provide immediate visibility on daily business activities such as the status of all Building Permits, while statistical and summary reports allow you to track performance metrics such as the number of cases assigned to each inspector.

End-user ad hoc needs are met through CityView Reporter, which provides for pivot table reports, detail reports and charts and graphs. This reporting tool is a drag and drop ad hoc reporter allowing end-users to drag and drop fields into rows and columns, add filter criteria, select the content (e.g. counts, averages, variances, sums, max, min, standard deviations, running values etc.), select how to group the data and label the groups and render the reports in CityView very quickly and professionally. Reports are rendered in Microsoft SQL Server Reporting Services (SSRS), right within the CityView product. Reports can be saved for future repetitive use, exported to Excel, PDF and Word and printed. Charts can also be quickly generated, using drag and drop tools to drop fields into x and y axes, series and categories to create line graphs, pie charts, bar graphs, areas, doughnuts and column graphs. CityView reports can be pulled into the dashboard to run dynamically.



Simple reporting tools allow all your users to quickly create and generate the reports you need, and easily add them to their user CityView Dashboard!

Sample list of standard reports

The following out-of-the-box reports will be delivered with your solution. Each report is delivered with multiple filters to enable one report to fulfill several needs by virtue of the ability to change the filters on the report. This is therefore a high level list; an entire list would represent approximately 150 reports.

Please note: Your professional documents "letters" are not included in this list. CityView's MS Word Add-In enables the creation of letter templates that merge permit/project/license data automatically into a Word document which enables letters to be generated quickly and professionally, edited on the fly and printed to PDF. The MS Word Add-In will be used for generating permits, notices of correction, agreements, license certificates etc. This is a far more flexible method of producing such documents than a report-writer.

The out-of-the-box reports are significantly augmented by the CityView Reporter (ad hoc reporting) that allows end-users to extract precisely the information they require in charts, pivot reports and detailed reports, without the need for database knowledge or programming skills. Reports can be exported to common file formats like Excel, Word and PDF.

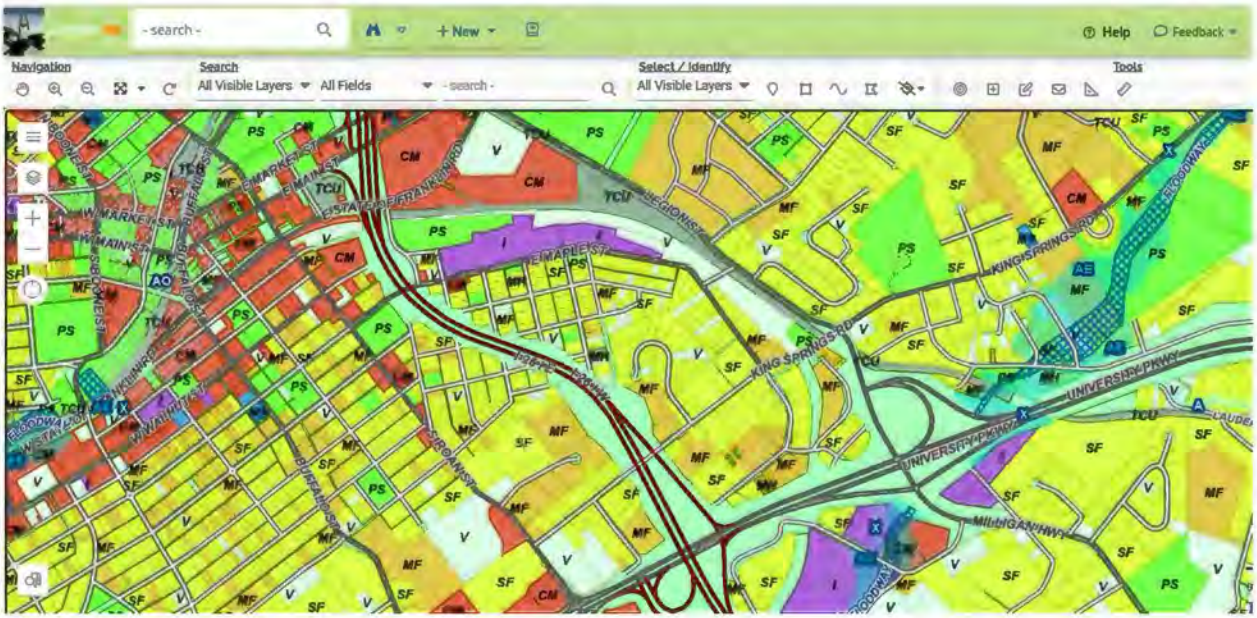
Permits & Inspections	Planning	Code Enforcement	Cashiering	Other
✓Application Review Tickler ✓Average Daily Inspections ✓Building & Safety Revenue Report ✓Certificate of Occupancy Listing ✓Deposits and Bonds Summary ✓Escrow (By Revenue Account #) ✓Fee Paid in Full ✓Inspection Detail ✓Inspection Outcome ✓Inspection Schedule ✓Inspections To Do ✓Inspections by Inspector ✓Outstanding Fees ✓Permit Inspection Trend ✓Permit Status Summary (By Contractor) ✓Permit Status Summary (By Status) ✓Permit Status Summary (By Type) ✓Permit Time Spent ✓Permit Turn-Around Detail Report ✓Permit Value ✓Permitting – Punch In-Out Report ✓Public Works Permit Status Summary ✓Review – Decision Date ✓Review Turnaround Time ✓Portal Permits Entered Today	✓Deposits and Bonds Summary ✓Escrow (By Revenue Account #) ✓Expired Projects ✓Monthly Project Status Report (sorted by Date Entered) ✓Monthly Project Status Report (sorted by Project Number) ✓Outstanding Plan Reviews ✓Plan Review Time ✓Planner Projects ✓Planning Activities ✓Planning Application Details ✓Planning Punch In-Out Report ✓Project Applications ✓Project Expirations ✓Project Fees ✓Review Turnaround Time ✓Scheduled Hearings ✓Submittals Report (Sorted by Planner) ✓Portal Projects Entered Today	✓Cases Follow-up ✓Case Status ✓Case Summary ✓Compliance Report ✓Deposits and Bonds Summary ✓Escrow (By revenue Account#) ✓Incident History ✓Inspection Schedule ✓Inspection To Do ✓Officer Activity by Case ✓Officer Activity by Inspection ✓Portal Cases Entered Today	✓Daily Cash Out (By Fee Type) ✓Daily Cash Out (By Payment Type) ✓Daily Cash Out (By Payment Type) With Fee Types ✓Daily Cash Out (By Receipt) ✓Daily Cash Out (By Revenue Account Number) ✓Daily Cash Out for Cashier (By Payment Type) ✓General Cashiering Report ✓Payment Detail ✓Reversals ✓Portal Payments Entered Today	✓Audit Report ✓Distribution List Report ✓Fee Maintenance ✓Portal Contact Email Lookup

A.7 CITYVIEW INTEGRATION CAPABILITIES

CityView makes use of Application Programming Interfaces (APIs), Web Services, and batch files to link to other systems. CityView is ODBC and OLE DB compliant allowing it to integrate with database both internal and external data sources. Details on common CityView integrations are described below and on the following pages.

A.7.1 GIS INTEGRATION

Seamless integration with GIS



CityView's integration with Esri's ArcGIS Server or ArcGIS Online assimilates mapping and spatial analysis into the everyday business activities of CityView users in the office, in the field and publicly.

The deeply integrated GIS capabilities allow all staff to quickly locate a job location on a map; measure distance, boundaries and areas, create adjacent and buffered spatial queries for mailing lists, kick-off permit and other processes from the map and spatially analyze the surroundings of subject properties and project footprints.

While the integration requires an ArcGIS Server license or ArcGIS Online subscription account, CityView users do not consume additional individual Esri user licenses, though ArcGIS Online accounts do consume service credits.

The integrated mapping capability is available to all CityView users and can be controlled through the permissions and role capabilities of the CityView security model.

Maps can be utilized to:

- Embed into reports, letters and forms, e.g. so that inspectors can see where their inspections for the day are located throughout the City
- Allow users to select properties based on GIS information and then use the selection to send notices, updates or other letters to the contacts on the properties.
- View search results on a map or search spatial attributes from the map.
- Use Esri Feature Service layers to draw temporary locations which can then be used in CityView's integration with Esri's ArcGIS Server or ArcGIS Online to assimilate mapping and spatial analysis into the everyday business activities of CityView users in the office, in the field, and publicly.
- Flag activities of interest for other users to see e.g. planned route for overloaded vehicle, street closure for maintenance etc.
- Run spatial queries to automate the business process, e.g. inspector scheduling can use a spatial query to determine which inspector to assign based on the area the property is located in.
- View publicly accessible Web Map Services created by external agencies.
- Generate the most efficient routes for inspections including turn by turn directions and multiple options for route optimization.

A.7.2 Integrated Voice Response (IVR)

CityView has successfully integrated with a number of third-party Integrated Voice Response systems and forged a relationship with Selectron Technologies in order to ensure our customers receive the maximum benefit from the integration of their IVR selection and CityView.

A.7.3 Financial Management Systems (FMS)

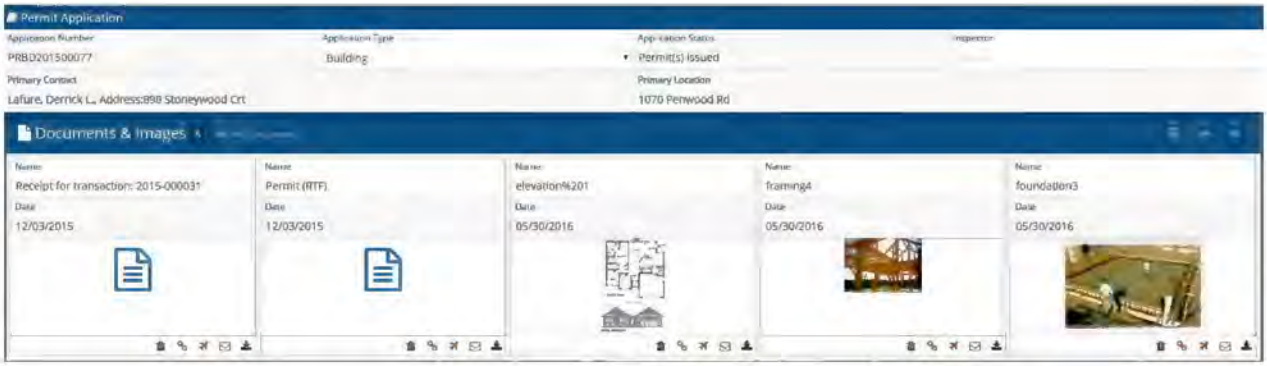
CityView has extensive experience interfacing with Financial Management Systems. In a typical implementation, fees paid within CityView are submitted to the FMS through a batch file export process or API (if available.) Examples of FMS integrations include Tyler Munis Financials, THE, SAP, MS Dynamics, J D Edwards, Oracle Financials, Sungard Pentamation, Eden, and Active Networks.

A.7.4 311 Services

CityView has implemented 311 interfaces with other customers via Web Services. Requests get entered into CityView via a Web Service call from the 311 system; and, updates to cases are made available to the 311 system and picked up by Web Service calls from the 311 service.

A.7.5 Electronic Document Management Systems (EDMS)

CityView's distinctive framework for integrating with Document Management Systems has been used extensively with industry leading EDMS products such as Laserfiche, OnBase, SharePoint, PaperVision and eB. Documents are dynamically retrieved from the EDMS based on related metadata. This means that regardless of how (or when) a document gets added to the document management system, provided it is indexed with metadata like a permit/case number or address, CityView will be able to retrieve it later.



A.7.6 Relevant Interfaces That Maybe of Interest

Financial Management Systems: Munis, Eden, MS Dynamics (Great Plains), HTE, SAP, J D Edwards, Oracle Financials, Sungard Pentamation, Active Networks.

Payment Processors: Preferred Invoice Cloud and Paymentus, PayPal's PayFlow Pro, Heartland, Acculynk, iTransact, Moneris (Hosted Pay Page), PayGov, Worldline (formerly Bambora / Beanstream), MSB Nexus, BIS Online, Authorize.Net, Active Class.

GIS: Esri, AutoDesk Mapguide, GeoPrise, InterGraph

Electronic Document Management: Laserfiche, Eclipse (docStar), OnBase, SharePoint, PaperVision, ImageNow (Perceptive Content), Alfresco, FileHold, and eB

Electronic Plans Markup: Bluebeam Revu (Core and Complete)

Integrated Voice Response (IVR): Selectron Technologies

Signature Pad: ePad, ePad II, ePad USB Signature

Calendaring: MS Exchange

Asset Management: Diamond WorkTech, J D Edwards

CAMA: Manatron, ACS, CLT and others

Email Systems: MS Outlook and Groupwise

A.8 CITYVIEW BUSINESS SOLUTIONS

CityView parcels, addresses, roads, parks, assets, and trails locations provide the underlying land-based context and information for the business activities and processes that are managed and automated using the CityView modules, for land development, enforcement and administration. The CityView suite of modules enable our customers to administer the business processes surrounding Permits and Inspections, Planning, Code Enforcement, Business Licensing, Animal Licensing, Service Requests, Rental Housing, Marriage and Death Registration, Cemetery Management and Parking Management. The payment of fees generated by the system is managed with CityView Cashiering. The CityView extensions offer service, productivity and data integration value-adds such as *public access, field inspections solutions, electronic plans review, Microsoft office add-ins* and *third party integrations* to provide a one-stop land management enterprise solution.

CityView is an out-of-the-box software solution that includes the automation you need to manage Property Information, Permits and Inspections, Planning, Code Enforcement, Licensing, Animal Licensing, Service Requests, Rental Housing, Marriage and Death Registration, Cemetery Management, Parking Management, and Cashiering.

Based on 4 decades of experience automating business processes of leading jurisdictions from across North America, CityView is designed to have your departments up and running in minimal time while making use of industry-wide best practices.

The CityView suite of modules is able to be implemented incrementally, providing the flexibility to apply resources and budget as they become available. They can also be integrated with third party solutions, adding value to the information collected across the organization and eliminating data silos.

The power of the CityView business solutions:

- **Automate business processes** – increase user productivity by streamlining workflow and business processes
- **Workflow** – automate common business processes related to land management activities with predefined workflows that save time by providing you with the tools to manage and track assignments; define deadlines; automatically generate subsequent activities and create a record of your business processes; and ensure accountability.
- **Accurate information capture** – intuitive, easy-to-use screens and panels that prompt the end-user for required data. Data validation tools, like drop down menus, business rules and spell check reduce errors and duplication of effort. This ensures decisions are based on correct, relevant information.
- **Increase revenue** – eliminate inaccurate fee collection with an integrated fees module that enables you to automatically configure, calculate and collect fees using even the most complex fee structure.
- **Centralize access** – allows all staff to view all information associated with an application, case or plan including documents and images instantly.
- **Easily navigate** – powerful search and sorting capabilities save users' time by quickly finding everything related to a case or permit. User-defined searches can be saved to ensure that users are able to repeat searches pertinent to their particular business activities again and again.
- **Access data wherever you are** – a number of remote and disconnected options allow users to access information from the office, home, or in the field, reducing commute times and data entry duplication. Allow your constituents to access community development services – inspection scheduling, permit applications and property information - on the web; reducing your frontline staff's workload and ensuring that your citizens' service demands are met.

A.8.1 CityView Property Information

Property Information



CityView Property Information is the backbone of the CityView solution, letting you see all activity, present and historical, on a given parcel of land. With CityView Property Information you can add or track unlimited addresses, ownership and structure information for each land parcel.

Combined with GIS data, CityView Property Information gives you a powerful inventory of your organization's property base.

Panels

- Properties, addresses and owners
- Instant access to key parcel details including zoning information, related structures (buildings), restrictions, and alerts.
- View all contacts and address information associated with a parcel
- Owners (or other contacts) can be maintained
- Customer-defined custom fields allow pertinent, business process data to be captured.

Access to information

- Easily view current and historical development permits, zoning applications, code enforcement cases, building and engineering permits associated with a parcel of land.
- Parcel information is immediately available
- Drop down menus expedite data entry and reduce errors
- Cohesively track and manage all your land use and community development activities in a central location
- Search for a property using multiple parameters.
- Select properties visually, using our embedded map viewer, reducing data entry errors and making it easy for everyday users to locate properties; measure distances, boundaries and areas, create buffer selections, etc.

Related data

- Provides details on all activity related to a parcel, e.g. open and historic permits, code cases, planning applications, etc.
- Enrich your parcel data to include the level of detail you need to complete your business processes with multiple address, ownership and structure information.

Automation

- Automate daily business processes like parcel selection and moving records between parcels and eliminate time-consuming manual activities, repetitive data entry and inaccurate information.

Property based alerts

- Inform users of potential issues with respect to a property
- Customers can be informed of potential delays and what is required to remove alert.

A.8.2 CityView Permits and Inspections

Permits and Inspections



CityView Permits and Inspections simplify the process of issuing and tracking permits, automating the entire process from initial application to the issuance of the Certificate of Occupancy. Everything you need to know about a building permit is instantly available, from owner and contractor information to sub-permits, utility releases and expiration dates. With CityView Permits and Inspections you can manage inspection scheduling and workflow, including your daily inspection roster, which aides in eliminating time-consuming manual scheduling which leads to increased productivity and efficiency in the workplace.

Access to information

- Track your permits in a central location
- Instant access to permit details, contact s, fees, deposits/bonds, and documents/images.
- Workflow specific data is available to users with drop-down menus to streamline data entry and reduce the chance of errors.
- Custom data fields, related parcel information and locations are easily added.
- Users are able to reference the entire status history of the application from the first page.
- Save time by automatically assigning and scheduling inspections based on geography, inspection type and inspector availability.
- Improve customer service with real-time, up-to-date inspection schedules accessible by staff or on-line via the CityView Portal to provide applicants with the most current information.
- Predefined workflows allow you to identify deadlines and automatically create next steps.

Automation

- Auto-generate permit numbers
- Determine plan checks and route workflow
- Add required inspections based on permit type
- Generate inspection assignments based on geography and/or inspection type or manually
- Integrated fees module allows you to configure fee calculations and assess fees at the appropriate point in the business process.
- Maximize efficiency by quickly creating multiple copies of an existing application

Reports and letters

- Standard document templates with letters configured to your specifications
- Ability to modify generated letters, on-the-fly, using a Microsoft Word Add-in
- Make informed decisions with intuitive reports that allow you to quickly and easily determine the status of all permits and inspections.
- Pre-configured reports including: Outstanding Fees, Fee Payment, Inspection Outcome, Inspection Schedule, Inspections by Inspector, Average Daily Inspections, Inspections To Do, Permit Status Summary (by status), Permit Status Summary (by type), Permit Status Summary (by contractor), Permit Value, Permit Turn-Around, Deposits and Bonds Summary, Escrow (by revenue account #), Permit Locator, Permit Turn-Around Detailed Report, and Permit Time Spent.

A.8.3 CityView Planning

Planning



With CityView Planning you can easily track and manage all types of planning applications and processes from beginning to end, reviewing project milestones along the way. You can track meeting agendas, external reviews and land use restrictions for each application. CityView Planning provides you with the actual time spent on reviews, not just the start and finish dates.

Access to information

- Users are able to access all the information with respect to a project, including application details, contacts, hearings, fees, the documents and images associated with the planning application along with deposits and bonds
- Ability to apply unlimited free form comments to the application
- The current status and the complete status history is available so users can quickly update customers with current information
- Create a project record history by attaching site plans, digital photos, aerial photos and all other related documents to the application to create a permanent record of the project's activities.
- Manage the plan review process and coordinate meetings with a scheduling tool that constrains the number of applications to be reviewed on the agenda and generates related notices and attendance lists.
- Track submittal requirements and conditions of approval
- Make informed decisions by easily viewing spatial information, e.g. zoning and demographic data
- Track associated permits and code cases as part of the overall project footprint

Automation

- Auto-generate approval track, plan reviews, meeting reminders, process milestones, submittal requirements, and fees
- Email notifications for planning meetings, departmental reviews, and past due notices
- Auto generate attendance lists for hearings, and agenda
- Automate and monitor complex business processes to ensure that projects follow the guidelines set out for your jurisdiction
- Meet all your deadlines with a workflow-based system and a series of useful and relevant reports

Reports and letters

- Generate all your Planning correspondence quickly and easily, e.g. incomplete submittal letters,
- Preconfigured reports including: Project Applications, Planner Projects, Outstanding Plan Reviews, Project Fees, Expired Projects, Planning Activities, Plan Review Time, Scheduled Hearings, Project Locator
- Standard document templates with letters configured to your specification

A.8.4 CityView Code Enforcement

Code Enforcement



Based on the principles of priority-based inspector workflow management, CityView Code Enforcement provides a comprehensive system to track your cases from citizen request to resolution. You can organize inspector activities with automatic inspection deadlines, daily rosters and automatic case assignment based on geography. CityView Code Enforcement turns information into knowledge so your department is better equipped to provide outstanding service.

Access to information

- Track code enforcement activities in a central database accessible by all departments, including case information, contacts, images, workflow, and hearings.
- Ensure that you have an audit trail of your entire process from start to finish that includes an unlimited number of violations per case, dispositions and case-generated hearings and appeals.
- Relate code enforcement violations to parcels ensuring that all departments are aware of outstanding violations and can respond accordingly in fulfilling permitting related requests.
- Utilize intuitive mapping tools to create a spatial representation of case-related violations and easily assess trend data.

Automation

- Auto-generate inspection deadlines, daily rosters, assignments based on geography, fees, and correspondence.
- Organize inspection activities, generate daily inspections roster, including links to all case pertinent information that inspectors can access at their desk or in the field in disconnected mode.

Reports and letters

- Generate all your code enforcement correspondence quickly and easily, e.g. Notice of Violation, Citation Notice, Abatement Notice etc.,
- Preconfigured reports including: Case Status, Case Follow-up, Case Summary, Officer Activity by Case, Officer Activity By Inspection, Incident History, Case Locator, Inspection To Do, Inspection Schedule
- Standard document templates with letters configured to your specification

A.8.5 CityView Licensing

Licensing



CityView Licensing opens the door to accurate and timely data, increasing your revenues and decreasing your stress. CityView Licensing allows you to track and manage licensing for any type of business. This solution manages workflow for you, from tracking and issuing business licenses that are going to expire to generating batch renewal notices, creating tax certificates and producing correspondence logs. With CityView Licensing you will increase revenue because you can track expired business licenses accurately and calculate correct penalty fees and interest.

Access to information

- Accurately track licenses over their lifetime, even when business locations and owners change.
- Correctly collect fees by easily identifying expired business/contractor licenses and accurately calculating penalty fees and interest charges.
- Collect gross receipts and other information where pertinent (e.g. changes in # of employees) for the system to calculate renewal fees.
- Create action items based on precise, timely data.
- Report on your businesses, business types, renewal status, and penalty fees etc. Flexible reports ensure that you know the status of all businesses in the system, whether their license fees have been paid by the expected date and what the value is of those unpaid fees is.
- Map the whereabouts of your businesses through GIS integration, dealing with such things as Business Improvement Districts.

Automation

- Automatically calculate correct renewal fees, penalty fees and interest.
- Create tax certificates.
- Generate batch renewal notices and process batch renewals.
- Automate business license expiries based on delinquency rules.

Reports and letters

- Generate all your Licensing correspondence quickly and easily, e.g. License Certificates, Renewal Notifications, Past Due Renewals,
- Preconfigured reports including: Business Status, Emergency Contacts, Inactive Licenses, Short Term Licenses, Business Not Reporting Gross Earnings, Past Due Licenses, Tax Exempt Businesses, Total Amount Billed, and more
- Standard document templates with letters configured to your specification

A.8.6 CityView Cashiering

Cashiering



CityView Cashiering integrates with all other CityView modules for a seamless cashiering process, giving you the power to manage the revenue from all your community development initiatives.

Access to information

- Manage your revenue in a central location for all your community development initiatives.
- Meet all standard cashiering expectations by splitting payments across multiple payment methods or joining them into a single transaction
- Void or refund transactions (in whole or in part), as required, and manage your daily batches.
- Correctly account for payments that need to be distributed to multiple GL accounts based on fixed amounts and percentages
- Update all permits, cases, and licenses with fees payment information, such as payee and receipt.
- Allow users to quickly search for outstanding fees by project reference number or contact information. System will find all related fees and mark them for payment at the click of a button.

Automation

- Generate transaction numbers, receipt numbers, payment date and payment receiver to create an audit trail of monies received.
- Automatically calculate correct penalty fees and interest
- Generate batch exports to your general ledger system
- Easily set up and change your fee structure to meet your exact requirements and set automatic fee activation and expiry dates.

Reports and letters

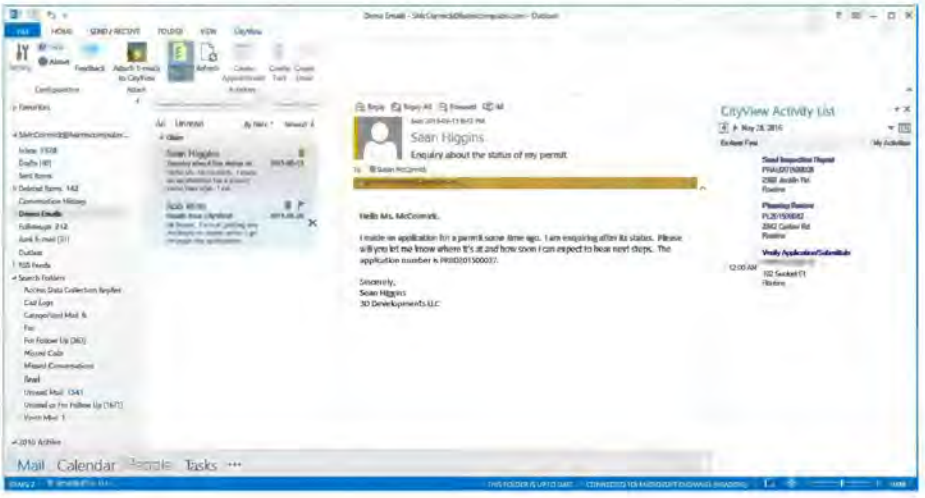
- Understand your revenue with reports that detail all payment transactions for a given time period by account, or by payment method.

A.8.7 CityView Microsoft Outlook Add-in

The CityView MS Outlook Add-in allows data from CityView and Outlook to be easily shared between the two applications with minimal user intervention.

Emails can be attached to permits/cases/projects/contractors from Outlook. This ensures that all communications involving properties and cases, are recorded with their associated data in CityView, for future reference. All correspondence will be easily accessed, whenever needed. Further, emails that are associated with CityView records, will not be affected if the original email is deleted in Outlook. The CityView copy of the email remains intact.

User's CityView To-Do lists are displayed in Outlook and activities can be added as appointments to the Outlook Calendar as well as tasks within Outlook, for pop-up reminders. Linking from these activities will take the users directly to the specific record in CityView.



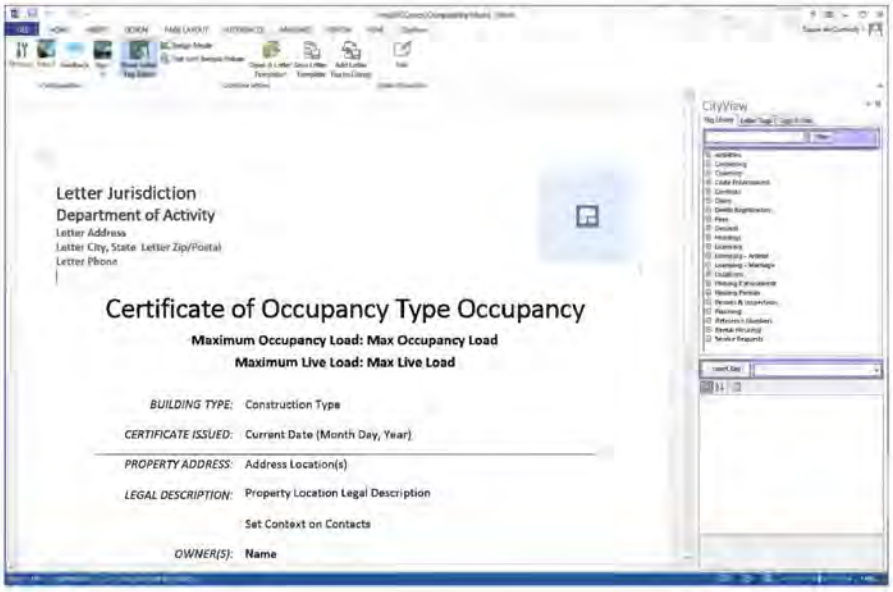
A.8.8 CityView Microsoft Word Add-in

The CityView MS Word Add-in allows users with designated "configuration" rights to create and modify letter templates for use within the CityView business processes. This add-in is a rich editing environment that allows users to work in a product with which they are already familiar: Microsoft Word. The MS Word Add-In is compatible with Office 2010, Office 2013, Office 2016, and Office 2019.

CityView's Select implementation includes the configuration of a number of standard letters for each business process. Once in use, these letters populate dynamically and typically include the following data:

- Applicant's name, address and property information
- Application/case number & related information
- All reviewers' comments/corrections required, in the case of electronic plan reviews
- Standard approval wording, in the case of granting a permit or a certificate of occupancy
- Standard wording for conditional approvals
- Other required data that exists in the CityView database and that is relevant to such correspondence.

These letters may be considered complete in their initial auto generated format. However, by presenting these letters in Word files, users may review and edit prior to finalizing and sending them onto the recipients.



A.8.9 CityView Portal

The CityView Portal provides your constituents and contractors the convenience of working with the City 24/7 without having to leave their homes and offices. The portal offers access to public facing information and interactive services to registered and non-registered users. The CityView Portal is designed for public use in a variety of ways including: ease of use, security, and general functionality. Using the CityView Portal, citizens and contractors can initiate code cases, apply for and pay for permits, check permit status, requests inspections and meetings, view public information regarding specific properties, and much more. The design is consistent with typical, intuitive web browser use and is browser-agnostic.



In addition, the CityView Portal presents an adaptive interface that is usable on small-screen and touch-screen devices. The portal automatically detects whether the browser is running on a smartphone or tablet and uses a small-screen friendly interface.

Users have the option to switch to the traditional desktop browser interface by choosing the "Switch to Desktop Site" menu item (shown below). Portal Home Page icons and menu in the new tablet/smartphone mode:





A.8.10 CityView Mobile (Permits, Code, and Licensing Inspections)

CityView Mobile is a lightweight, handheld application served out for secure access by your inspectors and mobile staff.

CityView Mobile allows staff members to easily access key CityView functionality from the field using their light-weight handheld devices such as iPhones, iPads, Android devices, and tablets such as Microsoft Surface. Users can:

- Access their inspections to-do lists for the day and view them on a map.
- Set inspection order and notify contractors through portal of the inspectors' route
- Complete inspections in the field.
- Time inspections with a start/stop clock
- Automate SMS messages to contractors ahead of inspectors' arrival
- Route planning
- Integrate with the GPS of the mobile device
- Look up contractors to display the status of their licenses.
- Perform permit searches to check for status and outstanding fees.
- Perform property searches to check for valid permits, code cases etc.
- Navigate extensively through all of the above.
- Automate inspection result emails to contractors.
- Print inspection reports in the field,
- Upload pictures and videos.
- And more!



CityView uses advanced mobile device technology to run seamlessly even in situations with little or no connectivity (i.e. "disconnected mode") ensuring inspectors can continue working even when:

- Conducting inspections in areas with limited or intermittent cellular or WiFi coverage
- Losing connectivity moving between floors in a structure on a job site
- Any other situation in which transferring data between the mobile device and the CityView server will be difficult or impossible

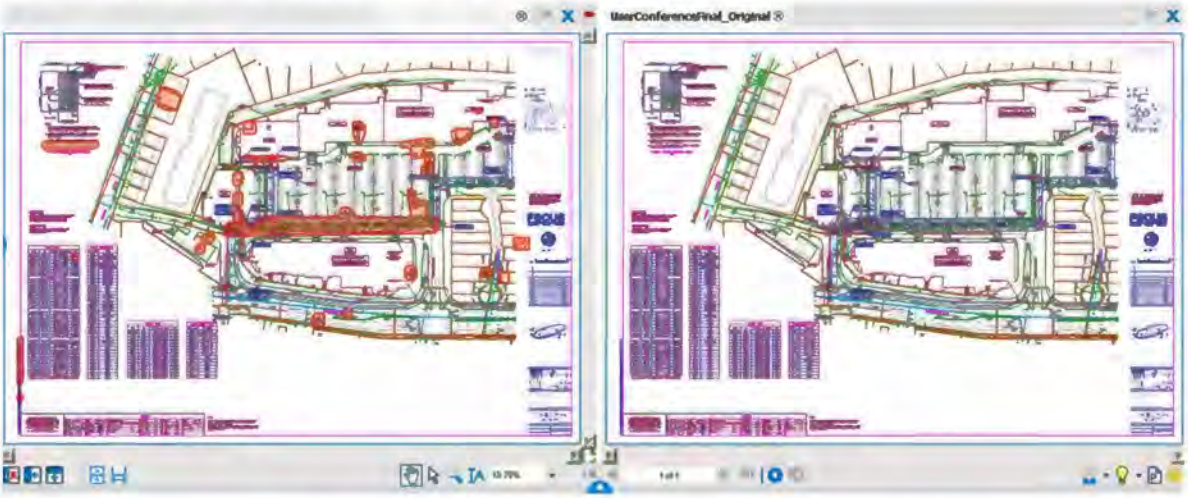
If disconnected mode has been enabled, users logging in to the application will be prompted to download data that will enable them to auto-suggest contacts, contractors, locations and animal licenses even if they lose connectivity.

The next time the user logs into CityView Mobile with the same device, CityView will automatically detect if any updates to their downloaded data are required.

Once the user is in the field, the application will seamlessly move between connected and disconnected mode as the device loses and regains its connection.

A.8.11 CityView Electronic Plans Review

CityView combines electronic submission, version control and workflow capabilities with the vast functionality of Bluebeam Revu, third party software, for document review and markup. CityView is registered reseller of Bluebeam products and a Bluebeam Alliance Partner.



Collier County, FL and Cherokee County, GA benefit from a paperless procedure that shortens the municipal review process

These counties experience significant cost savings in processing plan review documents electronically, and all data is automatically integrated with their other CityView modules, allowing for seamless workflows and one-point data entry.

Collier County, Florida and Cherokee County, Georgia, selected CityView's Electronic Plans Review solution to replace their existing systems. These counties benefit from a more integrated paperless procedure that shorten their municipal review process; offer exceptional and convenient service to their contractors, applicants and architects; and save time, money and the environment.

Collier County selected CityView's Electronic Plans Review to replace its legacy EPR solution which did not integrate with its permitting process in CityView. The County's legacy solution also lagged behind in functionality compared to the CityView solution. CityView combines the exceptional submittal, approval routing, version control and workflow capabilities of CityView with the vast capabilities of Bluebeam's flagship product, Bluebeam Revu, users circulate, mark up and review documents, plans and construction drawings and stimulate communication throughout the process.

Cherokee County had also been using an alternative EPR solution; the challenge was there was no integration with CityView, causing County staff to have to enter data into two systems. With the move to CityView's Electronic Plans Review, all information seamlessly flow between modules; County staff increase productivity because duplicate data entry is eliminated. The County also benefits from the product's robust and intuitive workflows.

A.8.12 CityView Assistant – CityView's Intelligent Chatbot (optional, not included)

CityView Assistant allows developers and the public to request or cancel inspections and obtain current information about their projects. This is done simply and quickly with text messaging on their mobile phones. The individual accesses the intelligent chat function by sending a brief message to a local phone number. The Assistant will respond in plain language. It recognizes permit numbers, addresses or other details from within the CityView system, so it can reply with a wealth of information and it can also schedule the requested inspection.



CityView Assistant offers the following:

- Provides an opportunity for enhanced community engagement without requiring any additional staff
- Delivers accurate responses 24/7
- Offers total portability and access from anywhere that there is a cellular signal
- Accesses all CityView permits, code cases and planning applications on which the requestor is a contact.

A.8.13 CityView Virtual Inspections (optional, not included)

CityView Virtual Inspections allows any inspection to be completed remotely. It is fully integrated with all CityView business processes and the Workspace user interface. The Virtual Inspections product provides the following benefits:



- Increases efficiency and utilization by conducting inspections from the inspector's office
- Captures photographs, videos and conversations and the inspector can apply annotations, if needed
- Associates relevant media to the specific inspection within CityView
- Avoids the need to manually manipulate, transfer or store media files
- Maintains social distancing – when required
- Increases productivity by reducing or eliminating travel time
- Reduces fuel costs and traffic on the roads
- Avoids dependency on potentially insecure tertiary video conferencing tools
- Maintains PII data confidentiality and data residency requirements
- Allows your community to keep building and growing at all times

A.9 HARDWARE AND OPERATING SYSTEM SOFTWARE SPECIFICATIONS

CityView offers both an on-premise (Fernandina Beach hosted) and a hosted, subscription software deployment. There are benefits to each solution that the City can ultimately decide which better meets their needs. Based on Addendum No. 1 and the City's preferred solution, we are offering CityView's on-premise solution.

On-premise (Fernandina Beach hosted) model (concurrent user licenses)
CityView's on-premise (City hosted) model is based on concurrent users. There are a number of benefits to consider for on-premise solutions as well and below we have listed some:

- On-premise solutions offer stronger integration with other application benefits than hosted, resulting in enhanced integration with other IT and operational systems, especially when real-time integration/data is important.
- On-premise delivers more control around configuration and integration than hosted.
- This control adds to security and allows faster response to threats and problems.
- Complete control over data and processes
- Lower Total Cost of Ownership

Please note as a standard in each proposal, we include an Infrastructure Review. CityView analyzes the existing infrastructure to identify any potential areas that may result in sub-optimal performance. Our Infrastructure Review Specialist verifies remote accessibility, available bandwidth and techstack compatibility and advises the network specialists of the hardware and software prerequisites required to optimize the performance of the system. This review is conducted remotely and will confirm ability to conform with the City's current technology environment.

The following software licenses are required:

- A single site license for CityView Server software. This provides the CityView enterprise platform and system administration tools.
- A single software license for each of the CityView modules purchased (all modules are fully contained in the database, so integration is complete).
- Concurrent users - CityView monitors only concurrent users, so the "total" number of users is not limited. We also don't limit what licensed modules are accessed by those users. For example, if in a latter phase the City purchased the CityView Service Requests module, your existing concurrent licenses could be leveraged across that module as well, and any others in the suite. This ensures you every opportunity to maximize your license use and return on investment. Additional concurrent licenses may be purchased if needed.
- The CityView Portal, which allows unlimited registered and non-registered users access to the CityView Portal.
- CityView GIS, providing GIS integration to users enabled by your system administrator.
- CityView Mobile is licensed by the number of users that have access to the mobile applications from the field (for use of the CityView Mobile application supported on handheld technologies such as iPhone, iPad, Windows tablets, Androids, and others).
- CityView Outlook Add-in allows data from CityView and Outlook to be easily shared between the two applications.
- CityView Word Add-in for creating and editing letter templates. Customers can now use Microsoft Word to create and edit letter templates using a new add-in.

A.9.1 On-premise (Fernandina Beach hosted) Solution

Information is provided for reference below and in the following pages regarding recommended servers, database sizing considerations, third party software, and compliancy tables. This is followed by a diagram depicting a typical installation. For all the most recent specifications please refer to CityView Connect - https://cityviewhelp.iharriscomputer.com/CityViewCMS/index.php/supported-technologies

Operating Systems*

Interface	Supported OS Versions	Editions	Minimum Requirements
CityView Configuration Console	Windows 11	32 and 64 bit, Home, Pro and Enterprise Editions	.NET Framework 4.8 required
	Windows 10	32 and 64 bit, Home, Pro and Enterprise Editions	.NET Framework 4.8 required
	Windows 8, 8.1	32-bit and 64-bit editions	.NET Framework 4.8 required
CityView Mobile*	iOS (iPhone, iPad, iPod)	4 or higher (tested to iOS 14.3)	CityView Mobile is a browser-based interface, so devices will require an internet connection and a web browser. Local storage must be enabled. **Important**: TLS certificate required. About Windows Surface devices: these devices will run CityView Mobile, but you will not be able to directly access the camera for photos or video. This is a Windows security issue and is not controlled by CityView. **Optional Hardware:** For areas with poor coverage, some customers have used **vehicle cellular signal boosters** to enhance connectivity. Though we (CityView) do not claim to support or endorse any one product, this unit has been recommended by our customers: weboost Drive 4G-M
	Android	2.3 or higher	
	Windows Phone 7 or higher	7 or higher	

*CityView Mobile is an optional add-on service to use CityView through a customized browser application. Each module is licensed for CityView Mobile separately. CityView Mobile is optimized for use in the field on a small screen; it is a supplement to, and not a substitute for a full version of CityView Workspace.

Server Specifications

All applications require a Management and Application Server

Servers	Supported OS Versions	Minimum Requirements
CityView Management Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for all environments • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 300 megabytes (MB) of available hard disk space • URL Rewrite for IIS is required and included in the installation package. Users need to accept the installation.
CityView Application Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for all environments • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 500 megabytes (MB) of available hard disk space • 64-bit

Servers	Supported OS Versions	Minimum Requirements
CityView Workspace Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase the CityView browser-based interface • 2GHz 8 core Xeon or Opteron processor recommended • 32 Gigabytes (GB) of RAM or higher recommended • 10 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required to run Workspace. • Standard edition – WebSockets enabled • URL Rewrite for IIS is required and included in the installation package. Users need to accept the installation.
CityView Portal Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase CityView Portal, online public interface for any module. • A separate CityView Portal license is required for each online module • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 4 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required for CityView Portal/Mobile • CityView Portal requires a 64-bit Application Pool in IIS.
CityView Mobile Server	Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase CityView Mobile interface for any module. • A separate CityView Mobile license is required for each online module • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 10 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required for CityView Portal/Mobile • CityView Mobile requires a 64-bit Application Pool in IIS.

Servers	Supported OS Versions	Minimum Requirements
CityView Integration Server	Windows Server 2022	• Required for Gmail integration • Required for CityView Assistant • Required for EPR with Desktop environments NOT using bfx • Required for any environment using CityView Public API • Windows Server with 2GHz Xeon processor recommended • 8 Gigabytes (GB) of RAM or higher recommended • 10 megabytes (MB) of available hard disk space
	Windows Server 2019	
	Windows Server 2016	
	Windows Server 2012 R2	
	Windows Server 2012	

*When communicating with external sites such as ArcGIS Online and payment vendors, CityView will use the default security protocol configured in the OS. This could be TLS 1.1, 1.2 or 1.3. The version of TLS supported by the CityView Web Servers depends on the OS and IIS configuration.

Data Sizing Projections

There are several services that are typical in our deployment strategy:

1. **SQL Server** – can be scaled to include failover clusters. Typical day-to-day operation of CityView will not tax the server as most queries will pull less than 10 records per table at a time. This service works directly with Management Server, Application Server and Portal server processes. Typical permit applications require 1MB of disk space.

2. **CityView Management Server** – this is a service that runs in IIS, typically processing login requests, and configuration settings for the software. The only time where the service impacts performance on a server is when a build of the application occurs, typically during maintenance periods. All services need to be able to communicate with this server.

3. **CityView Workspace Server** – this is a service that runs in IIS and provides the server side processing for the primary Workspace browser user interface most staff will use. This service needs sufficient hardware resources to handle the load. If performance is not ideal, it is certainly possible to have multiple servers deployed to handle load balance or latency concerns.

4. **CityView Application Server** – this service handles general server side application processing not handled by more specialized servers. This includes scheduled processes, letter generation and document access.

5. **CityView Mobile Server** – Mobile Server IIS service acts as a gateway to the software for field staff users, and directly queries SQL Server during operation. There is an extremely small footprint for the service, and small memory/CPU overhead. If performance is not ideal, it is certainly possible to have multiple mobile servers deployed to handle load balance or latency concerns.

6. **CityView Portal Server** – Portal Server IIS service acts as a gateway to the software for browser and mobile users, and directly queries SQL Server during operation. There is an extremely small footprint for the service, and small memory/CPU overhead. If performance is not ideal, it is certainly possible to have multiple portal servers deployed to handle load balance or latency concerns.

7. **Document Management/Content Management Server** – often handled by third party services, e.g. SharePoint, Laserfiche, TRIM, etc. This can also be defined as a Windows file share (SMB) where we typically recommend 5MB of space per permit for file storage (PDF, DOC, JPG).

.NET Framework

Required for all servers and machines running CityView Configuration Console or Desktop.

Supported Versions	Notes
.NET Framework 4.8	Required

Database Technologies

Microsoft SQL Server is required for all CityView clients.

Supported Versions	Editions	Recommended Hardware
SQL Server 2019 SQL Server 2017 SQL Server 2016 SQL Server 2014	32-bit and 64-bit editions, Express and higher	• Processor: 2+ GHz Dual Core processor (Intel Xeon or AMD Opteron) • Memory: 32 GB • Storage: RAID-5, 4 (3 + 1 Hot Spare) x 73GB 15K RPM Ultra 320 SCSI (or substitute SSDs for better performance) • Network Adapter: Gigabit Ethernet Adapter • Power Supply: Redundant Power Supplies

Browsers*

For CityView customers that purchase CityView Workspace. Note that servers for all CityView web-based interfaces require TLS certification and an HTTPS address.

Workspace Workspace has been designed to work with desktop browsers. Staff mobile users should be using the CityView Mobile interface, which also supports disconnected mode (security certificate required).		
Supported Browsers	**Required Settings**	**Notes**
Google Chrome* (current version 105.0.5195.127 – updates automatically) **Microsoft Edge*** Windows 10 required (41 and up) **Mozilla Firefox (current – updates automatically)**	Required for Workspace on all browsers: • JavaScript must be enabled • Cookies must be enabled • Ad Blockers must be disabled • Pop-ups must be enabled (or not blocked)	CityView Workspace (internal use) **does not** currently support browsers on mobile devices. Staff mobile users should be using the CityView Mobile interface, which also supports disconnected mode. **Important - Internet Explorer No Longer Supported in Workspace** - Microsoft has discontinued development of Internet Explorer and recommends Edge. Microsoft Edge is not available for Windows 7 or Windows 8.1. Customers still on those operating systems should use either Firefox or Chrome for the full CityView Workspace interface experience.

*Recommended browsers

Portal Portal has been designed to work with desktop and mobile browsers		
Supported Browsers	**Version**	**Notes**
Internet Explorer (deprecated)	11	Portal servers require a TLS certificate (https) and a 64-bit IIS Application Pool
Microsoft Edge	40 and up Windows 10 Mobile	
Google Chrome	Desktop and Mobile - current	
Mozilla Firefox	Desktop and Mobile - current	
Opera	Tested version 58	
Safari	9, 13 and up* MacOS, iOS, iPad	*A bug in Safari and embedded browsers on MacOS 10.14 and all browsers on iOS 12 may cause issues with certain payment gateways. This has been fixed in current versions. Invoice Cloud, Paymentus, Heartland, MSB Nexus (with Hosted PayPage) are not affected.

Mobile Mobile has been designed to work with mobile browsers		
Supported Browsers	**Version**	**Notes**
Safari	10 or higher	CityView Mobile is highly compatible with many mobile browsers for phones or tablets.
Firefox	57 or higher	Firefox and Chrome update automatically. As of publication, the current version is supported.
Chrome	63 or higher	As of Firefox version 62 and Chrome version 67, these browsers no longer allow insecure websites to access the browser Application Cache. This is where the pages for disconnected mode are stored. Mobile Disconnected Mode will no longer run when using HTTP. Your browser will give a No Internet connection error. To be able to use disconnected mode, you need to host CityView Mobile using HTTPS.
Opera		

Android		Note that these browsers update automatically, so trying to retain a previous version is not a practical solution.

Virtual Inspections
Contractors using their mobile phones for inspections will need to have one of the Twillio supported browsers: https://www.twilio.com/docs/video/javascript#supported-browsers

Bluebeam Revu

For customers that purchase Electronic Plans Review. Bluebeam Revu is needed for document markup. It is not required to view flattened documents with the mark-up in place.

Supported Versions	Editions	CityView Interface	Notes
Revu 2021 **Revu 2020.1 & 2020.2** **Revu 2019.1.16, 2019.1.20 & Revu 20** **Revu 2019** **Revu 2018***	• Core and Complete • **Revu eXtreme** all document comments and markups are flattened before the document is returned to the customer for corrections • **CAD & Standard** versions can be used by users who will be marking up documents, but not be initiating or finalizing the markup process, or for Workspace users.	Workspace	Bluebeam Revu is required for CityView Electronic Plans Review (EPR) functionality. Bluebeam Revu can also be used to view, create or manipulate PDF documents, independently of CityView. • Bluebeam Revu subscriptions are required *For customers upgrading to version 2018: If you have a Bluebeam Open or Enterprise License, Bluebeam will validate your license every time you launch, prepare or flatten documents. It is normal to see a "License Seat Acquisition" message.

Google Applications

Supported	Notes
Google Calendar integration	License required
G-Suite integration	License required
Gmail utilization	No license needed – Integration Server required

Microsoft Exchange

For CityView customers that purchase Microsoft Exchange integration

Supported Versions	Notes
Office 365 Exchange	Supported with Web Services API
Exchange 2019	
Exchange 2016	
Exchange 2013	
Exchange 2010	

Microsoft Outlook

For CityView customers that purchase the Microsoft Outlook integration Add-In

Supported Versions	Editions	Notes (VSTO deployment)
Office 365	Installed	Office 365 online (browser-based) versions are not supported.
Outlook 2019	32-bit and 64-bit	**IMPORTANT:** CityView Integration Server is now required.
Outlook 2016		
Outlook 2013		
Outlook 2010		

Microsoft Word

For CityView customers that purchase the Microsoft Word integration Add-In, the requirements differ for users who will generate the base letter templates and users that just need to make edits to letters before sending, after they have been generated by the template. Most users will just need the Letter Editing requirements.

Note that Office 2019 is supported on Windows 10 but isn't supported on Windows 7 or Windows 8.1.

Letter Editing

Once a letter is generated from a template, the content of the letter can be edited via the Word Add-In. These are the supported versions for letter editing.

For Letter Editing (manifest deployment)		
Supported Versions	**Editions**	**Notes**
Office 365	Installed and online	**IMPORTANT:** CityView Integration Server is now required. See Word Add-in for Workspace for configuration information.
Word 2019	32-bit and 64-bit	"Click-To-Run" version is required for Word 2016 and supported for 2019
Word 2016		

Template Editing

Users in the Letter Configuration organization role can customize letter templates used to generate letters/correspondence. These are the supported versions for template configuration.

For Template Letter Editing (VSTO deployment)		
Supported Versions	**Editions**	**Notes**
Office 365	Installed client only	**IMPORTANT:** CityView Integration Server is now required. Office 365 online (browser-based) versions are not supported.
Word 2019	32-bit and 64-bit	"Click-to-Run" versions prior to version 2019 are not supported by CityView. **IMPORTANT:** Because CityView uses Visual Studio Tools for Office (VSTO) add-ins, Centralized Deployment of Office add-ins is not supported. See https://docs.microsoft.com/en-us/microsoft-365/admin/manage/centralized-deployment-of-add-ins?view=o365-worldwide
Word 2016		
Word 2013		
Word 2010		

Mapping/GIS Technologies

For CityView customers that purchase the GIS/mapping integration (Esri only)

Supported Versions	Editions	Notes
ArcGIS Online		• Supported • Required for CityView Mobile Route Planning • Esri requirement: TLS 1.2 certificate required
ArcGIS Server v11 **ArcGIS Server v10.9** **ArcGIS Server v10.8.1** **ArcGIS Server v10.7.1** **ArcGIS Enterprise v10.6** **ArcGIS Enterprise v10.5** **ArcGIS Server v10.4** **ArcGIS Server v10.3.1** **ArcGIS Server v10.2.2**	• 32-bit and 64-bit editions, Express and higher. • Workgroup or Enterprise Capacity Level servers (Standard, Advanced). • Server Basic version **not** supported.	• TLS certificate required. • ArcGIS Engine v9.3 and v9.2 ArcGIS Reader v9.3 and v9.2 - legacy support; no significant enhancements will be implemented. * **Feature Service Layers** required for editing maps through CityView.

Document Management Systems

Optional integration for CityView customers who are using one of the following document management systems. Additional license required to integrate with CityView. If no other integration is configured, CityView will use its native DMS.

System	Supported Versions	Notes
Laserfiche	**9, 10, and 11 (including all minor versions)**	https://www.microsoft.com/en-ca/download/details.aspx?id=48145 The Laserfiche libraries that CityView uses and ships with will work with an instance of Laserfiche 11 Server.
Microsoft SharePoint	**2016, 2013, 2010, SharePoint Online**	
OnBase	**OnBase Foundation Enhancement Pack 3 (EP3)**	Supports CityView/OnBase API

System	Supported Versions	Notes
Questys	**Questys Link version 11.5**	
Eclipse (docStar)		
PaperVision	**78, 79**	
ImageNow (Perceptive Content)	**6.7**	
Alfresco	**5.2**	
FileHold	**15.2.0**	
eB		Contact CityView Support before installing

Payment Processing

CityView Portal supports optional integration with numerous Payment Processing systems (Payment Gateways). You must be licensed to implement this integration. * Preferred gateway in Canada. **Preferred gateway in U.S.

Security Note: The PCI Data Security Standard requires that merchants use TLS1.2.

Supported Gateways	Notes
Paymentus*	**Supports eCheck/ACH payment if customer account has set this option with their payment vendor. Shopping cart supported conditionally.**
Invoice Cloud**	**Supports eCheck/ACH payment if customer account has set this option with their payment vendor. Shopping cart supported.**
Worldline (formerly Bambora / Beanstream)	Shopping cart supported.
Heartland	
Acculynk	
PayPal's PayFlow Pro	Payflow Pro v4.3
iTransact	
Moneris (Hosted Pay Page)	
PayGOV	

Supported Gateways	Notes
MSB Nexus	Web API "May 2017" version, MSB Nexus "Hosted Payment" Gateway method
BIS Online	
Authorize.Net	Supports eCheck/ACH payment if customer account has set this option with their payment vendor.
Active Class	Contact CityView Support before installing.

SMS/Text Messaging

CityView customers with modules that are licensed for Mobile can use the following service to send text messages.

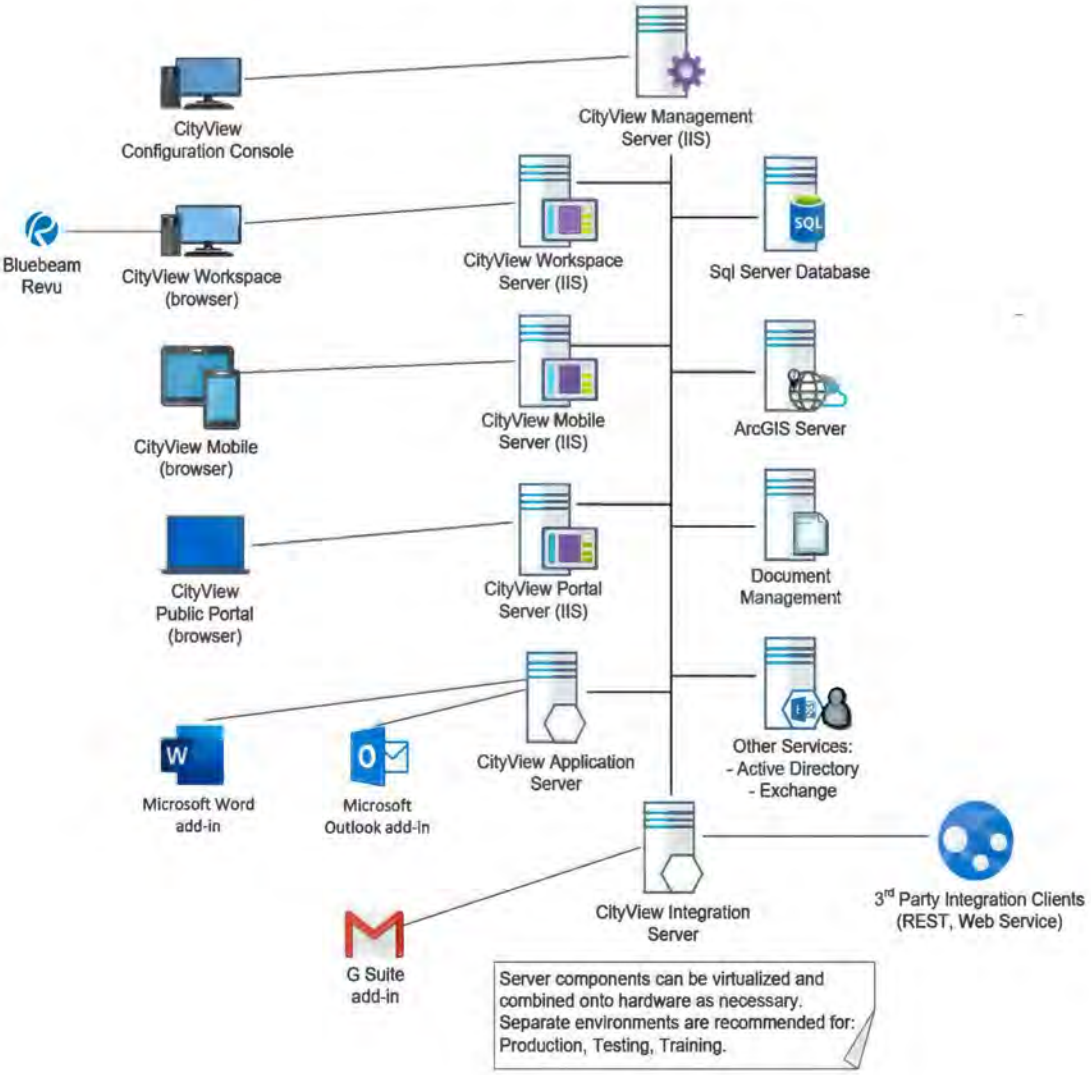
Supported Versions	Notes
Twilio	Configuration information.

Reporting Technologies

CityView supports optional integration with the following reporting systems.

Supported Versions	Editions	Notes
SSRS 2016	32 -bit and 64-bit editions, Express and higher	Valid TLS certificate required 1.2 or higher required on server for Workspace.
SSRS 2014	32 -bit and 64-bit editions, Express and higher	
SSRS 2012 R2	32 -bit and 64-bit editions, Express and higher	
SSRS 2012	32 -bit and 64-bit editions, Express and higher	

CityView Conceptual Architecture



Note: The CityView websites (Workspace, Portal and Mobile) require TLS for security. In addition, embedded content like the City's SSRS Report Server and the ArcGIS Map Server (where your map service is deployed) needs to be SSL enabled. As such, you will need to provide a valid TLS certificate. The two available options are to purchase a signed certificate by a verified TLS Certificate provider. This is the preferred option. Alternatively, a self-signed TLS certificate can be created. The self-signed option requires manual creation of the certificate as well as manual installation of the certification on all client devices.

Business Continuity and Contingency Planning - OPTIONAL

CityView recognizes and appreciates the importance of a Business Continuity and Disaster Recovery Plan. The City can be confident in knowing we have experience returning customers to normal operations after a severe incident.

All CityView data and application code is stored within a standard database server environment. As long as the CityView database (SQL Server) is adequately protected using well-known disaster recovery and business continuity methods, the full environment is protected.

A recommended fault tolerant strategy would be the following:

- Database files and attachments are stored on fully redundant disk subsystem, such as a Raid 1+0 disk system.
- Dual database servers are configured with automatic failover on primary server failure.
- Weekly backups to tape are made of the full database system and attachments.
- Database change logs and added/modified attachments are backed up to tape on a daily basis.
- Database change logs and add/modified attachments are copied to another system as they are generated.
- Application Servers, Web Servers, and all other hardware elements of the solution (e.g. firewalls, load balancers, etc.) are redundant.

Such a configuration means that the database information and attachments are safe from disk failure, server failures and site loss. Business continuity time in the face of such failures is dependent on the desired recovery requirements. For example, in the above configuration, there is no downtime needed for unscheduled maintenance for single system component failures.

To minimize downtime in the event of the loss of the entire site, a remote, active copy of the database and file attachments could be maintained. This allows for export to third party systems without the need for customization.

As noted, the strategy used is independent of CityView. Our use of standard, commercial off-the-shelf (COTS) components means that the City's existing database and file system fault tolerance processes can be applied.

Business Continuity Service (optional, not included)

CityView understands the importance of business continuity and that sometimes, normal business gets disrupted. Malware and ransomware attacks can really derail otherwise smooth operations. Natural disasters such as hurricanes, tornadoes, earthquakes tsunamis, fires and floods, can also threaten your systems and routines. We don't want our customers to be disrupted so we offer CityView's Business Continuity Service. This provides a periodic off-site back-up of your CityView system. This optional service is offered for an annual fee of $13,384.

In the event of a disaster, we will restore your CityView system in a hosted environment within two business days of being notified that your systems are down. This restored version will be taken from the last clean archive. Your users will be able to log into the hosted environment and conduct business as usual, less any integrations (e.g. Active Directory and GIS) that may be unavailable due to the state of your network or other technical considerations. If desired, CityView will work with you to restore the functionality of the integrations in the hosted environment, once you verify that these systems are back on-line and functioning properly. This hosted service will be provided for up to 60 days. Once you are ready, CityView will restore

your CityView system to your local domain. Should you require more than 60 days to restore all other systems and networks and you wish to continue accessing the hosted environment, a monthly hosting fee of $3,000 will apply for up to 180 days. After 180 days, a long-term hosting agreement should be considered.

CityView will help you minimize the effects of unforeseen events. We want you to be able to resume your business processes as quickly as possible and for your local development projects to stay on track.



The service is made possible by Microsoft Azure Backup service. We only require that you run the Azure Backup Agent on your database and file system to allow the periodic archives to upload to Azure. The database contains all your CityView configuration, all your data and your digital documents, provided you do not use a separate document management system. The restore will return all these elements once your own infrastructure is ready. **If you are integrated with a separate document management system, a variation of the above services will be offered. ***Live hosting is only available to customers running the CityView Workspace (browse-based client).

Bid Bond

BOND NO.: MNR216522-23-01

CONTRACTOR:
(Name, legal status and address)

N. HARRIS COMPUTER CORPORATION
1 ANTARES DRIVE, SUITE 100
OTTAWA, ON, K2E 8C4

SURETY:
(Name, legal status and principal place of business)

FEDERAL INSURANCE COMPANY
202B HALLS MILL ROAD
WHITEHOUSE STATION, NJ 08889

OWNER:
(Name, legal status and address)

CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

BOND AMOUNT: FIVE PERCENT OF PROPOSAL PRICE (5% OF PROPOSAL PRICE)

PROJECT:
(Name, location or address, and Project number, if any)

RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 2nd day of February, 2023

N. HARRIS COMPUTER CORPORATION

(Witness)

(Principal) *(Seal)*

Executive Vice President
(Title)

FEDERAL INSURANCE COMPANY

(Witness)

(Surety) *(Seal)*

(Title) Bryn Peters, Attorney-in-Fact

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Kevin Corrigan, Julie Dextradeur, Leandro Gomez, Thomas Krech, Samuel Lee, Ted Moy, Brooke Nichols, Priyanka Patel, Candice Pearson, Bryn Peters, Alex Samarze and Tianna Shahmooradian of Toronto, Canada ----------

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this **30th** day of **January, 2023.**

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President

STATE OF NEW JERSEY
County of Hunterdon ss.

On this **30th** day of **January, 2023,** before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal

KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316685
Commission Expires July 16, 2024

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

(1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.

(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.

(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

(i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect.
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this 2nd day of February, 2023.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "A"

CONTACT SHEET

Name: CityView, an unincorporated division of N. Harris Computer Corporation

Federal Taxpayer ID: 98-0141520

Mailing Address: 4464 Markham St., Suite 1202

City, State, & Zip Code: Victoria, BC V8Z 7X8

Telephone: (778)717-0571 **Fax:** (716) 297-4499

Email: SFavalaro@harriscomputer.com

Submitted By: Steve Favalaro

Title: Regional Sales Manager

Accounting Contact:

Name: Cyrene Kwok **Title:** Accounts Receivable Analyst

Email Address: CKwok@harriscomputer.com **Phone:** +1(613)519-7384

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for RFP 23-01.
2. This sworn statement is submitted by (entity) CityView, an unincorporated division of N. Harris Computer Corporation whose business address is 1 Antares Dr., Suite 400 Ottawa, ON K2E8C4 and (if applicable) Federal Employer Identification Number (FEIN) is 98-0141520 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Susan McCormick and my relationship to the entity named above is Executive Vice President - CityView.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any 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.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
    1. A predecessor or successor of a person convicted of a public entity crime; or
    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

   X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

   ____ The person or affiliate was placed on the convicted COMPANY list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted COMPANY list. (Please attach a copy of the final order.)

   ____ The person or affiliate has not been placed on the convicted COMPANY list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature 26 JAN 2023 Date:

City of Victoria
~~STATE OF FLORIDA~~
~~COUNTY~~ OF _____
Province of British Columbia, CANADA

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed ~~his~~/her signature at the space provided above on this 26 day of JAN, 2023, and is personally known to me, or has provided her passport as identification.

Notary Public

James R. Clapp
Notary Public
4599 Chatterton Way
Victoria, B.C. V8X 4Y7 479-1422

My Commission expires: LIFETIME

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/COMPANY certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 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 nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this COMPANY complies fully with the above drug-free workplace requirements.

COMPANY/CONTRACTOR: CityView, an unincorporated division of N. Harris Computer Corporation

CITY: Victoria (CityView) ~~STATE~~ Province: BC ZIP CODE: V8Z 7X8

SIGNATURE: _____ PHONE: 800.665.5647

NAME (TYPED OR PRINTED): Susan McCormick TITLE: Executive Vice President, CityView

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFP 23-01

Project Description: Professional Services for Permitting Licensing Software Solution

I/(COMPANY) acknowledges and agrees to the following:

I/(COMPANY) will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to COMPANY the employment eligibility of:

1. All persons employed by the COMPANY during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the COMPANY to perform work pursuant to the contract with the Department.

Individual/(Company)/Contractor: CityView, an unincorporated division of N. Harris Computer Corporation

Authorized Signature: Susan McCormick

Title: Executive Vice President, CityView

Date: January 3, 2023

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, /Contractor, or COMPANY presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Susan McCormick Title: Executive Vice President, CityView

Signature: _____ Date: January 3, 2023

*Please note: We have included exceptions to General Conditions of Request for proposal in Section 8.13 of our proposal response.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 23-01

This sworn statement is submitted by (entity) CityView, an unincorporated division of N. Harris Computer Corporation whose business address is 1 Antares Dr., Suite 400 Ottawa, ON K2E8C4 and (if applicable) Federal Employer Identification Number (FEIN) is 98-0141520 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Susan McCormick and my relationship to the entity named above is Executive Vice President CityView.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/(her) own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature Date: 26 JAN 2023

City of VICTORIA
~~STATE OF FLORIDA~~
Province ~~COUNTY~~ OF BRITISH COLUMBIA

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed ~~his~~/her signature at the space provided above on this ~~24~~ day of JANUARY, 2023 and is personally known to me, or has provided her passport as identification.

Notary Signature My Commission expires: LIFETIME

James R. Clapp
Notary Public
4599 Chatterton Way
Victoria, B.C. V8X 4Y7 479-1422

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 23-01.

This sworn statement is submitted by (entity) CityView, an unincorporated division of N. Harris Computer Corporation whose business address is 1 Antares Dr., Suite 400 Ottawa, ON K2E8C4 and (if applicable) Federal Employer Identification Number (FEIN) is 98-0141520 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Susan McCormick and my relationship to the entity named above is Executive Vice President, CityView.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Responder, COMPANY or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Responder, COMPANY, or person to fix the price or prices in the attached proposal or any other Responder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Responder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature 26 JAN 2022 Date:

City of VICTORIA
~~STATE OF FLORIDA~~
Province ~~COUNTY~~ OF BRITISH COLUMBIA

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 26 day of JANUARY, 2023 and is personally known to me, or has provided her passport as identification.

My Commission expires: LIFETIME
Notary Signature

James R. Clapp
Notary Public
4599 Chatterton Way
Victoria, B.C. V8X 4Y7 479-1422

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR PROPOSAL
RFP 23-01 PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your COMPANY or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO_X_

Has your COMPANY, or any member of your COMPANY, been declared in default, terminated or removed from a contract or job related to the services your COMPANY provides in the regular course of business within the last five (5) years?
YES_____NO_X_____

Has your COMPANY had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your COMPANY provides in the regular course of business?
YES_____NO_X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

CityView, an unincorporated division of
N. Harris Computer Corporation

COMPANY

Date



Susan McCormick, EVP - CityView

Authorized Signature

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSA

SOFTWARE LICENSE AND SUPPORT AGREEMENT

This Software License and Support Agreement between N. Harris Computer Corporation ("CityView"), and the City of Fernandina Beach, FL ("Licensee") is effective as of 7/27/23 (the "Effective Date").

Whereas N. Harris Computer Corporation and Licensee entered into a Contractual Services Agreement dated 7/27/23 for the provision of certain professional services through CityView [in preparation of the license of certain CityView software to Licensee] (the "Contractual Services Agreement");

Whereas CityView proposes to license its software application to Licensee on the terms and conditions set out in this Agreement;

Whereas CityView desires to provide the Licensee with support and maintenance services related to its software application;

Whereas the Licensee has received the proper approvals such that it will license the software application;

Now therefore, the two parties agree to the following:

1 DEFINITIONS

1.1 Throughout this Agreement, except as otherwise expressly provided, the following words and expressions shall have the following meanings, and to the extent that any capitalized words are not defined in this Agreement but in either the Support and Maintenance Agreement or in the Contractual Services Agreement, then those words shall have the meaning ascribed to them in those respective agreements with priority being assigned to the Contractual Services Agreement and then to the Standard Support Service Level Agreement.4464 Markham St., Suite 1202, Victoria, BC V8Z 7X8 Canada

1.1.1 "Add-on" means an individual component of the software that provides a specific functionality.

1.1.2 "Agreement" means this Software License Agreement, including all of its Schedules and all instruments supplementing, amending or confirming this Agreement.

1.1.3 "Confidential Information" means the Software and all information or material that either party treats as confidential which is:

1.1.3.1 Marked "Confidential," "Restricted," or "Proprietary Information" or other similar marking,

1.1.3.2 Known by the parties to be considered confidential or proprietary, or

1.1.3.3 Which should be known or understood to be confidential or proprietary by an individual exercising reasonable commercial judgment in the circumstances.

1.1.4 Confidential Information does not include information to the extent that such information:

1.1.4.1 Is or becomes generally known to the public by any means other than a breach of the obligations of a receiving party hereunder;

1.1.4.2 Was previously known to the receiving party as evidenced by its written records;

1.1.4.3 Is rightly received by the receiving party from a third party who is not under an obligation of confidentiality; or

1.1.4.4 Is independently developed by the receiving party without reference to or use of the other party's Confidential Information which such independent development can be establish by evidence that would be acceptable to a court of competent jurisdiction.

1.1.4.5 Is a "public record" as defined by Florida law and not deemed exempt or confidential by Florida law.

1.1.5 "Configuration Console" is a set of tools used for the process of defining the values of parameters for the Software and automating the software. This includes but is not limited to Lookup table values, Fees, Letter templates, Activity-based workflows, custom data fields, organizational roles, business rules definable in the Software rules engine and expression writing.

1.1.6 "Completion of Services" means that the Software is fully operational and performing in conformity with the specifications set out herein. For purposes of this Agreement, Completion of Services will be deemed to have occurred on the date which the Organization commences using the Software as its predominate business system.

1.1.7 "Core Software" means that portion of the Software that provides the base functionality which, when installed and implemented, will always be in operation when the Software is in operation on the Designated Computer System.

1.1.8 "Event of Default" is deemed to have occurred if CityView:

1.1.8.1 Becomes insolvent, executes an assignment for the benefit of creditors, or becomes subject to bankruptcy or receivership proceedings,

1.1.8.2 Ceases business operations generally or

1.1.8.3 Ceases to market or make available maintenance or support Services for the Software during a period in which the Licensee is receiving support services pursuant to the Standard Service Level Support Agreement, or,

1.1.8.4 Has transferred all or substantially all of its assets or obligations set forth in this Agreement to a third party which has not assumed all of the obligations of CityView.

1.1.9 "Designated Computer System" shall mean the Licensee's platform and operating system environment which is operating the Software.

1.1.10 "Documentation" shall mean user guides, operating manuals, technical manuals, supporting materials, and other information relating to the use of the Software, whether distributed in print, magnetic, electronic, or video format.

1.1.11 "Maximum Concurrent Users" shall have the meaning ascribed to it in paragraph 3.

1.1.12 "Module" means a particular application component of the Software that provides general functionality.

1.1.13 "Project" means services to be provided pursuant to additional Modules or Add-ons (including Third Party Software) that are to be licensed to Licensee and which services are provided pursuant to a Short Form Contractual Services Agreement

1.1.14 "Software" shall mean the licensed CityView application software consisting of the Core Software, the Configuration Console, the Modules and the Add-ons, including any updates provided subsequent to this Agreement, and including all copies made by whomsoever produced. Third Party software are not included in the definition of software.

1.1.15 "Source Code" of the Software means the Software written in programming languages, including all comments and procedural code, such as job control language statements, in a form intelligible to trained programmers and capable of being translated into object code for operation on computer equipment through assembly or compiling, and accompanied by documentation, including flow charts, schematics, statements of principles of operations, and architecture standards, describing the data flows, data structures, and control logic of the Software in sufficient detail to enable a trained programmer through study of such documentation to maintain and/or modify the Software without undue experimentation.

1.1.16 "User" means an agent of Licensee who has been provided with permission by CityView to be a User or an employee of Licensee while that agent or employee is engaged in using the Software.

1.1.17 "Third Party Software" means any software applications and services that CityView or its service providers has licensed or purchased and provided access to or otherwise made available to Customer as part of the Services as well as any third party software that is required to be obtained by Licensee directly from the applicable third party vendor in accordance with paragraph 6.3 and 6.4.

2 SCHEDULES

2.1 The Schedules described below and appended to this Agreement shall be deemed to be integral parts of this Agreement.

2.1.1 SCHEDULE A - Description of Software, Software & Maintenance Fees, Payment Milestones and Deliverables

2.1.2 SCHEDULE B - Optional Escrow Services Languages

2.1.3 SCHEDULE C- Configuration Console Correct Usage Protocol

2.1.4 SCHEDULE D - CityView Standard Support Service Level Agreement

2.1.5 SCHEDULE E - Third Party Software

3 LICENSE

3.1 Subject to the terms and conditions of this Agreement, including without limitation the payment of the License Fees, CityView hereby grants the Licensee a non-transferable, non-exclusive and limited license to:

3.1.1 Use the Software on Licensee's Designated Computer System for its own internal business purposes or operations with access to third parties as reasonably necessary for the intended use and otherwise in accordance with the Documentation. The Software is in "use" on a computer when it is loaded into temporary memory (i.e., RAM) of that computer;

3.1.2 Copy the Documentation and copy the Software into any machine readable form for back-up, archival or training purposes in support of the Licensee's use of the Software on the Designated Computer System PROVIDED THAT:

3.1.2.1 The Licensee shall maintain a record of the number and location of copies made and to erase all such copies promptly when no longer in use or necessary;

3.1.2.2 The copies, together with the original, shall remain the property of CityView; and

3.1.2.3 The Licensee has not removed or obscured any copyright, trademark or other proprietary notices from the Documentation, Software and related materials supplied by CityView; and

3.1.3 Customize the Software using (specifically) the expression writing capabilities of the Configuration Console and such customizations using the Configuration Console are not subject to the restrictions detailed in paragraph 4.

3.2 The Software and related materials supplied by CityView are protected by copyright and trademark laws. Title, ownership rights and intellectual property rights in the Software and related materials supplied by CityView remain with CityView and any rights not expressly granted are reserved. Use of the Software and related materials supplied by CityView is subject to the applicable copyright laws and the express rights and restrictions of this Agreement.

3.3 The Software that is delivered to the Licensee includes all of the Modules, the Core Software, the Configuration Console and the Add-ons. The Licensee's use of these components is subject to the restrictions detailed in paragraph 4.

3.4 The number of Users who may access the Software at any one time is limited to the "**Maximum Concurrent Users**" as listed in SCHEDULE A. Any request to increase the number of Maximum Concurrent Users may entail additional license fees. The Licensee is not restricted in the number of employees or agents who may be permitted to use the Software. The restriction only applies to those accessing the Software at the same time.

3.5 The Software and/or some components may be licensed with the designation of "Read Only"; where this occurs the license permits users with view-only access to the Software but not the right to input, write or alter any data or information. Any applicable "Read Only" designation will be stated in SCHEDULE A and those aspects of the Software will be licensed as such.

3.6 The license rights granted herein and the other terms and conditions of this Agreement do not apply to any third party software listed in SCHEDULE A and SCHEDULE E to this Agreement. Such third party software is licensed pursuant to and subject to all of the terms and conditions set out in the applicable third party license agreements for such software. For greater certainty and without limiting the generality of the foregoing, CityView makes no warranties, express or implied with respect to the third party software, including without limitation, their merchantability or fitness for a particular purpose and CityView accepts no liability of any kind whatsoever with respect to third party software.

4 LICENSE RESTRICTIONS

4.1 Without limiting the generality of the License granted in paragraph 3 and any other restrictions listed in this Agreement, Licensee shall not, and will not allow, direct or authorize any other party, directly or indirectly, to:

4.1.1 Use the Software for any purpose other than in connection with Licensee's primary business or operations;

4.1.2 Disassemble, de-compile, reverse engineer, defeat license encryption mechanisms, or translate any part of the Software,

4.1.3 Attempt to reconstruct or discover the Source Code of the Software or to otherwise convert it into human readable code;

4.1.4 Modify or create derivate works of the Software;

4.1.5 Rent, lease, lend, or use the Software for timesharing or bureau use;

4.1.6 Allow a third party to copy, access, or use the Software;

4.1.7 Take any actions that would cause the Software to become subject to any open source or quasi-open source license agreement, or

4.1.8 Attempt to access a Module or Add-on for which a license has not been granted.

4.2 Licensee shall be wholly liable to CityView for any misuse of the Software and the restrictions in Paragraph 4.1 are absolute except as and only to the extent that this Agreement may expressly permit CityView to do otherwise.

4.3 Licensee requires a separate License for each environment into which the Software or any portion thereof is read in machine-readable form for operation on such Designated Computer System in a production environment.

4.4 The Licensee may only use the Software for which it has paid the license fees. Upon the payment of the applicable license fee Licensee shall be provided with the electronic key which will permit Licensee to use the components of the Software for which it has paid a license fee. The Licensee may at any time request a further license to use additional components, the use of which shall be subject to the payment of the appropriate license fee and the provision of an electronic key.

4.5 The Licensee may only use the Configuration Console where it has paid the appropriate license fee. Upon the payment of the applicable license fee, Licensee shall be permitted to use the Configuration Console subject to any restrictions that may be detailed in writing when such permission is granted.

4.6 Prior to the use of the Software for the initial and each renewal term, the use of the Software will be subject to the Licensee's receipt from CityView of an electronic key permitting access to the Software. The receipt of the key is subject to the renewal of the Standard Support Service Level Agreement (SCHEDULE D). The Licensee acknowledges that it will not be able to use the Software in any fashion without the use of the key and that it understands fully its obligations in order to receive each applicable key.

5 LICENSE FEES

5.1 The rights granted to Licensee hereunder are subject to the Licensee paying to CityView the following license fees:

5.1.1 A license fee to use the Software; license fee(s) in relation to the Modules for which the Licensee has requested access; and the license fee related to the Configuration Console, if requested by Licensee.

5.1.2 The appropriate license fees are detailed in SCHEDULE A and the Modules for which a license is provided and whether a license in the Configuration Console is provided are also listed in SCHEDULE A (including the details of the applicable license fees). The list of licenses for Modules and the Configuration Console may be amended from time to time by a Statement of Work that specifically references this Agreement and which amends SCHEDULE A by detailing those Modules that are being licensed or will no longer be licensed in accordance with the terms of this Agreement.

5.1.3 Where a Project is undertaken, the license fees applicable to the Software related to the Project shall be detailed in a short form Contractual Services Agreement

5.2 The failure to pay such license fees within ninety days of an invoice shall automatically terminate this Agreement despite any cure periods provided elsewhere herein and paragraph 9.1 shall apply.

5.3 In addition to the above required license fees, any services applicable to the installation, implementation, training or configuration of the Software (both at the time the initial license is granted and for any subsequent licenses) may require additional professional service fees for the provision of the applicable professional services both of which would be subject to this Agreement.

6 SUPPORT

6.1 In consideration of payment of the annual support and maintenance fee set out in SCHEDULE A (the "Support and Maintenance Fees"), CITYVIEW will provide:

6.1.1 Priority response on support requests regarding the Software, as described in the CityView Service Level Agreement Attached as SCHEDULE D

6.1.2 Remote diagnosis of operational issues related to the Software, provided that the Licensee has obtained, at its cost, the necessary software, hardware and instruction to allow CITYVIEW to provide such assistance.

6.1.3 Updates for the Software at no extra charge except for magnetic media and courier costs, these updates to include minor changes, enhancements, improvements, and problem resolutions;

6.2 In consideration of the services set out above, the Licensee agrees to pay the Support and Maintenance Fees in accordance with the payment schedule set out in SCHEDULE A. Despite anything in the support terms or this Agreement to the contrary, the Support and Maintenance Fees may be increased by CityView at the annual renewal time for Support and Maintenance and additionally if new modules are added to and become subject to this Agreement as described in paragraph 3.1.3 above.

6.3 Where CityView has provided licenses to BLUEBEAM software pursuant to this Agreement, the Licensee must also purchase all support and maintenance services for the BLUEBEAM software directly from CityView. CityView agrees that Support and Maintenance Fees for the BLUEBEAM software shall not exceed the fees that would be charged by BLUEBEAM for equivalent support and maintenance services. Licensee agrees that CityView's support and maintenance services for the BLUEBEAM software are special and cannot be adequately provided by another third party because of the integration between the Software and BLUEBEAM software.

6.4 Where Licensee has existing BLUEBEAM REVU software at the time of entering into this agreement, or acquires such licenses from other sources, Licensee agrees to purchase support and maintenance for all BLUEBEAM REVU software exclusively from CityView.

7 CONTEMPORANEOUS AGREEMENTS

7.1 The parties agree that execution of the following agreements are conditions precedent to the effectiveness of this Agreement and that the following agreements shall be entered into no later than contemporaneously with the execution of this Agreement.

7.1.1 The Support and Maintenance Agreement which shall detail CityView's support obligations in relation to the Software; and

7.1.2 The Contractual Services Agreement which shall detail CityView's installation and implementation services for the Software.

7.2 Additionally, the Licensee shall have the option of entering into an Escrow Agreement. In the event that Licensee wishes to have the Source Code to the Software deposited in an escrow account for Licensee's benefit, Licensee shall sign the escrow language in SCHEDULE B and such terms shall apply to this Agreement. If executed, the Escrow Agreement shall govern the terms and conditions whereby Licensee could gain access to the Software source code for the purpose of maintaining and supporting the Software. Licensee shall be solely responsible for the costs associated with the Escrow Agreement as may be invoiced by CityView.

8 TERM AND TERMINATION

8.1 Unless terminated earlier in accordance with the terms hereof, this Agreement shall commence on the Effective Date and is for a duration of one (1) year from the onset of Annual Support and Maintenance (the "Initial Term"). After the Initial Term, this Agreement shall automatically renew for successive one (1) year periods (each a "Renewal Term") subject to CityView's then current price structure unless either party provides written notice to the other party of its intention not to renew prior to ninety (90) days from the end of the then current term. The Initial Term and each Renewal Term shall collectively be referred to as the "Term".

8.1.1 Prior to the completion of the Project, this Agreement may be terminated by Licensee at any time by providing CityView with notice only where the Licensee has terminated the Contractual Services Agreement in accordance with its terms. Otherwise, the Licensee may only terminate this Agreement prior to the completion of the Project where CityView has materially breached its obligations under this Agreement and failed to remedy them as permitted hereunder.

8.1.2 CityView may terminate this Agreement where Licensee fails to comply with its obligations of confidentiality set out in paragraph 11 or the obligations under paragraph 4.1 of this Agreement, whereby CityView must notify the Licensee in writing of such default (a "Default Notice"). Upon receipt of a Default Notice, the Licensee must correct the default at no additional cost to CityView, or issue a written notice of its own disputing the alleged default, in either case within ten (10) days immediately following receipt of a Default Notice.

8.1.3 If the Licensee fails to correct the default, or issue a notice disputing the alleged default, in either case within ten (10) days following receipt of the Default Notice, CityView may terminate the whole of this Agreement including the grant of license to the Software and in such case the Licensee will be responsible for payment to CityView of only that part of the fee earned by CityView for that part of the Services performed in accordance with the Contractual Services Agreement, unless that agreement states otherwise, up to the time of communication of such notice of termination to the Licensee and the entire License Fee for all Software that was fully installed on the Designated Computer System. Once a dispute has been settled, to the extent that any issues still remain unresolved in the Default Notice, Licensee shall have ten (10) days to remedy such breach following the date of the settlement of the other issues.

8.1.4 Despite the above, for any Default Notice alleging a breach of paragraph 4.1.3, CityView may terminate this Agreement at any time following the delivery of a Default Notice despite Licensee rectifying such default.

8.1.5 The Licensee may terminate this Agreement where CityView:

8.1.5.1 No longer provides the support services as detailed in paragraph 6 of this Agreement,

8.1.5.2 CityView has either declared bankruptcy or sought relief under the Companies' Creditors Arrangement Act, or under any similar types of legislation in other jurisdictions, and such declaration or relief has not been rectified within sixty (60) days of the date of filing, or

8.1.5.3 Where CityView has materially breached the provisions of this Agreement whereby Licensee must notify CityView in writing of such default (a "Licensee Default Notice").

8.1.6 Upon receipt of a Licensee Default Notice, CityView must correct the alleged default at no additional cost to Licensee within thirty (30) days immediately following receipt of a Licensee Default Notice. If CityView fails to correct the default within thirty (30) days following receipt of the Licensee Default Notice, Licensee may terminate the whole of this Agreement. Once a dispute has been settled, to the extent that any issues still remain unresolved in the Licensee Default Notice, CityView shall have thirty (30) days to remedy such breach following the date of the settlement of the other issues.

9 PROCEDURE FOLLOWING TERMINATION

9.1 If this Agreement is terminated for any reason except an Event of Default, then within thirty (30) days following such termination, the Licensee shall destroy/return the Software and any documentation to CityView, at CityView's absolute discretion, and the Licensee shall certify, under the hand of a duly authorized officer of the Licensee, that all copies of the Software and Documentation or any part thereof, in any form, within the possession or control of the Licensee have been destroyed/returned to CityView.

9.2 Upon the termination of this Agreement for any reason except for the terms set out in SCHEDULE B, the Licensee will not be entitled to access the Source Code through the escrow agreement where a valid escrow agreement exists.

9.3 Upon the termination of this Agreement for any reason whatsoever,

9.3.1 The parties agree that the Standard Support Service Level Agreement expires on its own terms, and

9.3.2 The confidentiality provisions shall survive and be binding on both parties for five (5) years from the date of termination.

10 CITYVIEW'S PROPRIETARY RIGHTS

10.1 The grant of the License herein contained permits the limited use of the Software by the Licensee. Title to and all property in the Software, its name, logo and computer stored data shall remain exclusively with CityView.

10.2 The Licensee hereby acknowledges that the Software and the Documentation is the property of CityView and that the Software constitutes a trade secret, and agrees to exercise due care and diligence in safeguarding the Software, the Documentation and CityView's proprietary interest.

10.3 The Licensee also acknowledges that any negligence or deliberate violation of this Agreement on its part which results in failure to protect CityView's proprietary interest in the Software shall actually and materially damage CityView.

10.4 In order to ensure compliance with the terms of this Agreement, CityView shall be entitled, upon reasonable notice to Licensee and subject to CityView's compliance with Licensee's reasonable security measures, to enter upon the Licensee's premises during normal business hours and require the Licensee to produce such information, records and documents as may be required to ascertain compliance.

10.5 CityView may revise or update the Software from time to time at its discretion.

11 OWNERSHIP OF SOFTWARE AND CONFIDENTIALITY OBLIGATIONS

11.1 The Licensee acknowledges that the Software contains proprietary information and Confidential Information of CityView which shall, at all times, remain the property of CityView and, in addition to its obligations outlined paragraph 4, the Licensee agrees to treat such Confidential Information in accordance with paragraphs 11.2 and 11.3 herein.

11.2 The Licensee will take the same care to safeguard the Software as it takes to safeguard its own Confidential Information of a like nature and such care shall not be any less than would be taken by a reasonable person to safeguard its own confidential information.

11.3 In order to assist Licensee with the protection of its proprietary information and Confidential Information and to enable CityView to ensure that the Licensee is complying with its obligations, Licensee shall permit CityView to visit during normal business hours any premises at which the Software is used or installed and shall provide CityView with access to its Software. CityView shall provide Licensee with reasonable notice of any such audit.

12 LIMITED WARRANTY OF PERFORMANCE

12.1 CityView warrants to Licensee that:

12.1.1 The Software shall function as described in the user documentation accompanying the Software from the Completion of Services if the Software is properly used in accordance with CityView's instructions and the terms of this Agreement.

12.1.2 The Software (including Software updates) will be provided via electronic delivery.

12.2 In the event an error is discovered in the Software outside the warranty period and the error can be reproduced by CityView, CityView will make reasonable commercial efforts to provide Licensee with a correction or suitable workaround in accordance with the terms of this Agreement. CityView reserves the right to correct any defects about which it is made aware and to produce Releases at a time of Cityview's own choosing and at CityView's discretion. Licensee's sole recourse in the event the Software does not conform to the applicable documentation is the repair and replacement of the Software.

12.3 The warranty above is void if the Licensee modifies the Software without the written consent of CityView. Examples of such modifications include, but are not limited to, the de-compiling and modifying of the source code, and tampering with the base set-up of the system.

12.4 For clarity, the parties agree that THE LICENSEE shall have the right to configure the Software using the Desktop configuration tools. Where a license for Configuration Console has been granted, THE LICENSEE shall have the right to use Configuration Console for expression writing in accordance with SCHEDULE C without voiding the warranties herein.

12.5 The Licensee assumes sole responsibility for the selection of the Software to achieve the Licensee's intended results, and for the installation, use and results obtained from the Software.

13 EXCLUSIONS TO WARRANTIES

13.1 CityView shall not be liable for any breach of the foregoing warranties which results from causes beyond the reasonable control of CityView, including:

13.1.1 Where the installation, integration, modification or enhancement of the Software has not been carried out by CityView or its authorized agent, or where Licensee has taken any action which is expressly prohibited by the Documentation or this Agreement;

13.1.2 Any use or combination of the Software with any software, equipment or services not supplied by or on behalf of CityView;

13.1.3 User error, or other use of the Software in a manner or in an operating environment for which it was not intended or other than as permitted in this Agreement;

13.1.4 Licensee's failure to install a new Update which has been released to remedy an error or bug, and which CityView has stated to Licensee is a required Update necessary for security purposes or for legislative compliance purposes or other reasons as CityView may determine is important in its sole discretion; or

13.1.5 Any other event of force majeure.

14 NO OTHER WARRANTIES

14.1 TO THE GREATEST EXTENT PERMITTED BY LAW, THE SOFTWARE IS LICENSED AND ALL OTHER MATERIALS AND SERVICES ARE PROVIDED TO THE LICENSEE "AS IS" AND THERE ARE NO WARRANTIES, REPRESENTATIONS OR CONDITIONS, EXPRESSED OR IMPLIED, WRITTEN OR ORAL, ARISING BY STATUTE, OPERATION OF LAW, COURSE OF DEALING, USAGE OF TRADE OR OTHERWISE, REGARDING THEM OR ANY OTHER PRODUCT, SERVICE OR MATERIAL PROVIDED HEREUNDER OR IN CONNECTION HEREWITH.

14.2 CITYVIEW, ITS LICENSORS AND SUPPLIERS DISCLAIM ANY IMPLIED WARRANTIES OR CONDITIONS REGARDING THE SOFTWARE AND ANY OTHER PRODUCTS, SERVICES AND MATERIALS PROVIDED HEREUNDER OR IN CONNECTION HEREWITH, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABLE QUALITY, MERCHANTABILITY, DURABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT.

14.3 CITYVIEW DOES NOT REPRESENT OR WARRANT THAT THE SOFTWARE SHALL OPERATE ERROR FREE OR IN THE COMBINATIONS SELECTED, THAT IT SHALL MEET ANY OR ALL OF THE LICENSEE'S PARTICULAR REQUIREMENTS, OR THAT ALL ERRORS OR DEFECTS IN THE SOFTWARE CAN BE FOUND OR CORRECTED.

14.4 NO AGREEMENTS VARYING OR EXTENDING ANY EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT SHALL BE BINDING ON EITHER PARTY UNLESS IN WRITING AND SIGNED BY AN AUTHORIZED SIGNING OFFICER OF CITYVIEW.

15 INTELLECTUAL PROPERTY INDEMNITY

15.1 In the event there is a third party claim against Licensee alleging that Licensee's use of the Software in accordance with this Agreement constitutes an infringement of a Canadian or United States patent, copyright, trade-mark or trade secret, CityView shall, at its expense, defend Licensee and pay any final judgment against Licensee or settlement agreed to by CityView on Licensee's behalf; provided that Licensee promptly notifies CityView of any such claim or proceeding and shall give CityView full and complete authority, information, and assistance to defend such claim or proceeding. This indemnity is only effective where:

15.1.1 Licensee has not made any admissions or begun settlement negotiations either prior to or after providing notice to CityView of the applicable claim except with CityView's prior written consent,

15.1.2 CityView shall have sole control of the defense of any claim or proceeding and all negotiations for its compromise or settlement, and

15.1.3 Licensee has not modified the Software in any manner whatsoever except with the prior written consent of CityView.

15.2 Any breach by Licensee of its covenants under this paragraph 15 shall nullify this indemnity but not the sole right of CityView to have full and complete authority of the defense to defend such claim or proceeding and of all negotiations related therewith. In the event that the Licensee's use of the Software is finally held to be infringing or CityView deems that it may be held to be infringing, Licensee agrees that the sole remedy available to it is that CityView shall, at CityView's election:

15.2.1 Procure for the Licensee the right to continue use of the Application Software; or

15.2.2 Modify or replace the Software so that it becomes non-infringing.

15.3 The foregoing states CityView's entire liability, and the Licensee's exclusive remedy, with respect to any claims of infringement of any copyright, patent, trade-mark, trade secret or other property interest rights relating to the Software, or any part thereof or use thereof. CityView's obligations under this paragraph 15 shall survive the termination and/or expiration of this Agreement.

15.4 Licensee may, at Licensee's sole cost and expense—which is outside the scope of this indemnity—retain counsel of its own choosing who shall be permitted to attend all settlement conferences and hearings or other court appearances (except where the court has specifically made an order against such attendance) related to the proceeding.

16 REMEDIES AND LIMITATION OF LIABILITY

16.1 The Licensee and CityView recognize that circumstances may arise entitling the Licensee to damages for breach or other fault on the part of CityView arising from this Agreement. The parties agree that in all such circumstances the Licensee's remedies and CityView's liabilities will be limited as set forth below and that these provisions will survive notwithstanding the termination or other discharge of the obligations of the parties under this Agreement.

16.1.1 EXCEPT FOR DAMAGES ARISING OUT OF (a) CITYVIEW'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS OR (b) INDEMNITY OBLIGATIONS PROVIDED IN PARAGRAPH 15, BOTH PARTIES AGREE THAT CITYVIEW's LIABILITY (UNDER BREACH OF CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER ALTERNATIVE LEGAL THEORIES), IF ANY, FOR ANY DAMAGES RELATING TO THIS AGREEMENT SHALL NOT EXCEED THE LICENSE FEES OR THE SUPPORT AND MAINTENANCE FEES, AS APPLICABLE, PAID TO CITYVIEW BY LICENSEE DURING THE THEN-CURRENT TERM OF THIS AGREEMENT.

16.1.2 IN ADDITION TO THE FOREGOING NEITHER PARTY SHALL BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL OR OTHER DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF SUCH OTHER PARTY HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH DAMAGES AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY .

16.1.3 PARAGRAPHS 16.1.1 and 16.1.2 SHALL APPLY IN RESPECT OF ANY CLAIM, DEMAND OR ACTION BY A PARTY IRRESPECTIVE OF THE NATURE OF THE CAUSE OF ACTION UNDERLYING SUCH CLAIM, DEMAND OR ACTION, INCLUDING, BUT NOT LIMITED TO, BREACH OF CONTRACT OR TORT.

16.2 Where remedies are expressly afforded by this Agreement, such remedies are intended by the parties to be the sole and exclusive remedies of the Licensee for liabilities of CityView arising out of or in connection with this Agreement, notwithstanding any remedy otherwise available at law or in equity.

17 INTENT

17.1 The parties hereby confirm that the waivers and disclaimers of liability, releases from liability, limitations and apportionments of liability, and exclusive remedy provisions expressed throughout this License Agreement shall apply even in the event of default, negligence (in whole or in part), strict liability or breach of contract of the person released or whose liability is waived, disclaimed, limited, apportioned or fixed by such remedy provision, and shall extend to such person's affiliates and to its shareholders, directors, officers, employees and affiliates.

18 INJUNCTIVE RELIEF

18.1 The Licensee agrees that the breach of any term, provision or condition of this Agreement by the Licensee may cause irreparable damage to CityView in which case an award of damages may not be adequate relief to CityView. Therefore, the Licensee agrees that in addition to all the remedies available to CityView in the event of any breach of this Agreement by the Licensee, CityView shall have the right to obtain timely injunctive relief to protect its proprietary right.

19 COUNTERPARTS

19.1 This Agreement may be executed in counterparts (whether by facsimile or PDF signature or otherwise), each of which when so executed shall constitute an original and all of which together shall constitute one and the same instrument.

20 GOVERNING LAW

20.1 The validity and interpretation of this Agreement and each clause and part thereof shall be governed by the law of the State of Florida without reference to principles of conflict of laws.

21 ENTIRE AGREEMENT

21.1 This Agreement contains all the terms and conditions agreed on by the parties hereto with regard to the matters dealt with herein, and no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out. This Agreement completely replaces all other software license agreements that may have been entered into between the parties (including all precursor entities, including those entities that have amalgamated with N. Harris Computer Corporation).

22 RIGHT TO ASSIGN

22.1 This Agreement and the rights and liabilities hereunder shall not be assigned by the Licensee unless consent in writing is obtained from CityView.

23 SUCCESSORS AND ASSIGNS

23.1 This Agreement shall inure to the benefit of and be binding upon the respective successors and permitted assigns of the parties.

24 SEVERABILITY

24.1 If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.

25 WAIVER

25.1 No waiver of any default shall constitute a waiver of any other breach or default, whether of the same or any other covenant or condition. No waiver, benefit, privilege or service voluntarily given or performed by other parties shall give the other any contractual right by custom, estoppel, or otherwise.

26 FORCE MAJEURE

26.1 No default, delay or failure to perform on the part of CityView shall be considered a breach of this Agreement where such default, delay or failure is due to a force majeure or to circumstances beyond its control. Such circumstances will include, without limitation, strikes, riots, civil disturbances, actions or inactions concerning government authorities, epidemics, war, terrorist acts, embargoes, severe weather, fire, earthquakes, acts of God or the public enemy or default of a common carrier or other disasters or events.

27 MEDIATION

27.1 The parties agree to submit any claim, controversy or dispute arising out of or relating to this Agreement or the relationship created by this Agreement to non-binding mediation before bringing a claim, controversy or dispute in a court or before any other tribunal. The mediation is to be conducted by either an individual mediator or a mediator appointed by mediation services mutually agreeable to the parties. The mediation shall take place at a time and location which is also mutually agreeable; provided; however, in no event shall the mediation occur later than ninety (90) days after either party notifies the other of its desire to have a dispute be placed before a mediator. Such mediator shall be knowledgeable in software system agreements. The costs and expenses of mediation, including compensation and expenses of the mediator (and except for the attorney's fees incurred by either party), is to be shared by the parties equally. If the parties are unable to resolve the claim, controversy or dispute within ninety (90) days after the date either party provides the other notice of mediation, then either party may bring and initiate a legal proceeding to resolve the claim, controversy or dispute unless the time period is extended by a written agreement of the parties.

28 ALLOCATION OF RISK

28.1 Licensee acknowledges that the limited warranties, disclaimers and limitations of liability contained in this Agreement are fundamental elements of the basis of bargain between Licensee and CityView and set forth an allocation of risk reflected in the fees and payments due hereunder.

CityView

HARRIS

IN WITNESS WHEREOF, Licensee and CityView have executed this Contract as evidenced by dual signature below.

ACCEPTED	ACCEPTED
CityView Authorized Signature:	Licensee Authorized Signature:
2023.07.26 10:14:44-07'00'	
Print name: Susan McCormick	Print name: CHARLES L. GEORGE
Title: Executive Vice President	Title: INTERIM CITY MANAGER
Date: July 26, 2023	Date: 7/27/23

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

CityView®

HARRIS

SCHEDULE A DESCRIPTION OF SOFTWARE, SOFTWARE & MAINTENANCE FEES, PAYMENT MILESTONES AND DELIVERABLES

Software Licensing	Deliverables	Payment Milestone	Payment Terms
Software Licenses Include: 25 CityView Application Client Licenses - Full Read/Write 5 CityView Application Client Licenses - Read Only 1 CityView Server 1 CityView Esri ArcGIS Mapping Extension 1 CityView Portal (licensed for Property Information, Permits & Inspections, Planning, Code Enforcement and Licensing (Business)) CityView Mobile Licensed for 5 users (Permitting) CityView Mobile Licensed for 5 users (Code Enforcement) CityView Mobile Licensed for 5 users (Licensing) 1 CityView Supported (Laserfiche) EDMS Integration Extension 1 CityView MS Outlook Add-in 1 CityView MS Word Add-in 1 CityView Assistant 1 CityView [InvoiceCloud or Paymentus] Payment Processor Extension 1 CityView Integration Server Public API 1 CityView Configuration Console Solutions: CityView Property Information CityView Permits & Inspections CityView Planning CityView Code Enforcement CityView Licensing CityView Cashiering CityView Electronic Plans Review	*Indicates changes from Reso 93* CityView will: • Set up as a client on FTP & CityView Connect • Provide documentation to download the latest version of CityView off the FTP & CityView Connect site • Send the licensing key for CityView Licenses • Provide documentation to download the Solutions from the FTP & CityView Connect site	$203,650	Invoiced on execution of the contract and due net 30 days
Total Licensing		**$203,650**	

Mandatory Recurring charges (Maintenance & Subscription)	Cost	Payment Terms
The ASM is due at software Initial Installation and provides: All major and minor software upgrades Unlimited technical support Unlimited access to the CityView FTP site Unlimited access to CityView Connect, CityView Content Management system Support for Esri GIS integration, Bluebeam electronic markup solution, batch export to Munis GL Support for in-scope, CityView-delivered customizations to product and Select workflows	$ 56,016	Payable on Initial Installation.
Recurring third party fees (estimate) Includes Bluebeam software (8 named users Bluebeam Revu Complete) *, third party messaging, API and carrier fees for Virtual CityView Assistant	$ 5,300	Payable on contract execution
Year 1 Total	**$ 61,316**	

* note: the City will be required to change the vendor of record to CityView for existing Bluebeam licenses/subscriptions

Performance/Payment Bond	Cost	Payment Terms
CityView will provide a performance and payment bond in the amount of the contract including licensing, implementation services, 1st year annual maintenance and travel.	$ 5,456.00	Invoiced on execution of the contract and due net 30 days

SCHEDULE B OPTIONAL ESCROW SERVICES LANGUAGES (NOT APPLICABLE)

Schedule B
CityView Escrow Services Agreement

CityView/Harris Computer Systems

Escrow Services Agreement

SERVICES AGREEMENT by and between CityView ("CityView"), a division of Harris Computer Systems Corporation, a Canadian Corporation and wholly owned subsidiary of Constellation Software, Inc., having offices at #4464 Markham St – Suite 1202, Victoria, BC, V8Z 7X8 and the City of Fernandina Beach, FL (Customer), having offices at 204 Ash Street, Fernandina Beach, FL 32034, is made and entered into as of the day of month 2023.

PREAMBLE

WHEREAS:

a) CityView owns or has the right to license certain Software ("Programs"); and
b) CityView provides software escrow services ("Escrow Services") to its licensees and is willing to provide such services to Customer on the terms and conditions specified in this Agreement; and
c) Customer has licensed the Software ("Programs") specified in the Contractual Services Agreement dated _____
d) The initial Support and Maintenance period specified in the Contractual Services Agreement has not expired or the Customer has made timely renewal payments.

THEREFORE, in consideration of the premises and of the mutual covenants herein set forth, the parties agree as follows:

PROGRAMS	ANNUAL FEES	UPDATE FEES
As specified in the Contractual Services Agreement	$1,500	$500

SECTION 1: CITYVIEW PROGRAMS

1.1 "Program" means the software application(s) set in the Contractual Services Agreement or otherwise made available by CityView or use by the Licensee as a part of this Agreement.

SECTION 2: ESCROW SERVICES

2.1 Term: Escrow Services will commence on the date of execution of this Agreement and will continue as long as the Customer is covered by Support and Maintenance pursuant to the Software License and Support Agreement and any Support and Maintenance Service Agreement entered into between the parties and so long as the Customer has paid the applicable Escrow Service Fees. Escrow Services will terminate automatically upon the termination of the Software License and Support Agreement or of an applicable Contractual Services Agreement, Service Agreement, or upon non-payment of Support and Maintenance fees or Escrow Services Fees.

2.2 Charges: The fee for the first delivery of the Escrow Materials will be the Annual Fee. Subsequently, the Annual Fee will be billed as a supplementary charge to the Support and Maintenance fees under the same payment terms. Should Customer request Escrow Materials outside the normal release update cycle, the Update Fee will apply.

2.3 Delivery of Escrow Materials: "Escrow Materials" is defined as a sealed package containing a copy of the Program's source code on CityView supported electronic medium in the format and system environment used by CityView and Customer in its own operation to generate object code, together with a copy of the existing systems documentation developed for the Programs and the specifications for the operating environment and software tools required to make effective use of the source materials. Escrow Materials will be shipped within ten (10) days of the initial payment of the Annual Fees to CityView's then current Escrow Agent, Jones Emery Hargreaves Swan, Suite 1212 - 1175 Douglas Street, Victoria, B.C., V8W 2E1. Subsequently, provided Customer has maintained payment of the Support and Maintenance fees and Escrow Services Annual Fees, the existing Escrow Materials will be exchanged for a replacement set comprising the then-current source and documentation and shall again be placed with CityView's then current Escrow Agent, such exchange occurring as soon as practical following the shipment of a new release of the Programs.

2.4 Access to Escrow Materials: Escrow Materials shall remain in a sealed package and shall be held, in trust, by CityView's Escrow Agent. Customer shall be entitled to verify with the Escrow Agent that the Escrow Materials (namely the sealed package containing the then current source code) have been placed with CityView's Escrow Agent. However, Customer shall not be entitled to access the Escrow Materials unless and until one of the following events occur:

a) CityView is unwilling or unable to complete modifications to the programs which are required to allow Customer to comply with regulatory or legal requirements which are beyond the control of Customer; or
b) CityView takes advantage of the insolvency laws of any jurisdiction; or
c) CityView makes an assignment in bankruptcy or is adjudicated as bankrupt pursuant to section 7 of the United States Code; or
d) CityView makes a general assignment for the benefit of its creditors; or

e) CityView has a receiver, administrator or manager of its property, assets or undertakings appointed in such circumstances as would adversely affect the continuing use by Customer of the Software specified in the Contractual Services Agreement; or
f) CityView is ordered by any Court of competent jurisdiction to be wound up; or
g) CityView becomes insolvent; or
h) CityView ceases doing business as a going concern.

2.5 Warranties of CityView: Provided Customer complies with the terms of the Software License and Support Agreement and all Supplements and Addendums thereto and pays the agreed Support and Maintenance fees, CityView will, to the extent that it is still supplying such services to other customers, warrant that the Escrow Materials and replacement Escrow Materials delivered under this Agreement will be complete, accurately reflect the most current version of the source code of the Programs used by Customer, incorporate all changes made to the Programs or the source code thereof from the previous time the Escrow Materials were delivered to CityView's Escrow Agent under this Agreement, and contain no passwords or other devices that would prevent or prohibit the use of the Escrow Materials at any time should an event in s.2(4) occur.

2.6 CityView's Intellectual Property: Customer acknowledges that the Escrow Materials are and shall remain solely CityView's property (tangible and intellectual). Customer furthermore acknowledges that any breach or violation of this Agreement would cause CityView irreparable harm and that legal remedies, in themselves, may not adequately remedy such breach or violation. CityView therefore shall be entitled to pursue, in addition to any legal remedy available to it, all equitable remedies (including injunctive relief and specific performance). Customer hereby warrants that it shall not attempt to access, except pursuant to the provisions of this Agreement, the Escrow Materials and replacement Escrow Materials delivered under this Agreement to CityView's Escrow Agent. Even in the event of access to the Escrow Materials by Customer pursuant to s.2(4), Customer acknowledges that it shall only be entitled to use the source code and documentation in the same manner in which Customer is permitted to use the object code of the Programs as specified in the License, with the additional license to modify the source code and convert it to executable object code. In particular, without restricting the generality of the foregoing, the release, modification, enhancement, or alteration of the Escrow Materials does not alter CityView's complete and sole ownership of all property rights in the Programs and Customer shall sign all written instruments to this effect if required by CityView or an agent acting on behalf of CityView. Customer furthermore acknowledges that any resultant modification or enhancement to the Escrow Materials shall become CityView's intellectual property and Customer shall sign all written instruments to this effect.

SECTION 3: PAYMENT

3.1 Excepting the initial invoice that is due upon execution of this Agreement, all fees shall be paid within thirty (30) days after receipt of the invoice. Customer shall pay all applicable shipping charges and taxes, exclusive of CityView's income and corporate franchise taxes. If any invoice is not paid within thirty (30) days, Customer shall pay a late payment charge of 1% per month on the unpaid amount, together with the amount of the original invoice. Customer shall reimburse CityView for all reasonable costs incurred (including reasonable attorneys' fees) in collecting past due amounts owed by Customer.

SECTION 4: TERMINATION AND DEFAULT

4.1 Termination: At Customer's option, this Agreement may be terminated by providing notice in writing to CityView at least thirty (30) days prior to an annual Escrow Services renewal date. Upon termination, CityView's Escrow Agent shall return all Escrow Materials to CityView and any and all rights enjoyed by Customer hereunder shall automatically and immediately terminate.

4.2 Remedy of Default: This Agreement may be terminated by either party if the other fails to perform or comply with any provision of this Agreement, provided that a party intending to terminate under this provision will provide written notice of the applicable default to the defaulting party, and termination based thereon will only be affected if the defaulting party fails to rectify the specified default within sixty (60) days after receipt of such notice. Upon the occurrence of an Event of Default by CityView and failure by CityView to remedy, if Customer elects not to terminate this Agreement, then the Customer shall be entitled to have access to the Escrow Materials currently in CityView's Escrow Agent's possession and the Escrow Materials will, subject to the provisions of s. 2(6) hereof, be released from the escrow restrictions forthwith.

SECTION 5: GENERAL PROVISIONS

5.1 Assignment: Neither party hereto shall be entitled to assign that party's rights and obligations under this Agreement without the express written agreement of the other party, such agreement not to be unreasonably withheld.

5.2 Severability: Any provision of this Agreement which is prohibited by law or is unenforceable will be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.
5.3 Enurement: This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
5.4 Modification: This Agreement may not be modified except in writing by an authorized signatory of each party.
5.5 Non-Solicitation: The parties agree that during the term of this Agreement, and for a period of two (2) years thereafter, they will not, without the express prior written consent, directly or indirectly, solicit any person for employment, who is currently employed by the other party. In addition, any person who has been previously employed by either party, shall be prohibited from servicing or providing consultation within the scope of work contemplated by this Agreement for a minimum of two (2) year after their current employment.
5.6 Marketing: Customer agrees that CityView may publicly refer to Customer orally and in writing as a client of CityView. Any other reference to Customer by CityView requires the written consent of Customer.
5.7 Notification: All notices under this Agreement shall be in writing and delivered by overnight delivery service or certified mail, return receipt requested, to the address specified above. Either party may change its address by providing notice in accordance with this Section.
5.8. Governing Law: The Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. This Agreement shall attorn to the jurisdiction of a competent court within a mutually agreed upon region in the Province of British Columbia.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date set forth above.

City of Fernandina Beach, FL

By: _____

Name Printed: _____

Title: _____

By: _____

Name Printed: _____

Title: _____

CityView

By: _____

Name Printed: _____

Title: _____

SCHEDULE C CONFIGURATION CONSOLE CORRECT USAGE PROTOCOL

CityView Configuration Console

Correct Usage Protocol

This document outlines the accepted use of CityView Configuration Console.

How Changes Are Tracked

Every "application object" within CityView has a development status that indicates whether that object has been modified. **Application objects** are those things that can by modified using the various tools in Configuration Console. When your environment is first created, it is an exact copy of our CityView development environment, so every application object has a development status of **System**. Additionally, if the environment also includes our CityView Select configuration, then certain application objects as well as any configuration items (e.g. lookup values, which are stored in regular data tables) will have a development status of **SystemConfig**),

Changes to application objects that are made in your environment while it is on our servers (and under our control) are tagged with the status **CustomInHouse**. Changes that are made in the environment once it has been delivered into your network environment are tagged with the status **CustomOnSite**. There is also a status, **CustomOnSiteProd**, which can be used to identify objects that were modified in the Production environment (although this should be a rare occurrence because modifications should not be happening directly in Production.)

When the "application layer" of the CityView solution is upgraded (which can, and often is, done independently of the "software layer") the development status of each object is checked prior to that object being upgraded. Every object that still has a status of **System** is overwritten with the version of that object from the latest CityView development environment. If the development status is not **System** for a given object, it is not overwritten. Instead, the latest application object from the development environment is placed in the application journal table only.

Many objects are interdependent. Configuration Console users should be cognizant of this when considering changes to any modifiable object, so as to not have an adverse impact on an overall piece of functionality. CityView scrutinizes the modifications prior to performing an application-level upgrade so that risks are mitigated; however, the more custom objects there are, the more effort-intensive this process is; and, in some cases, there may be costs incurred to get a heavily customized environment upgraded. Therefore, it is very important to document customizations and follow the best practices outlined in this document.

Configuration Console

PROPRIETARY AND CONFIDENTIAL

The configuration tools are continually evolving and these tools are designed to allow your environment to be easily upgraded. When trying to create new automation or modify existing business processes, your first approach must be to use the most appropriate (**purpose-built**) configuration tool for the job, such as:

- Adding a custom field to the database (use the Attribute configuration tool)
- Adding or moving fields around in existing Workspace panels (use the Workspace Panel Override tool)
- Modifying workflows or adding workflow-related automation (use the Graphical Workflow Designer)
- Making data entry fields read-only or required (use the Business Rules tool)
- Getting automation to fire when a field value is changed, or other non-workflow-related automation (use the Business Rule tool)
- Getting CityView to produce letters/documents (use the MS Word Add-in, or RTF Letter Generator if you have not purchased the MS Word Add-in)
- Making label changes to fields or buttons (use Attribute configuration tool, where possible, or existing string-replacement settings, if available for your situation)

More advanced tools, such as the Expression language, should be avoided unless there is no more suitable way to achieve the desired result. This should be done after consultation with CityView staff so that technical feasibility can be determined. It is possible that the only way to achieve the desired result is through product enhancement, and that is better to establish before spending a lot of time trying to devise a self-implemented solution.

Training Requirement

Configuration Console includes sophisticated technical configuration tools. It has a full programming language built into it and the ability to add custom fields to the database schema. Use of the more advanced tools presupposes the user has a solid knowledge of database design and software development. For this reason, all users of Configuration Console's advanced tools should have a reasonable technical skill level; and, they should receive their Configuration Console training from a CityView trainer. Configuration Console has a security model that allows for some users to have access but not have permissions to use the more advanced tools.

All configurations need to be thoroughly tested before being put into production. If you plan to do a significant amount of configuration or solution development, it is strongly recommended that you maintain a dedicated **Development** environment (separate from your **Test** environment.) CityView will not support any modification made by Configuration Console if it was made directly into a production environment without first being tested and deemed functional in a development or test environment. Furthermore, you may need to validate software upgrades or other deliverables from CityView in your Test environment and you don't want those test results to be obfuscated by other development work that you have in progress.

Minimizing the Number of Custom Objects

While heavily customized environments introduce complexity and time to the upgrade process, custom objects that are created entirely by you do not impact the upgrade process. Complexity is only introduced when a core object is customized, as it then needs to be determined, at the time of the upgrade whether or not there is risk to the system as a whole if we cannot give you the latest version of that object. If the object was created by you in the first place (i.e. it does not exist at all in the CityView development copy) then there is no problem. Note, this primarily relates to out-of-the-box expressions, but it could also relate to reports and other system objects.

The key is ensuring that you do not impact core objects while you are creating your own objects. For example, if you want to modify one of the out-of-the-box reports, consider creating a copy of it and modifying the copy instead. This way, your new objects are all self-contained and have no impact on other core objects. It also has the advantage that if CityView fixes a defect in that out-of-the-box report, you will still receive the benefit of the fix in a future upgrade.

Likewise, if you need a SQL view to facilitate writing a new report, even if that view is very similar to a view that already exists in the system, it is recommended that you make a copy of the view and base your report off of the copy. That way, if our view changes in future versions, you will receive any benefits of those changes, and our changes will not adversely affect your report.

Note: the Panel Override tools are designed to allow contextually relevant fields to be added (or removed) from the Workspace user interface (panels) without affecting the system specification.

Maintaining a Single Source of Truth

At various points, you may undertake a new project implementation with CityView or you may be in the midst of an application upgrade (colloquially referred to as a “merge”). While CityView is working with you on any kind of deliverable, you are not permitted to make use of Configuration Console. This applies to any of your onsite environments: Test, Production, and Development. The aforementioned process of comparing the development status of each object to determine what is being “merged” into Production, relies on a binary comparison of each object. There is no way to handle a situation where changes were made in a CityView development environment and changes were also made in an onsite environment (regardless of which one) and now we somehow have to piece all of those changes back together and get them all into Production.

When you start a new project with CityView, your project manager will ask you to sign a “Phased Project Kickoff Acknowledgement”, restating this requirement and ensuring your cooperation.

Summary

Configuration Console is a powerful configuration tool that allows you to change many behavioral aspects of your CityView solution. Modifying system application components could increase the complexity of upgrades and limit your ability to take advantage of the latest improvements that the CityView solution has to offer.

Changes made using Configuration Console that do not result in system objects being modified also do not impact your upgrade path. Changes that introduce complexity to the upgrade process will be manageable through the upgrade process provided the guidelines in this document have been followed and there is a not a large number of system objects that have been customized. Heavily customized environments that have not followed the guidelines document and best practices imparted during Configuration Console training may incur costs for environment upgrades. Any changes that are pushed into a production environment without being tested in a development or test environment first are not supported.

Appendix A: Naming Conventions

There are a few naming conventions that we follow rigorously and it helps us to easily identify modifications "at a glance" so that the upgrade process is easier.

- Custom fields should always be prefaced with "att". This allows our staff to easily identify fields that are client-specific and not part of the CityView core schema. For example, if you wanted to add a field to track the Number of Employees for a Business, you might want to call it NumEmployees but we recommend that you call it attNumberEmployees.
- Custom expressions names should always contain the identifier "C2". Similar to "att", this is not a technical requirement; it simply allows our staff to easily spot customer-created expressions. For example, if you wanted to create an expression that executes on the **before value change** event of the Permit Status field, you might want to call this expression bvcPermitStatus but we request that you call it bvc**C2**PermitStatus.
- Custom reports, views, searches, filters, etc. should also contain the identifier "C2" in their name so that our staff can easily identify them as custom objects.
- Any **custom** expression should be commented (at the top) so that our staff can easily understand the purpose of the expression.
- Any modification to a **core** expression should be commented with the "C2" identifier at the **start** and the **end** of the customized portion of the expression so that we can easily pick out which part of the code was customized.

Expression Naming Conventions

Use the following Matrix to define Expression Names. Expression Names are restricted to 25 characters or less so some truncating may be required.

Prefix	Table or Field Name	Type	Function	Name
bfa	PRPermit	BeforeAdd		bfaBIApplication
bvc	PRPermit	BeforeChange		bfcBIApplication
btn	GNContact	Button	Update Contact	btnGNContactUpdateContact
dex		Data Exchange		dexCACashierBatch
dat		Data Expresssion		datCACashierTransform
cal	GNFee	Calculated	Total Fees	calGNFeeTotalFee
def	GNActivities:dateEntered	Default Value	Today's Date	defTodaysDate
fmv		File Move		fmvPRMoveAttachment
fil		Filter Expression		filCEClosedCases
luf	LookupContactType	LookupFilter	Filter for Inspectors	lufLookupContactTypeInsp (Truncated)
flo		Form load		floCEActivityTracking
add	PRPermit	OnAdd		addPRPermit
ent	PRPermit:Type	OnEntry		entPRPermitType
ext	PRPermit:Type	OnExit		extPRPermitType

frm		OnForm	Show Status	frmShowPRPermitStatus
pae		OnPrintAll		
sar		Search and Replace		
dat		Data Expression		
dex		Data Exchange		
utl		Utility		utlCalculateHoliday
sch		Scheduled Exp.		schPermitExpiration
tag		Tag Expression		tagCELastInspected
web		Web Service		

Appendix B: Coding Standards

To make your code as “supportable” as possible, you should follow our own coding standards. This will have the added benefit of helping you read and understand the expressions that exist (out-of-the-box) in your environment.

Header

At the top of each expression there will be a multiple line header comment. This comment block will be demarcated by a comment line with 37 '-' (lines up with end of expression name field).

If at any point in the lifespan of the expression it is modified, use the format outlined below.

```
; Description:  Sets PRInspection status to “Passed”.
; Created:  Vince Liderth
; Modified: Changed references from SubPermit to Permit.
; Application Object(s):  PermitApplication
; -------------------------------------
```

Code Examples

Commenting your Code

```
...
; User has unchecked the box.  We need to close the ALERT record previously created by this
inspection’s stop work order:
ForEachRecord( "ALERT" )
        If (Alert:CauseRecorDID == PRInspection:RecordID AND IsEqualNoCase
(Alert:CauseTableField, “PRInspection:RecordID”))
                ALERT:Status = _CONFIG:GNAlertClosedStatus
                ALERT:dateClosed = Today
               MsgBox (True, "Stop Work Order removed. The related property alert has been
closed.", "I")
                Break
        EndIf
EndFor

...
```

IF Statements

```
...
dayOfWeekDateIn = DayOfWeek (dateIn)
flagWeekend = False

; Date cannot fall on a weekend.  If the dateIN day of week falls on a weekend, advance dateIN
the correct number of days to Monday:
If (Val(dayOfWeekDateIn) == 1)
        dateIn = dateIn + 1
        flagWeekend = True
Else
        If (Val (dayOfWeekDateIn) == 7)
                dateIn = dateIn + 2
                flagWeekend = True
        EndIf
Endif
```

FOR Loops

```
; Construct a list of reviews to add to the permit based on the inspections that have been added
by the user:
allReviews = “”
inspectionReviews = “”
counter = 0
endValue = CountSubstrings (inspectionTypes, “,”, False) - 1
```

```
For (counter, 1, endValue, 1)
        thisInspection = GetStringBetween (inspectionTypes, “,”, “,”, False, False, counter)
        inspectionReviews = SQLAggregate (“LookupPRInspectionType”, “DefaultReviews”, “Min”,
Append (“Code = ‘”, thisInspection, “’”))
        allReviews = allReviews + “,” + inspectionReviews
EndFor
```

Using Constants instead of Hard Coded Values

Constants can be defined in CityView Manager in the Custom Application Settings table.

DON’T

```
maxAlert = ContextAggregate ("Alert", "Type", "MAX", "Status = 'O'") ;HCV
If (maxAlert < 2)
        maximumAlertLevel = _CONFIG:AlertLevel1
Else
        maximumAlertLevel = _CONFIG:AlertLevel2
EndIf
```

DO

```
maxAlert = ContextAggregate ("Alert", "Type", "MAX", "Status = ' " + _CONFIG:AlertOpenStatus +
"'")
If (maxAlert < 2)
        maximumAlertLevel = _CONFIG:AlertLevel1
Else
        maximumAlertLevel = _CONFIG:AlertLevel2
EndIf
```

Naming Standards

Table and field names: use Pascal Case (e.g.: “ApplicationNumber”, “PLApplication”)

Exceptions: Date, boolean and historical field names will use Camel case (e.g.: “permitNumber”):

- `dateEntered`
- `flagSent`
- `histAPN`

Variable names: use Camel Case

Variables should be instantiated immediately following the expression header:

```
parseString = “”

counter = 0
```

The exceptions to this rule would be when the expression is long and it makes more sense to instantiate the variable closer to the place where it is used; or, when a variable is only needed in the scope of the IF or FOR block.

Variable names should be descriptive, e.g. applicationNumber (as opposed to appNum)

Do not prefix the variable with an indicator of its data type unless it is a date or boolean type. The name of the variable should be descriptive enough to indicate what its data type is.

CityView functions names should be typed exactly as shown in the function list, e.g. CountSubstrings() not countsubstrings()

SCHEDULE D CITYVIEW STANDARD SUPPORT SERVICE LEVEL AGREEMENT



CITYVIEW STANDARD SUPPORT

Service Level Agreement

Version 2017.1

CityView Standard Support – Service Level Agreement

Contract Term: 1 Year (renewable annually)

Support Channels: Web, Email or Telephone

Support Requests Allowed: Unlimited

Who Can Report: Individuals who are trained in the use of CityView can report issues to Customer Support.

Hours of Coverage: Coverage hours are 8:00 a.m. to 8:30 p.m. Eastern Standard Time from Monday through Friday, excluding CityView Technical Support observed holidays. (Only those statutory holidays that coincide between Canada and the United states are observed by CityView Technical Support.)

Accessing Support: The preferred method of opening a support incident is to use our CityView Connect Feedback mechanism within the software. Telephone support requests should be preceded by filing a support request within CityView Connect web site, including a detailed problem description. Telephone support requests will be answered live during business days, though staff may be involved serving other customers. If your call is not answered live, please leave a message, including the support request tracking number you received from the electronic filing, your name and phone or pager number. Messages are typically responded to within two hours.

Auto Acknowledgement: CityView Connect will assign a case number, accessible from the CityView Connect Feedback Status web page. Email and telephone correspondence will also result in cases being created and those will be available for review through the CityView Connect Feedback Status web page. Whenever the status of your incident changes, an email notification will automatically be sent to the individual that opened the call.

Request Response Time: A technical support engineer will respond to all requests within the time frames specified in Table 1. Business hours are 8:00 a.m. to 8:30 p.m. Eastern Standard Time from Monday through Friday, excluding CityView Technical Support observed holidays. Only those statutory holidays that coincide between Canada and the United States are observed by CityView Technical Support. We process requests in the order of their priority followed by order of submission.

What we will do if we don't hear back from you: If we don't hear back from you in ten business days, we will close your support request and mark it as "Closed / No response from customer."

Resolution of Bug-Related Requests: We will keep your request open and follow up when a fix is available in a production release. We will also contact you if we post an experimental build that will help with your problem.

What We Need to Help You

CityView wants to be as responsive as possible to your support needs. To accomplish this goal, the CityView customer support staff relies on your knowledge, self-sufficiency, and thoroughness during the troubleshooting process. You reap the benefits from this effort — it allows CityView to focus on the more difficult problems and make the product more robust. It also helps control the amount CityView charges for support.

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- **Knowledge:** You should be experienced in the installation, operation, and maintenance of the hardware, desktop, and network operating systems, and applications in your environment before you install CityView.
- **Self-sufficiency:** Please be as self-sufficient as possible when you encounter problems. You can do this by referring to technical documentation for your environment and by searching our CityView Connect Help site to determine if your issue is addressed before you submit it to our customer support staff.
- **Complete information:** As with any troubleshooting process, accurate and timely resolution depends on information. When you request support, please fill in all relevant fields in the request form, provide a detailed problem description, and attach any appropriate log files. Please note that using the CityView Connect Feedback mechanism within the product records most of this information automatically; therefore, it is the preferred way to submit a request to support because it guarantees we get this information with minimal effort from you. Unfortunately, when the request information is incomplete, it will take longer to resolve your issue.
- **Preparation:** If you call us for support, be prepared to provide the same level of information as is requested on the request submission form. You can help reduce the time to resolution by completing the online support request form and attaching files as directed. Then, simply provide us with the request number when you call. In addition, please have immediate access to the computer(s) on which CityView products are running.

How to Access Support

CityView offers several methods of accessing support described below. Please note that for Priority 1 (see Table 1) issues, customers are encouraged to submit their incident online and then follow up via CityView's toll-free phone number:

CityView Connect is the best way to receive support for our product. This feature is available from the Home tab of the ribbon in CityView Desktop as well as in many of our add-on products.



- **CityView Connect Feedback (preferred method)**
  If there is a feature you are having trouble using, or, if there is a feature you really like, please let our team know about it. Within CityView, use the Feedback button to let us know about your question or inquiry. If you have a feature request for our team, please use this method to let us know what you would like to see in the product. The information can also include screenshots and documents to help describe your feedback.

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- **CityView Connect Help**

  The Help button will redirect your internet browser to our CityView Connect Help site (http://cityviewhelp.iharriscomputer.com/CityViewCMS). The site is available for customer self-service, and is comprised of a searchable content management system and downloadable updates, including links to our release notes and latest features.

- **CityView Connect Feedback Status**

  Our CityView Connect Feedback Status link redirects to our Connect Feedback website (http://cityviewsupport.harriscomputer.com/connect). This site will allow users to log new support incidents and check the status of previously submitted incidents on a 24 x 7 basis. Please contact our support group by telephone or email if there are preferred individuals who should be able to review all site calls.

- **Telephone Support**

  Telephone technical support is available between the hours of 8:00 a.m. to 8:30 p.m. Eastern Standard Time on regular business days. Customers can contact us toll-free at 1.866.988.8324. CityView technical support will respond to telephone inquiries using the Service Level Agreement provided in Table 1 below.

- **Email Support**

  Email support is available by reaching our support team at cityviewsupport@harriscomputer.com

Please note that any suggestions for enhancements to CityView that you submit will become the property of CityView. CityView may use this information for any CityView business purposes, without restriction, including for product support and development. CityView will not use information in a form that personally identifies you.

Limitations

CityView Support helps to identify and resolve issues with CityView's software. This Support begins as soon as the implementation project gets underway and may be provided by CityView Technical Support or R&D, depending on the circumstances. From time to time, an issue may manifest itself in CityView software but its true cause lies in a third–party product, or in the customer's infrastructure. CityView is happy to spend the time to investigate such issues and resolve them when they are within CityView. Should it be determined that the issue lies elsewhere, time may be billed at $189/hour (or the then-current Professional Services rate), plus a $300 administration fee, upon authorization by the customer.

The following are not covered by CityView's Standard Support Agreement, but may be available as separate services on a time and materials basis:

a) Services required due to misuse of CityView maintained software;

b) Services required due to software corrections, customizations, or modifications not developed by CityView;

c) Services required by the Customer to be performed by CityView outside of CityView's regular business hours;

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d) Services required to resolve or work-around problems that cannot be reproduced in CityView's support environment;

e) Services which relate to tasks other than maintenance of the Customer's existing implementation and configuration of CityView, including but not limited to, enhancing or adapting CityView for specific operating environments;

f) Services requested by the Customer to implement software updates provided by CityView.

Table 1. Service Level Agreement

Priority	Definition	Initial Response Time*	Commitment (CityView and Customer)	Examples
1 (High)	Operation/Service down or critically impacted. Business process impacted. No known workaround.	2 Hours	CityView and customer will commit necessary resources to fix problem or obtain a workaround.	• Users cannot login • Business process halted
2 (Medium)	Operation affected, but not down. Business process is not affected. Workaround may be available.	4 Hours	CityView and customer will commit resources during normal business hours to resolve issue or obtain workaround.	• Cannot print • Cannot process payments • Application response is exceptionally slow
3 (Normal)	Moderate to negligible impact. No impact to business.	24 Hours	CityView and customer will commit necessary resources during normal business hours to restore operation to satisfactory levels.	• Non critical feature not working • Feature works but requires user intervention
4 (Info.)	Request for information, documentation issues, and enhancement requests.	48 Hours	Request-dependent.	• Help file clarification • Form design not in production

* Response time targets are during business hours only.

Obtaining More Information

Information about our support programs may be obtained by contacting the CityView support team at 1.800.665.5647, or via email at cityviewsupport@harriscomputer.com.

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SCHEDULE E THIRD PARTY SOFTWARE

The following third party software is required but not provided by CityView and must be licensed by Licensee directly from the applicable third party vendor, subject to such third party vendor's terms and conditions:

Third Party Software Product	Third Party Vendor	License Terms
Bluebeam Revu	Bluebeam Incorporated	www.bluebeam.com/us/license/eula.asp

Should Licensee require BLUEBEAM REVU software at any time, CityView agrees to collect the applicable license & subscription fees from Licensee for the Bluebeam Software and shall issue a purchase order to Bluebeam Incorporated on behalf of Licensee for the Bluebeam Software. Bluebeam Incorporated shall deliver the Bluebeam Software directly t o Licensee. CityView shall have no responsibility for the Bluebeam Software other than to issue a purchase order in accordance with this paragraph.

CONTRACTUAL SERVICES AGREEMENT

THIS AGREEMENT (hereinafter the "Agreement") is made this _____ day of _____, 2023 (the "Effective Date") by and between the City of Fernandina Beach, FL, (hereinafter the "Customer"), and **N. Harris Computer Corporation**, an Ontario Corporation, with its place of business at 4464 Markham Street, Suite 1202, Victoria, BC, V8Z 7X8 (hereinafter the "CityView" or "Vendor"). The Customer and the Vendor are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

RECITALS

A The Vendor, through its unincorporated CityView division, desires to perform and assume responsibility and obligation for the provision of certain professional services, as hereinafter described, on the terms and conditions set forth herein. Vendor represents that it is experienced in providing business process automation and implementation services to public clients and is familiar with the scope of work of the Customer;

B The Customer desires to engage Vendor to render such services, as hereinafter described, for the Implementation of a Permitting, Licensing Software Solution (the "Project") on the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Customer and the Vendor agree as follows:

1 OPERATIVE PROVISIONS

1.1 ENGAGEMENT AND SERVICES OF THE VENDOR

1.1.1 Engagement of Vendor. The Customer hereby engages the Vendor and the Vendor promises and agrees to furnish to the Customer, subject to the terms and conditions set forth in this Agreement, all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional services necessary (the "Services") for the project described in the statement of work set out in ATTACHMENT D to this Agreement (the "Project"). The Services are more particularly described in ATTACHMENT A and in the statement of work set out in ATTACHMENT D attached hereto and incorporated herein by reference.

1.1.2 Performance of the Vendor; Standard of Care. The Vendor accepts the relationship of trust and confidence established between the Customer and the Vendor by the terms of this Agreement. The Vendor covenants with the Customer to perform all Services under this Agreement in a skillful and competent manner, consistent with or in excess of the standards of skill, quality and care adhered to by recognized professionals in the same discipline in Canada while performing services of a like or similar nature under like or similar circumstances. Vendor represents and maintains that it is skilled in the professional calling necessary to perform the Services, and that it shall consider all recent proven and tested methods known and successfully employed by recognized professionals in the same discipline in the USA. Vendor shall also cooperate with the Customer and any other consultants or contractors engaged by or on behalf of the Customer in performance of the Project. The Vendor covenants to use its commercially reasonable efforts to perform its duties and obligations under this Agreement in an efficient, expeditious and economical manner, consistent

with the best interests of the Customer and the professional standard of care set forth in this Agreement.

2 RESPONSIBILITIES OF THE VENDOR

2.1 The Vendor's Responsibilities for Costs and Expenses. Except as otherwise expressly stated herein, the Vendor shall be solely responsible for all costs and expenses incurred relative to the Vendor, personnel of the Vendor and sub-Vendors of the Vendor in connection with the performance of the Services, including, without limitation, payment of salaries, fringe benefits contributions, payroll taxes, withholding taxes and other taxes or levies, office overhead expense, telephone and other telecommunication expenses, and document reproduction expenses.

2.2 Independent Contractor. The Services shall be performed by Vendor or under its supervision. Vendor shall determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The Vendor represents that it possesses the professional and technical personnel required to perform the Services. The Customer retains Vendor on an independent contractor basis and not as an employee of the Customer. Vendor retains the right to perform similar or different services for others during the term of this Agreement. The personnel performing the Services on behalf of the Vendor shall at all times be under the Vendor's exclusive direction and control. The Vendor shall pay all expenses, including, without limitation, all wages, salaries, fringe benefit contributions, payroll taxes, withholding taxes, other taxes or levies and all other amounts due such personnel for the Services or due others as a result of the performance by such personnel of the Services. Vendor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to, all reports for social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

2.3 Vendor's Project Manager. The Vendor shall designate and assign a project manager ("Project Manager"), who shall coordinate all phases of the Services and act as the Vendor's representative for performance of this Agreement. The Project Manager shall have full authority to represent and act on behalf of the Vendor for all purposes under this Agreement, and shall be available to the Customer at all reasonable times. The Project Manager shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures employed by Vendor's personnel, as well as the satisfactory coordination of all portions of the Services under this Agreement.

2.4 Time of Performance. Generally, Vendor's implementation services bench is booked 90 – 120 days in advance. The Customer will be added to the schedule after a signed agreement is received. Vendor shall complete the Services to be performed by Vendor under and pursuant to this Agreement by a date mutually agreed to in the accepted project plan. This targeted completion date may be modified by mutual written agreement as a result of the fine tuning of the plan. Vendor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with any schedule of services mutually acceptable to the Parties.

2.4.1 Any project schedule provided by Vendor as part of a proposal, is provided only as an example for similar projects. Such a schedule shall not be deemed to be the definitive schedule for the Customer's project. Vendor's project manager will develop a project-specific schedule, within the project plan, and this will become the project baseline, after the data collection process and process mapping is complete and once all applicable information is known (including vacation schedules and other "black-out" periods).

2.5 Software License and Support Agreement. The Vendor will provide the licenses for the software identified in ATTACHMENT A for the Customer's use as governed by its Software License and Support Agreement, a copy of which is attached as ATTACHMENT B.

2.6 Compliance with Laws. Each party represents and warrants to the other party that it and its users will at all times be in compliance with all applicable local, state, provincial, federal and international laws, rules and regulations including, but not limited to, those laws regarding restrictions on exports (including the U.S. Export Administration Regulations end-user, end use and destination restrictions by Canadian, U.S. and other governments related to Vendor and its service provider's products, services and technologies.

2.7 Insurance. Vendor currently carries insurance coverage for commercial general liability, non-owned automobile coverage, workers' compensation, and errors and omissions policies. Customer has no rights to review the Vendor's policies.

2.8 Assignment. Neither party may assign any of its rights or duties under this Agreement without the prior written consent of the other party, such consent not to be unreasonably withheld, except that either party may assign to a successor entity in the event of its dissolution, acquisition, sale of substantially all of its assets, merger or other change in legal status. The Agreement shall inure to the benefit of and be binding upon the parties to this Agreement and their respective successors and permitted assigns.

2.9 Progress. The Vendor shall endeavor to keep the Customer Project Manager and/or his or her duly authorized designee informed on a regular basis regarding the status and progress of the Services, activities performed and planned, and any meetings that have been scheduled or are desired relative to the Services or this Agreement.

2.10 Confidentiality. The Parties each acknowledge that they may receive information from the other Party or otherwise in connection with this Agreement or the performance of the Services. Except for information in the public domain, unless such information falls into the public domain by disclosure or other acts of the disclosing party or through the fault of the receiving party, the receiving party agrees:

2.10.1 to maintain this information in confidence and to take all reasonable steps, which shall be no less than those steps it takes to protect its own confidential and proprietary information, to protect the information of the other party from unauthorized use, disclosure, copying or publication;

2.10.2 not to use this information other than in the course of this Agreement;

2.10.3 not to disclose or release such information except to the extent required by applicable law or during the course of or in connection with any litigation, arbitration or other proceeding based upon or in connection with the subject matter of this Agreement, provided that the receiving party shall first give reasonable notice to the disclosing party prior to such disclosure so that the disclosing party may obtain a protective order or equivalent and provided that the receiving party shall comply with any such protective order or equivalent;

2.10.4 not to disclose or release such Confidential Information to any third person without the prior written consent of the disclosing party, except for authorized employees or agents of the receiving party who have a need to know such information for the purpose of performance under this Agreement and exercising its rights under this Agreement, and who are bound by confidentiality obligations at least as protective of the disclosing party's information as this Agreement; and

2.10.5 to take all appropriate action, whether by instruction, agreement or otherwise, to ensure that third persons with access to the information under the direction or control or in any contractual privity with the receiving party, do not disclose or use, directly or indirectly, for any purpose other than for performing the Services during or after the term of this Agreement, any material or information, including the information, without first obtaining the written consent of the disclosing party.

2.11 No Set Hours/Right to Contract. The Vendor's obligation hereunder is to complete the Services in accordance with this Agreement and to meet any deadlines established pursuant to this Agreement. The Vendor has no obligation to work any particular schedule, hours or days, or any particular number of hours or days. However, the Vendor shall coordinate with the Customer in achieving the results and meeting the goals established pursuant to this Agreement.

2.12 Audits. Vendor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Vendor shall allow a representative of Customer during normal business hours and with reasonable notice (not less than 7 business days) to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Vendor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement. The Customer shall be limited to one request to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement per twelve (12) month period.

2.13 Data conversion. In the event that data conversion is required, it is possible there will be anomalies in the data that cannot be reconciled. Vendor will convert the data as it is in the database. However, if there is data that does not match the format of the field (i.e. alpha characters in a numeric field), or if there is inconsistent information, Vendor either will not bring that data in or the inconsistencies will be converted as is. Vendor will report any data anomalies found during the conversion process.

3 RESPONSIBILITIES OF THE CUSTOMER

3.1 Cooperation. The Customer shall cooperate with the Vendor relative to the provisions of those Services for which the Vendor is responsible. To the extent permitted by applicable law, the Customer shall provide criteria and information in its possession, or reasonably obtainable by it, as requested by Vendor, and shall make that information and related data available for Vendor’s use during the performance of this Agreement. The Customer shall render decisions required by this Agreement within the time indicated, or if not specifically stated, with reasonable promptness so as not to unduly delay the progress of Vendor’s Services.

3.2 Customer's Project Manager and Project Staff. The Customer shall designate and assign a Customer project manager ("Customer Project Manager") who shall have full authority to represent and act on behalf of the Customer for all purposes under this Agreement. The Customer Project Manager, or his/her designee, shall be the principal officer of the Customer for liaison with the Vendor, and shall review and give approval to the details of the Services as they are performed, in particular, but not exhaustively, Project Plan, Scope of Work, Acceptance Plans, Statements of Completion, Change Order Requests as they may be required during project implementation. In addition, the Customer Project Manager shall ensure proper and timely availability of all Customer personnel required by the Vendor for successful completion of project tasks, in particular, but not exhaustively, Business and Systems Analysts, IT staff, Subject Matter Experts, Users. The Customer designates Dana Whicker to be its Project Manager, but reserves the right to appoint another person as Customer Project Manager upon written notice to the Vendor. Any change to project plan shall be dealt with through the Change Order Management process detailed in the Statement of Work.

3.3 Project Plan. The Customer shall be responsible for meeting specific milestones and providing specific deliverables that will be defined in the project plan to be mutually agreed to by the Parties in writing (the "Project Plan") including without limitation the date of readiness for testing following the completion of Initial Installation and configuration of the software solution. In addition, the Customer covenants to meet any turnaround or review times specified in the Project Plan. Should the Customer fail to meet the agreed milestones or to provide the agreed deliverables or to meet the specified turnaround or review times, the Vendor will inform the Customer of the consequences thereof and reserves the right to modify the project plan accordingly. Following any fine tuning of the Project Plan, after data collection/process mapping sessions and review, the Project Plan shall be agreed upon and signed by authorized representatives of each Party. The mutually agreed Project Plan shall be attached to this Agreement and shall be deemed to form part of this Agreement. The Customer agrees that the project schedule is a dynamic document and as such, only the most current version shall be considered in contract discussion throughout the project.

3.4 Formal completion statement. No later than thirty days past go-live of the software solution, the Customer shall provide the Vendor with a written statement of completion certifying that the solution has been implemented successfully (the "Statement of Completion"). In case of a partial go-live this shall refer to the part of the solution that has gone live.

3.5 Applicable Taxes and Exemptions. The Customer shall be responsible for any sales tax due on fees associated with this Agreement. If the Customer is exempt from sales tax on fees associated with the Services to be provided by Vendor under this Agreement an exempt certificate will be provided to the Vendor prior to the execution of this contract.

3.6 Allowance for Suspension or Delay due to Customer. In the event that the Customer shall suspend the performance of Services, delay any deliverable date, or cause a delay in performance by failing to fulfill any of its obligations under this paragraph 3, then the following shall apply: any applicable delivery schedule shall be extended by a period of time equal to the time lost because of any such delay. The due date for any deliverable that is dependent on such performance by the Customer shall be deemed adjusted equitably to allow for the effect of such delay on Vendor's ability to supply or perform such deliverable.

4 COMPENSATION

4.1 Compensation. In consideration of the performance by Vendor of the Services and the license fees, the Customer shall pay to the Vendor compensation at the rates set forth in ATTACHMENT A attached hereto and incorporated herein by reference. Total compensation under this Agreement shall not exceed $465,132.00 (plus travel and Annual Maintenance fees) without written approval of the Customer.

4.2 Extra Service. The Vendor shall not receive additional compensation for any extra service unless such extra service has been authorized in writing by the Customer prior to the commencement of the extra service, provided that the Change Order Management procedures in ATTACHMENT D have been followed. Any changes to the total compensation shall require the Customer's approval and further agreement between the parties. The Customer shall pay the Vendor for extra service in accordance with the Vendor's then current services rates. As used herein, "Extra Service" means any work which is determined by Customer to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement or for which initial assumptions driving estimated efforts are no longer valid.

4.3 Payment of Compensation. The Vendor shall submit invoices to the Customer in accordance with the payments milestones specified in ATTACHMENT A. The Customer shall make payments to the Vendor thirty (30) days following the date of receipt of the invoice.

4.4 Reimbursements. Customer shall reimburse the Vendor for its direct expenses, including, but not limited to, all reasonable travel and accommodation costs, meal expenses of not more than $65.00 per diem for week days and $110.00 per diem for weekend days (no receipts provided), including a travel time rate of $95.00 per hour, and all other reasonable expenses incurred in the performance of the Consultant's duties pursuant to the budget for "travel and expenses" described in ATTACHMENT A attached hereto. Reimbursement for expenses beyond the "travel and expenses" line item in ATTACHMENT A shall occur only if such additional expenses are agreed upon in writing by the Parties.

4.5 Mediation. The parties agree to submit any claim, controversy or dispute arising out of or relating to this Agreement or the relationship created by this Agreement to non-binding mediation before bringing a claim, controversy or dispute in a court or before any other tribunal. The mediation is to be conducted by either an individual mediator or a mediator appointed by mediation services mutually agreeable to the parties. Such mediator shall be knowledgeable in software system agreements. The mediation shall take place at a time and location which is also mutually agreeable; provided; however, in no event shall the mediation occur later than ninety (90) days after either party notifies the other of its desire to have a dispute be placed before a mediator. The costs and expenses of mediation, including compensation and expenses of the mediator (and except for the attorney's fees incurred by either party), is to be shared by the parties equally. If the parties are unable to resolve the claim, controversy or dispute within ninety (90) days after the date either party provides the other notice of mediation, then either party may bring and initiate a legal proceeding to resolve the claim, controversy or dispute unless the time period is extended by a written agreement of the parties. Nothing in this paragraph 4 shall inhibit a party's right to seek injunctive relief at any time.

4.6 Late Payment. If the Customer fails to make payment of any amount within five (5) days after it is due, interest shall accrue on the overdue amount, from the date overdue until the date paid, at the overdue rate of 1.5% per month.

5 REMEDIES AND LIABILITIES

5.1 Remedies and Limitation of Liability.

5.1.1 The Customer and the Vendor recognize that circumstances may arise entitling the Customer to damages for breach or other fault on the part of the Vendor arising from this Agreement. The parties agree that in all such circumstances the Customer's remedies and the Vendor's liabilities will be limited as set forth below and that these provisions will survive notwithstanding the termination or other discharge of the obligations of the parties under this Agreement.

5.1.2 TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, VENDOR, ITS AFFILIATES, AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES AND SHAREHOLDERS' ENTIRE LIABILITY AND THE CUSTOMER'S EXCLUSIVE REMEDY WITH RESPECT TO THE SERVICES AND ANY OTHER PRODUCTS, MATERIALS OR SERVICES SUPPLIED BY THE VENDOR IN CONNECTION WITH THIS AGREEMENT FOR DAMAGES FOR ANY CAUSE AND REGARDLESS OF THE CAUSE OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL THEORY, SHALL NOT EXCEED IN THE AGGREGATE AN AMOUNT THAT IS EQUAL TO THE SERVICES FEES PAID UNDER THE PARTICULAR STATEMENT OF WORK UNDER WHICH THE CLAIM AROSE.

5.1.3 TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, THE CUSTOMER, ITS AFFILIATES, AND EACH OF THEIR RESPECTIVE, OFFICERS AND EMPLOYEES' ENTIRE LIABILITY AND THE VENDOR'S EXCLUSIVE REMEDY IN CONNECTION WITH THIS AGREEMENT FOR DAMAGES FOR ANY CAUSE AND REGARDLESS OF THE CAUSE OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL THEORY, SHALL NOT EXCEED IN THE AGGREGATE AN AMOUNT THAT IS EQUAL TO THE SERVICES FEES PAID UNDER THE PARTICULAR STATEMENT OF WORK UNDER WHICH THE CLAIM AROSE.

5.1.4 IN NO EVENT SHALL THE CUSTOMER OR THE VENDOR, ITS AFFILIATES AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES AND SHAREHOLDERS, BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO FOR LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF IT HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH LOSS OR DAMAGE OR SUCH LOSS OR DAMAGE IS FORSEEABLE AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY

5.2 Intent. The parties hereby confirm that the waivers and disclaimers of liability, releases from liability, limitations and apportionments of liability, and exclusive remedy provisions expressed throughout this Agreement shall apply even in the event of default, negligence (in whole or in part), strict liability or breach of contract of the person released or whose liability is waived, disclaimed, limited, apportioned or fixed by such remedy provision, and shall extend to such person's affiliates and to its shareholders, directors, officers, employees and affiliates.

5.3 Remedies. Where remedies are expressly afforded by this Agreement, such remedies are intended by the parties to be the sole and exclusive remedies of the Customer for liabilities of the Vendor arising out of or in connection with this Agreement, notwithstanding any remedy otherwise available at law or in equity.

6 EXPIRATION AND TERMINATION

6.1 Events of Default. Each of the following events shall constitute an "Event of Default":

6.1.1 The Vendor shall fail to observe, perform or comply with any material term, covenant, agreement or condition of this Agreement which is to be observed, performed or complied with by the Vendor, if such failure continues uncured for thirty (30) calendar days after the Customer gives the Vendor written notice of the failure and the specific nature of such failure.

6.1.2 The Vendor shall commit any fraud, misrepresentation, breach of fiduciary duty, willful misconduct, or intentional breach of any material provision of this Agreement.

6.1.3 The Vendor is adjudged bankrupt, makes a general assignment for the benefit of its creditors or a receiver is appointed on account of the Vendor's insolvency.

6.1.4 The Vendor undergoes a change in control which adversely effects the Vendor's ability to satisfy some or all of its obligations under the Agreement in the discretion of the Customer (except that no internal re-organization of the Vendor with an affiliated company shall be deemed a change in control);

6.1.5 If the Vendor assigns this Agreement without consent of the Customer (except that this subsection shall not apply to an assignment by the Vendor to an affiliated company where the affiliated company assumes all of the rights and obligations under the terms of this Agreement).

6.2 Termination Upon Event of Default. In addition to any other available legal or equitable rights or remedies, upon an Event of Default by the Vendor, the Customer shall have the right to terminate this Agreement upon written notice to the Vendor.

6.3 Expiration. Unless extended as provided for herein, this Agreement shall naturally expire on receipt of the Statement of Completion from the Customer. The expiration of this Agreement under this term shall neither affect nor require the termination of the License and Support Agreement.

6.4 Payment Upon Termination. Upon a termination of this Agreement, the Customer shall pay to the Vendor the part of the Compensation which would otherwise be payable to the Vendor with respect to the Services which had been completed as of the date of termination, less the amount of all previous payments with respect to the Compensation.

6.5 Termination by Vendor. Vendor may terminate this Agreement only upon the breach by the Customer of a material provision of this Agreement such as the Customer withholding payment for more than 30 days beyond due date.

7 GENERAL PROVISIONS

7.1 Nondiscrimination by the Vendor. The Vendor represents and agrees that the Vendor, its affiliates, subsidiaries, or holding companies do not and will not discriminate against any subcontractor, Vendor, employee, or applicant for employment because of race, religion, color, sex, handicap, national origin or any other protected classification under federal or state law. Such nondiscrimination shall include, but not be limited to, the following: employment, upgrading, demotion, transfers, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

7.2 Rights to Employ Other Vendors. The Customer reserves the right to employ other Vendors in connection with this Project.

7.3 Conflicts of Interest; Prohibited Interests.Vendor maintains and warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Vendor, to solicit or secure this Agreement. Further, Vendor warrants that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Vendor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Customer shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of Customer, during the term of his or her service with Customer, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

7.4 Subcontracting. The Vendor shall not subcontract any portion of the Services except as expressly stated herein, without prior written consent of the Customer. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

7.5 Waiver. No waiver of any default shall constitute a waiver of any other breach or default, whether of the same or any other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by other parties shall give the other any contractual right by custom, estoppel, or otherwise.

7.6 Notices. Any notice required or permitted to be given by any party pursuant to this Agreement shall be given by means of electronic message. The notice shall not be conclusively deemed given and received until a representative from the receiving party has responded to the initiating party by email within five (5) business days. Notice shall be deemed given and received on the date that the receiving party's representative contacts the initiating party. In the event that the receiving party fails to respond to the initiating party by email, the initiating party may subsequently give notice in writing by prepaid registered post. If the prepaid registered post is sent within ten (10) business days after the initiating party sent the initial electronic message, the notice shall be deemed given and received on the original date that the initiating party sent the initial electronic message. If the prepaid registered post is sent more than ten (10) business days after the initiating party sent the initial electronic message, the notice shall be deemed given and received on the date that the prepaid registered post was sent by the initiating party. The electronic message or prepaid registered post shall be addressed, in the case of Vendor to:

CityView	and in the case of the Customer, to:
Attention: Susan McCormick	Attention: Dana Whicker
Address: 4464 Markham St., Suite 1202	Address: 204 Ash Street
Victoria, BC V8Z 7X8	Fernandina Beach, FL 32034
Phone: 800.665.5647	Phone: 904-310-3286
Email: smccormick@harriscomputer.com	Email: dwhicker@fbfl.org

7.7 Authority to Enter Agreement. Each Party has all requisite power and authority to conduct its business and to execute, deliver and perform all of its obligations under this Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right and authority to enter into this Agreement so as to bind each respective Party to perform the conditions contemplated herein.

7.8 Severability. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.

7.9 Governing Law and Venue. This Agreement shall be construed in accordance with, and governed by, the laws of the state of Florida. Any lawsuit brought to enforce this Agreement shall be brought in the appropriate court in the state of Florida. The Parties hereby waive the right to trial by jury in any action, proceeding or counterclaim filed by any party. This Agreement expressly excludes any applicable Uniform Commercial Code and the United Nations Convention on Contracts for the International Sale of Goods and any legislation implementing such Convention, if otherwise applicable.

7.10 Days. Any term in this Agreement referencing time, days, or period for performance shall be deemed to be calendar days and not work days.

7.11 Entire Agreement. This Agreement contains the entire agreement of the Customer and the Vendor, and supersedes any prior or contemporaneous written statements or agreements between the Customer and the Vendor. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by both Parties. Provisions of a Customer purchase order or similar document are not applicable to the extent that they conflict with the terms of this Agreement. Under no circumstances shall the provisions of a purchase order supersede those of this Agreement. For further clarification, the parties agree that the Software License and Support Agreement being entered into between the parties concurrently with this Agreement is a separate agreement and is binding in its own right and upon its own terms.

7.12 Binding on Assigns. Each and all of the covenants and conditions of this Agreement shall be binding on, and shall inure to, the benefit of the successors and assigns of the respective parties.

7.13 Survival. The parties recognize and agree that in addition to any sections or obligations that explicity state as such, Sections 2.10, 2.12, 3.5, 4, 5, 6.4 and 7.9 of this Agreement shall survive the cancellation, termination, or expiration, of this Agreeement.

7.14 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original and which collectively shall constitute one instrument.

7.15 Captions. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment or describe the scope, content or intent of this Agreement.

7.16 Construction. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language in all parts of this Agreement shall be construed simply, according to its fair meaning and not strictly for or against any party.

7.17 Cooperation/Further Acts. The Parties shall fully cooperate with one another in attaining the purposes of this Agreement. In connection therewith, the Parties shall take any additional further acts and steps and sign any additional documents as may be necessary, appropriate and convenient to attain the purposes of this Agreement.

7.18 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

7.19 Incorporation of Recitals, Schedules and Exhibits.

7.19.1 The "Recitals" constitute a material part hereof, and are hereby incorporated into the Agreement by reference as though fully set forth herein.

7.19.2 The "Schedules" and "Exhibits" constitute a material part hereof, and are hereby incorporated into the Agreement by reference as though fully set forth herein.

7.20 Allocation of Risk. Customer acknowledges that the limited warranties, disclaimers and limitations of liability contained in this Agreement are fundamental elements of the basis of bargain between Customer and Vendor and set forth an allocation of risk reflected in the fees and payments due hereunder.

7.21 Force Majeure. Neither party shall be liable for delay or failure in performance resulting from acts beyond the control of such party including, but not limited to, acts of God, acts of war or of the public enemy, riots, fire, flood, or other natural disaster, acts of government, strike, walkout, communication line or power failure, failure in operability or destruction of the Organization's computer (unless by reason of the negligence of a party to this Agreement) or failure or inoperability of any software other than the Software. Any applicable delivery schedule shall be extended by a period of time equal to the time lost because of any such delay.

7.22 Pricing. Pricing in Vendor's Price Proposal and in this Agreement has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information that would result in a competitive disadvantage if disclosed without prior permission by Vendor ("Trade Secret"). A Trade Secret includes, but is not limited to, any formula, pattern, device, or compilation of information that is used in one's business, which gives him/her an opportunity to obtain an advantage over competitors who do not know or use it. Since it would harm Vendor if any of our Trade Secrets were known to our competitors, it is Vendor's policy that neither the Price Proposal nor this Agreement be disclosed to any party outside of the party addressed as the recipient of this Agreement. Customer shall have the restricted right to disclose the entire contract dollar amount; however, this disclosure may not include itemized data herein to the extent provided in the resulting contract.

7.23 Professional Services Fees. Customer agrees to pay Vendor the professional services fees in the amounts set forth in ATTACHMENT A Payment Milestones and Project Deliverables, in this Agreement. Those amounts are payable in accordance with CityView's Compensation policy in paragraph 4. Customer acknowledges that the fees stated in the ATTACHMENT A are based on good-faith estimates of the amount of time and materials required for the Customer's implementation. Should Vendor's estimates be invalidated as a result of new or different information coming to light, Vendor will advise the Customer of any discrepancy and its implication. Any required adjustment will be addressed in a change order.

CityView

HARRIS

IN WITNESS WHEREOF the Parties have executed this Agreement to be effective on the Effective Date by their duly authorized representatives.

ACCEPTED	ACCEPTED
CityView Authorized Signature:	Customer Authorized Signature:
2023.07.26 10:09:05-07'00'	
Print name: Susan McCormick	Print name: CHARLES L. GEORGE
Title: Executive Vice President	Title: INTERIM CITY MANAGER
Date: July 26, 2023	Date: 7/27/23

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

LIST OF ATTACHMENTS

ATTACHMENT A - Payment Milestones and Project Deliverables

ATTACHMENT B - CityView Software License and Support Agreement

ATTACHMENT C - CityView Service Level Agreement

ATTACHMENT D - Statement of Work

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ATTACHMENT A Payment Milestones and Project Deliverables

Software Licensing	Deliverables	Payment Milestone	Payment Terms
Software Licenses Include: 25 CityView Application Client Licenses - Full Read/Write 5 CityView Application Client Licenses - Read Only 1 CityView Server 1 CityView Esri ArcGIS Mapping Extension 1 CityView Portal (licensed for Property Information, Permits & Inspections, Planning, Code Enforcement and Licensing (Business)) CityView Mobile Licensed for 5 users (Permitting) CityView Mobile Licensed for 5 users (Code Enforcement) CityView Mobile Licensed for 5 users (Licensing) 1 CityView Supported (Laserfiche) EDMS Integration Extension 1 CityView MS Outlook Add-in 1 CityView MS Word Add-in 1 CityView Assistant 1 CityView [InvoiceCloud or Paymentus] Payment Processor Extension 1 CityView Integration Server Public API 1 CityView Configuration Console Solutions: CityView Property Information CityView Permits & Inspections CityView Planning CityView Code Enforcement CityView Licensing CityView Cashiering CityView Electronic Plans Review	Indicates changes from purchase order CityView will: • Set up as a client on FTP & CityView Connect • Provide documentation to download the latest version of CityView off the FTP & CityView Connect site • Send the licensing key for CityView Licenses • Provide documentation to download the Solutions from the FTP & CityView Connect site Note - original quote stated $2,500 for invoice cloud integration	$203,650 Reso 93 has $195,250	Invoiced on execution of the contract and due net 30 days
Total Licensing		**$203,650**	

Mandatory Recurring charges (Maintenance & Subscription)	Cost	Payment Terms
The ASM is due at software Initial Installation and provides: All major and minor software upgrades Unlimited technical support Unlimited access to the CityView FTP site Unlimited access to CityView Connect, CityView Content Management system Support for Esri GIS integration, Bluebeam electronic markup solution, batch export to Munis GL Support for in-scope, CityView-delivered customizations to product and Select workflows	$ 56,016 $53,538 on Reso	Payable on Initial Installation.
Recurring third party fees (estimate) Includes Bluebeam software (8 named users Bluebeam Revu Complete)*, third party messaging, API and carrier fees for Virtual CityView Assistant	$ 5,300 Not on Reso	Payable on contract execution
Year 1 Total	**$ 61,316**	

*note: the City will be required to change the vendor of record to CityView for existing Bluebeam licenses/subscriptions

Performance/Payment Bond	Cost	Payment Terms
CityView will provide a performance and payment bond in the amount of the contract including licensing, implementation services, 1st year annual maintenance and travel.	$ 5,456.00 Not on Reso	Invoiced on execution of the contract and due net 30 days

Solution Implementation	Deliverables	Payment Milestone	Payment Terms
Remote Infrastructure Review	Remote review of client's hardware & software infrastructure. Provide questionnaire to customer for completion. Study of hardware and software infrastructure in context of optimization for CityView. Provision of hardware and software infrastructure report.	$1,512	Invoiced on delivery of infrastructure report, due net 30 days
Project Kickoff, online Process Mapping (onsite & remote components)	Project kick-off and confirmation of initial project plan. CityView Select process mapping with online workbooks and other digital materials, including up to 6 Subject Matter Experts (SMEs) per session. Online workbook completion for Property Information, Permits & Inspections, Planning, Code Enforcement, Licensing, Cashiering. Includes up to 4 person days on site for customizations & custom workflows. Deliverable is the Scope Document with completed online process mapping answer sheets, other digital materials provided by CityView & completed by customer and, where applicable, customizations & custom workflows definition.	$29,484 $23,247 on reso	Invoiced on commencement of online Process Mapping and due net 30 days
Installation (remote) and Environment Management	Initial Installation of CityView environments (production & test) on client site. Test to ensure proper operation. May require on site setup determined at Kickoff Meeting. Management of environment, upgrades, etc. through the life of the implementation. Includes up to 3 installs. Deliverable is successful set up of CityView in Production and Test environments on client site.	$4,536	Due upon completion of the remote Initial Installation
Data Mapping/Interfaces (can include onsite & remote components)	Provide customer with data mapping templates and instructions for completion. Validate property interface requirements and cost. Deliverable is signed-off property interface documentation.	$3,024	Invoiced upon commencement of data mapping and due net 30 days
Configuration	Configuration based on completed Scope Document. Deliverable is CityView-hosted development environment ready for review & validation & configuration refinement.	$77,112 $64,827	50% invoiced upon commencement of the configuration and due net 30 days; and, 50% invoiced upon scheduling of the first review & validation session and due on or before the first review & validation session.
Property Interface (estimate to be confirmed upon review of the data required for conversion)	Initial Property Interface. Deliverable is CityView-hosted development environment ready for property interface validation testing.	$6,048	Invoiced upon scheduling of the first review & validation session and due on or before the first review & validation session
Customizations and Integrations	Create any customizations and interfaces agreed to in the scope and provide reference documentation for client. Currently this includes a batch export to Tyler Munis GL. Deliverable is CityView-hosted development environment ready for remote review & validation session of customizations and interfaces.	$17,719 $29,531 on reso	Due upon commencement of customizations and integrations

Remote Review Sessions for Validation and Refinement	Perform remote review sessions, focusing on configuration and workflow, data conversion, customizations and interfaces (where applicable). If it is determined that additional reviews are required outside what is stated in the Statement of Work, an estimate will be provided. Gather validation feedback. Identify in-scope vs. out of scope feedback. Implement any in-scope refinements arising out of the validation. Complete in-scope refinements arising from two week final client-acceptance testing. Deliverable is final, end-user-training-ready environment. Written acceptance by client is required.	$46,116 Reso has $42,147	50% invoiced on the first remote review session and due net 30 days; 50% invoiced upon delivery of environment for User Acceptance Testing and due net 30 days.
Training (onsite unless otherwise specified)	12 days end-user training for: • CityView Basics (up to 40 students) • Permits & Inspections (up to 10 students) • Code Enforcement (up to 10 students) • Planning (up to 10 students) • Licensing (up to, 10 students) • Cashiering (up to 10 students) • Bluebeam (up to 8 students, remote) • CityView Mobile (up to 15 students) • CityView Portal (up to 5 students, remote) • CityView Assistant (up to 5 students, remote) 4 days advanced-user training for: • CityView Reporter (up to 4 students) • Configuration & Maintenance (up to 6 students) • System Administrator (up to 4 students, remote)	This entire section changed $34,682 Reso 93 has $42,667	Invoiced upon the first day of user training and due net 30 days
Property Interface Update / Install (Remote)	Final property interface to get current data into client database for go-live. Must be the same scripts used in initial property interface. Data must be verified by both CityView and Client before go-live. Sign off required. Deliverable is final property interface for Go-live.	$1,512	Invoiced on the first day of Go Live Facilitation and due net 30 days.
Onsite Go Live Facilitation	3 days of onsite facilitation to provide over-the-shoulder guidance and training to users	$6,851	Invoiced on the first day of Go Live Facilitation and due net 30 days.
Project Management	Ongoing management of all implementation services. Project Management is included based on the proposed scope of the project. Should delays by the customer occur, or scope changes result in the need for additional project management, time may be billed at $189/hr upon authorization through the change control process.	$32,886 Reso 93 has $29,862	50% due upon commencement of data collection, 50% balance due upon scheduling of go-live.
Travel & Expenses	Budget for travel and related expenses for services to be conducted on customer's site (budget assumes 4 person trips and 21.5 days spent on site). If additional travel is mutually agreed to be warranted, this will be charged at cost of flights, accommodation and expenses plus $65/weekday ($110/weekend day) per diems & US$95/h travel time.	$19,130 Reso 93 has $15,510	Invoiced and due as incurred
Total Services		**$280,612**	

Licensing $203,650
Year 1 ASM $61,316
Bond $5,456

Grand Total: $551,034

ATTACHMENT B CityView Software License and Support Agreement

ATTACHMENT C CityView Service Level Agreement

The purpose of this Exhibit is to provide our customers with information on our standard coverage, the services which are included as part of your annual software support, a listing of call priorities, an outline of our escalation procedures and other important details.

CITYVIEW reserves the right to make modifications to this document as required; provided, however, CITYVIEW shall not reduce the scope of support provided hereunder without the prior consent of the Customer.

Contract Term: 1 Year (renewable annually)

Support Channels: Web, Email or Telephone

Support Requests Allowed: Unlimited

Who Can Report: Individuals who are trained in the use of CityView can report issues to Customer Support.

Hours of Coverage: Coverage hours are 8:00 a.m. to 8:30 p.m. Eastern Standard Time from Monday through Friday, excluding CityView Technical Support observed holidays. (Only those statutory holidays that coincide between Canada and the United states are observed by CityView Technical Support.)

Accessing Support: The preferred method of opening a support incident is to use our CityView Connect Feedback mechanism within the software. Telephone support requests should be preceded by filing a support request within CityView Connect web site, including a detailed problem description. Telephone support requests will be answered live during business days, though staff may be involved serving other customers. If your call is not answered live, please leave a message, including the support request tracking number you received from the electronic filing, your name and phone or pager number. Messages are typically responded to within two hours.

Auto Acknowledgement: CityView Connect will assign a case number, accessible from the CityView Connect Feedback Status web page. Email and telephone correspondence will also result in cases being created and those will be available for review through the CityView Connect Feedback Status web page. Whenever the status of your incident changes, an email notification will automatically be sent to the individual that opened the call.

Request Response Time: A technical support engineer will respond to all requests within the time frames specified in Table 1. Business hours are 8:00 a.m. to 8:30 p.m. Eastern Standard Time from Monday through Friday, excluding CityView Technical Support observed holidays. Only those statutory holidays that coincide between Canada and the United States are observed by CityView Technical Support. We process requests in the order of their priority followed by order of submission.

What we will do if we don't hear back from you?: If we don't hear back from you in ten business days, we will close your support request and mark it as "Closed / No response from customer."

Resolution of Bug-Related Requests: We will keep your request open and follow up when a fix is available in a production release. We will also contact you if we post an experimental build that will help with your problem.

What We Need to Help You? CityView wants to be as responsive as possible to your support needs. To accomplish this goal, the CityView customer support staff relies on your knowledge, self-sufficiency, and thoroughness during the troubleshooting process. You reap the benefits from this effort — it allows CityView to focus on the more difficult problems and make the product more robust. It also helps control the amount CityView charges for support.

- Knowledge: You should be experienced in the installation, operation, and maintenance of the hardware, desktop, and network operating systems, and applications in your environment before you install CityView.

- Self-sufficiency: Please be as self-sufficient as possible when you encounter problems. You can do this by referring to technical documentation for your environment and by searching our CityView Connect Help site to determine if your issue is addressed before you submit it to our customer support staff.

- Complete information: As with any troubleshooting process, accurate and timely resolution depends on information. When you request support, please fill in all relevant fields in the request form, provide a detailed problem description, and attach any appropriate log files. Please note that using the CityView Connect Feedback mechanism within the product records most of this information automatically; therefore, it is the preferred way to submit a request to support because it guarantees we get this information with minimal effort from you. Unfortunately, when the request information is incomplete, it will take longer to resolve your issue.

- Preparation: If you call us for support, be prepared to provide the same level of information as is requested on the request submission form. You can help reduce the time to resolution by completing the online support request form and attaching files as directed. Then, simply provide us with the request number when you call. In addition, please have immediate access to the computer(s) on which CityView products are running.

How to Access Support CityView offers several methods of accessing support described below. Please note that for Priority 1 (see Table 1) issues, customers are encouraged to submit their incident online and then follow up via CityView's toll-free phone number:

CityView Connect is the best way to receive support for our product. This feature is available from the Home tab of the ribbon in CityView Workspace as well as in many of our add-on products.



CityView Connect Feedback (preferred method) If there is a feature you are having trouble using, or, if there is a feature you really like, please let our team know about it. Within CityView, use the Feedback button to let us know about your question or inquiry. If you have a feature request for our team, please use this method to let us know what you would like to see in the product. The information can also include screenshots and documents to help describe your feedback.

CityView Connect Help The Help button will redirect your internet browser to our CityView Connect Help site (http://cityviewhelp.iharriscomputer.com/CityViewCMS). The site is available for customer self-service, and is comprised of a searchable content management system and downloadable updates, including links to our release notes and latest features.

CityView Connect Feedback Status Our CityView Connect Feedback Status link redirects to our Connect Feedback website (http://cityviewsupport.harriscomputer.com/connect). This site will allow users to log new support incidents and check the status of previously submitted incidents on a 24 x 7 basis. Please contact our support group by telephone or email if there are preferred individuals who should be able to review all site calls.

Telephone Support Telephone technical support is available between the hours of 8:00 a.m. to 8:30 p.m. Eastern Standard Time on regular business days. Customers can contact us toll-free at 1.866.988.8324. CityView technical support will respond to telephone inquiries using the Service Level Agreement provided in Table 1 below.

Email Support Email support is available by reaching our support team at cityviewsupport@harriscomputer.com

Please note that any suggestions for enhancements to CityView that you submit will become the property of CityView. CityView may use this information for any CityView business purposes, without restriction, including for product support and development. CityView will not use information in a form that personally identifies you.

Limitations

CityView Support helps to identify and resolve issues with CityView's software. This Support begins as soon as the implementation project gets underway and may be provided by CityView Technical Support or R&D, depending on the circumstances. From time to time, an issue may manifest itself in CityView software but its true cause lies in a third–party product, or in the customer's infrastructure. CityView is happy to spend the time to investigate such issues and resolve them when they are within CityView. Should it be determined that the issue lies elsewhere, time may be billed at $189/hour, plus a $300 administration fee, upon authorization by the customer.

The following are not covered by CityView's Standard Support Agreement, but may be available as separate services on a time and materials basis:

- Services required due to misuse of CityView maintained software;
- Services required due to software corrections, customizations, or modifications not developed by CityView;
- Services required by the Customer to be performed by CityView outside of CityView's regular business hours;

- Services required to resolve or work-around problems that cannot be reproduced in CityView's support environment;

- Services which relate to tasks other than maintenance of the Customer's existing implementation and configuration of CityView, including but not limited to, enhancing or adapting CityView for specific operating environments;

- Services requested by the Customer to implement software updates provided by CityView.

Table 1 Service Level Agreement

Priority	Definition	Initial Response Time*	Commitment (CityView and Customer)	Examples
1 (High)	Operation/Service down or critically impacted. Business process impacted. No known workaround.	2 Hours	CityView and customer will commit necessary resources to fix problem or obtain a workaround.	Users cannot login Business process halted
2 (Medium)	Operation affected, but not down. Business process is not affected. Workaround may be available.	4 Hours	CityView and customer will commit resources during normal business hours to resolve issue or obtain workaround.	Cannot print Cannot process payments Application response is exceptionally slow
3 (Normal)	Moderate to negligible impact. No impact to business.	24 Hours	CityView and customer will commit necessary resources during normal business hours to restore operation to satisfactory levels.	Non-critical feature not working Feature works but requires user intervention
4 (Info.)	Request for information, documentation issues, and enhancement requests.	48 Hours	Request-dependent.	Help file clarification Form design not in production

* Response time targets are during business hours only.

Obtaining More Information Information about our support programs may be obtained by contacting the CityView support team at 1.800.665.5647, or via email at cityviewsupport@harriscomputer.com.

ATTACHMENT D Statement of Work

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II. Background & Objectives

The City of Fernandina Beach (COFB) is looking to replace their current system for a permitting and licensing software solution that would aid the City in managing and retrieving electronic records, include mobility, streamline, and increase efficiency of workflow, with a web portal for online application submittal, payments, scheduling of inspections, electronic document search. A citizen friendly interface, which provides information and services to Customers anytime from any tablet or smart phone. The following considerations are driving the need for this project:

- The current solution no longer meets the needs of the City and support from the current vendor is limited.
- The industry trend is to drive access to City services with web and app-based delivery models that are limited with the current community services environment.
- Management requires better access to data, information and reporting that is currently unavailable or significantly restricted.
- City personnel find the current environment to be difficult to use and understand and significantly increases the time it takes for a new employee to be productive.
- As a result of current limitations to functionality and access to data, City personnel have developed work-around processes that are impacting City business and the Information.
- Technology Department's ability to provide support.
- Software integrations with the current systems are extremely difficult, limited, or unavailable.

Collectively, the above challenges place a burden on staff, making it difficult to provide the exceptional levels of service given to their customers, time-consuming to administer current systems, and tough to keep pace with growing demands.

The objectives of this project are to license and implement CityView software in order to:

1. Provide a robust and flexible portal and mobile solution to improve City service through online services.
2. Provide easier access to accurate data and reporting for management.
3. Improve the time it takes for new employees to be productive by providing an easy to use and understand solution. Standardize business processes, rules, fees, and document outputs to save time, improve service and facilitate easier training of new employees.
4. Improve communication and information flow among departments.
5. Lessen the burden on IT for system support.
6. Build the structure for future upgrades and improvements so that product enhancements can be enjoyed by end-users to improve productivity and service delivery.

CityView is selected to help the City manage and overcome these challenges and meet the project objectives. The following statement of work describes the activities that will be undertaken in the implementation of CityView for the City.

III. Scope

The Project scope:

1. Install CityView Property Information, Permits and Inspections, Planning, Code Enforcement, (Business) Licensing, and Cashiering as well as CityView Portal (licensed for Property Information, Permits & Inspections, Planning, Business Licensing, and Code Enforcement), CityView Mobile (for Permits & Inspections, Code Enforcement and Licensing inspections) and CityView Electronic Plans Review (which includes a subscription for Bluebeam Revu (Complete)).

2. Install CityView integrated extensions including CityView Esri ArcGIS Server mapping extension, CityView Supported (Laserfiche) EDMS Extension, CityView MS Word Add-in, CityView Outlook Add-in, CityView Assistant, CityView (InvoiceCloud or Paymentus) Payment Processor Extension, CityView Integration Server Public API, and CityView Configuration Console. The version of CityView's MS Outlook and Word Add-ins will be determined after the infrastructure review is completed. This is due to some incompatibilities between various versions of MS Office and also Azure Active Directory.

3. Collect City-specific data through a series of remote data collection sessions for lookup table values, fees, letters, workflow-specific values (assigned to, required dates, responsible departments, resource groups, email triggers), reviews, inspections, submittal requirements, business types and classifications, renewal periods and processes, expiration dates and processes, violations and corrections codes, and other related values for Permits & Inspections, Planning, Code Enforcement, and Business Licensing. This data will be collected, providing the CityView Project Team relevant documentation, such as fee schedules and letter templates, and by the City's completion of the CityView workbook for each specific CityView solution.

4. Collect City-specific requirements through a series of onsite (4 days) data collection sessions for a total of up to four (4) custom workflows, or equivalently effort-intensive changes to the CityView Select workflows across the products licensed. The four (4) custom workflows include one (1) for Permits & Inspections, one (1) for Planning, one (1) for Code Enforcement and one (1) for Business Licensing.

5. Provide a hardware and software infrastructure questionnaire for completion by the City. Review questionnaire response and provide Infrastructure Assessment Report on any possible deficiencies in hardware and/or software infrastructure as far as suitability for optimal running of CityView is concerned.

6. Configure CityView Property Information, Permits & Inspections, Planning, Code Enforcement, (Business) Licensing, Cashiering, Portal, Mobile, and Electronic Plans Review using the data collected in CityView's web-based configuration workbook as well as other digital materials provided by CityView. This will include the following:

    a. Lookup table data.

    b. Custom data fields for specific data capture requirements. The assumption is a maximum of 20 custom fields per area of functionality (i.e. Property Information, Permits and Inspections, Planning and Bylaw Enforcement). Additional fields can be added through budget validation, change order, or by the City once the configured system is delivered.

    c. One-time configuration of fees specific to the permit, project, case, and license types being tracked through the system.

d. Refinements to the CityView Select workflows, including the assigned to, required dates, email notifications, responsible departments, and resource groups. This task also includes connection or disconnection of existing sub-workflows based on the City's requirements.

e. Configuration of up to four (4) custom workflows, or equivalently effort-intensive changes to the CityView Select workflows across the products licensed. The four (4) custom workflows include one (1) for Permits & Inspections, one (1) for Planning, one (1) for Code Enforcement and one (1) for Business Licensing

f. Adjustment of the existing CityView scheduled processes for license renewals and permit expirations. These include; LC Add Delinquency Fee, LC Business Late Fee (Interest), LC Business Late Fee (Penalty), LC Business License Renewal, LC Business License Renewal - Tax Exempt Businesses, LC Merge and generate renewal notices, Permit Expiration: Set Permit Status to Expired, Permit Application Check Invalid Licenses, Permit Expiration: Add Generate Expiration Warning Notice Activity, Permit Expiration: Add Generate Expiration Notice Activity, and Permit Expiration: Add Progress Inspection Activity

g. Configuration of up to fifteen (15) letter templates for Permits & Inspections, twenty-five (25) letter templates for Planning, fifteen (15) letter templates for Code Enforcement ten (10) letter templates for Business Licensing and three (3) letter templates for Cashiering (58 total letters).

h. Additional configuration (workflows, letters, etc.) as required or desired by the City and mutually agreed to through written change order.

i. Spatial Queries - CityView accomplishes spatial queries using its business rules engine. Most spatial queries are simple to create and can even be added by your system administrator(s) post-go live! Until we know the particulars of your maps and your business requirements, we cannot know if there are any spatial queries that will require non-standard configuration or customizations; therefore, this agreement does not account for any spatial queries. These will be confirmed during project scoping and can be added through mutually agreed change order.

7. Create an interface to the City's Electronic Document Management System (Laserfiche) using CityView's standard EDMS Integration Framework. Once the development work is completed, CityView will configure the integration framework for integration with the City's EDMS, for posting electronic documents from CityView to the City's EDMS and dynamically retrieving them from City's EDMS. This is an estimate and will be finalized prior to Scope sign-off, once all the interface requirements have been reviewed.

8. Develop property integration with the City's central parcel data using CityView's property integration tool. CityView will load Parcel, Address, Owner, Structures (buildings), Parent Parcels, Roads and Road Segments, Parks and Park Elements, Trails and Trail Landmarks, and Zoning as part of the property integration, subject to the availability of the data in the City's data source.

9. Set up the export for exporting cash receipting information to City's General Ledger system (Tyler Munis) from CityView Cashiering.

10. Provide assistant to Forerunner for their integration with CityView. The assumption is Forerunner will use the CityView Integration Server Public API to integrate with CityView and CityView will provide assistance to Forerunner to understand our API. Forerunner has confirmed, using the CityView API, they are able to integrate with CityView to accommodate Fernandina Beach's needs for handing off SI/SD costs.

On the complexity side, Forerunner we will suggest that Fernandina Beach starts with a nightly pull or push from CityView into Forerunner and create the "bridge" link that they have suggested. Then, in the future, they can look at reintegrating some of our data back into their CityView account. Should additional licensing or services from Forerunner or CityView be required additional charges may apply and addressed through a formal change order.

11. Implement user security settings according to City completion of organizational role spreadsheets defining the out the box organizational roles inherent in the solutions.

12. Deliver pre-configured reports for Permits and Inspections, Planning, Code Enforcement, (Business) Licensing, and Cashiering including the following reports:

Permits & Inspections	Planning	Licensing	Code Enforcement
✓Application Review Tickler ✓Average Daily Inspections ✓Building & Safety Revenue Report ✓Certificate of Occupancy Listing ✓Deposits and Bonds Summary ✓Escrow (By Revenue Account #) ✓Fee Paid in Full ✓Inspection Detail ✓Inspection Outcome ✓Inspection Schedule ✓Inspections To Do ✓Inspections by Inspector ✓Outstanding Fees ✓Permit Inspection Trend ✓Permit Status Summary (By Contractor) ✓Permit Status Summary (By Status) ✓Permit Status Summary (By Type) ✓Permit Time Spent ✓Permit Turn-Around Detail Report ✓Permit Value ✓Permitting – Punch In-Out Report ✓Public Works Permit Status Summary ✓Review – Decision Date ✓Review Turnaround Time ✓Portal Permits Entered Today	✓Deposits and Bonds Summary ✓Escrow (By Revenue Account #) ✓Expired Projects ✓Monthly Project Status Report (sorted by Date Entered) ✓Monthly Project Status Report (sorted by Project Number) ✓Outstanding Plan Reviews ✓Plan Review Time ✓Planner Projects ✓Planning Activities ✓Planning Application Details ✓Planning Punch In-Out Report ✓Project Applications ✓Project Expirations ✓Project Fees ✓Review Turnaround Time ✓Scheduled Hearings ✓Submittals Report (Sorted by Planner) ✓Portal Projects Entered Today	✓Business Status ✓Deposits and Bonds Summary ✓Did Not Report Gross Earnings ✓Emergency Contacts ✓Escrow (By Revenue Account #) ✓Excise Tax ✓Fees Paid in Full ✓Inactive Business Licenses ✓One Day Business Licenses ✓Outstanding Fees ✓Past Due Licenses ✓Tax Exempt Businesses ✓Total Amount Billed ✓Portal Licenses Entered Today	✓Cases Follow-up ✓Case Status ✓Case Summary ✓Compliance Report ✓Deposits and Bonds Summary ✓Escrow (By revenue Account#) ✓Incident History ✓Inspection Schedule ✓Inspection To Do ✓Officer Activity by Case ✓Officer Activity by Inspection ✓Portal Cases Entered Today ✓Reports created with CityView Application Builder (ActiveReports) ✓Reports created with CityView Reporter (based on Microsoft technology) ✓Requires MS SSRS (SQL Server Reporting Services)
Cashiering	**Other**	**Animal Licensing**	**Rental Housing**
✓Daily Cash Out (By Fee Type) ✓Daily Cash Out (By Payment Type) ✓Daily Cash Out (By Payment Type) With Fee Types ✓Daily Cash Out (By Receipt) ✓Daily Cash Out (By Revenue	✓Audit Report ✓Distribution List Report ✓Fee Maintenance ✓Portal Contact Email Lookup	All Licensing Reports, where applicable ✓Lost Animal Report	✓New Rental Housing Applications ✓Rental Housing Permits Issued ✓Rental Housing Units Inspection ✓Escrow (By Revenue Account #)

Account Number) ✓Daily Cash Out for Cashier (By Payment Type) ✓General Cashiering Report ✓Payment Detail ✓Reversals ✓Portal Payments Entered Today			✓Deposits and Bonds Summary

13. Perform the installations and upgrades of the environment (production and test) through the life of the project. This includes the provision of 3 installs:

    - Initial Installation
    - User Acceptance testing
    - Go-Live delivery

    All installs are completed remotely. The assumption is the City has provisioned for any infrastructure changes detailed in the Infrastructure Assessment report and that the infrastructure used for the Initial Installation will be unchanged throughout the life of the project. Should there be changes, additional costs may apply where environment management efforts are increased. Should additional installs be required, these will be mutually agreed through the change order process.

    Each install includes installation of a clean CityView environment, including:
    - Management Server
    - Application Server
    - Workspace Server
    - CityView Mobile, Portal and/or Integration Server as licensed

    Initial Installation does not include the configuration of Microsoft SQL Server Reporting Services (SSRS) reports, connection to ArcGIS Server, configuration of the Electronic Document Management systems integration framework and Payment Processor integrations, where included under contract. These configurations are performed during the installation for User Acceptance Testing.

    All installations require CityView Technical Support to have direct access (VPN or RDP) to the virtual server(s) to perform this task within the allocated budget. CityView's Project Manager will request any necessary "network access" documents at the start of the project, so that these can be signed prior to the Initial Installation. If direct access cannot or will not be provided, the access method will be discussed with the project team and managed through the change order process.

    CityView is not responsible for installing or configuring any other software or components, e.g. Network Security, IIS configurations, SSL Certificates, Server communication including external traffic related to Portal. Infrastructure support requested to assist with or troubleshoot issues in these areas may attract additional costs.

14. Conduct up to three (3) remote validation and review sessions, for each of Permits and Inspections, Planning, Code Enforcement and Business Licensing with the appropriate subject matter experts ("SMEs"). Each session is two to three (2-3) hours. Any additional sessions required will be mutually agreed to, and a change order will be raised. Additional corrections and modifications will be captured and corrected from each session.

15. Conduct nineteen and one-half (19.5) days of user training consisting of (16.75) days onsite and (2.75) days of remote training. This will include:
    a. Eleven and one-half (11.5) days of end user training.
    b. Five (5) days of advanced user training (onsite and remote) to include configuration (3 days onsite), reporter (1 day onsite), and system administrator training (1 day remote).
    c. Three (3) days of onsite Go-Live Facilitation to ensure comfort with the new system.
16. Ongoing support and maintenance of the software under the CityView Software License and Support Agreement.

Exclusions:

1. Provision of hardware, databases, and third-party software.
2. Setup and support of network infrastructure supporting CityView.
3. Quantities, of the following items, that are in excess of those defined in "Scope (Inclusions)", are specifically excluded, unless addressed by a change order:
    - Letter configuration
    - Custom data fields
    - Spatial queries
    - Training
    - Customizations and interfaces
    - Custom workflows
    - Custom reports
    - Batch/scheduled processes
4. Non-standard configuration – standard configuration would be what is provided in the "Inclusions" above and what comes preconfigured in the system. Examples of non-standard configuration would include: modifying record-level security from what is pre-defined; defining organizational role security criteria other than those defined in the out of the box organizational roles (e.g. read-only access to some sheets, read-write to others); creating batch processes other than those defined in the product for permit expirations and license renewals; creating business rules defining specific outcomes that are tied to specific users of the system only (e.g. message box reminding of a process that needs to be followed but where that message box is only invoked where a specific users is logged into the system). While these are not included in the Project's scope, the configuration tools are provided for City to undergo such configuration itself.
5. CityView provides the integration with third-party payment processing systems to accept online payments. CityView does not provide third-party payment processing systems but the integration of CityView with such processors, is included. The City is required to obtain their own payment processor license though agreement with the selected vendor. Invoice Cloud and Paymentus are preferred.

6. Customizations and interfaces other than those specified above or agreed to through change order. Should any 3rd party interfaces/integrations require licensing or services costs from the 3rd party, such costs are the responsibility of the City.

Assumptions:

- Property integration assumes a single source of data. This estimate will be confirmed upon review of the data.
- No historical data conversion is included.
- Fee schedules were not provided prior to development of the price estimate for this project. Therefore, CityView's assumptions of the effort to configure fees are subject to review of the complete requirements. For example, if you have Impact Fee schedules or Development Charges, we will not have assumed that and those may result in additional costs. CityView is happy to review this with City prior to contract signing, to give a firm estimate of the effort to configure all fees.
- The software implementation is based on CityView's understanding of the number of "responsible departments" managing the processes within each product. Budgeted effort is allotted to various aspects of the implementation based on this number. For example, if the project to implement CityView Permits & Inspections includes scope for building permits, encroachment permits and fire permits, and each of these is managed separately by a different responsible department, then the budget estimate is based on 3 responsible departments needing independent sessions for data collection, validation & refinement, and end user training. If, however, all of those permit types were managed by the same people under one City Service Centre, then this would be classed as 1 responsible department and the budgeted effort for data collection, validation and refinement and end user training is lower.

  CityView's understanding of the City's responsible departments is as follows:

  - Permits and Inspections (1 department), Planning (1 department1), Code Enforcement (1 department) and Business Licensing (1 department).

IV. Work Approach

The implementation will involve five phases: Project Planning, Scheduling and Data Collection; Configuration; Review and Validation; User Acceptance Testing; End User Training and Go-live Support.

City sign off is required before initiating a new phase. This provides key milestones in the Project to review progress, confirm objectives, and detail the activities and timelines for the next phase. Sign off involves acceptance that all pertinent deliverables have been made and confirmation of the budget and timeline for the next phase.

Phase 1: Project Planning, Scheduling and Data Collection

Project Kickoff

The CityView Project Manager will review all documentation with respect to the implementation in order to prepare the materials for the Project kickoff and conduct the official project kick-off.

CityView will prepare the Project Plan which will include a draft project schedule.

Remote Infrastructure Review

CityView will analyze the City's existing infrastructure to identify any potential areas that may result in sub-optimal performance. CityView's Infrastructure Review Specialist will verify remote accessibility, available bandwidth and techstack compatibility and advise the City's network specialists of the hardware and software prerequisites required to optimize the performance of the City's system. CityView will conduct this review remotely, off-site.

Should CityView Workspace be required at remote City facilities (offsite facilities, not directly connected to LAN, i.e. where performance could be an issue), CityView latency\load testing will need to be done to check performance of CityView at these remote sites.

Initial Installation

CityView will conduct a trial installation for the purposes of testing the network infrastructure for use of CityView, to provide training for the network administrators on its installation, and to provide an environment for testing integrations dependent on the City's other systems. The development environment hosted by CityView, however, will still be the principal environment for configuration, validation, and refinement.

Product Walkthroughs/Process Mapping

CityView will provide the City with facilitated access to online data collection workbooks, as well as guidelines on how to complete the workbooks. This is accompanied by walkthroughs/demonstrations of the pertinent CityView products to provide the City's SMEs with an understanding of the workings of each of the products and their data requirements for configuration.

The walkthroughs ensure the City's users:

1. Learn the basics of the activity-based workflows.
2. Learn how to complete the online workbooks and/or other digital materials provided by CityView.
3. Learn how to provide the data for City's fees, letters, lookup tables, and scheduled processes named above.

4. Understand the data mapping process.
5. Process Mapping sessions are also conducted and designed to impart the skills City's SMEs require to complete their homework assignments. Users are provided with an in-depth knowledge of CityView table structures and the formats required to streamline the data collection process. Each session will be from two (2) to four (4) hours, depending on the product. Sessions will be held for each of CityView Permits and Inspections (two (2) sessions), Planning (two (2) sessions, Code Enforcement, and Business Licensing.

Data collection will involve remote and onsite services. Onsite time will be devoted to four (4) days for the collection of the specifics for up to four (4) custom workflows.

This stage is also used to better understand the customization requirements.

The main deliverable at the end of the Data Collection phase is the "Scope Document." The Scope Document will reference, where applicable, documentation that needs to be included in the implementation, such as RFP functional requirements, the answer sheet from the online data collection workbooks, other digital materials that were provided by CityView and completed by the City.

Budget Validation

Once all of the data is collected from the City, the CityView Project Manager (the "CityView PM") will review requirements in accordance with this Statement of Work and the other Contractual Services Agreement documents to identify anything that is not accounted for in the scope. The CityView PM will also validate any estimates made as part of this proposal, including:

1. List of customizations and interfaces

If budget validation reveals that any estimates provided were insufficient, the CityView PM will inform the City of such and prepare appropriate change order requests. The next steps will not commence until sign off on budget validation and data collection occurs. This protects both parties against the risk of unclear expectations.

Phase 2: Configuration

Configuration

CityView will configure the CityView products based on industry best practices and with the data collected and signed off from Phase 1: Data Collection. CityView will create a single development environment and the Implementation Specialist will lead the configuration of that environment. This will involve the following components:

1. **Letter Template Development** – CityView's Word Add-in will be used to create up to 58 letter templates according to electronic samples provided by the City with data merge tags defined. Letter samples must be provided in MS Word format. The City is provided the letter generation tools for its SMEs to create additional letters to meet additional or future requirements.

2. **Fees, Valuation, Work Items, Classifications** - All the fees are configured in the City's CityView environment. Fee configuration is a one-time load. Should the fee schedule provided to CityView be changed or updated prior to go live, and additional configuration is required, a change order will be required.

3. **Activities Workflow** – All the CityView Select workflows will be configured with the City specific requirements for assigned to, required dates, email notifications, responsible departments, and resource groups. In addition, existing sub-workflows may be removed, or added to the main workflow, depending on the City's specific processes. Should the required changes to the CityView

Select workflows be significant and go beyond the refinement activities mentioned above, additional costs may apply through mutually agreed change order. CityView will configure up to four (4) custom workflows or equivalently effort-intensive changes to the CityView Select workflows.

4. **Custom data fields** - Custom data fields to meet the City's specific data capture needs will be defined for each pertinent table where they are required and configured accordingly, along with the business rules to apply these data fields where appropriate.
5. **Lookups** – All lookup data defined during Phase 1 Data Collection, is entered into the system.
6. **Security** – Users are assigned to the roles and given permissions that are pre-defined in the products, based on information collected during data collection. Should additional user-level and record level security be required other than as defined in the solution's organizational roles, additional costs may apply.
7. **Batch Rules and Scheduled Processes** – the named CityView Select batch rules and scheduled processes will be refined according to the requirements for permit expiry and license renewal.

Customizations

Customizations, both those in the scope of work and any agreed to as a result of data collection and change order will be undertaken at this point.

Interfaces

Interfaces, both those in the scope of work and any agreed to as a result of data collection and change order will be undertaken at this point.

Quality Assurance (QA)

CityView undertakes quality assurance activities throughout each of the above phases (Data Conversion, Configuration, Customization, and Interfaces). All customizations and interfaces are tested by CityView's QA Team prior to the applicable software build being released to the City. The quality of the configuration and data conversion are reviewed by a peer review committee which includes the CityView Project Team, members of CityView's research and development staff and management, and occasionally the City's SMEs.

Phase 3: Review and Validation

The CityView PM will work with the City to establish the Review and Validation Plan, i.e. to determine when certain review and validation sessions will be given and who should attend. The development environment will be hosted at CityView's data centers (OrionV in Pittsburg, PA).

Review and Validation

CityView will undertake a series of three (3) remote review and validation sessions with City's SMEs, for each of Permits and Inspections, Code Enforcement, Planning, and Business Licensing, to work through the validation of the configuration based on the data collection materials and scope document.

These sessions will be led by CityView implementation specialists. Eventually, the SME's will be expected to lead some sessions for each product. By the final session the City's SMEs will have reviewed and validated the bulk of the configured system and be able to:

- Navigate the system through the City-specific processes and workflow.
- Generate and test fees.

- View and validate look up tables.
- Generate and test letters and documents that have been configured.
- Use scenario-based examples to test and validate automated business rules

Review and Validation will be conducted against the development environment, hosted by CityView. During the Review and Validation sessions CityView will document any changes, corrections, or deficiencies for further action. A City feedback mechanism is provided within the environment for immediate feedback and reporting of issues to our implementation specialists and developers as it is expected the City's SMEs will conduct additional reviews without the CityView Implementation Specialist present.

In Scope Refinements

In scope corrections from the process of Review and Validation will be conducted. If out of scope issues are raised through Validation, these will be handled through approved change orders.

Phase 4: User Acceptance Testing

User Acceptance Testing

On completion of the third Review and Validation session, the City will have a period of three (3) weeks for final User Acceptance Testing on its own completely installed test system. The CityView Implementation Specialist will monitor the City's feedback and continue to make any in scope corrections. Provided the acceptance criteria have been met, the City is asked to formally accept the delivered solution for go-live.

Phase 5: End User Training and Go-live Support

Final Environment

After the final environment receives City sign off, CityView will establish an environment that can be used for training purposes.

User Training

CityView conducts on-site training for all of the front line and advanced users identified in the training plan.

Final Conversion Run

Immediately prior to go-live, CityView will conduct the final data conversion for Go-Live.

Go-live

During go-live, CityView will be onsite for three (3) days of onsite go-live facilitation where an implementation specialist will be available to help the users with questions as they arise, easing their concerns and complementing their training. It is recommended that the City consider having an additional CityView resource onsite to support the staff on CityView software during the first weeks after go-live. Budget for this is not included here. The CityView and the City's project teams will discuss this to determine the City's needs prior to scope sign-off.

During go-live facilitation the CityView Project Team will work with the City to record any known issues. The CityView Project Team is responsible for the resolution of these known issues. See Project Acceptance section IX for more information about post go live process.

The Pre- and Post-Implementation Support Plan is comprised of a strategy for transitioning to Support and then the Support and Maintenance Agreement itself. During the first six (6) weeks after go-live, the CityView Project Team will begin to familiarize and transition the Project to CityView's Technical Support Group. At

the end of six (6) weeks the CityView PM will arrange a formal hand-off involving the City, the CityView PM and the CityView Technical Support Team formalizing the transition of any new defects, bugs, and support issues to the Technical Support Team.

IV1 Communication plan

The CityView Communication Plan includes:

- A 1 hour bi-weekly, or 30-minute weekly, status meeting with the CityView Project Manager or designate as mutually agreed, through the life of the project.
- Communication with Implementation staff (IS) as provided for in the data collection and validation sessions, and reasonable engagement beyond these sessions to clarify information collected and answer questions. Requests for dedicated time, or recurring meetings involving IS staff, may incur extra costs.

IV2 Training plan

The training program is designed to provide your end users with the ability to use CityView for their day-to-day activities and your Subject Matter Experts (SMEs) with the skills to maintain your solution. The table below details the training plan.

Training Plan

Course	Objectives		
CityView End User Training (onsite)	This course is designed to train the City's users on the business use in order to fulfill their daily work activities. The course provides specific instruction on how to navigate and complete tasks within CityView. It will cover tasks such as completing an application, adding contacts, attaching files, tracking activities and outcomes, applying, and paying fees, producing correspondence, mapping basics, and running reports. Users are able to: 1. Understand the key concepts that make up the business process. 2. Be able to navigate and complete tasks relevant to day-to-day activities. 3. Be able to walk through a business activity-based workflow.		
	Duration: 9.5 days*	**Users: End Users as defined below**	**Maximum#: 10/session**
Configuration & Maintenance Training (onsite)	This course is focused on enabling users to configure, maintain and evolve their business process within the CityView solution. Concepts that will be covered include Letter Generation, maintaining your Activity Based Workflow, Fee Maintenance, Holiday Configuration and Maintaining Lookup values. Users will be able to: 1. Create and modify Letters. 2. Create and modify Fees. 3. Improve and evolve the Activity Workflow. 4. Keep your system current by updating Lookup tables.		
	Duration: 3 days	**Users: Advanced**	**Maximum#: 6**
CityView Reporter Training	CityView's fully integrated ad-hoc report designer provides a quick and intuitive way for non-technical subject matter experts to create their own reports. In this course, students will learn about creating detail reports and pivot reports, as well as how to get the most out of the out of the box reports that come with the CityView system. Additional topics may include complex report writing, views, and on-form expressions		
	Duration: 1 day	**Users: Advanced**	**Maximum#: 6**
	This course is designed to provide administrators responsible for managing CityView with the general knowledge of how to install and upgrade versions of CityView, change user rights and manage security. The advanced course will go		

CityView System Administrator Training (remote)	into additional detail on the architecture of the CityView platform as well as how to maintain the CityView Portal. Course participants will walk through typical system maintenance and troubleshooting examples, which will teach them the tools, techniques, and terminology applicable to CityView, enabling them to not only support the business users in their organization but also to communicate more effectively with CityView's Technical Support team. They will be exposed to our best practices approach for Security Maintenance; and they will learn the processes for installing and upgrading the CityView environments. Students will be instructed in the use of the appropriate aspects of CityView Configuration Console, and they will gain an understanding of the architecture behind CityView. Additional topics that may be covered include configuration of Microsoft Exchange, Web Server settings, LDAP settings, Mapping, and Document Management settings.		
	Duration: 1 day	**Users: Advanced**	**Maximum#: 4**
CityView Mobile End User Training (onsite)	This training will focus on the highly intuitive CityView Mobile.		
	Duration: 0.5 days	**Users: TBD**	**Maximum#: 10**
CityView Portal Instructional Training (remote)	This training will focus on the highly intuitive CityView citizen Portal, to provide a select group of City users with the knowledge of how to navigate Portal processes so that they can answer citizen questions on the use of Portal.		
	Duration: 0.75 days	**Users: TBD**	**Maximum#: 10**
Bluebeam Markup Training (remote)	This training will focus on basic use of Bluebeam markup tools.		
	Duration: 0.5 days	**Users: TBD**	**Maximum#: 10**
Go-live Facilitation Assistance (onsite)	Three days of go-live facilitation where an implementation specialist will be available to help the users with questions as they arise, easing their concerns and complementing their training (as described in the Work Approach above).		
	Duration: 3 days	**Users: All**	**Maximum#: N/A**

Training is provided on City-provided hardware.
* 9.5 days End user training divided as follows:
CityView Basics Training 4 x ½ day sessions (2 days total)
Permits and Inspections 1 x 1 ½ day sessions (1 ½ days total)
Planning 1 x 1 ½ day session (1 ½ days total)
Code Enforcement 1 x 1 ½ day session (1 ½ days total)
Business Licensing 1 x 1 ½ day session (1 ½ days total)
Cashiering 1 x ½ day session (½ Day total)
Electronic Plans Review 2 x ½ day sessions (1 day total)

IV3 Matrix of Responsibilities and Work Products

The following table provides a summary of the Project. Responsibility and the lead for each step in the Project are defined and the deliverables received by City are presented.

Step	Responsibility	Lead	Deliverables
Project Kickoff	CityView	CityView PM	Hosted Development Environment, Project Plan
Infrastructure Review	CityView	CityView Infrastructure Review Expert	Infrastructure Review Document
Initial Installation	Share	CityView PM	Client-site installed initial Environment
Data collection, including Property Data Mapping and customization/interfaces analysis	Share	CityView PM	Signed-off Scope Document, including Budget Validation
Configuration	CityView	CityView PM	Configured Development Environment, ready for Validation & Refinement
Property Integration	CityView	CityView PM	Configured Development Environment, ready for Validation & Refinement
Customizations and Interfaces	CityView	CityView PM	Implemented functionality in Hosted Development Environment, ready for Validation & Refinement
Review and Validation Sessions	Share	CityView PM	Completed Validation sessions
Refinements based on Review and Validation sessions	CityView	CityView PM	Development Environment for Final Acceptance Testing
User Acceptance Testing	City	City PM	User acceptance of the fully delivered system based on test scripts
User Training (including advanced training)	Share	CityView Trainer	Completed training
Go-live	Share	CityView PM	Live production environment

IV4 Documentation

Documentation is available through CityView Connect, CityView's on-line content management system. This is the source for the most updated CityView information at any time. The City can search for a particular topic or browse through the menu items. The Product Training Guides will step the City through a full training session for a particular topic.
CityView Connect is accessible directly and within the CityView modules. By clicking the Help button, direct access is provided to the content in CityView Connect.
Documentation is targeted to three main groups: business users, system administrators and application developers. Documentation is provided at every level of training, focused on the enabling objectives of the training in question.
CityView Connect is the main source of documentation for the City throughout implementation of the Project and beyond. With each CityView release, detailed release notes document the changes to the release both for new features, feature changes, and bug fixes. Any exceptions or changes for installation and upgrade are also noted.

CityView offers the following documentation:

- System technical documentation
- System end user's documentation
- On-line Help Desk documentation
- System/Architecture diagrams
- Scope Documentation including – signed-off data collection materials

V. Post Implementation Support

Detailed in Schedule C, CityView Service Level Agreement.

VI. Technical Environment

Information is provided for reference in the following pages regarding recommended servers, database sizing considerations, third party software, and compliancy tables. This is followed by a diagram depicting a typical installation. For all the most recent specifications please refer to CityView Connect - https://cityviewhelp.iharriscomputer.com/CityViewCMS/index.php/supported-technologies

Operating Systems*

Interface	Supported OS Versions	Editions	Minimum Requirements
CityView Configuration Console	Windows 11	32 and 64 bit, Home, Pro and Enterprise Editions	.NET Framework 4.8 required
	Windows 10	32 and 64 bit, Home, Pro and Enterprise Editions	.NET Framework 4.8 required
	Windows 8, 8.1	32-bit and 64-bit editions	.NET Framework 4.8 required
CityView Mobile*	iOS (iPhone, iPad, iPod)	4 or higher (tested to iOS 14.3)	CityView Mobile is a browser-based interface, so devices will require an internet connection and a web browser. Local storage must be enabled. **Important**: TLS certificate required. About Windows Surface devices: these devices will run CityView Mobile, but you will not be able to directly access the camera for photos or video. This is a Windows security issue and is not controlled by CityView. **Optional Hardware:** For areas with poor coverage, some customers have used **vehicle cellular signal boosters** to enhance connectivity. Though we (CityView) do not claim to support or endorse any one product, this unit has been recommended by our customers: weboost Drive 4G-M
	Android	2.3 or higher	
	Windows Phone 7 or higher	7 or higher	

*CityView Mobile is an optional add-on service to use CityView through a customized browser application. Each module is licensed for CityView Mobile separately. CityView Mobile is optimized for use in the field on a small screen; it is a supplement to, and not a substitute for a full version of CityView Workspace.

Server Specifications

All applications require a Management and Application Server

Servers	Supported OS Versions	Minimum Requirements
CityView Management Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for all environments • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 300 megabytes (MB) of available hard disk space • URL Rewrite for IIS is required and included in the installation package. Users need to accept the installation.
CityView Application Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for all environments • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 500 megabytes (MB) of available hard disk space • 64-bit

Servers	Supported OS Versions	Minimum Requirements
CityView Workspace Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase the CityView browser-based interface • 2GHz 8 core Xeon or Opteron processor recommended • 32 Gigabytes (GB) of RAM or higher recommended • 10 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required to run Workspace. • Standard edition – WebSockets enabled • URL Rewrite for IIS is required and included in the installation package. Users need to accept the installation.
CityView Portal Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase CityView Portal, online public interface for any module. • A separate CityView Portal license is required for each online module • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 4 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required for CityView Portal/Mobile • CityView Portal requires a 64-bit Application Pool in IIS.
CityView Mobile Server	Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase CityView Mobile interface for any module. • A separate CityView Mobile license is required for each online module • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 10 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required for CityView Portal/Mobile • CityView Mobile requires a 64-bit Application Pool in IIS.

Servers	Supported OS Versions	Minimum Requirements
CityView Integration Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for Gmail integration • Required for CityView Assistant • Required for EPR with Desktop environments NOT using bfx • Required for any environment using CityView Public API • Windows Server with 2GHz Xeon processor recommended • 8 Gigabytes (GB) of RAM or higher recommended • 10 megabytes (MB) of available hard disk space

*When communicating with external sites such as ArcGIS Online and payment vendors, CityView will use the default security protocol configured in the OS. This could be TLS 1.1, 1.2 or 1.3. The version of TLS supported by the CityView Web Servers depends on the OS and IIS configuration.

Data Sizing Projections

There are several services that are typical in our deployment strategy:

1. **SQL Server** – can be scaled to include failover clusters. Typical day-to-day operation of CityView will not tax the server as most queries will pull less than 10 records per table at a time. This service works directly with Management Server, Application Server, and Portal server processes. Typical permit applications require 1MB of disk space.

2. **CityView Management Server** – this is a service that runs in IIS, typically processing login requests, and configuration settings for the software. The only time where the service impacts performance on a server is when a build of the application occurs, typically during maintenance periods. All services need to be able to communicate with this server.

3. **CityView Workspace Server** – this is a service that runs in IIS and provides the server side processing for the primary Workspace browser user interface most staff will use. This service needs sufficient hardware resources to handle the load. If performance is not ideal, it is certainly possible to have multiple servers deployed to handle load balance or latency concerns.

4. **CityView Application Server** – this service handles general server side application processing not handled by more specialized servers. This includes scheduled processes, letter generation and document access.

5. **CityView Mobile Server** – Mobile Server IIS service acts as a gateway to the software for field staff users, and directly queries SQL Server during operation. There is an extremely small footprint for the service, and small memory/CPU overhead. If performance is not ideal, it is certainly possible to have multiple mobile servers deployed to handle load balance or latency concerns.

6. **CityView Portal Server** – Portal Server IIS service acts as a gateway to the software for browser and mobile users, and directly queries SQL Server during operation. There is an extremely small footprint for the service, and small memory/CPU overhead. If performance is not ideal, it is certainly possible to have multiple portal servers deployed to handle load balance or latency concerns.

7. **Document Management/Content Management Server** – often handled by third party services, e.g. SharePoint, Laserfiche, TRIM, etc. This can also be defined as a Windows file share (SMB) where we typically recommend 5MB of space per permit for file storage (PDF, DOC, JPG).

.NET Framework

Required for all servers and machines running CityView Configuration Console or Desktop.

Supported Versions	Notes
.NET Framework 4.8	Required

Database Technologies

Microsoft SQL Server is required for all CityView clients.

Supported Versions	Editions	Recommended Hardware
SQL Server 2019 SQL Server 2017 SQL Server 2016 SQL Server 2014	32-bit and 64-bit editions, Express and higher	• Processor: 2+ GHz Dual Core processor (Intel Xeon or AMD Opteron) • Memory: 32 GB • Storage: RAID-5, 4 (3 + 1 Hot Spare) x 73GB 15K RPM Ultra 320 SCSI (or substitute SSDs for better performance) • Network Adapter: Gigabit Ethernet Adapter • Power Supply: Redundant Power Supplies

Browsers*

For CityView customers that purchase CityView Workspace. Note that servers for all CityView web-based interfaces require TLS certification and an HTTPS address.

Workspace Workspace has been designed to work with desktop browsers. Staff mobile users should be using the CityView Mobile interface, which also supports disconnected mode (security certificate required).		
Supported Browsers	**Required Settings**	**Notes**
Google Chrome* (current version 105.0.5195.127 – updates automatically) **Microsoft Edge*** Windows 10 required (41 and up) **Mozilla Firefox (current – updates automatically)**	Required for Workspace on all browsers: • JavaScript must be enabled • Cookies must be enabled • Ad Blockers must be disabled • Pop-ups must be enabled (or not blocked)	CityView Workspace (internal use) **does not** currently support browsers on mobile devices. Staff mobile users should be using the CityView Mobile interface, which also supports disconnected mode. **Important - Internet Explorer No Longer Supported in Workspace** - Microsoft has discontinued development of Internet Explorer and recommends Edge. Microsoft Edge is not available for Windows 7 or Windows 8.1. Customers still on those operating systems should use either Firefox or Chrome for the full CityView Workspace interface experience.

*Recommended browsers

Portal Portal has been designed to work with desktop and mobile browsers		
Supported Browsers	**Version**	**Notes**
Internet Explorer (deprecated)	11	Portal servers require a TLS certificate (https) and a 64-bit IIS Application Pool
Microsoft Edge	40 and up Windows 10 Mobile	
Google Chrome	Desktop and Mobile - current	
Mozilla Firefox	Desktop and Mobile - current	
Opera	Tested version 58	
Safari	9, 13 and up* MacOS, iOS, iPad	*A bug in Safari and embedded browsers on MacOS 10.14 and all browsers on iOS 12 may cause issues with certain payment gateways. This has been fixed in current versions. Invoice Cloud, Paymentus, Heartland, MSB Nexus (with Hosted PayPage) are not affected.

Mobile Mobile has been designed to work with mobile browsers		
Supported Browsers	**Version**	**Notes**
Safari	10 or higher	CityView Mobile is highly compatible with many mobile browsers for phones or tablets Firefox and Chrome update automatically. As of publication, the current version is supported. As of Firefox version 62 and Chrome version 67, these browsers no longer allow insecure websites to access the browser Application Cache. This is where the pages for disconnected mode are stored. Mobile Disconnected Mode will no longer run when using HTTP. Your browser will give a No Internet connection error. To be able to use disconnected mode, you need to host CityView Mobile using HTTPS. Note that these browsers update automatically, so trying to retain a previous version is not a practical solution.
Firefox	57 or higher	
Chrome	63 or higher	
Opera		
Android		

Virtual Inspections
Contractors using their mobile phones for inspections will need to have one of the Twillio supported browsers: https://www.twilio.com/docs/video/javascript#supported-browsers

Bluebeam Revu

For customers that purchase Electronic Plans Review. Bluebeam Revu is needed for document markup. It is not required to view flattened documents with the mark-up in place.

Supported Versions	Editions	CityView Interface	Notes
Revu 2021 **Revu 2020.1 & 2020.2** **Revu 2019.1.16, 2019.1.20 & Revu 20** **Revu 2019** **Revu 2018***	• Core and Complete • **Revu eXtreme** all document comments and markups are flattened before the document is returned to the customer for corrections. • **CAD & Standard** versions can be used by users who will be marking up documents, but not be initiating or finalizing the markup process, or for Workspace users.	Workspace	Bluebeam Revu is required for CityView Electronic Plans Review (EPR) functionality. Bluebeam Revu can also be used to view, create, or manipulate PDF documents, independently of CityView. • Bluebeam Revu subscriptions are required. *For customers upgrading to version 2018: If you have a Bluebeam Open or Enterprise License, Bluebeam will validate your license every time you launch, prepare, or flatten documents. It is normal to see a "License Seat Acquisition" message.

Google Applications

Supported	Notes
Google Calendar integration	License required
G-Suite integration	License required
Gmail utilization	No license needed – Integration Server required

Microsoft Exchange

For CityView customers that purchase Microsoft Exchange integration

Supported Versions	Notes
Office 365 Exchange	Supported with Web Services API
Exchange 2019	
Exchange 2016	
Exchange 2013	
Exchange 2010	

Microsoft Outlook

For CityView customers that purchase the Microsoft Outlook integration Add-In

Supported Versions	Editions	Notes (VSTO deployment)
Office 365	Installed	Office 365 online (browser-based) versions are not supported.
Outlook 2019	32-bit and 64-bit	**IMPORTANT:** CityView Integration Server is now required.
Outlook 2016		
Outlook 2013		
Outlook 2010		

Microsoft Word

For CityView customers that purchase the Microsoft Word integration Add-In, the requirements differ for users who will generate the base letter templates and users that just need to make edits to letters before sending, after they have been generated by the template. Most users will just need the Letter Editing requirements.

Note that Office 2019 is supported on Windows 10 but isn't supported on Windows 7 or Windows 8.1.

Letter Editing

Once a letter is generated from a template, the content of the letter can be edited via the Word Add-In. These are the supported versions for letter editing.

For Letter Editing (manifest deployment)		
Supported Versions	**Editions**	**Notes**
Office 365	Installed and online	**IMPORTANT:** CityView Integration Server is now required. See Word Add-in for Workspace for configuration information.
Word 2019 **Word 2016**	32-bit and 64-bit	"Click-To-Run" version is required for Word 2016 and supported for 2019.

Template Editing

Users in the Letter Configuration organization role can customize letter templates used to generate letters/correspondence. These are the supported versions for template configuration.

For Template Letter Editing (VSTO deployment)		
Supported Versions	**Editions**	**Notes**
Office 365	Installed client only	**IMPORTANT:** CityView Integration Server is now required. Office 365 online (browser-based) versions are not supported.
Word 2019 **Word 2016** **Word 2013** **Word 2010**	32-bit and 64-bit	"Click-to-Run" versions prior to version 2019 are not supported by CityView. **IMPORTANT:** Because CityView uses Visual Studio Tools for Office (VSTO) add-ins, Centralized Deployment of Office add-ins is not supported. See https://docs.microsoft.com/en-us/microsoft-365/admin/manage/centralized-deployment-of-add-ins?view=o365-worldwide

Mapping/GIS Technologies

For CityView customers that purchase the GIS/mapping integration (Esri only)

Supported Versions	Editions	Notes
ArcGIS Online		• Supported • Required for CityView Mobile Route Planning • Esri requirement: TLS 1.2 certificate required
ArcGIS Server v11 **ArcGIS Server v10.9** **ArcGIS Server v10.8.1** **ArcGIS Server v10.7.1** **ArcGIS Enterprise v10.6** **ArcGIS Enterprise v10.5** **ArcGIS Server v10.4** **ArcGIS Server v10.3.1** **ArcGIS Server v10.2.2**	• 32-bit and 64-bit editions, Express and higher. • Workgroup or Enterprise Capacity Level servers (Standard, Advanced). • Server Basic version **not** supported.	• TLS certificate required. • ArcGIS Engine v9.3 and v9.2 ArcGIS Reader v9.3 and v9.2 - legacy support; no significant enhancements will be implemented. *** Feature Service Layers** required for editing maps through CityView.

Document Management Systems

Optional integration for CityView customers who are using one of the following document management systems. Additional license required to integrate with CityView. If no other integration is configured, CityView will use its native DMS.

System	Supported Versions	Notes
Laserfiche	**9, 10, and 11 (including all minor versions)**	https://www.microsoft.com/en-ca/download/details.aspx?id=48145 The Laserfiche libraries that CityView uses and ships with will work with an instance of Laserfiche 11 Server.
Microsoft SharePoint	**2016, 2013, 2010, SharePoint Online**	
OnBase	**OnBase Foundation Enhancement Pack 3 (EP3)**	Supports CityView/OnBase API

System	Supported Versions	Notes
Questys	Questys Link version 11.5	
Eclipse (docStar)		
PaperVision	78, 79	
ImageNow (Perceptive Content)	6.7	
Alfresco	5.2	
FileHold	15.2.0	
eB		Contact CityView Support before installing

Payment Processing

CityView Portal supports optional integration with numerous Payment Processing systems (Payment Gateways). You must be licensed to implement this integration. * Preferred gateway in Canada. **Preferred gateway in U.S.

Security Note: The PCI Data Security Standard requires that merchants use TLS1.2.

Supported Gateways	Notes
Paymentus*	**Supports eCheck/ACH payment if customer account has set this option with their payment vendor. Shopping cart supported conditionally.**
Invoice Cloud**	**Supports eCheck/ACH payment if customer account has set this option with their payment vendor. Shopping cart supported.**
Worldline (formerly Bambora / Beanstream)	Shopping cart supported.
Heartland	
Acculynk	
PayPal's PayFlow Pro	Payflow Pro v4.3
iTransact	
Moneris (Hosted Pay Page)	
PayGOV	

Supported Gateways	Notes
MSB Nexus	Web API "May 2017" version, MSB Nexus "Hosted Payment" Gateway method
BIS Online	
Authorize.Net	Supports eCheck/ACH payment if customer account has set this option with their payment vendor.
Active Class	Contact CityView Support before installing.

SMS/Text Messaging

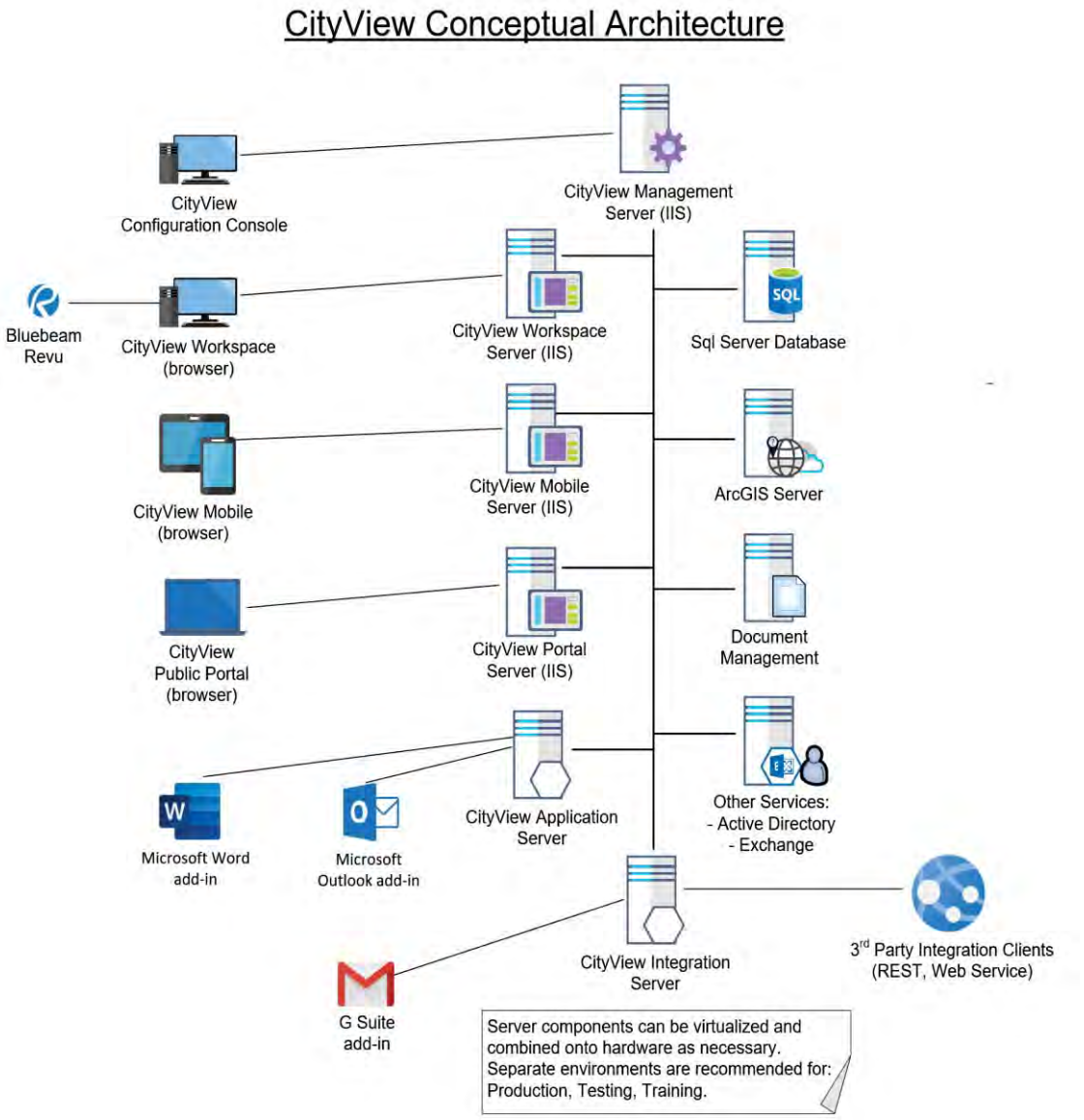
CityView customers with modules that are licensed for Mobile can use the following service to send text messages.

Supported Versions	Notes
Twilio	Configuration information.

Reporting Technologies

CityView supports optional integration with the following reporting systems.

Supported Versions	Editions	Notes
SSRS 2016	32 -bit and 64-bit editions, Express and higher	Valid TLS certificate required 1.2 or higher required on server for Workspace.
SSRS 2014	32 -bit and 64-bit editions, Express and higher	
SSRS 2012 R2	32 -bit and 64-bit editions, Express and higher	
SSRS 2012	32 -bit and 64-bit editions, Express and higher	



Note: The CityView websites (Workspace, Portal and Mobile) require TLS for security. In addition, embedded content like the City's SSRS Report Server and the ArcGIS Map Server (where your map service is deployed) needs to be SSL enabled. As such, you will need to provide a valid TLS certificate. The two available options are to purchase a signed certificate by a verified TLS Certificate provider. This is the preferred option. Alternatively, a self-signed TLS certificate can be created. The self-signed option requires manual creation of the certificate as well as manual installation of the certification on all client devices.

VII. Roles & Responsibilities

Below is a description of the roles and responsibilities of each of the resources in the Project.

Your ***CityView project team*** is comprised of:

- ***Executive Sponsor***
- ***Project Manager,***
- ***Implementation Specialist/Trainer,***
- ***Infrastructure Analyst,***
- ***Interface Specialist,***
- ***Application Development Team,***
- ***Quality Assurance Team.***

Executive Sponsor

The Executive Sponsor has the overriding responsibility for the outcome of the project in terms of project success and fiscal responsibility. The Executive Sponsor's responsibilities include:

1. Monitor the progress of the project.
2. Empower the CityView Project Manager and the core project team to make decisions.
3. Be the senior decision-maker for anything outside the authority of the Project Manager, as well as a senior executive and mediator for escalated issues.
4. Support the Project Manager in accomplishing the implementation goals.
5. Maintain an active relationship with the city.

Project Manager

He/she is involved in both the facilitation of the project as well as hands-on work in each project phase to ensure that requirements are met, and project deliverables are clearly defined. The responsibilities include:

1. Be the primary point of contact for the City's Project Manager
2. Ensure successful delivery of CityView's tasks.
3. Participate, where necessary, in gathering of the business process requirements
4. In coordination with the City's Project Manager, create the project schedule and keep this schedule up to date throughout the project.
5. Coordinate the scheduling of tasks for the implementation according to the project schedule.
6. Manage the CityView project resources.
7. Provide brief bi-weekly status update to the City's Project Manager
8. In coordination with the City's Project Manager, co-conduct the project Kick-off meeting.
9. Review and approve CityView's data collection scope documents for Sign-off.
10. Seek sign-off on all CityView deliverables and approval documents from the City's Project Manager
11. In coordination with the City's Project Manager, manage scope change control.
12. Assist the City's Project Manager in defining the training and Go-Live plans.
13. Support City in the Go-Live preparation steps

14. Hold review & status meetings with City's resources.
15. Facilitate and provide timely resolutions to issues and concerns as it relates to CityView resources, project issues, etc.

Infrastructure Analyst & Development Environment Manager

The CityView infrastructure analyst (IA) works with the City to review the City's hardware and software infrastructure as it pertains to the optimum functioning and performance of CityView. Typically, the IA is also our Manager of Support and as such carries responsibilities of managing the City's hosted development environment, facilitating updates and installs and troubleshooting issues. Responsibilities include:

1. Prepare and distribute the Infrastructure Review Questionnaire to the City, for collection of appropriate information required to analyze hardware and software infrastructure.
2. Handle any questions and seek clarification on any items in ensuring the information received is complete, for the purpose intended.
3. Assess the suitability of the infrastructure and deliver the Infrastructure Review report.
4. Provide guidance on hardware sizing, third party software, Esri map development and configuration, installation guidelines.
5. Coordinate initiation of the City's hosted Development Environment and manage this throughout the project, including updates and merges.
6. Together with the City's technical administrator, coordinate installs at the client site
7. Deliver the System Administrator Training

Implementation Specialist/Trainer

The Implementation Specialist/Trainer (IS) will work closely with the City through on-site visits, follow up calls, training, and demonstrations in order to define the scope of the configuration effort. The IS configures your CityView environment and prepares the environment for the onsite activities. Typically, the IS's also deliver the end-user training and Go-live assistance. Responsibilities include:

1. Provide progress status to the CityView Project Manager
2. Perform the data collection and work with the City's Subject Matter Experts (SMEs) to understand and collect the business requirements.
3. Work with the SMEs in designing the CityView Activities workflows.
4. Provide best practices recommendation and solutions where applicable.
5. Compile the data collection documents for the scope document.
6. Configure the Software based on the scope documents.
7. Unit test the configuration.
8. Provide configured system to Application Developer Team Lead and QA Team lead for configuration review and testing.
9. Provide validation and acceptance testing support.
10. Work with the City's SMEs to log Validation feedback and correct misconfiguration items.
11. Work closely with the CityView, Developers and QA Lead to answer any business-related question that might arise.

Often the IS's are also the Trainers as they are qualified as such, and they have the best understanding of the City's configured environment going into the training. Trainers have the following responsibilities:

1. Provide training to the different City groups as follows:

i. Subject Matter Experts
ii. Advanced Users
iii. End Users

2. Provide electronic copies of training materials where applicable.
3. Provide electronic copies of training sessions' agendas.
4. Leverage adult learning methodology and teaching techniques while documenting and escalating any concerns to the implementation Project Managers

Interface Specialist/s

Responsible for analysis, design, and testing of the interfaces between CityView and any 3rd party applications or databases. Responsible for the property interface tasks of Organization's data source. List of responsibilities include:

1. Evaluate interfaces functionality requirements.
2. Provide recommendations on interfacing approaches.
3. Identify Interfaces issues.
4. Perform the analysis of the required interfaces.
5. Evaluate a sample data structure provided by the city to which CityView must create an interface.
6. Create the design documentation of the required interfaces.
7. Manage interfaces' design documents and revise according to the City's review and comments.
8. Forward the interfaces' design documents to the CityView Project Manager for review and approval.
9. Unit test the interfaces to ensure they meet the specifications outlined in the design documentation.
10. Work closely with the CityView Developers to answer any technical related question that might arise.
11. Provide training support to the City's Technical Experts regarding the interfaces.

Application Development Team

Reporting to the CityView Project Manager, the Developers will be responsible for the development of any assigned custom reports or customization requirements. Below is a list of responsibilities to be performed by the Developers:

1. Create in-scope custom reports and unit test them.
2. Create in-scope customizations and unit test them.
3. Create in-scope interfaces and unit test them.
4. Provide customizations and interfaces to the QA Team for unit testing.
5. Periodically review the ISs configuration for adherence to best practices and efficiencies and provide guidance and oversight where necessary.

Quality Assurance Team

Responsible for testing the quality of your CityView solution and any customizations and interfaces. They use a combination of automated and manual testing on your environment. Bug Tracker Tools, Unit Testing, and Manual Test Cases are used in a strategic test plan that results in a stable, error free application for delivery. Responsibilities include:

1. Maintain QA environments on the same version as the City's Development Environment for parallel testing and troubleshooting.
2. Log test results, log issues in detail and provide issues logs to Application Development team.

3. Provide unit testing as detailed within roles above.
4. Provide advice on timing and readiness of version releases.

We envisage the ***City's project team*** is comprised of:

- ***Executive Sponsor***
- ***Steering Committee***
- ***Project Manager,***
- ***Subject Matter Experts (SMEs),***
- ***Technical Analysts/Experts,***
- ***Database Administrator,***
- ***Systems and Network Administrators,***
- ***Testers (often the same people as the SMEs),***
- ***Application Administrators***
- ***End Users***

City Executive Sponsor

The Executive Sponsor provides the vision of the project in alignment with the City's corporate short term and long-term goals and objectives. The Executive Sponsor's responsibilities include:

1. Participate on the project Steering Committee
2. Promote the project throughout the City.
3. Monitor the progress of the project.
4. Monitor the overall City impact.
5. Empower the City Project Manager and the core project team to make decisions.
6. Make timely decisions.
7. Maintain the authority to set priorities, approve overall scope and settle issues / priorities that significantly affect the project and the City.
8. Support the Project Managers in accomplishing the project goals.
9. Provide a vision of the City's goals.
10. Maintain an active relationship with CityView Management

City Steering Committee

Should the City wish to form a Steering Committee for the project (internal to the City), the Steering committee typically develops the vision for the project in alignment with the City's short term and long-term goals and objectives. The Steering committee is suggested to be composed of the City Project Sponsor(s), the City's Executive Sponsor, and the City's Business Leads. The Steering committee has the following responsibilities:

1. Attend Steering Committee meetings.
2. Set priorities.

3. Approve scope and scope changes.
4. Resolve escalated issues.
5. Provide strategic guidance to achieve the define project goals.
6. Promote the project throughout the City.
7. Commit the required resources to the project and approve new ones when required.
8. Monitor the project progress.
9. Monitor the overall City impact.
10. Approve extensions to project timeline or addition of new City resources to resolve City -side delays.
11. Empower the City Project Manager and the core project team to make decisions.
12. Generate timely decisions.
13. Conduct periodic review of project progress.
14. Make strategic decisions to manage business and project risks.
15. Support both Project Managers to accomplish project goals.
16. Have an active relationship with CityView management.

City Project Manager

The City Project Manager is responsible for the overall City deliverables and the day-to-day management of the project. This resource is the primary liaison between the CityView Team, the City's project team and the Steering Committee. Both Project Managers will work together to meet the objectives, address issues, facilitate resolution and participate in active management of the teams. Below is a list of responsibilities to be performed by the City's Project Manager:

1. Manage all City resources for project related activities.
2. Manage the project (budget, timeline, quality, risks, scope, issues, deliverables, etc.) in cooperation with CityView's Project Manager
3. Communicate project status to the Steering Committee, the Executive Sponsor and the project team leveraging updates from CityView's status updates.
4. Participate in the Steering Committee meetings.
5. Create, maintain, manage, and refine the project schedule with all its elements in cooperation with the CityView Project Manager
6. Maintain project standards especially Scope & Status reporting.
7. Prepare, organize and co-conduct with the project kick-off meetings.
8. Manage the delivery and coordination of City project tasks.
9. Manage all project deliverables in coordination with CityView's Project Manager
10. Manage and streamline the issue management process in conjunction with CityView Project Manager
11. Manage project deviations and take necessary corrective actions.
12. Participate in gathering of the City's business process requirements when required.
13. Plan, manage and execute the Acceptance Test efforts.
14. Plan, manage and execute the end user training efforts.
15. Provide timely reviews and potential signoffs on all project deliverables approval documents as presented by the CityView Project Manager
16. Review and accept project milestones.

17. Manage the logistical activities of the end user training.
    a. Training facilities
    b. Students booking
    c. Scheduling of sessions
    d. Monitoring and logging the end user attendance.
18. Capture the end user feedback.
19. Responsible for internal & project communication
20. Provide guidance to project team members.
21. Lead the Go-Live preparation planning.
22. Participate heavily in the Go-Live preparation tests.
23. Must provide Go / No Go Decision throughout the project phases.
24. Must be present for Go-Live

City Subject Matter Experts

The Business Experts own the business process within their functional areas since they perform these day-to-day business processes. These people collectively form the knowledge base of the City's business process requirements. Such resources will be involved in the Data Collection, as well as approval of the Scope Documentation and testing and acceptance of the configured system. They will further verify that the new configured system meets the City's business requirements as outlined in the Scope Documentation. They will participate in making decisions regarding the business processes and they will help both Project Managers manage the project scope and all the associated deliverables. Below is a list of responsibilities to be performed by the SMEs

1. Attend data collection & validation training sessions.
2. Participate in appropriate project team meetings.
3. Work with the CityView IS to provide input into the analysis of the business requirements and review the Scope Documentation
4. Work with the CityView IS to validate the configuration through validation testing.
5. Develop appropriate validation test cases based on business scenarios.
6. Assist the City's Data Conversion Expert in data conversion validation & acceptance.
7. Assist in the development of user procedures.
8. Assist the project team in defining user access levels and privileges.
9. Assist the project team in the Go-Live support planning.
10. Provide end user post implementation Go-Live support where applicable.
11. Assist the City's Project Manager in problem resolution.
12. Support End User Training and documentation preparation
13. Must be present for Go-Live

City Technical and Advanced (Power) Users

These resources are involved with the CityView resources to learn the report writing tool and system configuration. They *could* assist in these two functions once knowledge transfer is accomplished. Once trained they will have access to the tools to support the end users with any future configuration enhancements to the system. These resources could also work in conjunction with CityView to lead the interfaces (third party integrations) **analysis, definition, and acceptance** testing. Below is a list of responsibilities to be performed by the City's Technical Experts:

1. Attend required Advanced training sessions (Configuration, Reporter Training)
2. Acquire the necessary knowledge from the CityView resources through training sessions and documentation.
3. Participate in the analysis, design and acceptance testing of all interfaces to 3rd party systems (potentially)
4. Should be present for Go-Live
5. Other responsibilities depending on the degree of participation encouraged by the City.

City Database Administrator

This resource will be responsible for setup and maintenance of the different databases (Testing/ Training and Production) during the initial project phase and for any subsequent requirement. Below is a list of responsibilities to be performed by the City's Database Administrator:

1. Setup the initial databases in conjunction with CityView resource(s)
2. On-going database configuration, monitoring, tuning and troubleshooting of the database environments.
3. Manage production database growth.
4. Provide support to the project team during the project implementation as identified in the project schedule.
5. Manage the performance of the database.
6. Establish and maintain database security and coordinate with application administration the application security levels.
7. Include the databases in the normal backup routines and add them to the recovery management plan.
8. Coordinate activities with City network and workstation administrators
9. Manage and execute database installation and upgrade patches.
10. Participate in user access rights and privileges planning, definition & testing.

City Systems & Network Administrators

These resources will be required to provide assistance to the project team on an as needed basis. Below is a list of responsibilities to be performed by the City's Systems & Network Administrators:

1. Prepare servers for initial software setup and configuration.
2. Provide setup of servers and provide network connectivity.
3. Setup required peripherals for the different environments.
4. Provide setup of clients' workstations if required.

5. Setup testing environments as requested by the City's Project Manager
6. Participate in Go-Live preparation tests.
7. Should be present for Go-Live

City End Users

These resources will be trained on the proposed products. Below is a list of responsibilities to be performed by the City's End Users:

1. Attend and actively participate in the appropriate training sessions provided by CityView.
2. Understand existing business processes as well as the project scope at a reasonable level of detail.
3. Have good Windows navigation skills.

VIII. Schedule

The project plan will be defined by the Project Managers as an initial step in the project. Start date will take into account each party's current schedule of activities. Please note CityView's implementation resources are currently booked 90 – 120 days in advance. The City will be added to CityView's schedule after a signed agreement is received.

IX. Project Acceptance

After delivery of the fully configured solution, we expect the City to undertake acceptance testing using self-generated testing scenarios. Should the testing identify any defects, CityView will provide in-scope fixes at no additional charge in parallel to, or immediately subsequent to, the acceptance testing.

After all fixes deemed essential for go-live are provided and retested, the code will be frozen, and deployment will commence. Provided the acceptance criteria have been met, the City will be asked to formally accept the delivered solution for Go-live. Following go-live the CityView project team will work with the City to record any known issues. The project team is responsible for the resolution of these known issues. Thirty (30) days after Go Live CityView will request the Statement of Completion that substantiates the product has been delivered and is being used successfully in a live, production environment to accept permit applications, generate fees, record fee payments, and generate correspondence associated with permit processing.

During the first 4 weeks after go-live, the project team will begin to familiarize and transition the project to the Technical Support group. At the end of 6 weeks the Project Manager will arrange a formal hand-off involving the City, the CityView Project Manager and the CityView Support group formalizing the transition of any new defects, bugs, and support issues to the Support team.

X. Change Order Management

To ensure timely and effective delivery of the project, the scope will be tightly managed. Project change control procedures will be reviewed with the team at the beginning of the project to ensure that they are clearly understood. This review helps establish a common understanding of the need for project change control and the mechanics for implementing any changes to the scope of the project. Any alterations to the project scope, budget, or schedule will be documented and authorized via the Change Control process.

A Change Control refers to any modification and/or new development deviating from the baseline established in the Statement of Work and Scope Document. It includes changes to the software, database, training, consulting services, or related processes. Each modification (or group of modifications) to the Contract, Statement of Work, or Scope Document must be documented and approved by a Change Control Form. All potential changes are compared against the project baseline in terms of functionality, schedule, cost, upgrade capability, maintainability, and resources. Change Control requests can be raised by any member of the CityView or City Project Teams.

The following steps will be followed with any changes to the baseline system:

- The change control process will begin with a team member identifying a function or design alternative not already identified as part of the baseline system or a function that is part of the baseline but because of design issues may impact cost, schedule, or resources.
- The person requesting the change will complete a Change Control Form and forward it to the appropriate Project Manager to determine cost, resources, and schedule impact, and the PM will forward the request on to their counterpart. Once these are determined, approval by the CityView Project Manager and City Project Manager is required.
- Once approved (or denied), the change request is entered into the change control log and is placed on the agenda of the next Joint PM meeting.

Any impact to the cost, schedule and/or resources will be elevated to City Project Sponsor and CityView Project Manager for their review and approval.

Sample Change Order Document

Change Order / Quotation

CHANGE ORDER DESCRIPTION	
Request Date	**Quote Number**
Client/Project	**Valid Until**
Requestor	**Created By**
Description of the Requested Services	
Impact Assessment: Estimate impact to budget, work effort and schedule.	
Total Cost Estimated $	**Planned Delivery Date**
Payment Terms	

APPROVALS			
	PRINT NAME	**SIGNATURE**	**DATE**
For Customer			
For CityView			

XI. Issues & Problem Resolution

An issue refers to any matter that requires someone to make a decision, and about which no agreement has been reached or can be routinely reached. Typically, issues impede project progress until they are resolved. Change Control items may become issues if they're not dealt with quickly, but Change Control items are specific to the process of authorizing design changes that impact scope, schedule or budget whereas issues can be related to anything about the project that needs to be decided.

The CityView Project Manager will maintain an issue log and will assign responsibility for the resolution of project issues and reports progress to City's Project Manager and the CityView Project Team. Any Project Manager or team member can submit an issue for logging and resolution. Most project issues are expected to be resolved within the overall Project Team. If the issues are not resolved to the satisfaction of the Project Team, they may need to be escalated to the Project Executive Sponsor or appropriate level.

Typical project situations requiring escalation include conflicting resource demands threatening project staffing, group dependencies not being met, scope disagreements and issues with functionality of the project's deliverables nearing release time.

Escalation Process:

CityView escalation levels in the order listed below:

1. Project Manager
2. Manager, Implementation Services
3. VP, Professional Services
4. Executive Vice President

City escalation levels in the order listed below:

1. Project Manager
2. Steering Committee
3. Executive Sponsor

RESOLUTION 2024-175

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING CITYVIEW AGREEMENT AMENDMENT #1 FOR PERMITTING DATA MIGRATION; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission, at their June 6, 2023, Regular Meeting, awarded RFP 23-01 for Professional Services for Permitting Licensing Software Solutions to CityView via Resolution 2023-93; and

WHEREAS, migration of data from the City's current software provider was not included in the scope of the RFP. Due to the lack of responsiveness of the current vendor, EnerGov, the need to retrieve and migrate permitting data has become a priority in order to ensure effective service to citizens of the City; and

WHEREAS, staff, working with CityView, devised a solution to retrieve and maintain the data, requiring an addition to the scope of work for CityView; and

WHEREAS, this data migration will eliminate the need for the EnerGov upgrade and reconfiguration budgeted for FY2023/2024; and

WHEREAS, this option will result in a net savings to the City of approximately $140,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves CityView (N Harris Computer Corporation) Agreement Amendment #1 for the data migration services from EnerGov to CityView, in an amount not to exceed $58,212.00.

SECTION 2. The City Clerk and the Interim City Manager are hereby authorized to execute all documentation pertaining to this Agreement Amendment, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall be effective immediately upon passage.

ADOPTED this 17th day of September, 2024.

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

Quotation

QUOTATION DESCRIPTION			
Request Date:	June 18, 2024	**Quote #:**	2024 - DC
Client / Project:	City of Fernandina Beach, FL	**Valid Until:**	August 18, 2024
Requestor:	Dana Whicker	**Created By**	Steve Favalaro

Description of the Requested Services:

The City of Fernandina Beach, FL has requested the following quote for the conversion of historical data from the current Energov system as part of the current CityView implementation. CityView has reviewed the data set provided by the City and the cost to convert the data including data mapping, data conversion (3 iterations), validation refinements, final data update prior to Go Live, project management and quality assurance would be $58,212. The City has indicated that existing documents will not be converted and are not included in the cost.

Payment Terms: 50% invoiced upon commencement of data mapping and due net 30 days, and 50% invoiced upon scheduling of the first review & validation session and due on or before the first review & validation session

Total Estimated Cost:	As above	**Planned Delivery Date:**	TBD

QUOTATION APPROVAL

	Print Name	Signature	Date
Client Executive:	Jeremiah Glisson Interim City Manager		9/17/24
CityView Executive:	Susan McCormick	2024.08.20 09:46:18-07'00'	

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

SOLE/SINGLE SOURCE JUSTIFICATION FORM

(Nov, 2020)

Date: 8/15/24 Department: I.T. Director: D. Whicker

Sole/Single Source Vendor: CityView (N Harris Computer) Est. Cost: $58,212

Account Number: Account Name:

NOTE: It is a felony to knowingly circumvent a competitive process for commodities or services by fraudulently specifying "sole source" FS 838.22(2).

Service/Commodity Description:

Quote # 2024-DC for data migration from EnerGov to CityView

Please check the category appropriate for this purchase (attach supporting documentation)

- [x] **Continuity of product/services-** vendor providing a product/service after a previous purchase.
- [ ] **Manufacturer/distributor-** only known item/source to meet specialized needs of department or perform intended function.
- [ ] **No substitute/compatibility-** component or replacement part has no substitute and can be obtained from only one vendor.
- [ ] **Timeliness-** acquisition of an alternative source would require considerable time and expense to evaluate.
- [ ] **Emergency-** urgent need for the item/service does not allow for soliciting competitive bids (restricted to public health, safety, welfare).
- [ ] **Monopoly-** a monopoly exists as in the case of the U.S. Post Office, Florida Public Utilities, etc.
- [ ] **One-of-a-kind-** only area distributor of the original manufacturer.

Based on the foregoing, I recommend that competitive procurement be waived and that the service or material on the attached be purchased as a sole/single source commodity. I certify that the information contained in this justification is accurate and complete.

Dana Whicker 08/15/2024

Department Director Signature

Jeremiah Gibson 8/16/2024

City Manager Signature

[X] Approved [ ] Disapproved Date: _____

SOFTWARE LICENSE AND SUPPORT AGREEMENT

This Software License and Support Agreement between N. Harris Computer Corporation ("CityView"), and the City of Fernandina Beach, FL ("Licensee") is effective as of 7/27/23 (the "Effective Date").

Whereas N. Harris Computer Corporation and Licensee entered into a Contractual Services Agreement dated 7/27/23 for the provision of certain professional services through CityView [in preparation of the license of certain CityView software to Licensee] (the "Contractual Services Agreement");

Whereas CityView proposes to license its software application to Licensee on the terms and conditions set out in this Agreement;

Whereas CityView desires to provide the Licensee with support and maintenance services related to its software application;

Whereas the Licensee has received the proper approvals such that it will license the software application;

Now therefore, the two parties agree to the following:

1 DEFINITIONS

1.1 Throughout this Agreement, except as otherwise expressly provided, the following words and expressions shall have the following meanings, and to the extent that any capitalized words are not defined in this Agreement but in either the Support and Maintenance Agreement or in the Contractual Services Agreement, then those words shall have the meaning ascribed to them in those respective agreements with priority being assigned to the Contractual Services Agreement and then to the Standard Support Service Level Agreement.4464 Markham St., Suite 1202, Victoria, BC V8Z 7X8 Canada

1.1.1 "Add-on" means an individual component of the software that provides a specific functionality.

1.1.2 "Agreement" means this Software License Agreement, including all of its Schedules and all instruments supplementing, amending or confirming this Agreement.

1.1.3 "Confidential Information" means the Software and all information or material that either party treats as confidential which is:

1.1.3.1 Marked "Confidential," "Restricted," or "Proprietary Information" or other similar marking,

1.1.3.2 Known by the parties to be considered confidential or proprietary, or

1.1.3.3 Which should be known or understood to be confidential or proprietary by an individual exercising reasonable commercial judgment in the circumstances.

1.1.4 Confidential Information does not include information to the extent that such information:

1.1.4.1 Is or becomes generally known to the public by any means other than a breach of the obligations of a receiving party hereunder;

1.1.4.2 Was previously known to the receiving party as evidenced by its written records;

1.1.4.3 Is rightly received by the receiving party from a third party who is not under an obligation of confidentiality; or

1.1.4.4 Is independently developed by the receiving party without reference to or use of the other party's Confidential Information which such independent development can be establish by evidence that would be acceptable to a court of competent jurisdiction.

1.1.4.5 Is a "public record" as defined by Florida law and not deemed exempt or confidential by Florida law.

1.1.5 "Configuration Console" is a set of tools used for the process of defining the values of parameters for the Software and automating the software. This includes but is not limited to Lookup table values, Fees, Letter templates, Activity-based workflows, custom data fields, organizational roles, business rules definable in the Software rules engine and expression writing.

1.1.6 "Completion of Services" means that the Software is fully operational and performing in conformity with the specifications set out herein. For purposes of this Agreement, Completion of Services will be deemed to have occurred on the date which the Organization commences using the Software as its predominate business system.

1.1.7 "Core Software" means that portion of the Software that provides the base functionality which, when installed and implemented, will always be in operation when the Software is in operation on the Designated Computer System.

1.1.8 "Event of Default" is deemed to have occurred if CityView:

1.1.8.1 Becomes insolvent, executes an assignment for the benefit of creditors, or becomes subject to bankruptcy or receivership proceedings,

1.1.8.2 Ceases business operations generally or

1.1.8.3 Ceases to market or make available maintenance or support Services for the Software during a period in which the Licensee is receiving support services pursuant to the Standard Service Level Support Agreement, or,

1.1.8.4 Has transferred all or substantially all of its assets or obligations set forth in this Agreement to a third party which has not assumed all of the obligations of CityView.

1.1.9 "Designated Computer System" shall mean the Licensee's platform and operating system environment which is operating the Software.

1.1.10 "Documentation" shall mean user guides, operating manuals, technical manuals, supporting materials, and other information relating to the use of the Software, whether distributed in print, magnetic, electronic, or video format.

1.1.11 "Maximum Concurrent Users" shall have the meaning ascribed to it in paragraph 3.

1.1.12 "Module" means a particular application component of the Software that provides general functionality.

1.1.13 "Project" means services to be provided pursuant to additional Modules or Add-ons (including Third Party Software) that are to be licensed to Licensee and which services are provided pursuant to a Short Form Contractual Services Agreement

1.1.14 "Software" shall mean the licensed CityView application software consisting of the Core Software, the Configuration Console, the Modules and the Add-ons, including any updates provided subsequent to this Agreement, and including all copies made by whomsoever produced. Third Party software are not included in the definition of software.

1.1.15 "Source Code" of the Software means the Software written in programming languages, including all comments and procedural code, such as job control language statements, in a form intelligible to trained programmers and capable of being translated into object code for operation on computer equipment through assembly or compiling, and accompanied by documentation, including flow charts, schematics, statements of principles of operations, and architecture standards, describing the data flows, data structures, and control logic of the Software in sufficient detail to enable a trained programmer through study of such documentation to maintain and/or modify the Software without undue experimentation.

1.1.16 "User" means an agent of Licensee who has been provided with permission by CityView to be a User or an employee of Licensee while that agent or employee is engaged in using the Software.

1.1.17 "Third Party Software" means any software applications and services that CityView or its service providers has licensed or purchased and provided access to or otherwise made available to Customer as part of the Services as well as any third party software that is required to be obtained by Licensee directly from the applicable third party vendor in accordance with paragraph 6.3 and 6.4.

2 SCHEDULES

2.1 The Schedules described below and appended to this Agreement shall be deemed to be integral parts of this Agreement.

2.1.1 SCHEDULE A - Description of Software, Software & Maintenance Fees, Payment Milestones and Deliverables

2.1.2 SCHEDULE B - Optional Escrow Services Languages

2.1.3 SCHEDULE C- Configuration Console Correct Usage Protocol

2.1.4 SCHEDULE D - CityView Standard Support Service Level Agreement

2.1.5 SCHEDULE E - Third Party Software

3 LICENSE

3.1 Subject to the terms and conditions of this Agreement, including without limitation the payment of the License Fees, CityView hereby grants the Licensee a non-transferable, non-exclusive and limited license to:

3.1.1 Use the Software on Licensee's Designated Computer System for its own internal business purposes or operations with access to third parties as reasonably necessary for the intended use and otherwise in accordance with the Documentation. The Software is in "use" on a computer when it is loaded into temporary memory (i.e., RAM) of that computer;

3.1.2 Copy the Documentation and copy the Software into any machine readable form for back-up, archival or training purposes in support of the Licensee's use of the Software on the Designated Computer System PROVIDED THAT:

3.1.2.1 The Licensee shall maintain a record of the number and location of copies made and to erase all such copies promptly when no longer in use or necessary;

3.1.2.2 The copies, together with the original, shall remain the property of CityView; and

3.1.2.3 The Licensee has not removed or obscured any copyright, trademark or other proprietary notices from the Documentation, Software and related materials supplied by CityView; and

3.1.3 Customize the Software using (specifically) the expression writing capabilities of the Configuration Console and such customizations using the Configuration Console are not subject to the restrictions detailed in paragraph 4.

3.2 The Software and related materials supplied by CityView are protected by copyright and trademark laws. Title, ownership rights and intellectual property rights in the Software and related materials supplied by CityView remain with CityView and any rights not expressly granted are reserved. Use of the Software and related materials supplied by CityView is subject to the applicable copyright laws and the express rights and restrictions of this Agreement.

3.3 The Software that is delivered to the Licensee includes all of the Modules, the Core Software, the Configuration Console and the Add-ons. The Licensee's use of these components is subject to the restrictions detailed in paragraph 4.

3.4 The number of Users who may access the Software at any one time is limited to the "**Maximum Concurrent Users**" as listed in SCHEDULE A. Any request to increase the number of Maximum Concurrent Users may entail additional license fees. The Licensee is not restricted in the number of employees or agents who may be permitted to use the Software. The restriction only applies to those accessing the Software at the same time.

3.5 The Software and/or some components may be licensed with the designation of "Read Only"; where this occurs the license permits users with view-only access to the Software but not the right to input, write or alter any data or information. Any applicable "Read Only" designation will be stated in SCHEDULE A and those aspects of the Software will be licensed as such.

3.6 The license rights granted herein and the other terms and conditions of this Agreement do not apply to any third party software listed in SCHEDULE A and SCHEDULE E to this Agreement. Such third party software is licensed pursuant to and subject to all of the terms and conditions set out in the applicable third party license agreements for such software. For greater certainty and without limiting the generality of the foregoing, CityView makes no warranties, express or implied with respect to the third party software, including without limitation, their merchantability or fitness for a particular purpose and CityView accepts no liability of any kind whatsoever with respect to third party software.

4 LICENSE RESTRICTIONS

4.1 Without limiting the generality of the License granted in paragraph 3 and any other restrictions listed in this Agreement, Licensee shall not, and will not allow, direct or authorize any other party, directly or indirectly, to:

4.1.1 Use the Software for any purpose other than in connection with Licensee's primary business or operations;

4.1.2 Disassemble, de-compile, reverse engineer, defeat license encryption mechanisms, or translate any part of the Software,

4.1.3 Attempt to reconstruct or discover the Source Code of the Software or to otherwise convert it into human readable code;

4.1.4 Modify or create derivate works of the Software;

4.1.5 Rent, lease, lend, or use the Software for timesharing or bureau use;

4.1.6 Allow a third party to copy, access, or use the Software;

4.1.7 Take any actions that would cause the Software to become subject to any open source or quasi-open source license agreement, or

4.1.8 Attempt to access a Module or Add-on for which a license has not been granted.

4.2 Licensee shall be wholly liable to CityView for any misuse of the Software and the restrictions in Paragraph 4.1 are absolute except as and only to the extent that this Agreement may expressly permit CityView to do otherwise.

4.3 Licensee requires a separate License for each environment into which the Software or any portion thereof is read in machine-readable form for operation on such Designated Computer System in a production environment.

4.4 The Licensee may only use the Software for which it has paid the license fees. Upon the payment of the applicable license fee Licensee shall be provided with the electronic key which will permit Licensee to use the components of the Software for which it has paid a license fee. The Licensee may at any time request a further license to use additional components, the use of which shall be subject to the payment of the appropriate license fee and the provision of an electronic key.

4.5 The Licensee may only use the Configuration Console where it has paid the appropriate license fee. Upon the payment of the applicable license fee, Licensee shall be permitted to use the Configuration Console subject to any restrictions that may be detailed in writing when such permission is granted.

4.6 Prior to the use of the Software for the initial and each renewal term, the use of the Software will be subject to the Licensee's receipt from CityView of an electronic key permitting access to the Software. The receipt of the key is subject to the renewal of the Standard Support Service Level Agreement (SCHEDULE D). The Licensee acknowledges that it will not be able to use the Software in any fashion without the use of the key and that it understands fully its obligations in order to receive each applicable key.

5 LICENSE FEES

5.1 The rights granted to Licensee hereunder are subject to the Licensee paying to CityView the following license fees:

5.1.1 A license fee to use the Software; license fee(s) in relation to the Modules for which the Licensee has requested access; and the license fee related to the Configuration Console, if requested by Licensee.

5.1.2 The appropriate license fees are detailed in SCHEDULE A and the Modules for which a license is provided and whether a license in the Configuration Console is provided are also listed in SCHEDULE A (including the details of the applicable license fees). The list of licenses for Modules and the Configuration Console may be amended from time to time by a Statement of Work that specifically references this Agreement and which amends SCHEDULE A by detailing those Modules that are being licensed or will no longer be licensed in accordance with the terms of this Agreement.

5.1.3 Where a Project is undertaken, the license fees applicable to the Software related to the Project shall be detailed in a short form Contractual Services Agreement

5.2 The failure to pay such license fees within ninety days of an invoice shall automatically terminate this Agreement despite any cure periods provided elsewhere herein and paragraph 9.1 shall apply.

5.3 In addition to the above required license fees, any services applicable to the installation, implementation, training or configuration of the Software (both at the time the initial license is granted and for any subsequent licenses) may require additional professional service fees for the provision of the applicable professional services both of which would be subject to this Agreement.

6 SUPPORT

6.1 In consideration of payment of the annual support and maintenance fee set out in SCHEDULE A (the "Support and Maintenance Fees"), CITYVIEW will provide:

6.1.1 Priority response on support requests regarding the Software, as described in the CityView Service Level Agreement Attached as SCHEDULE D

6.1.2 Remote diagnosis of operational issues related to the Software, provided that the Licensee has obtained, at its cost, the necessary software, hardware and instruction to allow CITYVIEW to provide such assistance.

6.1.3 Updates for the Software at no extra charge except for magnetic media and courier costs, these updates to include minor changes, enhancements, improvements, and problem resolutions;

6.2 In consideration of the services set out above, the Licensee agrees to pay the Support and Maintenance Fees in accordance with the payment schedule set out in SCHEDULE A. Despite anything in the support terms or this Agreement to the contrary, the Support and Maintenance Fees may be increased by CityView at the annual renewal time for Support and Maintenance and additionally if new modules are added to and become subject to this Agreement as described in paragraph 3.1.3 above.

6.3 Where CityView has provided licenses to BLUEBEAM software pursuant to this Agreement, the Licensee must also purchase all support and maintenance services for the BLUEBEAM software directly from CityView. CityView agrees that Support and Maintenance Fees for the BLUEBEAM software shall not exceed the fees that would be charged by BLUEBEAM for equivalent support and maintenance services. Licensee agrees that CityView's support and maintenance services for the BLUEBEAM software are special and cannot be adequately provided by another third party because of the integration between the Software and BLUEBEAM software.

6.4 Where Licensee has existing BLUEBEAM REVU software at the time of entering into this agreement, or acquires such licenses from other sources, Licensee agrees to purchase support and maintenance for all BLUEBEAM REVU software exclusively from CityView.

7 CONTEMPORANEOUS AGREEMENTS

7.1 The parties agree that execution of the following agreements are conditions precedent to the effectiveness of this Agreement and that the following agreements shall be entered into no later than contemporaneously with the execution of this Agreement.

7.1.1 The Support and Maintenance Agreement which shall detail CityView's support obligations in relation to the Software; and

7.1.2 The Contractual Services Agreement which shall detail CityView's installation and implementation services for the Software.

7.2 Additionally, the Licensee shall have the option of entering into an Escrow Agreement. In the event that Licensee wishes to have the Source Code to the Software deposited in an escrow account for Licensee's benefit, Licensee shall sign the escrow language in SCHEDULE B and such terms shall apply to this Agreement. If executed, the Escrow Agreement shall govern the terms and conditions whereby Licensee could gain access to the Software source code for the purpose of maintaining and supporting the Software. Licensee shall be solely responsible for the costs associated with the Escrow Agreement as may be invoiced by CityView.

8 TERM AND TERMINATION

8.1 Unless terminated earlier in accordance with the terms hereof, this Agreement shall commence on the Effective Date and is for a duration of one (1) year from the onset of Annual Support and Maintenance (the "Initial Term"). After the Initial Term, this Agreement shall automatically renew for successive one (1) year periods (each a "Renewal Term") subject to CityView's then current price structure unless either party provides written notice to the other party of its intention not to renew prior to ninety (90) days from the end of the then current term. The Initial Term and each Renewal Term shall collectively be referred to as the "Term".

8.1.1 Prior to the completion of the Project, this Agreement may be terminated by Licensee at any time by providing CityView with notice only where the Licensee has terminated the Contractual Services Agreement in accordance with its terms. Otherwise, the Licensee may only terminate this Agreement prior to the completion of the Project where CityView has materially breached its obligations under this Agreement and failed to remedy them as permitted hereunder.

8.1.2 CityView may terminate this Agreement where Licensee fails to comply with its obligations of confidentiality set out in paragraph 11 or the obligations under paragraph 4.1 of this Agreement, whereby CityView must notify the Licensee in writing of such default (a "Default Notice"). Upon receipt of a Default Notice, the Licensee must correct the default at no additional cost to CityView, or issue a written notice of its own disputing the alleged default, in either case within ten (10) days immediately following receipt of a Default Notice.

8.1.3 If the Licensee fails to correct the default, or issue a notice disputing the alleged default, in either case within ten (10) days following receipt of the Default Notice, CityView may terminate the whole of this Agreement including the grant of license to the Software and in such case the Licensee will be responsible for payment to CityView of only that part of the fee earned by CityView for that part of the Services performed in accordance with the Contractual Services Agreement, unless that agreement states otherwise, up to the time of communication of such notice of termination to the Licensee and the entire License Fee for all Software that was fully installed on the Designated Computer System. Once a dispute has been settled, to the extent that any issues still remain unresolved in the Default Notice, Licensee shall have ten (10) days to remedy such breach following the date of the settlement of the other issues.

8.1.4 Despite the above, for any Default Notice alleging a breach of paragraph 4.1.3, CityView may terminate this Agreement at any time following the delivery of a Default Notice despite Licensee rectifying such default.

8.1.5 The Licensee may terminate this Agreement where CityView:

8.1.5.1 No longer provides the support services as detailed in paragraph 6 of this Agreement,

8.1.5.2 CityView has either declared bankruptcy or sought relief under the Companies' Creditors Arrangement Act, or under any similar types of legislation in other jurisdictions, and such declaration or relief has not been rectified within sixty (60) days of the date of filing, or

8.1.5.3 Where CityView has materially breached the provisions of this Agreement whereby Licensee must notify CityView in writing of such default (a "Licensee Default Notice").

8.1.6 Upon receipt of a Licensee Default Notice, CityView must correct the alleged default at no additional cost to Licensee within thirty (30) days immediately following receipt of a Licensee Default Notice. If CityView fails to correct the default within thirty (30) days following receipt of the Licensee Default Notice, Licensee may terminate the whole of this Agreement. Once a dispute has been settled, to the extent that any issues still remain unresolved in the Licensee Default Notice, CityView shall have thirty (30) days to remedy such breach following the date of the settlement of the other issues.

9 PROCEDURE FOLLOWING TERMINATION

9.1 If this Agreement is terminated for any reason except an Event of Default, then within thirty (30) days following such termination, the Licensee shall destroy/return the Software and any documentation to CityView, at CityView's absolute discretion, and the Licensee shall certify, under the hand of a duly authorized officer of the Licensee, that all copies of the Software and Documentation or any part thereof, in any form, within the possession or control of the Licensee have been destroyed/returned to CityView.

9.2 Upon the termination of this Agreement for any reason except for the terms set out in SCHEDULE B, the Licensee will not be entitled to access the Source Code through the escrow agreement where a valid escrow agreement exists.

9.3 Upon the termination of this Agreement for any reason whatsoever,

9.3.1 The parties agree that the Standard Support Service Level Agreement expires on its own terms, and

9.3.2 The confidentiality provisions shall survive and be binding on both parties for five (5) years from the date of termination.

10 CITYVIEW'S PROPRIETARY RIGHTS

10.1 The grant of the License herein contained permits the limited use of the Software by the Licensee. Title to and all property in the Software, its name, logo and computer stored data shall remain exclusively with CityView.

10.2 The Licensee hereby acknowledges that the Software and the Documentation is the property of CityView and that the Software constitutes a trade secret, and agrees to exercise due care and diligence in safeguarding the Software, the Documentation and CityView's proprietary interest.

10.3 The Licensee also acknowledges that any negligence or deliberate violation of this Agreement on its part which results in failure to protect CityView's proprietary interest in the Software shall actually and materially damage CityView.

10.4 In order to ensure compliance with the terms of this Agreement, CityView shall be entitled, upon reasonable notice to Licensee and subject to CityView's compliance with Licensee's reasonable security measures, to enter upon the Licensee's premises during normal business hours and require the Licensee to produce such information, records and documents as may be required to ascertain compliance.

10.5 CityView may revise or update the Software from time to time at its discretion.

11 OWNERSHIP OF SOFTWARE AND CONFIDENTIALITY OBLIGATIONS

11.1 The Licensee acknowledges that the Software contains proprietary information and Confidential Information of CityView which shall, at all times, remain the property of CityView and, in addition to its obligations outlined paragraph 4, the Licensee agrees to treat such Confidential Information in accordance with paragraphs 11.2 and 11.3 herein.

11.2 The Licensee will take the same care to safeguard the Software as it takes to safeguard its own Confidential Information of a like nature and such care shall not be any less than would be taken by a reasonable person to safeguard its own confidential information.

11.3 In order to assist Licensee with the protection of its proprietary information and Confidential Information and to enable CityView to ensure that the Licensee is complying with its obligations, Licensee shall permit CityView to visit during normal business hours any premises at which the Software is used or installed and shall provide CityView with access to its Software. CityView shall provide Licensee with reasonable notice of any such audit.

12 LIMITED WARRANTY OF PERFORMANCE

12.1 CityView warrants to Licensee that:

12.1.1 The Software shall function as described in the user documentation accompanying the Software from the Completion of Services if the Software is properly used in accordance with CityView's instructions and the terms of this Agreement.

12.1.2 The Software (including Software updates) will be provided via electronic delivery.

12.2 In the event an error is discovered in the Software outside the warranty period and the error can be reproduced by CityView, CityView will make reasonable commercial efforts to provide Licensee with a correction or suitable workaround in accordance with the terms of this Agreement. CityView reserves the right to correct any defects about which it is made aware and to produce Releases at a time of Cityview's own choosing and at CityView's discretion. Licensee's sole recourse in the event the Software does not conform to the applicable documentation is the repair and replacement of the Software.

12.3 The warranty above is void if the Licensee modifies the Software without the written consent of CityView. Examples of such modifications include, but are not limited to, the de-compiling and modifying of the source code, and tampering with the base set-up of the system.

12.4 For clarity, the parties agree that THE LICENSEE shall have the right to configure the Software using the Desktop configuration tools. Where a license for Configuration Console has been granted, THE LICENSEE shall have the right to use Configuration Console for expression writing in accordance with SCHEDULE C without voiding the warranties herein.

12.5 The Licensee assumes sole responsibility for the selection of the Software to achieve the Licensee's intended results, and for the installation, use and results obtained from the Software.

13 EXCLUSIONS TO WARRANTIES

13.1 CityView shall not be liable for any breach of the foregoing warranties which results from causes beyond the reasonable control of CityView, including:

13.1.1 Where the installation, integration, modification or enhancement of the Software has not been carried out by CityView or its authorized agent, or where Licensee has taken any action which is expressly prohibited by the Documentation or this Agreement;

13.1.2 Any use or combination of the Software with any software, equipment or services not supplied by or on behalf of CityView;

13.1.3 User error, or other use of the Software in a manner or in an operating environment for which it was not intended or other than as permitted in this Agreement;

13.1.4 Licensee's failure to install a new Update which has been released to remedy an error or bug, and which CityView has stated to Licensee is a required Update necessary for security purposes or for legislative compliance purposes or other reasons as CityView may determine is important in its sole discretion; or

13.1.5 Any other event of force majeure.

14 NO OTHER WARRANTIES

14.1 TO THE GREATEST EXTENT PERMITTED BY LAW, THE SOFTWARE IS LICENSED AND ALL OTHER MATERIALS AND SERVICES ARE PROVIDED TO THE LICENSEE "AS IS" AND THERE ARE NO WARRANTIES, REPRESENTATIONS OR CONDITIONS, EXPRESSED OR IMPLIED, WRITTEN OR ORAL, ARISING BY STATUTE, OPERATION OF LAW, COURSE OF DEALING, USAGE OF TRADE OR OTHERWISE, REGARDING THEM OR ANY OTHER PRODUCT, SERVICE OR MATERIAL PROVIDED HEREUNDER OR IN CONNECTION HEREWITH.

14.2 CITYVIEW, ITS LICENSORS AND SUPPLIERS DISCLAIM ANY IMPLIED WARRANTIES OR CONDITIONS REGARDING THE SOFTWARE AND ANY OTHER PRODUCTS, SERVICES AND MATERIALS PROVIDED HEREUNDER OR IN CONNECTION HEREWITH, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABLE QUALITY, MERCHANTABILITY, DURABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT.

14.3 CITYVIEW DOES NOT REPRESENT OR WARRANT THAT THE SOFTWARE SHALL OPERATE ERROR FREE OR IN THE COMBINATIONS SELECTED, THAT IT SHALL MEET ANY OR ALL OF THE LICENSEE'S PARTICULAR REQUIREMENTS, OR THAT ALL ERRORS OR DEFECTS IN THE SOFTWARE CAN BE FOUND OR CORRECTED.

14.4 NO AGREEMENTS VARYING OR EXTENDING ANY EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT SHALL BE BINDING ON EITHER PARTY UNLESS IN WRITING AND SIGNED BY AN AUTHORIZED SIGNING OFFICER OF CITYVIEW.

15 INTELLECTUAL PROPERTY INDEMNITY

15.1 In the event there is a third party claim against Licensee alleging that Licensee's use of the Software in accordance with this Agreement constitutes an infringement of a Canadian or United States patent, copyright, trade-mark or trade secret, CityView shall, at its expense, defend Licensee and pay any final judgment against Licensee or settlement agreed to by CityView on Licensee's behalf; provided that Licensee promptly notifies CityView of any such claim or proceeding and shall give CityView full and complete authority, information, and assistance to defend such claim or proceeding. This indemnity is only effective where:

15.1.1 Licensee has not made any admissions or begun settlement negotiations either prior to or after providing notice to CityView of the applicable claim except with CityView's prior written consent,

15.1.2 CityView shall have sole control of the defense of any claim or proceeding and all negotiations for its compromise or settlement, and

15.1.3 Licensee has not modified the Software in any manner whatsoever except with the prior written consent of CityView.

15.2 Any breach by Licensee of its covenants under this paragraph 15 shall nullify this indemnity but not the sole right of CityView to have full and complete authority of the defense to defend such claim or proceeding and of all negotiations related therewith. In the event that the Licensee's use of the Software is finally held to be infringing or CityView deems that it may be held to be infringing, Licensee agrees that the sole remedy available to it is that CityView shall, at CityView's election:

15.2.1 Procure for the Licensee the right to continue use of the Application Software; or

15.2.2 Modify or replace the Software so that it becomes non-infringing.

15.3 The foregoing states CityView's entire liability, and the Licensee's exclusive remedy, with respect to any claims of infringement of any copyright, patent, trade-mark, trade secret or other property interest rights relating to the Software, or any part thereof or use thereof. CityView's obligations under this paragraph 15 shall survive the termination and/or expiration of this Agreement.

15.4 Licensee may, at Licensee's sole cost and expense—which is outside the scope of this indemnity—retain counsel of its own choosing who shall be permitted to attend all settlement conferences and hearings or other court appearances (except where the court has specifically made an order against such attendance) related to the proceeding.

16 REMEDIES AND LIMITATION OF LIABILITY

16.1 The Licensee and CityView recognize that circumstances may arise entitling the Licensee to damages for breach or other fault on the part of CityView arising from this Agreement. The parties agree that in all such circumstances the Licensee's remedies and CityView's liabilities will be limited as set forth below and that these provisions will survive notwithstanding the termination or other discharge of the obligations of the parties under this Agreement.

16.1.1 EXCEPT FOR DAMAGES ARISING OUT OF (a) CITYVIEW'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS OR (b) INDEMNITY OBLIGATIONS PROVIDED IN PARAGRAPH 15, BOTH PARTIES AGREE THAT CITYVIEW's LIABILITY (UNDER BREACH OF CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER ALTERNATIVE LEGAL THEORIES), IF ANY, FOR ANY DAMAGES RELATING TO THIS AGREEMENT SHALL NOT EXCEED THE LICENSE FEES OR THE SUPPORT AND MAINTENANCE FEES, AS APPLICABLE, PAID TO CITYVIEW BY LICENSEE DURING THE THEN-CURRENT TERM OF THIS AGREEMENT.

16.1.2 IN ADDITION TO THE FOREGOING NEITHER PARTY SHALL BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL OR OTHER DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF SUCH OTHER PARTY HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH DAMAGES AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY .

16.1.3 PARAGRAPHS 16.1.1 and 16.1.2 SHALL APPLY IN RESPECT OF ANY CLAIM, DEMAND OR ACTION BY A PARTY IRRESPECTIVE OF THE NATURE OF THE CAUSE OF ACTION UNDERLYING SUCH CLAIM, DEMAND OR ACTION, INCLUDING, BUT NOT LIMITED TO, BREACH OF CONTRACT OR TORT.

16.2 Where remedies are expressly afforded by this Agreement, such remedies are intended by the parties to be the sole and exclusive remedies of the Licensee for liabilities of CityView arising out of or in connection with this Agreement, notwithstanding any remedy otherwise available at law or in equity.

17 INTENT

17.1 The parties hereby confirm that the waivers and disclaimers of liability, releases from liability, limitations and apportionments of liability, and exclusive remedy provisions expressed throughout this License Agreement shall apply even in the event of default, negligence (in whole or in part), strict liability or breach of contract of the person released or whose liability is waived, disclaimed, limited, apportioned or fixed by such remedy provision, and shall extend to such person's affiliates and to its shareholders, directors, officers, employees and affiliates.

18 INJUNCTIVE RELIEF

18.1 The Licensee agrees that the breach of any term, provision or condition of this Agreement by the Licensee may cause irreparable damage to CityView in which case an award of damages may not be adequate relief to CityView. Therefore, the Licensee agrees that in addition to all the remedies available to CityView in the event of any breach of this Agreement by the Licensee, CityView shall have the right to obtain timely injunctive relief to protect its proprietary right.

19 COUNTERPARTS

19.1 This Agreement may be executed in counterparts (whether by facsimile or PDF signature or otherwise), each of which when so executed shall constitute an original and all of which together shall constitute one and the same instrument.

20 GOVERNING LAW

20.1 The validity and interpretation of this Agreement and each clause and part thereof shall be governed by the law of the State of Florida without reference to principles of conflict of laws.

21 ENTIRE AGREEMENT

21.1 This Agreement contains all the terms and conditions agreed on by the parties hereto with regard to the matters dealt with herein, and no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out. This Agreement completely replaces all other software license agreements that may have been entered into between the parties (including all precursor entities, including those entities that have amalgamated with N. Harris Computer Corporation).

22 RIGHT TO ASSIGN

22.1 This Agreement and the rights and liabilities hereunder shall not be assigned by the Licensee unless consent in writing is obtained from CityView.

23 SUCCESSORS AND ASSIGNS

23.1 This Agreement shall inure to the benefit of and be binding upon the respective successors and permitted assigns of the parties.

24 SEVERABILITY

24.1 If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.

25 WAIVER

25.1 No waiver of any default shall constitute a waiver of any other breach or default, whether of the same or any other covenant or condition. No waiver, benefit, privilege or service voluntarily given or performed by other parties shall give the other any contractual right by custom, estoppel, or otherwise.

26 FORCE MAJEURE

26.1 No default, delay or failure to perform on the part of CityView shall be considered a breach of this Agreement where such default, delay or failure is due to a force majeure or to circumstances beyond its control. Such circumstances will include, without limitation, strikes, riots, civil disturbances, actions or inactions concerning government authorities, epidemics, war, terrorist acts, embargoes, severe weather, fire, earthquakes, acts of God or the public enemy or default of a common carrier or other disasters or events.

27 MEDIATION

27.1 The parties agree to submit any claim, controversy or dispute arising out of or relating to this Agreement or the relationship created by this Agreement to non-binding mediation before bringing a claim, controversy or dispute in a court or before any other tribunal. The mediation is to be conducted by either an individual mediator or a mediator appointed by mediation services mutually agreeable to the parties. The mediation shall take place at a time and location which is also mutually agreeable; provided; however, in no event shall the mediation occur later than ninety (90) days after either party notifies the other of its desire to have a dispute be placed before a mediator. Such mediator shall be knowledgeable in software system agreements. The costs and expenses of mediation, including compensation and expenses of the mediator (and except for the attorney's fees incurred by either party), is to be shared by the parties equally. If the parties are unable to resolve the claim, controversy or dispute within ninety (90) days after the date either party provides the other notice of mediation, then either party may bring and initiate a legal proceeding to resolve the claim, controversy or dispute unless the time period is extended by a written agreement of the parties.

28 ALLOCATION OF RISK

28.1 Licensee acknowledges that the limited warranties, disclaimers and limitations of liability contained in this Agreement are fundamental elements of the basis of bargain between Licensee and CityView and set forth an allocation of risk reflected in the fees and payments due hereunder.

CityView

HARRIS

IN WITNESS WHEREOF, Licensee and CityView have executed this Contract as evidenced by dual signature below.

ACCEPTED	ACCEPTED
CityView Authorized Signature:	Licensee Authorized Signature:
2023.07.26 10:14:44-07'00'	
Print name: Susan McCormick	Print name: CHARLES L. GEORGE
Title: Executive Vice President	Title: INTERIM CITY MANAGER
Date: July 26, 2023	Date: 7/27/23

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

CityView®

HARRIS

SCHEDULE A DESCRIPTION OF SOFTWARE, SOFTWARE & MAINTENANCE FEES, PAYMENT MILESTONES AND DELIVERABLES

Software Licensing	Deliverables	Payment Milestone	Payment Terms
Software Licenses Include: 25 CityView Application Client Licenses - Full Read/Write 5 CityView Application Client Licenses - Read Only 1 CityView Server 1 CityView Esri ArcGIS Mapping Extension 1 CityView Portal (licensed for Property Information, Permits & Inspections, Planning, Code Enforcement and Licensing (Business)) CityView Mobile Licensed for 5 users (Permitting) CityView Mobile Licensed for 5 users (Code Enforcement) CityView Mobile Licensed for 5 users (Licensing) 1 CityView Supported (Laserfiche) EDMS Integration Extension 1 CityView MS Outlook Add-in 1 CityView MS Word Add-in 1 CityView Assistant 1 CityView [InvoiceCloud or Paymentus] Payment Processor Extension 1 CityView Integration Server Public API 1 CityView Configuration Console Solutions: CityView Property Information CityView Permits & Inspections CityView Planning CityView Code Enforcement CityView Licensing CityView Cashiering CityView Electronic Plans Review	CityView will: • Set up as a client on FTP & CityView Connect • Provide documentation to download the latest version of CityView off the FTP & CityView Connect site • Send the licensing key for CityView Licenses • Provide documentation to download the Solutions from the FTP & CityView Connect site	$203,650	Invoiced on execution of the contract and due net 30 days
Total Licensing		**$203,650**	

Mandatory Recurring charges (Maintenance & Subscription)	Cost	Payment Terms
The ASM is due at software Initial Installation and provides: All major and minor software upgrades Unlimited technical support Unlimited access to the CityView FTP site Unlimited access to CityView Connect, CityView Content Management system Support for Esri GIS integration, Bluebeam electronic markup solution, batch export to Munis GL Support for in-scope, CityView-delivered customizations to product and Select workflows	$ 56,016	Payable on Initial Installation.
Recurring third party fees (estimate) Includes Bluebeam software (8 named users Bluebeam Revu Complete) *, third party messaging, API and carrier fees for Virtual CityView Assistant	$ 5,300	Payable on contract execution
Year 1 Total	**$ 61,316**	

* note: the City will be required to change the vendor of record to CityView for existing Bluebeam licenses/subscriptions

Performance/Payment Bond	Cost	Payment Terms
CityView will provide a performance and payment bond in the amount of the contract including licensing, implementation services, 1st year annual maintenance and travel.	$ 5,456.00	Invoiced on execution of the contract and due net 30 days

SCHEDULE B OPTIONAL ESCROW SERVICES LANGUAGES (NOT APPLICABLE)

Schedule B
CityView Escrow Services Agreement

CityView/Harris Computer Systems

Escrow Services Agreement

SERVICES AGREEMENT by and between CityView ("CityView"), a division of Harris Computer Systems Corporation, a Canadian Corporation and wholly owned subsidiary of Constellation Software, Inc., having offices at #4464 Markham St – Suite 1202, Victoria, BC, V8Z 7X8 and the City of Fernandina Beach, FL (Customer), having offices at 204 Ash Street, Fernandina Beach, FL 32034, is made and entered into as of the day of month 2023.

PREAMBLE

WHEREAS:

a) CityView owns or has the right to license certain Software ("Programs"); and
b) CityView provides software escrow services ("Escrow Services") to its licensees and is willing to provide such services to Customer on the terms and conditions specified in this Agreement; and
c) Customer has licensed the Software ("Programs") specified in the Contractual Services Agreement dated _____
d) The initial Support and Maintenance period specified in the Contractual Services Agreement has not expired or the Customer has made timely renewal payments.

THEREFORE, in consideration of the premises and of the mutual covenants herein set forth, the parties agree as follows:

PROGRAMS	ANNUAL FEES	UPDATE FEES
As specified in the Contractual Services Agreement	$1,500	$500

SECTION 1: CITYVIEW PROGRAMS

1.1 "Program" means the software application(s) set in the Contractual Services Agreement or otherwise made available by CityView or use by the Licensee as a part of this Agreement.

SECTION 2: ESCROW SERVICES

2.1 Term: Escrow Services will commence on the date of execution of this Agreement and will continue as long as the Customer is covered by Support and Maintenance pursuant to the Software License and Support Agreement and any Support and Maintenance Service Agreement entered into between the parties and so long as the Customer has paid the applicable Escrow Service Fees. Escrow Services will terminate automatically upon the termination of the Software License and Support Agreement or of an applicable Contractual Services Agreement, Service Agreement, or upon non-payment of Support and Maintenance fees or Escrow Services Fees.

2.2 Charges: The fee for the first delivery of the Escrow Materials will be the Annual Fee. Subsequently, the Annual Fee will be billed as a supplementary charge to the Support and Maintenance fees under the same payment terms. Should Customer request Escrow Materials outside the normal release update cycle, the Update Fee will apply.

2.3 Delivery of Escrow Materials: "Escrow Materials" is defined as a sealed package containing a copy of the Program's source code on CityView supported electronic medium in the format and system environment used by CityView and Customer in its own operation to generate object code, together with a copy of the existing systems documentation developed for the Programs and the specifications for the operating environment and software tools required to make effective use of the source materials. Escrow Materials will be shipped within ten (10) days of the initial payment of the Annual Fees to CityView's then current Escrow Agent, Jones Emery Hargreaves Swan, Suite 1212 - 1175 Douglas Street, Victoria, B.C., V8W 2E1. Subsequently, provided Customer has maintained payment of the Support and Maintenance fees and Escrow Services Annual Fees, the existing Escrow Materials will be exchanged for a replacement set comprising the then-current source and documentation and shall again be placed with CityView's then current Escrow Agent, such exchange occurring as soon as practical following the shipment of a new release of the Programs.

2.4 Access to Escrow Materials: Escrow Materials shall remain in a sealed package and shall be held, in trust, by CityView's Escrow Agent. Customer shall be entitled to verify with the Escrow Agent that the Escrow Materials (namely the sealed package containing the then current source code) have been placed with CityView's Escrow Agent. However, Customer shall not be entitled to access the Escrow Materials unless and until one of the following events occur:

a) CityView is unwilling or unable to complete modifications to the programs which are required to allow Customer to comply with regulatory or legal requirements which are beyond the control of Customer; or
b) CityView takes advantage of the insolvency laws of any jurisdiction; or
c) CityView makes an assignment in bankruptcy or is adjudicated as bankrupt pursuant to section 7 of the United States Code; or
d) CityView makes a general assignment for the benefit of its creditors; or

e) CityView has a receiver, administrator or manager of its property, assets or undertakings appointed in such circumstances as would adversely affect the continuing use by Customer of the Software specified in the Contractual Services Agreement; or
f) CityView is ordered by any Court of competent jurisdiction to be wound up; or
g) CityView becomes insolvent; or
h) CityView ceases doing business as a going concern.

2.5 Warranties of CityView: Provided Customer complies with the terms of the Software License and Support Agreement and all Supplements and Addendums thereto and pays the agreed Support and Maintenance fees, CityView will, to the extent that it is still supplying such services to other customers, warrant that the Escrow Materials and replacement Escrow Materials delivered under this Agreement will be complete, accurately reflect the most current version of the source code of the Programs used by Customer, incorporate all changes made to the Programs or the source code thereof from the previous time the Escrow Materials were delivered to CityView's Escrow Agent under this Agreement, and contain no passwords or other devices that would prevent or prohibit the use of the Escrow Materials at any time should an event in s.2(4) occur.

2.6 CityView's Intellectual Property: Customer acknowledges that the Escrow Materials are and shall remain solely CityView's property (tangible and intellectual). Customer furthermore acknowledges that any breach or violation of this Agreement would cause CityView irreparable harm and that legal remedies, in themselves, may not adequately remedy such breach or violation. CityView therefore shall be entitled to pursue, in addition to any legal remedy available to it, all equitable remedies (including injunctive relief and specific performance). Customer hereby warrants that it shall not attempt to access, except pursuant to the provisions of this Agreement, the Escrow Materials and replacement Escrow Materials delivered under this Agreement to CityView's Escrow Agent. Even in the event of access to the Escrow Materials by Customer pursuant to s.2(4), Customer acknowledges that it shall only be entitled to use the source code and documentation in the same manner in which Customer is permitted to use the object code of the Programs as specified in the License, with the additional license to modify the source code and convert it to executable object code. In particular, without restricting the generality of the foregoing, the release, modification, enhancement, or alteration of the Escrow Materials does not alter CityView's complete and sole ownership of all property rights in the Programs and Customer shall sign all written instruments to this effect if required by CityView or an agent acting on behalf of CityView. Customer furthermore acknowledges that any resultant modification or enhancement to the Escrow Materials shall become CityView's intellectual property and Customer shall sign all written instruments to this effect.

SECTION 3: PAYMENT

3.1 Excepting the initial invoice that is due upon execution of this Agreement, all fees shall be paid within thirty (30) days after receipt of the invoice. Customer shall pay all applicable shipping charges and taxes, exclusive of CityView's income and corporate franchise taxes. If any invoice is not paid within thirty (30) days, Customer shall pay a late payment charge of 1% per month on the unpaid amount, together with the amount of the original invoice. Customer shall reimburse CityView for all reasonable costs incurred (including reasonable attorneys' fees) in collecting past due amounts owed by Customer.

SECTION 4: TERMINATION AND DEFAULT

4.1 Termination: At Customer's option, this Agreement may be terminated by providing notice in writing to CityView at least thirty (30) days prior to an annual Escrow Services renewal date. Upon termination, CityView's Escrow Agent shall return all Escrow Materials to CityView and any and all rights enjoyed by Customer hereunder shall automatically and immediately terminate.

4.2 Remedy of Default: This Agreement may be terminated by either party if the other fails to perform or comply with any provision of this Agreement, provided that a party intending to terminate under this provision will provide written notice of the applicable default to the defaulting party, and termination based thereon will only be affected if the defaulting party fails to rectify the specified default within sixty (60) days after receipt of such notice. Upon the occurrence of an Event of Default by CityView and failure by CityView to remedy, if Customer elects not to terminate this Agreement, then the Customer shall be entitled to have access to the Escrow Materials currently in CityView's Escrow Agent's possession and the Escrow Materials will, subject to the provisions of s. 2(6) hereof, be released from the escrow restrictions forthwith.

SECTION 5: GENERAL PROVISIONS

5.1 Assignment: Neither party hereto shall be entitled to assign that party's rights and obligations under this Agreement without the express written agreement of the other party, such agreement not to be unreasonably withheld.

5.2 Severability: Any provision of this Agreement which is prohibited by law or is unenforceable will be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.
5.3 Enurement: This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
5.4 Modification: This Agreement may not be modified except in writing by an authorized signatory of each party.
5.5 Non-Solicitation: The parties agree that during the term of this Agreement, and for a period of two (2) years thereafter, they will not, without the express prior written consent, directly or indirectly, solicit any person for employment, who is currently employed by the other party. In addition, any person who has been previously employed by either party, shall be prohibited from servicing or providing consultation within the scope of work contemplated by this Agreement for a minimum of two (2) year after their current employment.
5.6 Marketing: Customer agrees that CityView may publicly refer to Customer orally and in writing as a client of CityView. Any other reference to Customer by CityView requires the written consent of Customer.
5.7 Notification: All notices under this Agreement shall be in writing and delivered by overnight delivery service or certified mail, return receipt requested, to the address specified above. Either party may change its address by providing notice in accordance with this Section.
5.8. Governing Law: The Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. This Agreement shall attorn to the jurisdiction of a competent court within a mutually agreed upon region in the Province of British Columbia.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date set forth above.

City of Fernandina Beach, FL

By: _____

Name Printed: _____

Title: _____

By: _____

Name Printed: _____

Title: _____

CityView

By: _____

Name Printed: _____

Title: _____

SCHEDULE C CONFIGURATION CONSOLE CORRECT USAGE PROTOCOL

CityView Configuration Console

Correct Usage Protocol

This document outlines the accepted use of CityView Configuration Console.

How Changes Are Tracked

Every "application object" within CityView has a development status that indicates whether that object has been modified. **Application objects** are those things that can by modified using the various tools in Configuration Console. When your environment is first created, it is an exact copy of our CityView development environment, so every application object has a development status of **System**. Additionally, if the environment also includes our CityView Select configuration, then certain application objects as well as any configuration items (e.g. lookup values, which are stored in regular data tables) will have a development status of **SystemConfig**),

Changes to application objects that are made in your environment while it is on our servers (and under our control) are tagged with the status **CustomInHouse**. Changes that are made in the environment once it has been delivered into your network environment are tagged with the status **CustomOnSite**. There is also a status, **CustomOnSiteProd**, which can be used to identify objects that were modified in the Production environment (although this should be a rare occurrence because modifications should not be happening directly in Production.)

When the "application layer" of the CityView solution is upgraded (which can, and often is, done independently of the "software layer") the development status of each object is checked prior to that object being upgraded. Every object that still has a status of **System** is overwritten with the version of that object from the latest CityView development environment. If the development status is not **System** for a given object, it is not overwritten. Instead, the latest application object from the development environment is placed in the application journal table only.

Many objects are interdependent. Configuration Console users should be cognizant of this when considering changes to any modifiable object, so as to not have an adverse impact on an overall piece of functionality. CityView scrutinizes the modifications prior to performing an application-level upgrade so that risks are mitigated; however, the more custom objects there are, the more effort-intensive this process is; and, in some cases, there may be costs incurred to get a heavily customized environment upgraded. Therefore, it is very important to document customizations and follow the best practices outlined in this document.

Configuration Console

PROPRIETARY AND CONFIDENTIAL

The configuration tools are continually evolving and these tools are designed to allow your environment to be easily upgraded. When trying to create new automation or modify existing business processes, your first approach must be to use the most appropriate (**purpose-built**) configuration tool for the job, such as:

- Adding a custom field to the database (use the Attribute configuration tool)
- Adding or moving fields around in existing Workspace panels (use the Workspace Panel Override tool)
- Modifying workflows or adding workflow-related automation (use the Graphical Workflow Designer)
- Making data entry fields read-only or required (use the Business Rules tool)
- Getting automation to fire when a field value is changed, or other non-workflow-related automation (use the Business Rule tool)
- Getting CityView to produce letters/documents (use the MS Word Add-in, or RTF Letter Generator if you have not purchased the MS Word Add-in)
- Making label changes to fields or buttons (use Attribute configuration tool, where possible, or existing string-replacement settings, if available for your situation)

More advanced tools, such as the Expression language, should be avoided unless there is no more suitable way to achieve the desired result. This should be done after consultation with CityView staff so that technical feasibility can be determined. It is possible that the only way to achieve the desired result is through product enhancement, and that is better to establish before spending a lot of time trying to devise a self-implemented solution.

Training Requirement

Configuration Console includes sophisticated technical configuration tools. It has a full programming language built into it and the ability to add custom fields to the database schema. Use of the more advanced tools presupposes the user has a solid knowledge of database design and software development. For this reason, all users of Configuration Console's advanced tools should have a reasonable technical skill level; and, they should receive their Configuration Console training from a CityView trainer. Configuration Console has a security model that allows for some users to have access but not have permissions to use the more advanced tools.

All configurations need to be thoroughly tested before being put into production. If you plan to do a significant amount of configuration or solution development, it is strongly recommended that you maintain a dedicated **Development** environment (separate from your **Test** environment.) CityView will not support any modification made by Configuration Console if it was made directly into a production environment without first being tested and deemed functional in a development or test environment. Furthermore, you may need to validate software upgrades or other deliverables from CityView in your Test environment and you don't want those test results to be obfuscated by other development work that you have in progress.

Minimizing the Number of Custom Objects

While heavily customized environments introduce complexity and time to the upgrade process, custom objects that are created entirely by you do not impact the upgrade process. Complexity is only introduced when a core object is customized, as it then needs to be determined, at the time of the upgrade whether or not there is risk to the system as a whole if we cannot give you the latest version of that object. If the object was created by you in the first place (i.e. it does not exist at all in the CityView development copy) then there is no problem. Note, this primarily relates to out-of-the-box expressions, but it could also relate to reports and other system objects.

The key is ensuring that you do not impact core objects while you are creating your own objects. For example, if you want to modify one of the out-of-the-box reports, consider creating a copy of it and modifying the copy instead. This way, your new objects are all self-contained and have no impact on other core objects. It also has the advantage that if CityView fixes a defect in that out-of-the-box report, you will still receive the benefit of the fix in a future upgrade.

Likewise, if you need a SQL view to facilitate writing a new report, even if that view is very similar to a view that already exists in the system, it is recommended that you make a copy of the view and base your report off of the copy. That way, if our view changes in future versions, you will receive any benefits of those changes, and our changes will not adversely affect your report.

Note: the Panel Override tools are designed to allow contextually relevant fields to be added (or removed) from the Workspace user interface (panels) without affecting the system specification.

Maintaining a Single Source of Truth

At various points, you may undertake a new project implementation with CityView or you may be in the midst of an application upgrade (colloquially referred to as a “merge”). While CityView is working with you on any kind of deliverable, you are not permitted to make use of Configuration Console. This applies to any of your onsite environments: Test, Production, and Development. The aforementioned process of comparing the development status of each object to determine what is being “merged” into Production, relies on a binary comparison of each object. There is no way to handle a situation where changes were made in a CityView development environment and changes were also made in an onsite environment (regardless of which one) and now we somehow have to piece all of those changes back together and get them all into Production.

When you start a new project with CityView, your project manager will ask you to sign a “Phased Project Kickoff Acknowledgement”, restating this requirement and ensuring your cooperation.

Summary

Configuration Console is a powerful configuration tool that allows you to change many behavioral aspects of your CityView solution. Modifying system application components could increase the complexity of upgrades and limit your ability to take advantage of the latest improvements that the CityView solution has to offer.

Changes made using Configuration Console that do not result in system objects being modified also do not impact your upgrade path. Changes that introduce complexity to the upgrade process will be manageable through the upgrade process provided the guidelines in this document have been followed and there is a not a large number of system objects that have been customized. Heavily customized environments that have not followed the guidelines document and best practices imparted during Configuration Console training may incur costs for environment upgrades. Any changes that are pushed into a production environment without being tested in a development or test environment first are not supported.

Appendix A: Naming Conventions

There are a few naming conventions that we follow rigorously and it helps us to easily identify modifications "at a glance" so that the upgrade process is easier.

- Custom fields should always be prefaced with "att". This allows our staff to easily identify fields that are client-specific and not part of the CityView core schema. For example, if you wanted to add a field to track the Number of Employees for a Business, you might want to call it NumEmployees but we recommend that you call it attNumberEmployees.
- Custom expressions names should always contain the identifier "C2". Similar to "att", this is not a technical requirement; it simply allows our staff to easily spot customer-created expressions. For example, if you wanted to create an expression that executes on the **before value change** event of the Permit Status field, you might want to call this expression bvcPermitStatus but we request that you call it bvc**C2**PermitStatus.
- Custom reports, views, searches, filters, etc. should also contain the identifier "C2" in their name so that our staff can easily identify them as custom objects.
- Any **custom** expression should be commented (at the top) so that our staff can easily understand the purpose of the expression.
- Any modification to a **core** expression should be commented with the "C2" identifier at the **start** and the **end** of the customized portion of the expression so that we can easily pick out which part of the code was customized.

Expression Naming Conventions

Use the following Matrix to define Expression Names. Expression Names are restricted to 25 characters or less so some truncating may be required.

Prefix	Table or Field Name	Type	Function	Name
bfa	PRPermit	BeforeAdd		bfaBIApplication
bvc	PRPermit	BeforeChange		bfcBIApplication
btn	GNContact	Button	Update Contact	btnGNContactUpdateContact
dex		Data Exchange		dexCACashierBatch
dat		Data Expresssion		datCACashierTransform
cal	GNFee	Calculated	Total Fees	calGNFeeTotalFee
def	GNActivities:dateEntered	Default Value	Today's Date	defTodaysDate
fmv		File Move		fmvPRMoveAttachment
fil		Filter Expression		filCEClosedCases
luf	LookupContactType	LookupFilter	Filter for Inspectors	lufLookupContactTypeInsp (Truncated)
flo		Form load		floCEActivityTracking
add	PRPermit	OnAdd		addPRPermit
ent	PRPermit:Type	OnEntry		entPRPermitType
ext	PRPermit:Type	OnExit		extPRPermitType

frm		OnForm	Show Status	frmShowPRPermitStatus
pae		OnPrintAll		
sar		Search and Replace		
dat		Data Expression		
dex		Data Exchange		
utl		Utility		utlCalculateHoliday
sch		Scheduled Exp.		schPermitExpiration
tag		Tag Expression		tagCELastInspected
web		Web Service		

Appendix B: Coding Standards

To make your code as “supportable” as possible, you should follow our own coding standards. This will have the added benefit of helping you read and understand the expressions that exist (out-of-the-box) in your environment.

Header

At the top of each expression there will be a multiple line header comment. This comment block will be demarcated by a comment line with 37 '-' (lines up with end of expression name field).

If at any point in the lifespan of the expression it is modified, use the format outlined below.

```
; Description:  Sets PRInspection status to “Passed”.
; Created:  Vince Liderth
; Modified: Changed references from SubPermit to Permit.
; Application Object(s):  PermitApplication
; -------------------------------------
```

Code Examples

Commenting your Code

```
...
; User has unchecked the box.  We need to close the ALERT record previously created by this
inspection’s stop work order:
ForEachRecord( "ALERT" )
        If (Alert:CauseRecorDID == PRInspection:RecordID AND IsEqualNoCase
(Alert:CauseTableField, “PRInspection:RecordID”))
                ALERT:Status = _CONFIG:GNAlertClosedStatus
                ALERT:dateClosed = Today
               MsgBox (True, "Stop Work Order removed. The related property alert has been
closed.", "I")
                Break
        EndIf
EndFor

...
```

IF Statements

```
...
dayOfWeekDateIn = DayOfWeek (dateIn)
flagWeekend = False

; Date cannot fall on a weekend.  If the dateIN day of week falls on a weekend, advance dateIN
the correct number of days to Monday:
If (Val(dayOfWeekDateIn) == 1)
        dateIn = dateIn + 1
        flagWeekend = True
Else
        If (Val (dayOfWeekDateIn) == 7)
                dateIn = dateIn + 2
                flagWeekend = True
        EndIf
Endif
```

FOR Loops

```
; Construct a list of reviews to add to the permit based on the inspections that have been added
by the user:
allReviews = “”
inspectionReviews = “”
counter = 0
endValue = CountSubstrings (inspectionTypes, “,”, False) - 1
```

```
For (counter, 1, endValue, 1)
        thisInspection = GetStringBetween (inspectionTypes, “,”, “,”, False, False, counter)
        inspectionReviews = SQLAggregate (“LookupPRInspectionType”, “DefaultReviews”, “Min”,
Append (“Code = ‘”, thisInspection, “’”))
        allReviews = allReviews + “,” + inspectionReviews
EndFor
```

Using Constants instead of Hard Coded Values

Constants can be defined in CityView Manager in the Custom Application Settings table.

DON’T

```
maxAlert = ContextAggregate ("Alert", "Type", "MAX", "Status = 'O'") ;HCV
If (maxAlert < 2)
        maximumAlertLevel = _CONFIG:AlertLevel1
Else
        maximumAlertLevel = _CONFIG:AlertLevel2
EndIf
```

DO

```
maxAlert = ContextAggregate ("Alert", "Type", "MAX", "Status = ' " + _CONFIG:AlertOpenStatus +
"'")
If (maxAlert < 2)
        maximumAlertLevel = _CONFIG:AlertLevel1
Else
        maximumAlertLevel = _CONFIG:AlertLevel2
EndIf
```

Naming Standards

Table and field names: use Pascal Case (e.g.: “ApplicationNumber”, “PLApplication”)

Exceptions: Date, boolean and historical field names will use Camel case (e.g.: “permitNumber”):

- `dateEntered`
- `flagSent`
- `histAPN`

Variable names: use Camel Case

Variables should be instantiated immediately following the expression header:

```
parseString = “”

counter = 0
```

The exceptions to this rule would be when the expression is long and it makes more sense to instantiate the variable closer to the place where it is used; or, when a variable is only needed in the scope of the IF or FOR block.

Variable names should be descriptive, e.g. applicationNumber (as opposed to appNum)

Do not prefix the variable with an indicator of its data type unless it is a date or boolean type. The name of the variable should be descriptive enough to indicate what its data type is.

CityView functions names should be typed exactly as shown in the function list, e.g. CountSubstrings() not countsubstrings()

SCHEDULE D CITYVIEW STANDARD SUPPORT SERVICE LEVEL AGREEMENT



CITYVIEW STANDARD SUPPORT

Service Level Agreement

Version 2017.1

CityView Standard Support – Service Level Agreement

Contract Term: 1 Year (renewable annually)

Support Channels: Web, Email or Telephone

Support Requests Allowed: Unlimited

Who Can Report: Individuals who are trained in the use of CityView can report issues to Customer Support.

Hours of Coverage: Coverage hours are 8:00 a.m. to 8:30 p.m. Eastern Standard Time from Monday through Friday, excluding CityView Technical Support observed holidays. (Only those statutory holidays that coincide between Canada and the United states are observed by CityView Technical Support.)

Accessing Support: The preferred method of opening a support incident is to use our CityView Connect Feedback mechanism within the software. Telephone support requests should be preceded by filing a support request within CityView Connect web site, including a detailed problem description. Telephone support requests will be answered live during business days, though staff may be involved serving other customers. If your call is not answered live, please leave a message, including the support request tracking number you received from the electronic filing, your name and phone or pager number. Messages are typically responded to within two hours.

Auto Acknowledgement: CityView Connect will assign a case number, accessible from the CityView Connect Feedback Status web page. Email and telephone correspondence will also result in cases being created and those will be available for review through the CityView Connect Feedback Status web page. Whenever the status of your incident changes, an email notification will automatically be sent to the individual that opened the call.

Request Response Time: A technical support engineer will respond to all requests within the time frames specified in Table 1. Business hours are 8:00 a.m. to 8:30 p.m. Eastern Standard Time from Monday through Friday, excluding CityView Technical Support observed holidays. Only those statutory holidays that coincide between Canada and the United States are observed by CityView Technical Support. We process requests in the order of their priority followed by order of submission.

What we will do if we don't hear back from you: If we don't hear back from you in ten business days, we will close your support request and mark it as "Closed / No response from customer."

Resolution of Bug-Related Requests: We will keep your request open and follow up when a fix is available in a production release. We will also contact you if we post an experimental build that will help with your problem.

What We Need to Help You

CityView wants to be as responsive as possible to your support needs. To accomplish this goal, the CityView customer support staff relies on your knowledge, self-sufficiency, and thoroughness during the troubleshooting process. You reap the benefits from this effort — it allows CityView to focus on the more difficult problems and make the product more robust. It also helps control the amount CityView charges for support.

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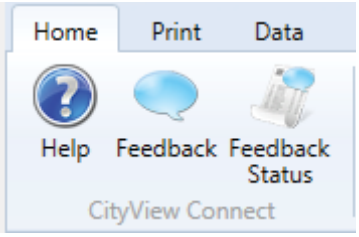
- **Knowledge:** You should be experienced in the installation, operation, and maintenance of the hardware, desktop, and network operating systems, and applications in your environment before you install CityView.
- **Self-sufficiency:** Please be as self-sufficient as possible when you encounter problems. You can do this by referring to technical documentation for your environment and by searching our CityView Connect Help site to determine if your issue is addressed before you submit it to our customer support staff.
- **Complete information:** As with any troubleshooting process, accurate and timely resolution depends on information. When you request support, please fill in all relevant fields in the request form, provide a detailed problem description, and attach any appropriate log files. Please note that using the CityView Connect Feedback mechanism within the product records most of this information automatically; therefore, it is the preferred way to submit a request to support because it guarantees we get this information with minimal effort from you. Unfortunately, when the request information is incomplete, it will take longer to resolve your issue.
- **Preparation:** If you call us for support, be prepared to provide the same level of information as is requested on the request submission form. You can help reduce the time to resolution by completing the online support request form and attaching files as directed. Then, simply provide us with the request number when you call. In addition, please have immediate access to the computer(s) on which CityView products are running.

How to Access Support

CityView offers several methods of accessing support described below. Please note that for Priority 1 (see Table 1) issues, customers are encouraged to submit their incident online and then follow up via CityView's toll-free phone number:

CityView Connect is the best way to receive support for our product. This feature is available from the Home tab of the ribbon in CityView Desktop as well as in many of our add-on products.



- **CityView Connect Feedback (preferred method)**
  If there is a feature you are having trouble using, or, if there is a feature you really like, please let our team know about it. Within CityView, use the Feedback button to let us know about your question or inquiry. If you have a feature request for our team, please use this method to let us know what you would like to see in the product. The information can also include screenshots and documents to help describe your feedback.

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- **CityView Connect Help**

  The Help button will redirect your internet browser to our CityView Connect Help site (http://cityviewhelp.iharriscomputer.com/CityViewCMS). The site is available for customer self-service, and is comprised of a searchable content management system and downloadable updates, including links to our release notes and latest features.

- **CityView Connect Feedback Status**

  Our CityView Connect Feedback Status link redirects to our Connect Feedback website (http://cityviewsupport.harriscomputer.com/connect). This site will allow users to log new support incidents and check the status of previously submitted incidents on a 24 x 7 basis. Please contact our support group by telephone or email if there are preferred individuals who should be able to review all site calls.

- **Telephone Support**

  Telephone technical support is available between the hours of 8:00 a.m. to 8:30 p.m. Eastern Standard Time on regular business days. Customers can contact us toll-free at 1.866.988.8324. CityView technical support will respond to telephone inquiries using the Service Level Agreement provided in Table 1 below.

- **Email Support**

  Email support is available by reaching our support team at cityviewsupport@harriscomputer.com

Please note that any suggestions for enhancements to CityView that you submit will become the property of CityView. CityView may use this information for any CityView business purposes, without restriction, including for product support and development. CityView will not use information in a form that personally identifies you.

Limitations

CityView Support helps to identify and resolve issues with CityView's software. This Support begins as soon as the implementation project gets underway and may be provided by CityView Technical Support or R&D, depending on the circumstances. From time to time, an issue may manifest itself in CityView software but its true cause lies in a third–party product, or in the customer's infrastructure. CityView is happy to spend the time to investigate such issues and resolve them when they are within CityView. Should it be determined that the issue lies elsewhere, time may be billed at $189/hour (or the then-current Professional Services rate), plus a $300 administration fee, upon authorization by the customer.

The following are not covered by CityView's Standard Support Agreement, but may be available as separate services on a time and materials basis:

a) Services required due to misuse of CityView maintained software;

b) Services required due to software corrections, customizations, or modifications not developed by CityView;

c) Services required by the Customer to be performed by CityView outside of CityView's regular business hours;

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d) Services required to resolve or work-around problems that cannot be reproduced in CityView's support environment;

e) Services which relate to tasks other than maintenance of the Customer's existing implementation and configuration of CityView, including but not limited to, enhancing or adapting CityView for specific operating environments;

f) Services requested by the Customer to implement software updates provided by CityView.

Table 1. Service Level Agreement

Priority	Definition	Initial Response Time*	Commitment (CityView and Customer)	Examples
1 (High)	Operation/Service down or critically impacted. Business process impacted. No known workaround.	2 Hours	CityView and customer will commit necessary resources to fix problem or obtain a workaround.	• Users cannot login • Business process halted
2 (Medium)	Operation affected, but not down. Business process is not affected. Workaround may be available.	4 Hours	CityView and customer will commit resources during normal business hours to resolve issue or obtain workaround.	• Cannot print • Cannot process payments • Application response is exceptionally slow
3 (Normal)	Moderate to negligible impact. No impact to business.	24 Hours	CityView and customer will commit necessary resources during normal business hours to restore operation to satisfactory levels.	• Non critical feature not working • Feature works but requires user intervention
4 (Info.)	Request for information, documentation issues, and enhancement requests.	48 Hours	Request-dependent.	• Help file clarification • Form design not in production

* Response time targets are during business hours only.

Obtaining More Information

Information about our support programs may be obtained by contacting the CityView support team at 1.800.665.5647, or via email at cityviewsupport@harriscomputer.com.

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SCHEDULE E THIRD PARTY SOFTWARE

The following third party software is required but not provided by CityView and must be licensed by Licensee directly from the applicable third party vendor, subject to such third party vendor's terms and conditions:

Third Party Software Product	Third Party Vendor	License Terms
Bluebeam Revu	Bluebeam Incorporated	www.bluebeam.com/us/license/eula.asp

Should Licensee require BLUEBEAM REVU software at any time, CityView agrees to collect the applicable license & subscription fees from Licensee for the Bluebeam Software and shall issue a purchase order to Bluebeam Incorporated on behalf of Licensee for the Bluebeam Software. Bluebeam Incorporated shall deliver the Bluebeam Software directly t o Licensee. CityView shall have no responsibility for the Bluebeam Software other than to issue a purchase order in accordance with this paragraph.

CONTRACTUAL SERVICES AGREEMENT

THIS AGREEMENT (hereinafter the "Agreement") is made this _____ day of _____, 2023 (the "Effective Date") by and between the City of Fernandina Beach, FL, (hereinafter the "Customer"), and **N. Harris Computer Corporation**, an Ontario Corporation, with its place of business at 4464 Markham Street, Suite 1202, Victoria, BC, V8Z 7X8 (hereinafter the "CityView" or "Vendor"). The Customer and the Vendor are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

RECITALS

A The Vendor, through its unincorporated CityView division, desires to perform and assume responsibility and obligation for the provision of certain professional services, as hereinafter described, on the terms and conditions set forth herein. Vendor represents that it is experienced in providing business process automation and implementation services to public clients and is familiar with the scope of work of the Customer;

B The Customer desires to engage Vendor to render such services, as hereinafter described, for the Implementation of a Permitting, Licensing Software Solution (the "Project") on the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Customer and the Vendor agree as follows:

1 OPERATIVE PROVISIONS

1.1 ENGAGEMENT AND SERVICES OF THE VENDOR

1.1.1 Engagement of Vendor. The Customer hereby engages the Vendor and the Vendor promises and agrees to furnish to the Customer, subject to the terms and conditions set forth in this Agreement, all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional services necessary (the "Services") for the project described in the statement of work set out in ATTACHMENT D to this Agreement (the "Project"). The Services are more particularly described in ATTACHMENT A and in the statement of work set out in ATTACHMENT D attached hereto and incorporated herein by reference.

1.1.2 Performance of the Vendor; Standard of Care. The Vendor accepts the relationship of trust and confidence established between the Customer and the Vendor by the terms of this Agreement. The Vendor covenants with the Customer to perform all Services under this Agreement in a skillful and competent manner, consistent with or in excess of the standards of skill, quality and care adhered to by recognized professionals in the same discipline in Canada while performing services of a like or similar nature under like or similar circumstances. Vendor represents and maintains that it is skilled in the professional calling necessary to perform the Services, and that it shall consider all recent proven and tested methods known and successfully employed by recognized professionals in the same discipline in the USA. Vendor shall also cooperate with the Customer and any other consultants or contractors engaged by or on behalf of the Customer in performance of the Project. The Vendor covenants to use its commercially reasonable efforts to perform its duties and obligations under this Agreement in an efficient, expeditious and economical manner, consistent

with the best interests of the Customer and the professional standard of care set forth in this Agreement.

2 RESPONSIBILITIES OF THE VENDOR

2.1 The Vendor's Responsibilities for Costs and Expenses. Except as otherwise expressly stated herein, the Vendor shall be solely responsible for all costs and expenses incurred relative to the Vendor, personnel of the Vendor and sub-Vendors of the Vendor in connection with the performance of the Services, including, without limitation, payment of salaries, fringe benefits contributions, payroll taxes, withholding taxes and other taxes or levies, office overhead expense, telephone and other telecommunication expenses, and document reproduction expenses.

2.2 Independent Contractor. The Services shall be performed by Vendor or under its supervision. Vendor shall determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The Vendor represents that it possesses the professional and technical personnel required to perform the Services. The Customer retains Vendor on an independent contractor basis and not as an employee of the Customer. Vendor retains the right to perform similar or different services for others during the term of this Agreement. The personnel performing the Services on behalf of the Vendor shall at all times be under the Vendor's exclusive direction and control. The Vendor shall pay all expenses, including, without limitation, all wages, salaries, fringe benefit contributions, payroll taxes, withholding taxes, other taxes or levies and all other amounts due such personnel for the Services or due others as a result of the performance by such personnel of the Services. Vendor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to, all reports for social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

2.3 Vendor's Project Manager. The Vendor shall designate and assign a project manager ("Project Manager"), who shall coordinate all phases of the Services and act as the Vendor's representative for performance of this Agreement. The Project Manager shall have full authority to represent and act on behalf of the Vendor for all purposes under this Agreement, and shall be available to the Customer at all reasonable times. The Project Manager shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures employed by Vendor's personnel, as well as the satisfactory coordination of all portions of the Services under this Agreement.

2.4 Time of Performance. Generally, Vendor's implementation services bench is booked 90 – 120 days in advance. The Customer will be added to the schedule after a signed agreement is received. Vendor shall complete the Services to be performed by Vendor under and pursuant to this Agreement by a date mutually agreed to in the accepted project plan. This targeted completion date may be modified by mutual written agreement as a result of the fine tuning of the plan. Vendor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with any schedule of services mutually acceptable to the Parties.

2.4.1 Any project schedule provided by Vendor as part of a proposal, is provided only as an example for similar projects. Such a schedule shall not be deemed to be the definitive schedule for the Customer's project. Vendor's project manager will develop a project-specific schedule, within the project plan, and this will become the project baseline, after the data collection process and process mapping is complete and once all applicable information is known (including vacation schedules and other "black-out" periods).

2.5 Software License and Support Agreement. The Vendor will provide the licenses for the software identified in ATTACHMENT A for the Customer's use as governed by its Software License and Support Agreement, a copy of which is attached as ATTACHMENT B.

2.6 Compliance with Laws. Each party represents and warrants to the other party that it and its users will at all times be in compliance with all applicable local, state, provincial, federal and international laws, rules and regulations including, but not limited to, those laws regarding restrictions on exports (including the U.S. Export Administration Regulations end-user, end use and destination restrictions by Canadian, U.S. and other governments related to Vendor and its service provider's products, services and technologies.

2.7 Insurance. Vendor currently carries insurance coverage for commercial general liability, non-owned automobile coverage, workers' compensation, and errors and omissions policies. Customer has no rights to review the Vendor's policies.

2.8 Assignment. Neither party may assign any of its rights or duties under this Agreement without the prior written consent of the other party, such consent not to be unreasonably withheld, except that either party may assign to a successor entity in the event of its dissolution, acquisition, sale of substantially all of its assets, merger or other change in legal status. The Agreement shall inure to the benefit of and be binding upon the parties to this Agreement and their respective successors and permitted assigns.

2.9 Progress. The Vendor shall endeavor to keep the Customer Project Manager and/or his or her duly authorized designee informed on a regular basis regarding the status and progress of the Services, activities performed and planned, and any meetings that have been scheduled or are desired relative to the Services or this Agreement.

2.10 Confidentiality. The Parties each acknowledge that they may receive information from the other Party or otherwise in connection with this Agreement or the performance of the Services. Except for information in the public domain, unless such information falls into the public domain by disclosure or other acts of the disclosing party or through the fault of the receiving party, the receiving party agrees:

2.10.1 to maintain this information in confidence and to take all reasonable steps, which shall be no less than those steps it takes to protect its own confidential and proprietary information, to protect the information of the other party from unauthorized use, disclosure, copying or publication;

2.10.2 not to use this information other than in the course of this Agreement;

2.10.3 not to disclose or release such information except to the extent required by applicable law or during the course of or in connection with any litigation, arbitration or other proceeding based upon or in connection with the subject matter of this Agreement, provided that the receiving party shall first give reasonable notice to the disclosing party prior to such disclosure so that the disclosing party may obtain a protective order or equivalent and provided that the receiving party shall comply with any such protective order or equivalent;

2.10.4 not to disclose or release such Confidential Information to any third person without the prior written consent of the disclosing party, except for authorized employees or agents of the receiving party who have a need to know such information for the purpose of performance under this Agreement and exercising its rights under this Agreement, and who are bound by confidentiality obligations at least as protective of the disclosing party's information as this Agreement; and

2.10.5 to take all appropriate action, whether by instruction, agreement or otherwise, to ensure that third persons with access to the information under the direction or control or in any contractual privity with the receiving party, do not disclose or use, directly or indirectly, for any purpose other than for performing the Services during or after the term of this Agreement, any material or information, including the information, without first obtaining the written consent of the disclosing party.

2.11 No Set Hours/Right to Contract. The Vendor's obligation hereunder is to complete the Services in accordance with this Agreement and to meet any deadlines established pursuant to this Agreement. The Vendor has no obligation to work any particular schedule, hours or days, or any particular number of hours or days. However, the Vendor shall coordinate with the Customer in achieving the results and meeting the goals established pursuant to this Agreement.

2.12 Audits. Vendor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Vendor shall allow a representative of Customer during normal business hours and with reasonable notice (not less than 7 business days) to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Vendor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement. The Customer shall be limited to one request to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement per twelve (12) month period.

2.13 Data conversion. In the event that data conversion is required, it is possible there will be anomalies in the data that cannot be reconciled. Vendor will convert the data as it is in the database. However, if there is data that does not match the format of the field (i.e. alpha characters in a numeric field), or if there is inconsistent information, Vendor either will not bring that data in or the inconsistencies will be converted as is. Vendor will report any data anomalies found during the conversion process.

3 RESPONSIBILITIES OF THE CUSTOMER

3.1 Cooperation. The Customer shall cooperate with the Vendor relative to the provisions of those Services for which the Vendor is responsible. To the extent permitted by applicable law, the Customer shall provide criteria and information in its possession, or reasonably obtainable by it, as requested by Vendor, and shall make that information and related data available for Vendor’s use during the performance of this Agreement. The Customer shall render decisions required by this Agreement within the time indicated, or if not specifically stated, with reasonable promptness so as not to unduly delay the progress of Vendor’s Services.

3.2 Customer's Project Manager and Project Staff. The Customer shall designate and assign a Customer project manager ("Customer Project Manager") who shall have full authority to represent and act on behalf of the Customer for all purposes under this Agreement. The Customer Project Manager, or his/her designee, shall be the principal officer of the Customer for liaison with the Vendor, and shall review and give approval to the details of the Services as they are performed, in particular, but not exhaustively, Project Plan, Scope of Work, Acceptance Plans, Statements of Completion, Change Order Requests as they may be required during project implementation. In addition, the Customer Project Manager shall ensure proper and timely availability of all Customer personnel required by the Vendor for successful completion of project tasks, in particular, but not exhaustively, Business and Systems Analysts, IT staff, Subject Matter Experts, Users. The Customer designates Dana Whicker to be its Project Manager, but reserves the right to appoint another person as Customer Project Manager upon written notice to the Vendor. Any change to project plan shall be dealt with through the Change Order Management process detailed in the Statement of Work.

3.3 Project Plan. The Customer shall be responsible for meeting specific milestones and providing specific deliverables that will be defined in the project plan to be mutually agreed to by the Parties in writing (the "Project Plan") including without limitation the date of readiness for testing following the completion of Initial Installation and configuration of the software solution. In addition, the Customer covenants to meet any turnaround or review times specified in the Project Plan. Should the Customer fail to meet the agreed milestones or to provide the agreed deliverables or to meet the specified turnaround or review times, the Vendor will inform the Customer of the consequences thereof and reserves the right to modify the project plan accordingly. Following any fine tuning of the Project Plan, after data collection/process mapping sessions and review, the Project Plan shall be agreed upon and signed by authorized representatives of each Party. The mutually agreed Project Plan shall be attached to this Agreement and shall be deemed to form part of this Agreement. The Customer agrees that the project schedule is a dynamic document and as such, only the most current version shall be considered in contract discussion throughout the project.

3.4 Formal completion statement. No later than thirty days past go-live of the software solution, the Customer shall provide the Vendor with a written statement of completion certifying that the solution has been implemented successfully (the "Statement of Completion"). In case of a partial go-live this shall refer to the part of the solution that has gone live.

3.5 Applicable Taxes and Exemptions. The Customer shall be responsible for any sales tax due on fees associated with this Agreement. If the Customer is exempt from sales tax on fees associated with the Services to be provided by Vendor under this Agreement an exempt certificate will be provided to the Vendor prior to the execution of this contract.

3.6 Allowance for Suspension or Delay due to Customer. In the event that the Customer shall suspend the performance of Services, delay any deliverable date, or cause a delay in performance by failing to fulfill any of its obligations under this paragraph 3, then the following shall apply: any applicable delivery schedule shall be extended by a period of time equal to the time lost because of any such delay. The due date for any deliverable that is dependent on such performance by the Customer shall be deemed adjusted equitably to allow for the effect of such delay on Vendor's ability to supply or perform such deliverable.

4 COMPENSATION

4.1 Compensation. In consideration of the performance by Vendor of the Services and the license fees, the Customer shall pay to the Vendor compensation at the rates set forth in ATTACHMENT A attached hereto and incorporated herein by reference. Total compensation under this Agreement shall not exceed $465,132.00 (plus travel and Annual Maintenance fees) without written approval of the Customer.

4.2 Extra Service. The Vendor shall not receive additional compensation for any extra service unless such extra service has been authorized in writing by the Customer prior to the commencement of the extra service, provided that the Change Order Management procedures in ATTACHMENT D have been followed. Any changes to the total compensation shall require the Customer's approval and further agreement between the parties. The Customer shall pay the Vendor for extra service in accordance with the Vendor's then current services rates. As used herein, "Extra Service" means any work which is determined by Customer to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement or for which initial assumptions driving estimated efforts are no longer valid.

4.3 Payment of Compensation. The Vendor shall submit invoices to the Customer in accordance with the payments milestones specified in ATTACHMENT A. The Customer shall make payments to the Vendor thirty (30) days following the date of receipt of the invoice.

4.4 Reimbursements. Customer shall reimburse the Vendor for its direct expenses, including, but not limited to, all reasonable travel and accommodation costs, meal expenses of not more than $65.00 per diem for week days and $110.00 per diem for weekend days (no receipts provided), including a travel time rate of $95.00 per hour, and all other reasonable expenses incurred in the performance of the Consultant's duties pursuant to the budget for "travel and expenses" described in ATTACHMENT A attached hereto. Reimbursement for expenses beyond the "travel and expenses" line item in ATTACHMENT A shall occur only if such additional expenses are agreed upon in writing by the Parties.

4.5 Mediation. The parties agree to submit any claim, controversy or dispute arising out of or relating to this Agreement or the relationship created by this Agreement to non-binding mediation before bringing a claim, controversy or dispute in a court or before any other tribunal. The mediation is to be conducted by either an individual mediator or a mediator appointed by mediation services mutually agreeable to the parties. Such mediator shall be knowledgeable in software system agreements. The mediation shall take place at a time and location which is also mutually agreeable; provided; however, in no event shall the mediation occur later than ninety (90) days after either party notifies the other of its desire to have a dispute be placed before a mediator. The costs and expenses of mediation, including compensation and expenses of the mediator (and except for the attorney's fees incurred by either party), is to be shared by the parties equally. If the parties are unable to resolve the claim, controversy or dispute within ninety (90) days after the date either party provides the other notice of mediation, then either party may bring and initiate a legal proceeding to resolve the claim, controversy or dispute unless the time period is extended by a written agreement of the parties. Nothing in this paragraph 4 shall inhibit a party's right to seek injunctive relief at any time.

4.6 Late Payment. If the Customer fails to make payment of any amount within five (5) days after it is due, interest shall accrue on the overdue amount, from the date overdue until the date paid, at the overdue rate of 1.5% per month.

5 REMEDIES AND LIABILITIES

5.1 Remedies and Limitation of Liability.

5.1.1 The Customer and the Vendor recognize that circumstances may arise entitling the Customer to damages for breach or other fault on the part of the Vendor arising from this Agreement. The parties agree that in all such circumstances the Customer's remedies and the Vendor's liabilities will be limited as set forth below and that these provisions will survive notwithstanding the termination or other discharge of the obligations of the parties under this Agreement.

5.1.2 TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, VENDOR, ITS AFFILIATES, AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES AND SHAREHOLDERS' ENTIRE LIABILITY AND THE CUSTOMER'S EXCLUSIVE REMEDY WITH RESPECT TO THE SERVICES AND ANY OTHER PRODUCTS, MATERIALS OR SERVICES SUPPLIED BY THE VENDOR IN CONNECTION WITH THIS AGREEMENT FOR DAMAGES FOR ANY CAUSE AND REGARDLESS OF THE CAUSE OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL THEORY, SHALL NOT EXCEED IN THE AGGREGATE AN AMOUNT THAT IS EQUAL TO THE SERVICES FEES PAID UNDER THE PARTICULAR STATEMENT OF WORK UNDER WHICH THE CLAIM AROSE.

5.1.3 TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, THE CUSTOMER, ITS AFFILIATES, AND EACH OF THEIR RESPECTIVE, OFFICERS AND EMPLOYEES' ENTIRE LIABILITY AND THE VENDOR'S EXCLUSIVE REMEDY IN CONNECTION WITH THIS AGREEMENT FOR DAMAGES FOR ANY CAUSE AND REGARDLESS OF THE CAUSE OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL THEORY, SHALL NOT EXCEED IN THE AGGREGATE AN AMOUNT THAT IS EQUAL TO THE SERVICES FEES PAID UNDER THE PARTICULAR STATEMENT OF WORK UNDER WHICH THE CLAIM AROSE.

5.1.4 IN NO EVENT SHALL THE CUSTOMER OR THE VENDOR, ITS AFFILIATES AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES AND SHAREHOLDERS, BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO FOR LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF IT HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH LOSS OR DAMAGE OR SUCH LOSS OR DAMAGE IS FORSEEABLE AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY

5.2 Intent. The parties hereby confirm that the waivers and disclaimers of liability, releases from liability, limitations and apportionments of liability, and exclusive remedy provisions expressed throughout this Agreement shall apply even in the event of default, negligence (in whole or in part), strict liability or breach of contract of the person released or whose liability is waived, disclaimed, limited, apportioned or fixed by such remedy provision, and shall extend to such person's affiliates and to its shareholders, directors, officers, employees and affiliates.

5.3 Remedies. Where remedies are expressly afforded by this Agreement, such remedies are intended by the parties to be the sole and exclusive remedies of the Customer for liabilities of the Vendor arising out of or in connection with this Agreement, notwithstanding any remedy otherwise available at law or in equity.

6 EXPIRATION AND TERMINATION

6.1 Events of Default. Each of the following events shall constitute an "Event of Default":

6.1.1 The Vendor shall fail to observe, perform or comply with any material term, covenant, agreement or condition of this Agreement which is to be observed, performed or complied with by the Vendor, if such failure continues uncured for thirty (30) calendar days after the Customer gives the Vendor written notice of the failure and the specific nature of such failure.

6.1.2 The Vendor shall commit any fraud, misrepresentation, breach of fiduciary duty, willful misconduct, or intentional breach of any material provision of this Agreement.

6.1.3 The Vendor is adjudged bankrupt, makes a general assignment for the benefit of its creditors or a receiver is appointed on account of the Vendor's insolvency.

6.1.4 The Vendor undergoes a change in control which adversely effects the Vendor's ability to satisfy some or all of its obligations under the Agreement in the discretion of the Customer (except that no internal re-organization of the Vendor with an affiliated company shall be deemed a change in control);

6.1.5 If the Vendor assigns this Agreement without consent of the Customer (except that this subsection shall not apply to an assignment by the Vendor to an affiliated company where the affiliated company assumes all of the rights and obligations under the terms of this Agreement).

6.2 Termination Upon Event of Default. In addition to any other available legal or equitable rights or remedies, upon an Event of Default by the Vendor, the Customer shall have the right to terminate this Agreement upon written notice to the Vendor.

6.3 Expiration. Unless extended as provided for herein, this Agreement shall naturally expire on receipt of the Statement of Completion from the Customer. The expiration of this Agreement under this term shall neither affect nor require the termination of the License and Support Agreement.

6.4 Payment Upon Termination. Upon a termination of this Agreement, the Customer shall pay to the Vendor the part of the Compensation which would otherwise be payable to the Vendor with respect to the Services which had been completed as of the date of termination, less the amount of all previous payments with respect to the Compensation.

6.5 Termination by Vendor. Vendor may terminate this Agreement only upon the breach by the Customer of a material provision of this Agreement such as the Customer withholding payment for more than 30 days beyond due date.

7 GENERAL PROVISIONS

7.1 Nondiscrimination by the Vendor. The Vendor represents and agrees that the Vendor, its affiliates, subsidiaries, or holding companies do not and will not discriminate against any subcontractor, Vendor, employee, or applicant for employment because of race, religion, color, sex, handicap, national origin or any other protected classification under federal or state law. Such nondiscrimination shall include, but not be limited to, the following: employment, upgrading, demotion, transfers, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

7.2 Rights to Employ Other Vendors. The Customer reserves the right to employ other Vendors in connection with this Project.

7.3 Conflicts of Interest; Prohibited Interests.Vendor maintains and warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Vendor, to solicit or secure this Agreement. Further, Vendor warrants that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Vendor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Customer shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of Customer, during the term of his or her service with Customer, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

7.4 Subcontracting. The Vendor shall not subcontract any portion of the Services except as expressly stated herein, without prior written consent of the Customer. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

7.5 Waiver. No waiver of any default shall constitute a waiver of any other breach or default, whether of the same or any other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by other parties shall give the other any contractual right by custom, estoppel, or otherwise.

7.6 Notices. Any notice required or permitted to be given by any party pursuant to this Agreement shall be given by means of electronic message. The notice shall not be conclusively deemed given and received until a representative from the receiving party has responded to the initiating party by email within five (5) business days. Notice shall be deemed given and received on the date that the receiving party's representative contacts the initiating party. In the event that the receiving party fails to respond to the initiating party by email, the initiating party may subsequently give notice in writing by prepaid registered post. If the prepaid registered post is sent within ten (10) business days after the initiating party sent the initial electronic message, the notice shall be deemed given and received on the original date that the initiating party sent the initial electronic message. If the prepaid registered post is sent more than ten (10) business days after the initiating party sent the initial electronic message, the notice shall be deemed given and received on the date that the prepaid registered post was sent by the initiating party. The electronic message or prepaid registered post shall be addressed, in the case of Vendor to:

CityView	and in the case of the Customer, to:
Attention: Susan McCormick	Attention: Dana Whicker
Address: 4464 Markham St., Suite 1202	Address: 204 Ash Street
Victoria, BC V8Z 7X8	Fernandina Beach, FL 32034
Phone: 800.665.5647	Phone: 904-310-3286
Email: smccormick@harriscomputer.com	Email: dwhicker@fbfl.org

7.7 Authority to Enter Agreement. Each Party has all requisite power and authority to conduct its business and to execute, deliver and perform all of its obligations under this Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right and authority to enter into this Agreement so as to bind each respective Party to perform the conditions contemplated herein.

7.8 Severability. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.

7.9 Governing Law and Venue. This Agreement shall be construed in accordance with, and governed by, the laws of the state of Florida. Any lawsuit brought to enforce this Agreement shall be brought in the appropriate court in the state of Florida. The Parties hereby waive the right to trial by jury in any action, proceeding or counterclaim filed by any party. This Agreement expressly excludes any applicable Uniform Commercial Code and the United Nations Convention on Contracts for the International Sale of Goods and any legislation implementing such Convention, if otherwise applicable.

7.10 Days. Any term in this Agreement referencing time, days, or period for performance shall be deemed to be calendar days and not work days.

7.11 Entire Agreement. This Agreement contains the entire agreement of the Customer and the Vendor, and supersedes any prior or contemporaneous written statements or agreements between the Customer and the Vendor. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by both Parties. Provisions of a Customer purchase order or similar document are not applicable to the extent that they conflict with the terms of this Agreement. Under no circumstances shall the provisions of a purchase order supersede those of this Agreement. For further clarification, the parties agree that the Software License and Support Agreement being entered into between the parties concurrently with this Agreement is a separate agreement and is binding in its own right and upon its own terms.

7.12 Binding on Assigns. Each and all of the covenants and conditions of this Agreement shall be binding on, and shall inure to, the benefit of the successors and assigns of the respective parties.

7.13 Survival. The parties recognize and agree that in addition to any sections or obligations that explicity state as such, Sections 2.10, 2.12, 3.5, 4, 5, 6.4 and 7.9 of this Agreement shall survive the cancellation, termination, or expiration, of this Agreeement.

7.14 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original and which collectively shall constitute one instrument.

7.15 Captions. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment or describe the scope, content or intent of this Agreement.

7.16 Construction. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language in all parts of this Agreement shall be construed simply, according to its fair meaning and not strictly for or against any party.

7.17 Cooperation/Further Acts. The Parties shall fully cooperate with one another in attaining the purposes of this Agreement. In connection therewith, the Parties shall take any additional further acts and steps and sign any additional documents as may be necessary, appropriate and convenient to attain the purposes of this Agreement.

7.18 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

7.19 Incorporation of Recitals, Schedules and Exhibits.

7.19.1 The "Recitals" constitute a material part hereof, and are hereby incorporated into the Agreement by reference as though fully set forth herein.

7.19.2 The "Schedules" and "Exhibits" constitute a material part hereof, and are hereby incorporated into the Agreement by reference as though fully set forth herein.

7.20 Allocation of Risk. Customer acknowledges that the limited warranties, disclaimers and limitations of liability contained in this Agreement are fundamental elements of the basis of bargain between Customer and Vendor and set forth an allocation of risk reflected in the fees and payments due hereunder.

7.21 Force Majeure. Neither party shall be liable for delay or failure in performance resulting from acts beyond the control of such party including, but not limited to, acts of God, acts of war or of the public enemy, riots, fire, flood, or other natural disaster, acts of government, strike, walkout, communication line or power failure, failure in operability or destruction of the Organization's computer (unless by reason of the negligence of a party to this Agreement) or failure or inoperability of any software other than the Software. Any applicable delivery schedule shall be extended by a period of time equal to the time lost because of any such delay.

7.22 Pricing. Pricing in Vendor's Price Proposal and in this Agreement has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information that would result in a competitive disadvantage if disclosed without prior permission by Vendor ("Trade Secret"). A Trade Secret includes, but is not limited to, any formula, pattern, device, or compilation of information that is used in one's business, which gives him/her an opportunity to obtain an advantage over competitors who do not know or use it. Since it would harm Vendor if any of our Trade Secrets were known to our competitors, it is Vendor's policy that neither the Price Proposal nor this Agreement be disclosed to any party outside of the party addressed as the recipient of this Agreement. Customer shall have the restricted right to disclose the entire contract dollar amount; however, this disclosure may not include itemized data herein to the extent provided in the resulting contract.

7.23 Professional Services Fees. Customer agrees to pay Vendor the professional services fees in the amounts set forth in ATTACHMENT A Payment Milestones and Project Deliverables, in this Agreement. Those amounts are payable in accordance with CityView's Compensation policy in paragraph 4. Customer acknowledges that the fees stated in the ATTACHMENT A are based on good-faith estimates of the amount of time and materials required for the Customer's implementation. Should Vendor's estimates be invalidated as a result of new or different information coming to light, Vendor will advise the Customer of any discrepancy and its implication. Any required adjustment will be addressed in a change order.

CityView

HARRIS

IN WITNESS WHEREOF the Parties have executed this Agreement to be effective on the Effective Date by their duly authorized representatives.

ACCEPTED	ACCEPTED
CityView Authorized Signature:	Customer Authorized Signature:
2023.07.26 10:09:05-07'00'	
Print name: Susan McCormick	Print name: CHARLES L. GEORGE
Title: Executive Vice President	Title: INTERIM CITY MANAGER
Date: July 26, 2023	Date: 7/27/23

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

CityView® HARRIS

LIST OF ATTACHMENTS

ATTACHMENT A - Payment Milestones and Project Deliverables

ATTACHMENT B - CityView Software License and Support Agreement

ATTACHMENT C - CityView Service Level Agreement

ATTACHMENT D - Statement of Work

CityView®

HARRIS

ATTACHMENT A Payment Milestones and Project Deliverables

Software Licensing	Deliverables	Payment Milestone	Payment Terms
Software Licenses Include: 25 CityView Application Client Licenses - Full Read/Write 5 CityView Application Client Licenses - Read Only 1 CityView Server 1 CityView Esri ArcGIS Mapping Extension 1 CityView Portal (licensed for Property Information, Permits & Inspections, Planning, Code Enforcement and Licensing (Business)) CityView Mobile Licensed for 5 users (Permitting) CityView Mobile Licensed for 5 users (Code Enforcement) CityView Mobile Licensed for 5 users (Licensing) 1 CityView Supported (Laserfiche) EDMS Integration Extension 1 CityView MS Outlook Add-in 1 CityView MS Word Add-in 1 CityView Assistant 1 CityView [InvoiceCloud or Paymentus] Payment Processor Extension 1 CityView Integration Server Public API 1 CityView Configuration Console Solutions: CityView Property Information CityView Permits & Inspections CityView Planning CityView Code Enforcement CityView Licensing CityView Cashiering CityView Electronic Plans Review	CityView will: • Set up as a client on FTP & CityView Connect • Provide documentation to download the latest version of CityView off the FTP & CityView Connect site • Send the licensing key for CityView Licenses • Provide documentation to download the Solutions from the FTP & CityView Connect site	$203,650	Invoiced on execution of the contract and due net 30 days
Total Licensing		**$203,650**	

Mandatory Recurring charges (Maintenance & Subscription)	Cost	Payment Terms
The ASM is due at software Initial Installation and provides: All major and minor software upgrades Unlimited technical support Unlimited access to the CityView FTP site Unlimited access to CityView Connect, CityView Content Management system Support for Esri GIS integration, Bluebeam electronic markup solution, batch export to Munis GL Support for in-scope, CityView-delivered customizations to product and Select workflows	$ 56,016	Payable on Initial Installation.
Recurring third party fees (estimate) Includes Bluebeam software (8 named users Bluebeam Revu Complete)*, third party messaging, API and carrier fees for Virtual CityView Assistant	$ 5,300	Payable on contract execution
Year 1 Total	**$ 61,316**	

*note: the City will be required to change the vendor of record to CityView for existing Bluebeam licenses/subscriptions

Performance/Payment Bond	Cost	Payment Terms
CityView will provide a performance and payment bond in the amount of the contract including licensing, implementation services, 1st year annual maintenance and travel.	$ 5,456.00	Invoiced on execution of the contract and due net 30 days

Solution Implementation	Deliverables	Payment Milestone	Payment Terms
Remote Infrastructure Review	Remote review of client's hardware & software infrastructure. Provide questionnaire to customer for completion. Study of hardware and software infrastructure in context of optimization for CityView. Provision of hardware and software infrastructure report.	$1,512	Invoiced on delivery of infrastructure report, due net 30 days
Project Kickoff, online Process Mapping (onsite & remote components)	Project kick-off and confirmation of initial project plan. CityView Select process mapping with online workbooks and other digital materials, including up to 6 Subject Matter Experts (SMEs) per session. Online workbook completion for Property Information, Permits & Inspections, Planning, Code Enforcement, Licensing, Cashiering. Includes up to 4 person days on site for customizations & custom workflows. Deliverable is the Scope Document with completed online process mapping answer sheets, other digital materials provided by CityView & completed by customer and, where applicable, customizations & custom workflows definition.	$29,484	Invoiced on commencement of online Process Mapping and due net 30 days
Installation (remote) and Environment Management	Initial Installation of CityView environments (production & test) on client site. Test to ensure proper operation. May require on site setup determined at Kickoff Meeting. Management of environment, upgrades, etc. through the life of the implementation. Includes up to 3 installs. Deliverable is successful set up of CityView in Production and Test environments on client site.	$4,536	Due upon completion of the remote Initial Installation
Data Mapping/Interfaces (can include onsite & remote components)	Provide customer with data mapping templates and instructions for completion. Validate property interface requirements and cost. Deliverable is signed-off property interface documentation.	$3,024	Invoiced upon commencement of data mapping and due net 30 days
Configuration	Configuration based on completed Scope Document. Deliverable is CityView-hosted development environment ready for review & validation & configuration refinement.	$77,112	50% invoiced upon commencement of the configuration and due net 30 days; and, 50% invoiced upon scheduling of the first review & validation session and due on or before the first review & validation session.
Property Interface (estimate to be confirmed upon review of the data required for conversion)	Initial Property Interface. Deliverable is CityView-hosted development environment ready for property interface validation testing.	$6,048	Invoiced upon scheduling of the first review & validation session and due on or before the first review & validation session
Customizations and Integrations	Create any customizations and interfaces agreed to in the scope and provide reference documentation for client. Currently this includes a batch export to Tyler Munis GL. Deliverable is CityView-hosted development environment ready for remote review & validation session of customizations and interfaces.	$17,719	Due upon commencement of customizations and integrations

Remote Review Sessions for Validation and Refinement	Perform remote review sessions, focusing on configuration and workflow, data conversion, customizations and interfaces (where applicable). If it is determined that additional reviews are required outside what is stated in the Statement of Work, an estimate will be provided. Gather validation feedback. Identify in-scope vs. out of scope feedback. Implement any in-scope refinements arising out of the validation. Complete in-scope refinements arising from two week final client-acceptance testing. Deliverable is final, end-user-training-ready environment. Written acceptance by client is required.	$46,116	50% invoiced on the first remote review session and due net 30 days; 50% invoiced upon delivery of environment for User Acceptance Testing and due net 30 days.
Training (onsite unless otherwise specified)	12 days end-user training for: • CityView Basics (up to 40 students) • Permits & Inspections (up to 10 students) • Code Enforcement (up to 10 students) • Planning (up to 10 students) • Licensing (up to, 10 students) • Cashiering (up to 10 students) • Bluebeam (up to 8 students, remote) • CityView Mobile (up to 15 students) • CityView Portal (up to 5 students, remote) • CityView Assistant (up to 5 students, remote) 4 days advanced-user training for: • CityView Reporter (up to 4 students) • Configuration & Maintenance (up to 6 students) • System Administrator (up to 4 students, remote)	$34,682	Invoiced upon the first day of user training and due net 30 days
Property Interface Update / Install (Remote)	Final property interface to get current data into client database for go-live. Must be the same scripts used in initial property interface. Data must be verified by both CityView and Client before go-live. Sign off required. Deliverable is final property interface for Go-live.	$1,512	Invoiced on the first day of Go Live Facilitation and due net 30 days.
Onsite Go Live Facilitation	3 days of onsite facilitation to provide over-the-shoulder guidance and training to users	$6,851	Invoiced on the first day of Go Live Facilitation and due net 30 days.
Project Management	Ongoing management of all implementation services. Project Management is included based on the proposed scope of the project. Should delays by the customer occur, or scope changes result in the need for additional project management, time may be billed at $189/hr upon authorization through the change control process.	$32,886	50% due upon commencement of data collection, 50% balance due upon scheduling of go-live.
Travel & Expenses	Budget for travel and related expenses for services to be conducted on customer's site (budget assumes 4 person trips and 21.5 days spent on site). If additional travel is mutually agreed to be warranted, this will be charged at cost of flights, accommodation and expenses plus $65/weekday ($110/weekend day) per diems & US$95/h travel time.	$19,130	Invoiced and due as incurred
Total Services		**$280,612**	

ATTACHMENT B CityView Software License and Support Agreement

ATTACHMENT C CityView Service Level Agreement

The purpose of this Exhibit is to provide our customers with information on our standard coverage, the services which are included as part of your annual software support, a listing of call priorities, an outline of our escalation procedures and other important details.

CITYVIEW reserves the right to make modifications to this document as required; provided, however, CITYVIEW shall not reduce the scope of support provided hereunder without the prior consent of the Customer.

Contract Term: 1 Year (renewable annually)

Support Channels: Web, Email or Telephone

Support Requests Allowed: Unlimited

Who Can Report: Individuals who are trained in the use of CityView can report issues to Customer Support.

Hours of Coverage: Coverage hours are 8:00 a.m. to 8:30 p.m. Eastern Standard Time from Monday through Friday, excluding CityView Technical Support observed holidays. (Only those statutory holidays that coincide between Canada and the United states are observed by CityView Technical Support.)

Accessing Support: The preferred method of opening a support incident is to use our CityView Connect Feedback mechanism within the software. Telephone support requests should be preceded by filing a support request within CityView Connect web site, including a detailed problem description. Telephone support requests will be answered live during business days, though staff may be involved serving other customers. If your call is not answered live, please leave a message, including the support request tracking number you received from the electronic filing, your name and phone or pager number. Messages are typically responded to within two hours.

Auto Acknowledgement: CityView Connect will assign a case number, accessible from the CityView Connect Feedback Status web page. Email and telephone correspondence will also result in cases being created and those will be available for review through the CityView Connect Feedback Status web page. Whenever the status of your incident changes, an email notification will automatically be sent to the individual that opened the call.

Request Response Time: A technical support engineer will respond to all requests within the time frames specified in Table 1. Business hours are 8:00 a.m. to 8:30 p.m. Eastern Standard Time from Monday through Friday, excluding CityView Technical Support observed holidays. Only those statutory holidays that coincide between Canada and the United States are observed by CityView Technical Support. We process requests in the order of their priority followed by order of submission.

What we will do if we don't hear back from you?: If we don't hear back from you in ten business days, we will close your support request and mark it as "Closed / No response from customer."

Resolution of Bug-Related Requests: We will keep your request open and follow up when a fix is available in a production release. We will also contact you if we post an experimental build that will help with your problem.

What We Need to Help You? CityView wants to be as responsive as possible to your support needs. To accomplish this goal, the CityView customer support staff relies on your knowledge, self-sufficiency, and thoroughness during the troubleshooting process. You reap the benefits from this effort — it allows CityView to focus on the more difficult problems and make the product more robust. It also helps control the amount CityView charges for support.

- Knowledge: You should be experienced in the installation, operation, and maintenance of the hardware, desktop, and network operating systems, and applications in your environment before you install CityView.

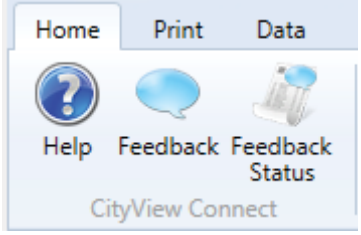
- Self-sufficiency: Please be as self-sufficient as possible when you encounter problems. You can do this by referring to technical documentation for your environment and by searching our CityView Connect Help site to determine if your issue is addressed before you submit it to our customer support staff.

- Complete information: As with any troubleshooting process, accurate and timely resolution depends on information. When you request support, please fill in all relevant fields in the request form, provide a detailed problem description, and attach any appropriate log files. Please note that using the CityView Connect Feedback mechanism within the product records most of this information automatically; therefore, it is the preferred way to submit a request to support because it guarantees we get this information with minimal effort from you. Unfortunately, when the request information is incomplete, it will take longer to resolve your issue.

- Preparation: If you call us for support, be prepared to provide the same level of information as is requested on the request submission form. You can help reduce the time to resolution by completing the online support request form and attaching files as directed. Then, simply provide us with the request number when you call. In addition, please have immediate access to the computer(s) on which CityView products are running.

How to Access Support CityView offers several methods of accessing support described below. Please note that for Priority 1 (see Table 1) issues, customers are encouraged to submit their incident online and then follow up via CityView's toll-free phone number:

CityView Connect is the best way to receive support for our product. This feature is available from the Home tab of the ribbon in CityView Workspace as well as in many of our add-on products.



CityView Connect Feedback (preferred method) If there is a feature you are having trouble using, or, if there is a feature you really like, please let our team know about it. Within CityView, use the Feedback button to let us know about your question or inquiry. If you have a feature request for our team, please use this method to let us know what you would like to see in the product. The information can also include screenshots and documents to help describe your feedback.

CityView Connect Help The Help button will redirect your internet browser to our CityView Connect Help site (http://cityviewhelp.iharriscomputer.com/CityViewCMS). The site is available for customer self-service, and is comprised of a searchable content management system and downloadable updates, including links to our release notes and latest features.

CityView Connect Feedback Status Our CityView Connect Feedback Status link redirects to our Connect Feedback website (http://cityviewsupport.harriscomputer.com/connect). This site will allow users to log new support incidents and check the status of previously submitted incidents on a 24 x 7 basis. Please contact our support group by telephone or email if there are preferred individuals who should be able to review all site calls.

Telephone Support Telephone technical support is available between the hours of 8:00 a.m. to 8:30 p.m. Eastern Standard Time on regular business days. Customers can contact us toll-free at 1.866.988.8324. CityView technical support will respond to telephone inquiries using the Service Level Agreement provided in Table 1 below.

Email Support Email support is available by reaching our support team at cityviewsupport@harriscomputer.com

Please note that any suggestions for enhancements to CityView that you submit will become the property of CityView. CityView may use this information for any CityView business purposes, without restriction, including for product support and development. CityView will not use information in a form that personally identifies you.

Limitations

CityView Support helps to identify and resolve issues with CityView's software. This Support begins as soon as the implementation project gets underway and may be provided by CityView Technical Support or R&D, depending on the circumstances. From time to time, an issue may manifest itself in CityView software but its true cause lies in a third–party product, or in the customer's infrastructure. CityView is happy to spend the time to investigate such issues and resolve them when they are within CityView. Should it be determined that the issue lies elsewhere, time may be billed at $189/hour, plus a $300 administration fee, upon authorization by the customer.

The following are not covered by CityView's Standard Support Agreement, but may be available as separate services on a time and materials basis:

- Services required due to misuse of CityView maintained software;
- Services required due to software corrections, customizations, or modifications not developed by CityView;
- Services required by the Customer to be performed by CityView outside of CityView's regular business hours;

- Services required to resolve or work-around problems that cannot be reproduced in CityView's support environment;

- Services which relate to tasks other than maintenance of the Customer's existing implementation and configuration of CityView, including but not limited to, enhancing or adapting CityView for specific operating environments;

- Services requested by the Customer to implement software updates provided by CityView.

Table 1 Service Level Agreement

Priority	Definition	Initial Response Time*	Commitment (CityView and Customer)	Examples
1 (High)	Operation/Service down or critically impacted. Business process impacted. No known workaround.	2 Hours	CityView and customer will commit necessary resources to fix problem or obtain a workaround.	Users cannot login Business process halted
2 (Medium)	Operation affected, but not down. Business process is not affected. Workaround may be available.	4 Hours	CityView and customer will commit resources during normal business hours to resolve issue or obtain workaround.	Cannot print Cannot process payments Application response is exceptionally slow
3 (Normal)	Moderate to negligible impact. No impact to business.	24 Hours	CityView and customer will commit necessary resources during normal business hours to restore operation to satisfactory levels.	Non-critical feature not working Feature works but requires user intervention
4 (Info.)	Request for information, documentation issues, and enhancement requests.	48 Hours	Request-dependent.	Help file clarification Form design not in production

* Response time targets are during business hours only.

Obtaining More Information Information about our support programs may be obtained by contacting the CityView support team at 1.800.665.5647, or via email at cityviewsupport@harriscomputer.com.

ATTACHMENT D Statement of Work

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II. Background & Objectives

The City of Fernandina Beach (COFB) is looking to replace their current system for a permitting and licensing software solution that would aid the City in managing and retrieving electronic records, include mobility, streamline, and increase efficiency of workflow, with a web portal for online application submittal, payments, scheduling of inspections, electronic document search. A citizen friendly interface, which provides information and services to Customers anytime from any tablet or smart phone. The following considerations are driving the need for this project:

- The current solution no longer meets the needs of the City and support from the current vendor is limited.
- The industry trend is to drive access to City services with web and app-based delivery models that are limited with the current community services environment.
- Management requires better access to data, information and reporting that is currently unavailable or significantly restricted.
- City personnel find the current environment to be difficult to use and understand and significantly increases the time it takes for a new employee to be productive.
- As a result of current limitations to functionality and access to data, City personnel have developed work-around processes that are impacting City business and the Information.
- Technology Department's ability to provide support.
- Software integrations with the current systems are extremely difficult, limited, or unavailable.

Collectively, the above challenges place a burden on staff, making it difficult to provide the exceptional levels of service given to their customers, time-consuming to administer current systems, and tough to keep pace with growing demands.

The objectives of this project are to license and implement CityView software in order to:

1. Provide a robust and flexible portal and mobile solution to improve City service through online services.
2. Provide easier access to accurate data and reporting for management.
3. Improve the time it takes for new employees to be productive by providing an easy to use and understand solution. Standardize business processes, rules, fees, and document outputs to save time, improve service and facilitate easier training of new employees.
4. Improve communication and information flow among departments.
5. Lessen the burden on IT for system support.
6. Build the structure for future upgrades and improvements so that product enhancements can be enjoyed by end-users to improve productivity and service delivery.

CityView is selected to help the City manage and overcome these challenges and meet the project objectives. The following statement of work describes the activities that will be undertaken in the implementation of CityView for the City.

III. Scope

The Project scope:

1. Install CityView Property Information, Permits and Inspections, Planning, Code Enforcement, (Business) Licensing, and Cashiering as well as CityView Portal (licensed for Property Information, Permits & Inspections, Planning, Business Licensing, and Code Enforcement), CityView Mobile (for Permits & Inspections, Code Enforcement and Licensing inspections) and CityView Electronic Plans Review (which includes a subscription for Bluebeam Revu (Complete)).

2. Install CityView integrated extensions including CityView Esri ArcGIS Server mapping extension, CityView Supported (Laserfiche) EDMS Extension, CityView MS Word Add-in, CityView Outlook Add-in, CityView Assistant, CityView (InvoiceCloud or Paymentus) Payment Processor Extension, CityView Integration Server Public API, and CityView Configuration Console. The version of CityView's MS Outlook and Word Add-ins will be determined after the infrastructure review is completed. This is due to some incompatibilities between various versions of MS Office and also Azure Active Directory.

3. Collect City-specific data through a series of remote data collection sessions for lookup table values, fees, letters, workflow-specific values (assigned to, required dates, responsible departments, resource groups, email triggers), reviews, inspections, submittal requirements, business types and classifications, renewal periods and processes, expiration dates and processes, violations and corrections codes, and other related values for Permits & Inspections, Planning, Code Enforcement, and Business Licensing. This data will be collected, providing the CityView Project Team relevant documentation, such as fee schedules and letter templates, and by the City's completion of the CityView workbook for each specific CityView solution.

4. Collect City-specific requirements through a series of onsite (4 days) data collection sessions for a total of up to four (4) custom workflows, or equivalently effort-intensive changes to the CityView Select workflows across the products licensed. The four (4) custom workflows include one (1) for Permits & Inspections, one (1) for Planning, one (1) for Code Enforcement and one (1) for Business Licensing.

5. Provide a hardware and software infrastructure questionnaire for completion by the City. Review questionnaire response and provide Infrastructure Assessment Report on any possible deficiencies in hardware and/or software infrastructure as far as suitability for optimal running of CityView is concerned.

6. Configure CityView Property Information, Permits & Inspections, Planning, Code Enforcement, (Business) Licensing, Cashiering, Portal, Mobile, and Electronic Plans Review using the data collected in CityView's web-based configuration workbook as well as other digital materials provided by CityView. This will include the following:

    a. Lookup table data.

    b. Custom data fields for specific data capture requirements. The assumption is a maximum of 20 custom fields per area of functionality (i.e. Property Information, Permits and Inspections, Planning and Bylaw Enforcement). Additional fields can be added through budget validation, change order, or by the City once the configured system is delivered.

    c. One-time configuration of fees specific to the permit, project, case, and license types being tracked through the system.

d. Refinements to the CityView Select workflows, including the assigned to, required dates, email notifications, responsible departments, and resource groups. This task also includes connection or disconnection of existing sub-workflows based on the City's requirements.

e. Configuration of up to four (4) custom workflows, or equivalently effort-intensive changes to the CityView Select workflows across the products licensed. The four (4) custom workflows include one (1) for Permits & Inspections, one (1) for Planning, one (1) for Code Enforcement and one (1) for Business Licensing

f. Adjustment of the existing CityView scheduled processes for license renewals and permit expirations. These include; LC Add Delinquency Fee, LC Business Late Fee (Interest), LC Business Late Fee (Penalty), LC Business License Renewal, LC Business License Renewal - Tax Exempt Businesses, LC Merge and generate renewal notices, Permit Expiration: Set Permit Status to Expired, Permit Application Check Invalid Licenses, Permit Expiration: Add Generate Expiration Warning Notice Activity, Permit Expiration: Add Generate Expiration Notice Activity, and Permit Expiration: Add Progress Inspection Activity

g. Configuration of up to fifteen (15) letter templates for Permits & Inspections, twenty-five (25) letter templates for Planning, fifteen (15) letter templates for Code Enforcement ten (10) letter templates for Business Licensing and three (3) letter templates for Cashiering (58 total letters).

h. Additional configuration (workflows, letters, etc.) as required or desired by the City and mutually agreed to through written change order.

i. Spatial Queries - CityView accomplishes spatial queries using its business rules engine. Most spatial queries are simple to create and can even be added by your system administrator(s) post-go live! Until we know the particulars of your maps and your business requirements, we cannot know if there are any spatial queries that will require non-standard configuration or customizations; therefore, this agreement does not account for any spatial queries. These will be confirmed during project scoping and can be added through mutually agreed change order.

7. Create an interface to the City's Electronic Document Management System (Laserfiche) using CityView's standard EDMS Integration Framework. Once the development work is completed, CityView will configure the integration framework for integration with the City's EDMS, for posting electronic documents from CityView to the City's EDMS and dynamically retrieving them from City's EDMS. This is an estimate and will be finalized prior to Scope sign-off, once all the interface requirements have been reviewed.

8. Develop property integration with the City's central parcel data using CityView's property integration tool. CityView will load Parcel, Address, Owner, Structures (buildings), Parent Parcels, Roads and Road Segments, Parks and Park Elements, Trails and Trail Landmarks, and Zoning as part of the property integration, subject to the availability of the data in the City's data source.

9. Set up the export for exporting cash receipting information to City's General Ledger system (Tyler Munis) from CityView Cashiering.

10. Provide assistant to Forerunner for their integration with CityView. The assumption is Forerunner will use the CityView Integration Server Public API to integrate with CityView and CityView will provide assistance to Forerunner to understand our API. Forerunner has confirmed, using the CityView API, they are able to integrate with CityView to accommodate Fernandina Beach's needs for handing off SI/SD costs.

On the complexity side, Forerunner we will suggest that Fernandina Beach starts with a nightly pull or push from CityView into Forerunner and create the "bridge" link that they have suggested. Then, in the future, they can look at reintegrating some of our data back into their CityView account. Should additional licensing or services from Forerunner or CityView be required additional charges may apply and addressed through a formal change order.

11. Implement user security settings according to City completion of organizational role spreadsheets defining the out the box organizational roles inherent in the solutions.

12. Deliver pre-configured reports for Permits and Inspections, Planning, Code Enforcement, (Business) Licensing, and Cashiering including the following reports:

Permits & Inspections	Planning	Licensing	Code Enforcement
✓Application Review Tickler ✓Average Daily Inspections ✓Building & Safety Revenue Report ✓Certificate of Occupancy Listing ✓Deposits and Bonds Summary ✓Escrow (By Revenue Account #) ✓Fee Paid in Full ✓Inspection Detail ✓Inspection Outcome ✓Inspection Schedule ✓Inspections To Do ✓Inspections by Inspector ✓Outstanding Fees ✓Permit Inspection Trend ✓Permit Status Summary (By Contractor) ✓Permit Status Summary (By Status) ✓Permit Status Summary (By Type) ✓Permit Time Spent ✓Permit Turn-Around Detail Report ✓Permit Value ✓Permitting – Punch In-Out Report ✓Public Works Permit Status Summary ✓Review – Decision Date ✓Review Turnaround Time ✓Portal Permits Entered Today	✓Deposits and Bonds Summary ✓Escrow (By Revenue Account #) ✓Expired Projects ✓Monthly Project Status Report (sorted by Date Entered) ✓Monthly Project Status Report (sorted by Project Number) ✓Outstanding Plan Reviews ✓Plan Review Time ✓Planner Projects ✓Planning Activities ✓Planning Application Details ✓Planning Punch In-Out Report ✓Project Applications ✓Project Expirations ✓Project Fees ✓Review Turnaround Time ✓Scheduled Hearings ✓Submittals Report (Sorted by Planner) ✓Portal Projects Entered Today	✓Business Status ✓Deposits and Bonds Summary ✓Did Not Report Gross Earnings ✓Emergency Contacts ✓Escrow (By Revenue Account #) ✓Excise Tax ✓Fees Paid in Full ✓Inactive Business Licenses ✓One Day Business Licenses ✓Outstanding Fees ✓Past Due Licenses ✓Tax Exempt Businesses ✓Total Amount Billed ✓Portal Licenses Entered Today	✓Cases Follow-up ✓Case Status ✓Case Summary ✓Compliance Report ✓Deposits and Bonds Summary ✓Escrow (By revenue Account#) ✓Incident History ✓Inspection Schedule ✓Inspection To Do ✓Officer Activity by Case ✓Officer Activity by Inspection ✓Portal Cases Entered Today ✓Reports created with CityView Application Builder (ActiveReports) ✓Reports created with CityView Reporter (based on Microsoft technology) ✓Requires MS SSRS (SQL Server Reporting Services)
Cashiering	**Other**	**Animal Licensing**	**Rental Housing**
✓Daily Cash Out (By Fee Type) ✓Daily Cash Out (By Payment Type) ✓Daily Cash Out (By Payment Type) With Fee Types ✓Daily Cash Out (By Receipt) ✓Daily Cash Out (By Revenue	✓Audit Report ✓Distribution List Report ✓Fee Maintenance ✓Portal Contact Email Lookup	All Licensing Reports, where applicable ✓Lost Animal Report	✓New Rental Housing Applications ✓Rental Housing Permits Issued ✓Rental Housing Units Inspection ✓Escrow (By Revenue Account #)

Account Number) ✓Daily Cash Out for Cashier (By Payment Type) ✓General Cashiering Report ✓Payment Detail ✓Reversals ✓Portal Payments Entered Today			✓Deposits and Bonds Summary

13. Perform the installations and upgrades of the environment (production and test) through the life of the project. This includes the provision of 3 installs:

    - Initial Installation
    - User Acceptance testing
    - Go-Live delivery

    All installs are completed remotely. The assumption is the City has provisioned for any infrastructure changes detailed in the Infrastructure Assessment report and that the infrastructure used for the Initial Installation will be unchanged throughout the life of the project. Should there be changes, additional costs may apply where environment management efforts are increased. Should additional installs be required, these will be mutually agreed through the change order process.

    Each install includes installation of a clean CityView environment, including:
    - Management Server
    - Application Server
    - Workspace Server
    - CityView Mobile, Portal and/or Integration Server as licensed

    Initial Installation does not include the configuration of Microsoft SQL Server Reporting Services (SSRS) reports, connection to ArcGIS Server, configuration of the Electronic Document Management systems integration framework and Payment Processor integrations, where included under contract. These configurations are performed during the installation for User Acceptance Testing.

    All installations require CityView Technical Support to have direct access (VPN or RDP) to the virtual server(s) to perform this task within the allocated budget. CityView's Project Manager will request any necessary "network access" documents at the start of the project, so that these can be signed prior to the Initial Installation. If direct access cannot or will not be provided, the access method will be discussed with the project team and managed through the change order process.

    CityView is not responsible for installing or configuring any other software or components, e.g. Network Security, IIS configurations, SSL Certificates, Server communication including external traffic related to Portal. Infrastructure support requested to assist with or troubleshoot issues in these areas may attract additional costs.

14. Conduct up to three (3) remote validation and review sessions, for each of Permits and Inspections, Planning, Code Enforcement and Business Licensing with the appropriate subject matter experts ("SMEs"). Each session is two to three (2-3) hours. Any additional sessions required will be mutually agreed to, and a change order will be raised. Additional corrections and modifications will be captured and corrected from each session.

15. Conduct nineteen and one-half (19.5) days of user training consisting of (16.75) days onsite and (2.75) days of remote training. This will include:
    a. Eleven and one-half (11.5) days of end user training.
    b. Five (5) days of advanced user training (onsite and remote) to include configuration (3 days onsite), reporter (1 day onsite), and system administrator training (1 day remote).
    c. Three (3) days of onsite Go-Live Facilitation to ensure comfort with the new system.
16. Ongoing support and maintenance of the software under the CityView Software License and Support Agreement.

Exclusions:

1. Provision of hardware, databases, and third-party software.
2. Setup and support of network infrastructure supporting CityView.
3. Quantities, of the following items, that are in excess of those defined in "Scope (Inclusions)", are specifically excluded, unless addressed by a change order:
    - Letter configuration
    - Custom data fields
    - Spatial queries
    - Training
    - Customizations and interfaces
    - Custom workflows
    - Custom reports
    - Batch/scheduled processes
4. Non-standard configuration – standard configuration would be what is provided in the "Inclusions" above and what comes preconfigured in the system. Examples of non-standard configuration would include: modifying record-level security from what is pre-defined; defining organizational role security criteria other than those defined in the out of the box organizational roles (e.g. read-only access to some sheets, read-write to others); creating batch processes other than those defined in the product for permit expirations and license renewals; creating business rules defining specific outcomes that are tied to specific users of the system only (e.g. message box reminding of a process that needs to be followed but where that message box is only invoked where a specific users is logged into the system). While these are not included in the Project's scope, the configuration tools are provided for City to undergo such configuration itself.
5. CityView provides the integration with third-party payment processing systems to accept online payments. CityView does not provide third-party payment processing systems but the integration of CityView with such processors, is included. The City is required to obtain their own payment processor license though agreement with the selected vendor. Invoice Cloud and Paymentus are preferred.

6. Customizations and interfaces other than those specified above or agreed to through change order. Should any 3rd party interfaces/integrations require licensing or services costs from the 3rd party, such costs are the responsibility of the City.

Assumptions:

- Property integration assumes a single source of data. This estimate will be confirmed upon review of the data.
- No historical data conversion is included.
- Fee schedules were not provided prior to development of the price estimate for this project. Therefore, CityView's assumptions of the effort to configure fees are subject to review of the complete requirements. For example, if you have Impact Fee schedules or Development Charges, we will not have assumed that and those may result in additional costs. CityView is happy to review this with City prior to contract signing, to give a firm estimate of the effort to configure all fees.
- The software implementation is based on CityView's understanding of the number of "responsible departments" managing the processes within each product. Budgeted effort is allotted to various aspects of the implementation based on this number. For example, if the project to implement CityView Permits & Inspections includes scope for building permits, encroachment permits and fire permits, and each of these is managed separately by a different responsible department, then the budget estimate is based on 3 responsible departments needing independent sessions for data collection, validation & refinement, and end user training. If, however, all of those permit types were managed by the same people under one City Service Centre, then this would be classed as 1 responsible department and the budgeted effort for data collection, validation and refinement and end user training is lower.

  CityView's understanding of the City's responsible departments is as follows:

  - Permits and Inspections (1 department), Planning (1 department1), Code Enforcement (1 department) and Business Licensing (1 department).

IV. Work Approach

The implementation will involve five phases: Project Planning, Scheduling and Data Collection; Configuration; Review and Validation; User Acceptance Testing; End User Training and Go-live Support.

City sign off is required before initiating a new phase. This provides key milestones in the Project to review progress, confirm objectives, and detail the activities and timelines for the next phase. Sign off involves acceptance that all pertinent deliverables have been made and confirmation of the budget and timeline for the next phase.

Phase 1: Project Planning, Scheduling and Data Collection

Project Kickoff

The CityView Project Manager will review all documentation with respect to the implementation in order to prepare the materials for the Project kickoff and conduct the official project kick-off.

CityView will prepare the Project Plan which will include a draft project schedule.

Remote Infrastructure Review

CityView will analyze the City's existing infrastructure to identify any potential areas that may result in sub-optimal performance. CityView's Infrastructure Review Specialist will verify remote accessibility, available bandwidth and techstack compatibility and advise the City's network specialists of the hardware and software prerequisites required to optimize the performance of the City's system. CityView will conduct this review remotely, off-site.

Should CityView Workspace be required at remote City facilities (offsite facilities, not directly connected to LAN, i.e. where performance could be an issue), CityView latency\load testing will need to be done to check performance of CityView at these remote sites.

Initial Installation

CityView will conduct a trial installation for the purposes of testing the network infrastructure for use of CityView, to provide training for the network administrators on its installation, and to provide an environment for testing integrations dependent on the City's other systems. The development environment hosted by CityView, however, will still be the principal environment for configuration, validation, and refinement.

Product Walkthroughs/Process Mapping

CityView will provide the City with facilitated access to online data collection workbooks, as well as guidelines on how to complete the workbooks. This is accompanied by walkthroughs/demonstrations of the pertinent CityView products to provide the City's SMEs with an understanding of the workings of each of the products and their data requirements for configuration.

The walkthroughs ensure the City's users:

1. Learn the basics of the activity-based workflows.
2. Learn how to complete the online workbooks and/or other digital materials provided by CityView.
3. Learn how to provide the data for City's fees, letters, lookup tables, and scheduled processes named above.

4. Understand the data mapping process.
5. Process Mapping sessions are also conducted and designed to impart the skills City's SMEs require to complete their homework assignments. Users are provided with an in-depth knowledge of CityView table structures and the formats required to streamline the data collection process. Each session will be from two (2) to four (4) hours, depending on the product. Sessions will be held for each of CityView Permits and Inspections (two (2) sessions), Planning (two (2) sessions, Code Enforcement, and Business Licensing.

Data collection will involve remote and onsite services. Onsite time will be devoted to four (4) days for the collection of the specifics for up to four (4) custom workflows.

This stage is also used to better understand the customization requirements.

The main deliverable at the end of the Data Collection phase is the "Scope Document." The Scope Document will reference, where applicable, documentation that needs to be included in the implementation, such as RFP functional requirements, the answer sheet from the online data collection workbooks, other digital materials that were provided by CityView and completed by the City.

Budget Validation

Once all of the data is collected from the City, the CityView Project Manager (the "CityView PM") will review requirements in accordance with this Statement of Work and the other Contractual Services Agreement documents to identify anything that is not accounted for in the scope. The CityView PM will also validate any estimates made as part of this proposal, including:

1. List of customizations and interfaces

If budget validation reveals that any estimates provided were insufficient, the CityView PM will inform the City of such and prepare appropriate change order requests. The next steps will not commence until sign off on budget validation and data collection occurs. This protects both parties against the risk of unclear expectations.

Phase 2: Configuration

Configuration

CityView will configure the CityView products based on industry best practices and with the data collected and signed off from Phase 1: Data Collection. CityView will create a single development environment and the Implementation Specialist will lead the configuration of that environment. This will involve the following components:

1. **Letter Template Development** – CityView's Word Add-in will be used to create up to 58 letter templates according to electronic samples provided by the City with data merge tags defined. Letter samples must be provided in MS Word format. The City is provided the letter generation tools for its SMEs to create additional letters to meet additional or future requirements.

2. **Fees, Valuation, Work Items, Classifications** - All the fees are configured in the City's CityView environment. Fee configuration is a one-time load. Should the fee schedule provided to CityView be changed or updated prior to go live, and additional configuration is required, a change order will be required.

3. **Activities Workflow** – All the CityView Select workflows will be configured with the City specific requirements for assigned to, required dates, email notifications, responsible departments, and resource groups. In addition, existing sub-workflows may be removed, or added to the main workflow, depending on the City's specific processes. Should the required changes to the CityView

Select workflows be significant and go beyond the refinement activities mentioned above, additional costs may apply through mutually agreed change order. CityView will configure up to four (4) custom workflows or equivalently effort-intensive changes to the CityView Select workflows.

4. **Custom data fields** - Custom data fields to meet the City's specific data capture needs will be defined for each pertinent table where they are required and configured accordingly, along with the business rules to apply these data fields where appropriate.
5. **Lookups** – All lookup data defined during Phase 1 Data Collection, is entered into the system.
6. **Security** – Users are assigned to the roles and given permissions that are pre-defined in the products, based on information collected during data collection. Should additional user-level and record level security be required other than as defined in the solution's organizational roles, additional costs may apply.
7. **Batch Rules and Scheduled Processes** – the named CityView Select batch rules and scheduled processes will be refined according to the requirements for permit expiry and license renewal.

Customizations

Customizations, both those in the scope of work and any agreed to as a result of data collection and change order will be undertaken at this point.

Interfaces

Interfaces, both those in the scope of work and any agreed to as a result of data collection and change order will be undertaken at this point.

Quality Assurance (QA)

CityView undertakes quality assurance activities throughout each of the above phases (Data Conversion, Configuration, Customization, and Interfaces). All customizations and interfaces are tested by CityView's QA Team prior to the applicable software build being released to the City. The quality of the configuration and data conversion are reviewed by a peer review committee which includes the CityView Project Team, members of CityView's research and development staff and management, and occasionally the City's SMEs.

Phase 3: Review and Validation

The CityView PM will work with the City to establish the Review and Validation Plan, i.e. to determine when certain review and validation sessions will be given and who should attend. The development environment will be hosted at CityView's data centers (OrionV in Pittsburg, PA).

Review and Validation

CityView will undertake a series of three (3) remote review and validation sessions with City's SMEs, for each of Permits and Inspections, Code Enforcement, Planning, and Business Licensing, to work through the validation of the configuration based on the data collection materials and scope document.

These sessions will be led by CityView implementation specialists. Eventually, the SME's will be expected to lead some sessions for each product. By the final session the City's SMEs will have reviewed and validated the bulk of the configured system and be able to:

- Navigate the system through the City-specific processes and workflow.
- Generate and test fees.

- View and validate look up tables.
- Generate and test letters and documents that have been configured.
- Use scenario-based examples to test and validate automated business rules

Review and Validation will be conducted against the development environment, hosted by CityView. During the Review and Validation sessions CityView will document any changes, corrections, or deficiencies for further action. A City feedback mechanism is provided within the environment for immediate feedback and reporting of issues to our implementation specialists and developers as it is expected the City's SMEs will conduct additional reviews without the CityView Implementation Specialist present.

In Scope Refinements

In scope corrections from the process of Review and Validation will be conducted. If out of scope issues are raised through Validation, these will be handled through approved change orders.

Phase 4: User Acceptance Testing

User Acceptance Testing

On completion of the third Review and Validation session, the City will have a period of three (3) weeks for final User Acceptance Testing on its own completely installed test system. The CityView Implementation Specialist will monitor the City's feedback and continue to make any in scope corrections. Provided the acceptance criteria have been met, the City is asked to formally accept the delivered solution for go-live.

Phase 5: End User Training and Go-live Support

Final Environment

After the final environment receives City sign off, CityView will establish an environment that can be used for training purposes.

User Training

CityView conducts on-site training for all of the front line and advanced users identified in the training plan.

Final Conversion Run

Immediately prior to go-live, CityView will conduct the final data conversion for Go-Live.

Go-live

During go-live, CityView will be onsite for three (3) days of onsite go-live facilitation where an implementation specialist will be available to help the users with questions as they arise, easing their concerns and complementing their training. It is recommended that the City consider having an additional CityView resource onsite to support the staff on CityView software during the first weeks after go-live. Budget for this is not included here. The CityView and the City's project teams will discuss this to determine the City's needs prior to scope sign-off.

During go-live facilitation the CityView Project Team will work with the City to record any known issues. The CityView Project Team is responsible for the resolution of these known issues. See Project Acceptance section IX for more information about post go live process.

The Pre- and Post-Implementation Support Plan is comprised of a strategy for transitioning to Support and then the Support and Maintenance Agreement itself. During the first six (6) weeks after go-live, the CityView Project Team will begin to familiarize and transition the Project to CityView's Technical Support Group. At

the end of six (6) weeks the CityView PM will arrange a formal hand-off involving the City, the CityView PM and the CityView Technical Support Team formalizing the transition of any new defects, bugs, and support issues to the Technical Support Team.

IV1 Communication plan

The CityView Communication Plan includes:

- A 1 hour bi-weekly, or 30-minute weekly, status meeting with the CityView Project Manager or designate as mutually agreed, through the life of the project.
- Communication with Implementation staff (IS) as provided for in the data collection and validation sessions, and reasonable engagement beyond these sessions to clarify information collected and answer questions. Requests for dedicated time, or recurring meetings involving IS staff, may incur extra costs.

IV2 Training plan

The training program is designed to provide your end users with the ability to use CityView for their day-to-day activities and your Subject Matter Experts (SMEs) with the skills to maintain your solution. The table below details the training plan.

Training Plan

Course	Objectives		
CityView End User Training (onsite)	This course is designed to train the City's users on the business use in order to fulfill their daily work activities. The course provides specific instruction on how to navigate and complete tasks within CityView. It will cover tasks such as completing an application, adding contacts, attaching files, tracking activities and outcomes, applying, and paying fees, producing correspondence, mapping basics, and running reports. Users are able to: 1. Understand the key concepts that make up the business process. 2. Be able to navigate and complete tasks relevant to day-to-day activities. 3. Be able to walk through a business activity-based workflow.		
	Duration: 9.5 days*	**Users: End Users as defined below**	**Maximum#: 10/session**
Configuration & Maintenance Training (onsite)	This course is focused on enabling users to configure, maintain and evolve their business process within the CityView solution. Concepts that will be covered include Letter Generation, maintaining your Activity Based Workflow, Fee Maintenance, Holiday Configuration and Maintaining Lookup values. Users will be able to: 1. Create and modify Letters. 2. Create and modify Fees. 3. Improve and evolve the Activity Workflow. 4. Keep your system current by updating Lookup tables.		
	Duration: 3 days	**Users: Advanced**	**Maximum#: 6**
CityView Reporter Training	CityView's fully integrated ad-hoc report designer provides a quick and intuitive way for non-technical subject matter experts to create their own reports. In this course, students will learn about creating detail reports and pivot reports, as well as how to get the most out of the out of the box reports that come with the CityView system. Additional topics may include complex report writing, views, and on-form expressions		
	Duration: 1 day	**Users: Advanced**	**Maximum#: 6**
	This course is designed to provide administrators responsible for managing CityView with the general knowledge of how to install and upgrade versions of CityView, change user rights and manage security. The advanced course will go		

CityView System Administrator Training (remote)	into additional detail on the architecture of the CityView platform as well as how to maintain the CityView Portal. Course participants will walk through typical system maintenance and troubleshooting examples, which will teach them the tools, techniques, and terminology applicable to CityView, enabling them to not only support the business users in their organization but also to communicate more effectively with CityView's Technical Support team. They will be exposed to our best practices approach for Security Maintenance; and they will learn the processes for installing and upgrading the CityView environments. Students will be instructed in the use of the appropriate aspects of CityView Configuration Console, and they will gain an understanding of the architecture behind CityView. Additional topics that may be covered include configuration of Microsoft Exchange, Web Server settings, LDAP settings, Mapping, and Document Management settings.		
	Duration: 1 day	**Users: Advanced**	**Maximum#: 4**
CityView Mobile End User Training (onsite)	This training will focus on the highly intuitive CityView Mobile.		
	Duration: 0.5 days	**Users: TBD**	**Maximum#: 10**
CityView Portal Instructional Training (remote)	This training will focus on the highly intuitive CityView citizen Portal, to provide a select group of City users with the knowledge of how to navigate Portal processes so that they can answer citizen questions on the use of Portal.		
	Duration: 0.75 days	**Users: TBD**	**Maximum#: 10**
Bluebeam Markup Training (remote)	This training will focus on basic use of Bluebeam markup tools.		
	Duration: 0.5 days	**Users: TBD**	**Maximum#: 10**
Go-live Facilitation Assistance (onsite)	Three days of go-live facilitation where an implementation specialist will be available to help the users with questions as they arise, easing their concerns and complementing their training (as described in the Work Approach above).		
	Duration: 3 days	**Users: All**	**Maximum#: N/A**

Training is provided on City-provided hardware.
* 9.5 days End user training divided as follows:
CityView Basics Training 4 x ½ day sessions (2 days total)
Permits and Inspections 1 x 1 ½ day sessions (1 ½ days total)
Planning 1 x 1 ½ day session (1 ½ days total)
Code Enforcement 1 x 1 ½ day session (1 ½ days total)
Business Licensing 1 x 1 ½ day session (1 ½ days total)
Cashiering 1 x ½ day session (½ Day total)
Electronic Plans Review 2 x ½ day sessions (1 day total)

IV3 Matrix of Responsibilities and Work Products

The following table provides a summary of the Project. Responsibility and the lead for each step in the Project are defined and the deliverables received by City are presented.

Step	Responsibility	Lead	Deliverables
Project Kickoff	CityView	CityView PM	Hosted Development Environment, Project Plan
Infrastructure Review	CityView	CityView Infrastructure Review Expert	Infrastructure Review Document
Initial Installation	Share	CityView PM	Client-site installed initial Environment
Data collection, including Property Data Mapping and customization/interfaces analysis	Share	CityView PM	Signed-off Scope Document, including Budget Validation
Configuration	CityView	CityView PM	Configured Development Environment, ready for Validation & Refinement
Property Integration	CityView	CityView PM	Configured Development Environment, ready for Validation & Refinement
Customizations and Interfaces	CityView	CityView PM	Implemented functionality in Hosted Development Environment, ready for Validation & Refinement
Review and Validation Sessions	Share	CityView PM	Completed Validation sessions
Refinements based on Review and Validation sessions	CityView	CityView PM	Development Environment for Final Acceptance Testing
User Acceptance Testing	City	City PM	User acceptance of the fully delivered system based on test scripts
User Training (including advanced training)	Share	CityView Trainer	Completed training
Go-live	Share	CityView PM	Live production environment

IV4 Documentation

Documentation is available through CityView Connect, CityView's on-line content management system. This is the source for the most updated CityView information at any time. The City can search for a particular topic or browse through the menu items. The Product Training Guides will step the City through a full training session for a particular topic.
CityView Connect is accessible directly and within the CityView modules. By clicking the Help button, direct access is provided to the content in CityView Connect.
Documentation is targeted to three main groups: business users, system administrators and application developers. Documentation is provided at every level of training, focused on the enabling objectives of the training in question.
CityView Connect is the main source of documentation for the City throughout implementation of the Project and beyond. With each CityView release, detailed release notes document the changes to the release both for new features, feature changes, and bug fixes. Any exceptions or changes for installation and upgrade are also noted.

CityView offers the following documentation:

- System technical documentation
- System end user's documentation
- On-line Help Desk documentation
- System/Architecture diagrams
- Scope Documentation including – signed-off data collection materials

V. Post Implementation Support

Detailed in Schedule C, CityView Service Level Agreement.

VI. Technical Environment

Information is provided for reference in the following pages regarding recommended servers, database sizing considerations, third party software, and compliancy tables. This is followed by a diagram depicting a typical installation. For all the most recent specifications please refer to CityView Connect - https://cityviewhelp.iharriscomputer.com/CityViewCMS/index.php/supported-technologies

Operating Systems*

Interface	Supported OS Versions	Editions	Minimum Requirements
CityView Configuration Console	Windows 11	32 and 64 bit, Home, Pro and Enterprise Editions	.NET Framework 4.8 required
	Windows 10	32 and 64 bit, Home, Pro and Enterprise Editions	.NET Framework 4.8 required
	Windows 8, 8.1	32-bit and 64-bit editions	.NET Framework 4.8 required
CityView Mobile*	iOS (iPhone, iPad, iPod)	4 or higher (tested to iOS 14.3)	CityView Mobile is a browser-based interface, so devices will require an internet connection and a web browser. Local storage must be enabled. **Important**: TLS certificate required. About Windows Surface devices: these devices will run CityView Mobile, but you will not be able to directly access the camera for photos or video. This is a Windows security issue and is not controlled by CityView. **Optional Hardware:** For areas with poor coverage, some customers have used **vehicle cellular signal boosters** to enhance connectivity. Though we (CityView) do not claim to support or endorse any one product, this unit has been recommended by our customers: weboost Drive 4G-M
	Android	2.3 or higher	
	Windows Phone 7 or higher	7 or higher	

*CityView Mobile is an optional add-on service to use CityView through a customized browser application. Each module is licensed for CityView Mobile separately. CityView Mobile is optimized for use in the field on a small screen; it is a supplement to, and not a substitute for a full version of CityView Workspace.

Server Specifications

All applications require a Management and Application Server

Servers	Supported OS Versions	Minimum Requirements
CityView Management Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for all environments • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 300 megabytes (MB) of available hard disk space • URL Rewrite for IIS is required and included in the installation package. Users need to accept the installation.
CityView Application Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for all environments • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 500 megabytes (MB) of available hard disk space • 64-bit

Servers	Supported OS Versions	Minimum Requirements
CityView Workspace Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase the CityView browser-based interface • 2GHz 8 core Xeon or Opteron processor recommended • 32 Gigabytes (GB) of RAM or higher recommended • 10 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required to run Workspace. • Standard edition – WebSockets enabled • URL Rewrite for IIS is required and included in the installation package. Users need to accept the installation.
CityView Portal Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase CityView Portal, online public interface for any module. • A separate CityView Portal license is required for each online module • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 4 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required for CityView Portal/Mobile • CityView Portal requires a 64-bit Application Pool in IIS.
CityView Mobile Server	Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for customers that purchase CityView Mobile interface for any module. • A separate CityView Mobile license is required for each online module • Windows Server with 2GHz Xeon processor recommended • 16 Gigabytes (GB) of RAM or higher recommended • 10 Gigabytes (GB) of available hard disk space • Note that an SSL/TSL certificate is required for CityView Portal/Mobile • CityView Mobile requires a 64-bit Application Pool in IIS.

Servers	Supported OS Versions	Minimum Requirements
CityView Integration Server	Windows Server 2022 Windows Server 2019 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012	• Required for Gmail integration • Required for CityView Assistant • Required for EPR with Desktop environments NOT using bfx • Required for any environment using CityView Public API • Windows Server with 2GHz Xeon processor recommended • 8 Gigabytes (GB) of RAM or higher recommended • 10 megabytes (MB) of available hard disk space

*When communicating with external sites such as ArcGIS Online and payment vendors, CityView will use the default security protocol configured in the OS. This could be TLS 1.1, 1.2 or 1.3. The version of TLS supported by the CityView Web Servers depends on the OS and IIS configuration.

Data Sizing Projections

There are several services that are typical in our deployment strategy:

1. **SQL Server** – can be scaled to include failover clusters. Typical day-to-day operation of CityView will not tax the server as most queries will pull less than 10 records per table at a time. This service works directly with Management Server, Application Server, and Portal server processes. Typical permit applications require 1MB of disk space.

2. **CityView Management Server** – this is a service that runs in IIS, typically processing login requests, and configuration settings for the software. The only time where the service impacts performance on a server is when a build of the application occurs, typically during maintenance periods. All services need to be able to communicate with this server.

3. **CityView Workspace Server** – this is a service that runs in IIS and provides the server side processing for the primary Workspace browser user interface most staff will use. This service needs sufficient hardware resources to handle the load. If performance is not ideal, it is certainly possible to have multiple servers deployed to handle load balance or latency concerns.

4. **CityView Application Server** – this service handles general server side application processing not handled by more specialized servers. This includes scheduled processes, letter generation and document access.

5. **CityView Mobile Server** – Mobile Server IIS service acts as a gateway to the software for field staff users, and directly queries SQL Server during operation. There is an extremely small footprint for the service, and small memory/CPU overhead. If performance is not ideal, it is certainly possible to have multiple mobile servers deployed to handle load balance or latency concerns.

6. **CityView Portal Server** – Portal Server IIS service acts as a gateway to the software for browser and mobile users, and directly queries SQL Server during operation. There is an extremely small footprint for the service, and small memory/CPU overhead. If performance is not ideal, it is certainly possible to have multiple portal servers deployed to handle load balance or latency concerns.

7. **Document Management/Content Management Server** – often handled by third party services, e.g. SharePoint, Laserfiche, TRIM, etc. This can also be defined as a Windows file share (SMB) where we typically recommend 5MB of space per permit for file storage (PDF, DOC, JPG).

.NET Framework

Required for all servers and machines running CityView Configuration Console or Desktop.

Supported Versions	Notes
.NET Framework 4.8	Required

Database Technologies

Microsoft SQL Server is required for all CityView clients.

Supported Versions	Editions	Recommended Hardware
SQL Server 2019 SQL Server 2017 SQL Server 2016 SQL Server 2014	32-bit and 64-bit editions, Express and higher	• Processor: 2+ GHz Dual Core processor (Intel Xeon or AMD Opteron) • Memory: 32 GB • Storage: RAID-5, 4 (3 + 1 Hot Spare) x 73GB 15K RPM Ultra 320 SCSI (or substitute SSDs for better performance) • Network Adapter: Gigabit Ethernet Adapter • Power Supply: Redundant Power Supplies

Browsers*

For CityView customers that purchase CityView Workspace. Note that servers for all CityView web-based interfaces require TLS certification and an HTTPS address.

<table>
<tr><td colspan="3">Workspace
Workspace has been designed to work with desktop browsers. Staff mobile users should be using the CityView Mobile interface, which also supports disconnected mode (security certificate required).</td></tr>
<tr><th>Supported Browsers</th><th>Required Settings</th><th>Notes</th></tr>
<tr><td>Google Chrome* (current version 105.0.5195.127 – updates automatically)</td><td rowspan="3">Required for Workspace on all browsers:
JavaScript must be enabled
Cookies must be enabled
Ad Blockers must be disabled
Pop-ups must be enabled (or not blocked)</td><td rowspan="3">CityView Workspace (internal use) does not currently support browsers on mobile devices. Staff mobile users should be using the CityView Mobile interface, which also supports disconnected mode.

Important - Internet Explorer No Longer Supported in Workspace - Microsoft has discontinued development of Internet Explorer and recommends Edge. Microsoft Edge is not available for Windows 7 or Windows 8.1. Customers still on those operating systems should use either Firefox or Chrome for the full CityView Workspace interface experience.</td></tr>
<tr><td>Microsoft Edge* Windows 10 required (41 and up)</td></tr>
<tr><td>Mozilla Firefox (current – updates automatically)</td></tr>
</table>

*Recommended browsers

Portal Portal has been designed to work with desktop and mobile browsers		
Supported Browsers	**Version**	**Notes**
Internet Explorer (deprecated)	11	Portal servers require a TLS certificate (https) and a 64-bit IIS Application Pool
Microsoft Edge	40 and up Windows 10 Mobile	
Google Chrome	Desktop and Mobile - current	
Mozilla Firefox	Desktop and Mobile - current	
Opera	Tested version 58	
Safari	9, 13 and up* MacOS, iOS, iPad	*A bug in Safari and embedded browsers on MacOS 10.14 and all browsers on iOS 12 may cause issues with certain payment gateways. This has been fixed in current versions. Invoice Cloud, Paymentus, Heartland, MSB Nexus (with Hosted PayPage) are not affected.

Mobile Mobile has been designed to work with mobile browsers		
Supported Browsers	**Version**	**Notes**
Safari	10 or higher	CityView Mobile is highly compatible with many mobile browsers for phones or tablets
Firefox	57 or higher	Firefox and Chrome update automatically. As of publication, the current version is supported.
Chrome	63 or higher	As of Firefox version 62 and Chrome version 67, these browsers no longer allow insecure websites to access the browser Application Cache. This is where the pages for disconnected mode are stored. Mobile Disconnected Mode will no longer run when using HTTP. Your browser will give a No Internet connection error. To be able to use disconnected mode, you need to host CityView Mobile using HTTPS. Note that these browsers update automatically, so trying to retain a previous version is not a practical solution.
Opera		
Android		

Virtual Inspections
Contractors using their mobile phones for inspections will need to have one of the Twillio supported browsers: https://www.twilio.com/docs/video/javascript#supported-browsers

Bluebeam Revu

For customers that purchase Electronic Plans Review. Bluebeam Revu is needed for document markup. It is not required to view flattened documents with the mark-up in place.

Supported Versions	Editions	CityView Interface	Notes
Revu 2021 **Revu 2020.1 & 2020.2** **Revu 2019.1.16, 2019.1.20 & Revu 20** **Revu 2019** **Revu 2018***	• Core and Complete • **Revu eXtreme** all document comments and markups are flattened before the document is returned to the customer for corrections. • **CAD & Standard** versions can be used by users who will be marking up documents, but not be initiating or finalizing the markup process, or for Workspace users.	Workspace	Bluebeam Revu is required for CityView Electronic Plans Review (EPR) functionality. Bluebeam Revu can also be used to view, create, or manipulate PDF documents, independently of CityView. • Bluebeam Revu subscriptions are required. *For customers upgrading to version 2018: If you have a Bluebeam Open or Enterprise License, Bluebeam will validate your license every time you launch, prepare, or flatten documents. It is normal to see a "License Seat Acquisition" message.

Google Applications

Supported	Notes
Google Calendar integration	License required
G-Suite integration	License required
Gmail utilization	No license needed – Integration Server required

Microsoft Exchange

For CityView customers that purchase Microsoft Exchange integration

Supported Versions	Notes
Office 365 Exchange	Supported with Web Services API
Exchange 2019	
Exchange 2016	
Exchange 2013	
Exchange 2010	

Microsoft Outlook

For CityView customers that purchase the Microsoft Outlook integration Add-In

Supported Versions	Editions	Notes (VSTO deployment)
Office 365	Installed	Office 365 online (browser-based) versions are not supported.
Outlook 2019	32-bit and 64-bit	**IMPORTANT:** CityView Integration Server is now required.
Outlook 2016		
Outlook 2013		
Outlook 2010		

Microsoft Word

For CityView customers that purchase the Microsoft Word integration Add-In, the requirements differ for users who will generate the base letter templates and users that just need to make edits to letters before sending, after they have been generated by the template. Most users will just need the Letter Editing requirements.

Note that Office 2019 is supported on Windows 10 but isn't supported on Windows 7 or Windows 8.1.

Letter Editing

Once a letter is generated from a template, the content of the letter can be edited via the Word Add-In. These are the supported versions for letter editing.

For Letter Editing (manifest deployment)		
Supported Versions	**Editions**	**Notes**
Office 365	Installed and online	**IMPORTANT:** CityView Integration Server is now required. See Word Add-in for Workspace for configuration information.
Word 2019 **Word 2016**	32-bit and 64-bit	"Click-To-Run" version is required for Word 2016 and supported for 2019.

Template Editing

Users in the Letter Configuration organization role can customize letter templates used to generate letters/correspondence. These are the supported versions for template configuration.

For Template Letter Editing (VSTO deployment)		
Supported Versions	**Editions**	**Notes**
Office 365	Installed client only	**IMPORTANT:** CityView Integration Server is now required. Office 365 online (browser-based) versions are not supported.
Word 2019 **Word 2016** **Word 2013** **Word 2010**	32-bit and 64-bit	"Click-to-Run" versions prior to version 2019 are not supported by CityView. **IMPORTANT:** Because CityView uses Visual Studio Tools for Office (VSTO) add-ins, Centralized Deployment of Office add-ins is not supported. See https://docs.microsoft.com/en-us/microsoft-365/admin/manage/centralized-deployment-of-add-ins?view=o365-worldwide

Mapping/GIS Technologies

For CityView customers that purchase the GIS/mapping integration (Esri only)

Supported Versions	Editions	Notes
ArcGIS Online		• Supported • Required for CityView Mobile Route Planning • Esri requirement: TLS 1.2 certificate required
ArcGIS Server v11 **ArcGIS Server v10.9** **ArcGIS Server v10.8.1** **ArcGIS Server v10.7.1** **ArcGIS Enterprise v10.6** **ArcGIS Enterprise v10.5** **ArcGIS Server v10.4** **ArcGIS Server v10.3.1** **ArcGIS Server v10.2.2**	• 32-bit and 64-bit editions, Express and higher. • Workgroup or Enterprise Capacity Level servers (Standard, Advanced). • Server Basic version **not** supported.	• TLS certificate required. • ArcGIS Engine v9.3 and v9.2 ArcGIS Reader v9.3 and v9.2 - legacy support; no significant enhancements will be implemented. *** Feature Service Layers** required for editing maps through CityView.

Document Management Systems

Optional integration for CityView customers who are using one of the following document management systems. Additional license required to integrate with CityView. If no other integration is configured, CityView will use its native DMS.

System	Supported Versions	Notes
Laserfiche	**9, 10, and 11 (including all minor versions)**	https://www.microsoft.com/en-ca/download/details.aspx?id=48145 The Laserfiche libraries that CityView uses and ships with will work with an instance of Laserfiche 11 Server.
Microsoft SharePoint	**2016, 2013, 2010, SharePoint Online**	
OnBase	**OnBase Foundation Enhancement Pack 3 (EP3)**	Supports CityView/OnBase API

System	Supported Versions	Notes
Questys	Questys Link version 11.5	
Eclipse (docStar)		
PaperVision	78, 79	
ImageNow (Perceptive Content)	6.7	
Alfresco	5.2	
FileHold	15.2.0	
eB		Contact CityView Support before installing

Payment Processing

CityView Portal supports optional integration with numerous Payment Processing systems (Payment Gateways). You must be licensed to implement this integration. * Preferred gateway in Canada. **Preferred gateway in U.S.

Security Note: The PCI Data Security Standard requires that merchants use TLS1.2.

Supported Gateways	Notes
Paymentus*	**Supports eCheck/ACH payment if customer account has set this option with their payment vendor. Shopping cart supported conditionally.**
Invoice Cloud**	**Supports eCheck/ACH payment if customer account has set this option with their payment vendor. Shopping cart supported.**
Worldline (formerly Bambora / Beanstream)	Shopping cart supported.
Heartland	
Acculynk	
PayPal's PayFlow Pro	Payflow Pro v4.3
iTransact	
Moneris (Hosted Pay Page)	
PayGOV	

Supported Gateways	Notes
MSB Nexus	Web API "May 2017" version, MSB Nexus "Hosted Payment" Gateway method
BIS Online	
Authorize.Net	Supports eCheck/ACH payment if customer account has set this option with their payment vendor.
Active Class	Contact CityView Support before installing.

SMS/Text Messaging

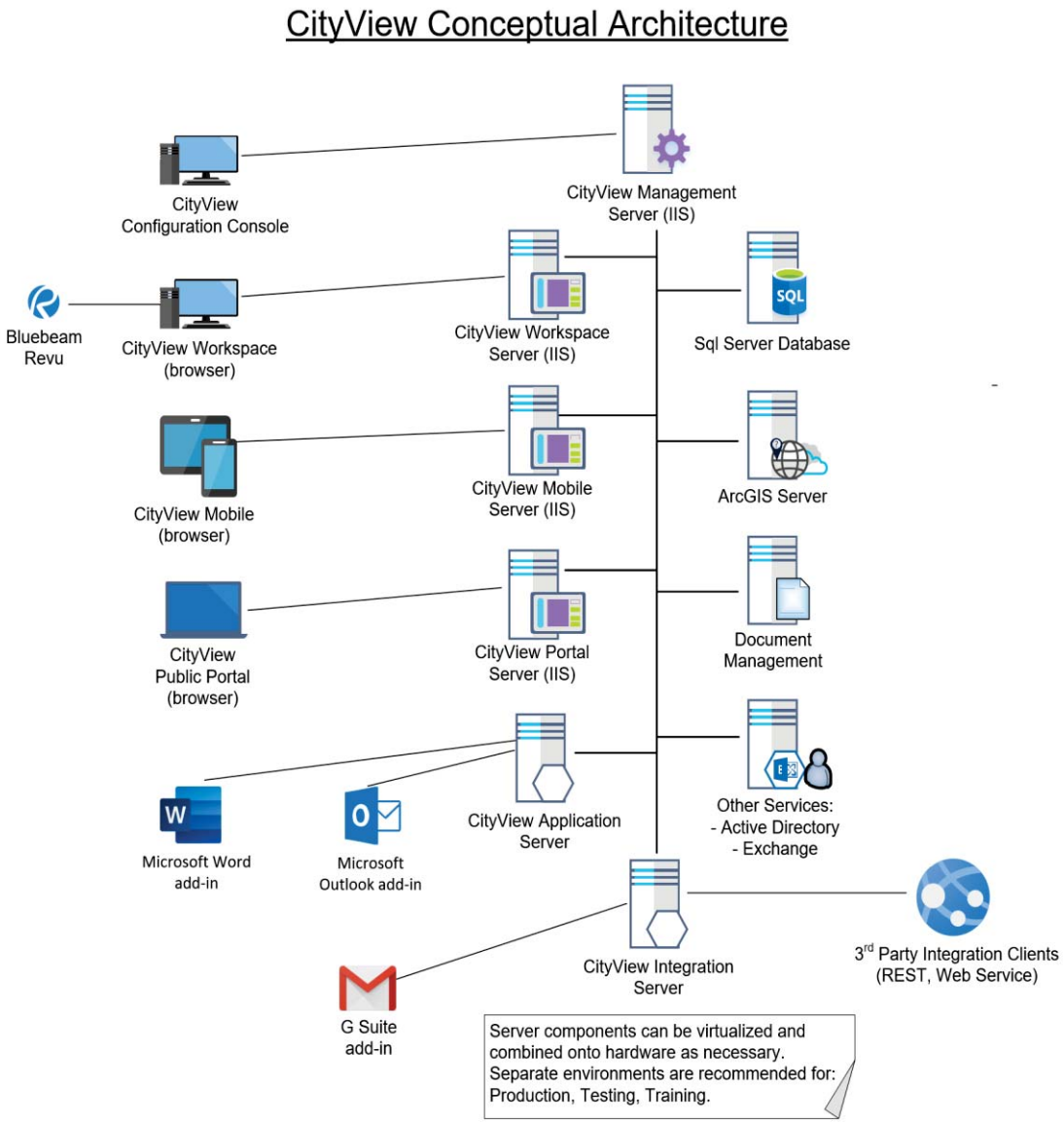
CityView customers with modules that are licensed for Mobile can use the following service to send text messages.

Supported Versions	Notes
Twilio	Configuration information.

Reporting Technologies

CityView supports optional integration with the following reporting systems.

Supported Versions	Editions	Notes
SSRS 2016	32 -bit and 64-bit editions, Express and higher	Valid TLS certificate required 1.2 or higher required on server for Workspace.
SSRS 2014	32 -bit and 64-bit editions, Express and higher	
SSRS 2012 R2	32 -bit and 64-bit editions, Express and higher	
SSRS 2012	32 -bit and 64-bit editions, Express and higher	



Note: The CityView websites (Workspace, Portal and Mobile) require TLS for security. In addition, embedded content like the City's SSRS Report Server and the ArcGIS Map Server (where your map service is deployed) needs to be SSL enabled. As such, you will need to provide a valid TLS certificate. The two available options are to purchase a signed certificate by a verified TLS Certificate provider. This is the preferred option. Alternatively, a self-signed TLS certificate can be created. The self-signed option requires manual creation of the certificate as well as manual installation of the certification on all client devices.

VII. Roles & Responsibilities

Below is a description of the roles and responsibilities of each of the resources in the Project.

Your ***CityView project team*** is comprised of:

- ***Executive Sponsor***
- ***Project Manager,***
- ***Implementation Specialist/Trainer,***
- ***Infrastructure Analyst,***
- ***Interface Specialist,***
- ***Application Development Team,***
- ***Quality Assurance Team.***

Executive Sponsor

The Executive Sponsor has the overriding responsibility for the outcome of the project in terms of project success and fiscal responsibility. The Executive Sponsor's responsibilities include:

1. Monitor the progress of the project.
2. Empower the CityView Project Manager and the core project team to make decisions.
3. Be the senior decision-maker for anything outside the authority of the Project Manager, as well as a senior executive and mediator for escalated issues.
4. Support the Project Manager in accomplishing the implementation goals.
5. Maintain an active relationship with the city.

Project Manager

He/she is involved in both the facilitation of the project as well as hands-on work in each project phase to ensure that requirements are met, and project deliverables are clearly defined. The responsibilities include:

1. Be the primary point of contact for the City's Project Manager
2. Ensure successful delivery of CityView's tasks.
3. Participate, where necessary, in gathering of the business process requirements
4. In coordination with the City's Project Manager, create the project schedule and keep this schedule up to date throughout the project.
5. Coordinate the scheduling of tasks for the implementation according to the project schedule.
6. Manage the CityView project resources.
7. Provide brief bi-weekly status update to the City's Project Manager
8. In coordination with the City's Project Manager, co-conduct the project Kick-off meeting.
9. Review and approve CityView's data collection scope documents for Sign-off.
10. Seek sign-off on all CityView deliverables and approval documents from the City's Project Manager
11. In coordination with the City's Project Manager, manage scope change control.
12. Assist the City's Project Manager in defining the training and Go-Live plans.
13. Support City in the Go-Live preparation steps

14. Hold review & status meetings with City's resources.
15. Facilitate and provide timely resolutions to issues and concerns as it relates to CityView resources, project issues, etc.

Infrastructure Analyst & Development Environment Manager

The CityView infrastructure analyst (IA) works with the City to review the City's hardware and software infrastructure as it pertains to the optimum functioning and performance of CityView. Typically, the IA is also our Manager of Support and as such carries responsibilities of managing the City's hosted development environment, facilitating updates and installs and troubleshooting issues. Responsibilities include:

1. Prepare and distribute the Infrastructure Review Questionnaire to the City, for collection of appropriate information required to analyze hardware and software infrastructure.
2. Handle any questions and seek clarification on any items in ensuring the information received is complete, for the purpose intended.
3. Assess the suitability of the infrastructure and deliver the Infrastructure Review report.
4. Provide guidance on hardware sizing, third party software, Esri map development and configuration, installation guidelines.
5. Coordinate initiation of the City's hosted Development Environment and manage this throughout the project, including updates and merges.
6. Together with the City's technical administrator, coordinate installs at the client site
7. Deliver the System Administrator Training

Implementation Specialist/Trainer

The Implementation Specialist/Trainer (IS) will work closely with the City through on-site visits, follow up calls, training, and demonstrations in order to define the scope of the configuration effort. The IS configures your CityView environment and prepares the environment for the onsite activities. Typically, the IS's also deliver the end-user training and Go-live assistance. Responsibilities include:

1. Provide progress status to the CityView Project Manager
2. Perform the data collection and work with the City's Subject Matter Experts (SMEs) to understand and collect the business requirements.
3. Work with the SMEs in designing the CityView Activities workflows.
4. Provide best practices recommendation and solutions where applicable.
5. Compile the data collection documents for the scope document.
6. Configure the Software based on the scope documents.
7. Unit test the configuration.
8. Provide configured system to Application Developer Team Lead and QA Team lead for configuration review and testing.
9. Provide validation and acceptance testing support.
10. Work with the City's SMEs to log Validation feedback and correct misconfiguration items.
11. Work closely with the CityView, Developers and QA Lead to answer any business-related question that might arise.

Often the IS's are also the Trainers as they are qualified as such, and they have the best understanding of the City's configured environment going into the training. Trainers have the following responsibilities:

1. Provide training to the different City groups as follows:

i. Subject Matter Experts
ii. Advanced Users
iii. End Users

2. Provide electronic copies of training materials where applicable.
3. Provide electronic copies of training sessions' agendas.
4. Leverage adult learning methodology and teaching techniques while documenting and escalating any concerns to the implementation Project Managers

Interface Specialist/s

Responsible for analysis, design, and testing of the interfaces between CityView and any 3rd party applications or databases. Responsible for the property interface tasks of Organization's data source. List of responsibilities include:

1. Evaluate interfaces functionality requirements.
2. Provide recommendations on interfacing approaches.
3. Identify Interfaces issues.
4. Perform the analysis of the required interfaces.
5. Evaluate a sample data structure provided by the city to which CityView must create an interface.
6. Create the design documentation of the required interfaces.
7. Manage interfaces' design documents and revise according to the City's review and comments.
8. Forward the interfaces' design documents to the CityView Project Manager for review and approval.
9. Unit test the interfaces to ensure they meet the specifications outlined in the design documentation.
10. Work closely with the CityView Developers to answer any technical related question that might arise.
11. Provide training support to the City's Technical Experts regarding the interfaces.

Application Development Team

Reporting to the CityView Project Manager, the Developers will be responsible for the development of any assigned custom reports or customization requirements. Below is a list of responsibilities to be performed by the Developers:

1. Create in-scope custom reports and unit test them.
2. Create in-scope customizations and unit test them.
3. Create in-scope interfaces and unit test them.
4. Provide customizations and interfaces to the QA Team for unit testing.
5. Periodically review the ISs configuration for adherence to best practices and efficiencies and provide guidance and oversight where necessary.

Quality Assurance Team

Responsible for testing the quality of your CityView solution and any customizations and interfaces. They use a combination of automated and manual testing on your environment. Bug Tracker Tools, Unit Testing, and Manual Test Cases are used in a strategic test plan that results in a stable, error free application for delivery. Responsibilities include:

1. Maintain QA environments on the same version as the City's Development Environment for parallel testing and troubleshooting.
2. Log test results, log issues in detail and provide issues logs to Application Development team.

3. Provide unit testing as detailed within roles above.
4. Provide advice on timing and readiness of version releases.

We envisage the ***City's project team*** is comprised of:

- ***Executive Sponsor***
- ***Steering Committee***
- ***Project Manager,***
- ***Subject Matter Experts (SMEs),***
- ***Technical Analysts/Experts,***
- ***Database Administrator,***
- ***Systems and Network Administrators,***
- ***Testers (often the same people as the SMEs),***
- ***Application Administrators***
- ***End Users***

City Executive Sponsor

The Executive Sponsor provides the vision of the project in alignment with the City's corporate short term and long-term goals and objectives. The Executive Sponsor's responsibilities include:

1. Participate on the project Steering Committee
2. Promote the project throughout the City.
3. Monitor the progress of the project.
4. Monitor the overall City impact.
5. Empower the City Project Manager and the core project team to make decisions.
6. Make timely decisions.
7. Maintain the authority to set priorities, approve overall scope and settle issues / priorities that significantly affect the project and the City.
8. Support the Project Managers in accomplishing the project goals.
9. Provide a vision of the City's goals.
10. Maintain an active relationship with CityView Management

City Steering Committee

Should the City wish to form a Steering Committee for the project (internal to the City), the Steering committee typically develops the vision for the project in alignment with the City's short term and long-term goals and objectives. The Steering committee is suggested to be composed of the City Project Sponsor(s), the City's Executive Sponsor, and the City's Business Leads. The Steering committee has the following responsibilities:

1. Attend Steering Committee meetings.
2. Set priorities.

3. Approve scope and scope changes.
4. Resolve escalated issues.
5. Provide strategic guidance to achieve the define project goals.
6. Promote the project throughout the City.
7. Commit the required resources to the project and approve new ones when required.
8. Monitor the project progress.
9. Monitor the overall City impact.
10. Approve extensions to project timeline or addition of new City resources to resolve City -side delays.
11. Empower the City Project Manager and the core project team to make decisions.
12. Generate timely decisions.
13. Conduct periodic review of project progress.
14. Make strategic decisions to manage business and project risks.
15. Support both Project Managers to accomplish project goals.
16. Have an active relationship with CityView management.

City Project Manager

The City Project Manager is responsible for the overall City deliverables and the day-to-day management of the project. This resource is the primary liaison between the CityView Team, the City's project team and the Steering Committee. Both Project Managers will work together to meet the objectives, address issues, facilitate resolution and participate in active management of the teams. Below is a list of responsibilities to be performed by the City's Project Manager:

1. Manage all City resources for project related activities.
2. Manage the project (budget, timeline, quality, risks, scope, issues, deliverables, etc.) in cooperation with CityView's Project Manager
3. Communicate project status to the Steering Committee, the Executive Sponsor and the project team leveraging updates from CityView's status updates.
4. Participate in the Steering Committee meetings.
5. Create, maintain, manage, and refine the project schedule with all its elements in cooperation with the CityView Project Manager
6. Maintain project standards especially Scope & Status reporting.
7. Prepare, organize and co-conduct with the project kick-off meetings.
8. Manage the delivery and coordination of City project tasks.
9. Manage all project deliverables in coordination with CityView's Project Manager
10. Manage and streamline the issue management process in conjunction with CityView Project Manager
11. Manage project deviations and take necessary corrective actions.
12. Participate in gathering of the City's business process requirements when required.
13. Plan, manage and execute the Acceptance Test efforts.
14. Plan, manage and execute the end user training efforts.
15. Provide timely reviews and potential signoffs on all project deliverables approval documents as presented by the CityView Project Manager
16. Review and accept project milestones.

17. Manage the logistical activities of the end user training.
    a. Training facilities
    b. Students booking
    c. Scheduling of sessions
    d. Monitoring and logging the end user attendance.
18. Capture the end user feedback.
19. Responsible for internal & project communication
20. Provide guidance to project team members.
21. Lead the Go-Live preparation planning.
22. Participate heavily in the Go-Live preparation tests.
23. Must provide Go / No Go Decision throughout the project phases.
24. Must be present for Go-Live

City Subject Matter Experts

The Business Experts own the business process within their functional areas since they perform these day-to-day business processes. These people collectively form the knowledge base of the City's business process requirements. Such resources will be involved in the Data Collection, as well as approval of the Scope Documentation and testing and acceptance of the configured system. They will further verify that the new configured system meets the City's business requirements as outlined in the Scope Documentation. They will participate in making decisions regarding the business processes and they will help both Project Managers manage the project scope and all the associated deliverables. Below is a list of responsibilities to be performed by the SMEs

1. Attend data collection & validation training sessions.
2. Participate in appropriate project team meetings.
3. Work with the CityView IS to provide input into the analysis of the business requirements and review the Scope Documentation
4. Work with the CityView IS to validate the configuration through validation testing.
5. Develop appropriate validation test cases based on business scenarios.
6. Assist the City's Data Conversion Expert in data conversion validation & acceptance.
7. Assist in the development of user procedures.
8. Assist the project team in defining user access levels and privileges.
9. Assist the project team in the Go-Live support planning.
10. Provide end user post implementation Go-Live support where applicable.
11. Assist the City's Project Manager in problem resolution.
12. Support End User Training and documentation preparation
13. Must be present for Go-Live

City Technical and Advanced (Power) Users

These resources are involved with the CityView resources to learn the report writing tool and system configuration. They *could* assist in these two functions once knowledge transfer is accomplished. Once trained they will have access to the tools to support the end users with any future configuration enhancements to the system. These resources could also work in conjunction with CityView to lead the interfaces (third party integrations) **analysis, definition, and acceptance** testing. Below is a list of responsibilities to be performed by the City's Technical Experts:

1. Attend required Advanced training sessions (Configuration, Reporter Training)
2. Acquire the necessary knowledge from the CityView resources through training sessions and documentation.
3. Participate in the analysis, design and acceptance testing of all interfaces to 3rd party systems (potentially)
4. Should be present for Go-Live
5. Other responsibilities depending on the degree of participation encouraged by the City.

City Database Administrator

This resource will be responsible for setup and maintenance of the different databases (Testing/ Training and Production) during the initial project phase and for any subsequent requirement. Below is a list of responsibilities to be performed by the City's Database Administrator:

1. Setup the initial databases in conjunction with CityView resource(s)
2. On-going database configuration, monitoring, tuning and troubleshooting of the database environments.
3. Manage production database growth.
4. Provide support to the project team during the project implementation as identified in the project schedule.
5. Manage the performance of the database.
6. Establish and maintain database security and coordinate with application administration the application security levels.
7. Include the databases in the normal backup routines and add them to the recovery management plan.
8. Coordinate activities with City network and workstation administrators
9. Manage and execute database installation and upgrade patches.
10. Participate in user access rights and privileges planning, definition & testing.

City Systems & Network Administrators

These resources will be required to provide assistance to the project team on an as needed basis. Below is a list of responsibilities to be performed by the City's Systems & Network Administrators:

1. Prepare servers for initial software setup and configuration.
2. Provide setup of servers and provide network connectivity.
3. Setup required peripherals for the different environments.
4. Provide setup of clients' workstations if required.

5. Setup testing environments as requested by the City's Project Manager
6. Participate in Go-Live preparation tests.
7. Should be present for Go-Live

City End Users

These resources will be trained on the proposed products. Below is a list of responsibilities to be performed by the City's End Users:

1. Attend and actively participate in the appropriate training sessions provided by CityView.
2. Understand existing business processes as well as the project scope at a reasonable level of detail.
3. Have good Windows navigation skills.

VIII. Schedule

The project plan will be defined by the Project Managers as an initial step in the project. Start date will take into account each party's current schedule of activities. Please note CityView's implementation resources are currently booked 90 – 120 days in advance. The City will be added to CityView's schedule after a signed agreement is received.

IX. Project Acceptance

After delivery of the fully configured solution, we expect the City to undertake acceptance testing using self-generated testing scenarios. Should the testing identify any defects, CityView will provide in-scope fixes at no additional charge in parallel to, or immediately subsequent to, the acceptance testing.

After all fixes deemed essential for go-live are provided and retested, the code will be frozen, and deployment will commence. Provided the acceptance criteria have been met, the City will be asked to formally accept the delivered solution for Go-live. Following go-live the CityView project team will work with the City to record any known issues. The project team is responsible for the resolution of these known issues. Thirty (30) days after Go Live CityView will request the Statement of Completion that substantiates the product has been delivered and is being used successfully in a live, production environment to accept permit applications, generate fees, record fee payments, and generate correspondence associated with permit processing.

During the first 4 weeks after go-live, the project team will begin to familiarize and transition the project to the Technical Support group. At the end of 6 weeks the Project Manager will arrange a formal hand-off involving the City, the CityView Project Manager and the CityView Support group formalizing the transition of any new defects, bugs, and support issues to the Support team.

X. Change Order Management

To ensure timely and effective delivery of the project, the scope will be tightly managed. Project change control procedures will be reviewed with the team at the beginning of the project to ensure that they are clearly understood. This review helps establish a common understanding of the need for project change control and the mechanics for implementing any changes to the scope of the project. Any alterations to the project scope, budget, or schedule will be documented and authorized via the Change Control process.

A Change Control refers to any modification and/or new development deviating from the baseline established in the Statement of Work and Scope Document. It includes changes to the software, database, training, consulting services, or related processes. Each modification (or group of modifications) to the Contract, Statement of Work, or Scope Document must be documented and approved by a Change Control Form. All potential changes are compared against the project baseline in terms of functionality, schedule, cost, upgrade capability, maintainability, and resources. Change Control requests can be raised by any member of the CityView or City Project Teams.

The following steps will be followed with any changes to the baseline system:

- The change control process will begin with a team member identifying a function or design alternative not already identified as part of the baseline system or a function that is part of the baseline but because of design issues may impact cost, schedule, or resources.
- The person requesting the change will complete a Change Control Form and forward it to the appropriate Project Manager to determine cost, resources, and schedule impact, and the PM will forward the request on to their counterpart. Once these are determined, approval by the CityView Project Manager and City Project Manager is required.
- Once approved (or denied), the change request is entered into the change control log and is placed on the agenda of the next Joint PM meeting.

Any impact to the cost, schedule and/or resources will be elevated to City Project Sponsor and CityView Project Manager for their review and approval.

Sample Change Order Document

Change Order / Quotation

CHANGE ORDER DESCRIPTION	
Request Date	**Quote Number**
Client/Project	**Valid Until**
Requestor	**Created By**
Description of the Requested Services	
Impact Assessment: Estimate impact to budget, work effort and schedule.	
Total Cost Estimated $	**Planned Delivery Date**
Payment Terms	

APPROVALS			
	PRINT NAME	**SIGNATURE**	**DATE**
For Customer			
For CityView			

XI. Issues & Problem Resolution

An issue refers to any matter that requires someone to make a decision, and about which no agreement has been reached or can be routinely reached. Typically, issues impede project progress until they are resolved. Change Control items may become issues if they're not dealt with quickly, but Change Control items are specific to the process of authorizing design changes that impact scope, schedule or budget whereas issues can be related to anything about the project that needs to be decided.

The CityView Project Manager will maintain an issue log and will assign responsibility for the resolution of project issues and reports progress to City's Project Manager and the CityView Project Team. Any Project Manager or team member can submit an issue for logging and resolution. Most project issues are expected to be resolved within the overall Project Team. If the issues are not resolved to the satisfaction of the Project Team, they may need to be escalated to the Project Executive Sponsor or appropriate level.

Typical project situations requiring escalation include conflicting resource demands threatening project staffing, group dependencies not being met, scope disagreements and issues with functionality of the project's deliverables nearing release time.

Escalation Process:

CityView escalation levels in the order listed below:

1. Project Manager
2. Manager, Implementation Services
3. VP, Professional Services
4. Executive Vice President

City escalation levels in the order listed below:

1. Project Manager
2. Steering Committee
3. Executive Sponsor

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-103
Memorandum of Understanding — Coastal Florida Police Benevolent Association

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-103.

SYNOPSIS: The City of Fernandina Beach and the Coastal Florida Police Benevolent Association have mutually agreed upon a Memorandum of Understanding pertaining to Article 16.5-Paid Time Off, Article 17.5-Wages, and Article 31-Duration, Modification and Renegotiation, effective October 1, 2026. The approximate fiscal impact is $309,000

FISCAL IMPACT: Funds are budgeted in the Police Salaries account, 0012100 51200, in Fiscal Year 2026/2027.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-103.

Jeffrey Tambasco, Police Chief	07/31/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/03/2026
Alisha Brown, Budget Analyst	08/06/2026
Teresa Prince, City Attorney	08/07/2026
Jeremiah Glisson, Deputy City Manager	08/10/2026
Sarah Campbell, City Manager	08/10/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/10/2026

Submitted By: Jeffrey Tambasco, Police Chief Date: July 31, 2026

COMMISSION ACTION: Adopt

RESOLUTION 2026-103

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION MEMORANDUM OF UNDERSTANDING; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach and the Coastal Florida Police Benevolent Association have mutually agreed upon a Memorandum of Understanding pertaining to Article 16.5-Paid Time Off, Article 17.5-Wages, and Article 31-Duration, Modification and Renegotiation; and

WHEREAS, the Memorandum of Understanding will become effective October 1, 2026, attached hereto as Exhibit A; and

WHEREAS, the Fiscal Year 2025/2026 calculated budget is $3,729,169 and the Fiscal Year 2026/2027 calculated budget is $3,973,683, which is an increase of $309,306. Funds are budgeted in the Police Salaries account, 0012100 51200 in Fiscal Year 2026/2027.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Memorandum of Understanding between the City of Fernandina Beach and the Coastal Florida Police Benevolent Association, effective October 1, 2026, attached hereto as Exhibit A.

SECTION 2. The City Clerk and the City Manager are hereby authorized to execute the Memorandum of Understanding.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of the same with the City Clerk.

SECTION 4. This Resolution shall become effective immediately upon passage.

ADOPTED this 19th day of August 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Mayor – Commissioner

ATTEST:

_____

APPROVED AS TO FORM & LEGALITY:

Tyson L. Primer

_____

CAROLINE BEST
City Clerk

TERESA L. PRINCE, ESQ.
City Attorney

City of Fernandina Beach **Sarah Campbell**

City Manager scampbell@fbfl.city

TO: Greg Forhan, Coastal Florida Police Benevolent Association

FROM: Sarah Campbell, City Manager

DATE: August 7, 2026

RE: Memorandum of Understanding

BETWEEN THE CITY OF FERNANDINA BEACH (hereinafter "City") AND COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION (hereinafter "Union"), entered into on August 7, 2026:

With reference to collective bargaining between the City and the Union, the City and the Union mutually agree as to amend the following articles:

ARTICLE 16.5 – PAID TIME OFF (PTO)

On an annual basis, any employee with a combined Vacation and Sick or PTO balance in excess of two hundred (200) hours may elect to receive a cash payment for up to ~~one-hundred twenty (120)~~ sixty (60) hours at their current hourly rate of pay. Employees must request payment in writing on the designated form each year, and the request must be received by the Finance Department no later than November 20th, for payment to be issued on the first pay date of December. All Vacation, sick or PTO payments are subject to regular payroll taxes and are non-pensionable. Employees may divide the ~~one-hundred twenty (120)~~ sixty (60) hours of sell back between different leave banks provided that each bank that they sell back from has at least 200 hundred hours.

Upon termination, employees will be paid for unused vacation leave earned. Up to 160 hours of accrued PTO will be paid out upon voluntary separation or retirement from the City. Employees discharged for cause from employment for violations of City policy will not be eligible for any PTO payout. Any accrued amount of PTO that exceeds the maximum allotment on September 30th of any year will be forfeited. If an employee provides written notice of intent to sell back hours before September 30th, those hours that the employee is committed to sell back will not be counted against the maximum allotment cap.

"Effective October 1, 2026, employees will be allowed to carry forward unused PTO to a maximum of 900 hours. Effective October 1, 2027, employees will be allowed to carry forward unused PTO to a maximum of 600 hours."

ARTICLE 17.5 – WAGES

~~Effective October 1, 2025, through September 30, 2026, the following constitutes an annual pay adjustment for all positions covered by this Agreement.~~
~~Every member of the CFPBA covered by this agreement will be given a flat rate salary adjustment of seven thousand four hundred and thirty nine ($7,439) dollars.~~

Effective October 1, 2026, through September 30, 2027, the Step Pay Schedule attached as Appendix A will be implemented and employees placed in Steps as agreed to between the Union and the City. Employees who have received at a minimum a satisfactory performance evaluation for the previous rating will receive a pay increase.

The Performance Evaluation System that was in place for the 2024 – 2025 fiscal year is the same Performance Evaluation System that will be utilized through 09-30-2028 unless both parties agree to a revision.

Wage increases (if any) for the period October 1, 2027, through September 30, 2028 (and thereafter), including COLA, Across-the-Board, and/or Step increases shall be established through negotiations.

ARTICLE 31 - DURATION, MODIFICATION AND RENEGOTIATION

The Articles with the exception of Article 17.5 (Wages) of this Agreement shall be in full force and effect as of the date of signing and shall remain in full force and effect until the last day of September 2028, either party may reopen and renegotiate Article 17.5 Wages, by providing written notice to the other party at least one hundred and eighty (180) days prior to October 1 of 2027, for the third year of this agreement. Successor agreements will need to be negotiated by the parties, and any future wage increases after the expiration of the contract must be negotiated by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be signed with their respective names by their respective representatives thereon to duly authorize.

CITY OF FERNANDINA BEACH

Sarah Campbell, City Manager

Date: 7/21/2026

COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION

Greg Forhan, Representative

Date: 7/17/26

City of Fernandina Beach
Sarah Campbell
City Manager
scampbell@fbfl.city

Appendix A
Officer

STEP	ANNUAL SALARY	% INCREASE	Hourly Rate
1	$ 62,830.03		$ 28.7683
2	$ 64,086.63	2.00%	$ 29.3437
3	$ 65,368.36	2.00%	$ 29.9306
4	$ 66,675.73	2.00%	$ 30.5292
5	$ 68,342.62	2.50%	$ 31.2924
6	$ 70,051.19	2.50%	$ 32.0747
7	$ 71,802.47	2.50%	$ 32.8766
8	$ 73,956.54	3.00%	$ 33.8629
9	$ 76,175.24	3.00%	$ 34.8788
10	$ 78,460.50	3.00%	$ 35.9251
11	$ 79,637.40	1.50%	$ 36.4640
12	$ 80,831.97	1.50%	$ 37.0110
13	$ 82,044.44	1.50%	$ 37.5661
14	$ 83,275.11	1.50%	$ 38.1296
15	$ 84,940.61	2.00%	$ 38.8922
16	$ 86,214.72	1.50%	$ 39.4756
17	$ 87,507.94	1.50%	$ 40.0677
18	$ 88,820.56	1.50%	$ 40.6688
19	$ 90,152.87	1.50%	$ 41.2788
20	$ 91,955.93	2.00%	$ 42.1044
21	$ 93,335.27	1.50%	$ 42.7359
22	$ 94,735.30	1.50%	$ 43.3770
23	$ 96,156.33	1.50%	$ 44.0276
24	$ 97,598.67	1.50%	$ 44.6880
25	$ 100,038.64	2.50%	$ 45.8052

Appendix A
Sergeant

	ANNUAL SALARY	% INCREASE	Hourly Rate
1	$ 73,468.32		$ 33.6393
2	$ 73,468.32		$ 33.6393
3	$ 73,468.32		$ 33.6393
4	$ 73,468.32		$ 33.6393
5	$ 73,468.32		$ 33.6393
6	$ 75,305.03	2.50%	$ 34.4803
7	$ 77,187.65	2.50%	$ 35.3423
8	$ 79,503.28	3.00%	$ 36.4026
9	$ 81,888.38	3.00%	$ 37.4947
10	$ 84,345.03	3.00%	$ 38.6195
11	$ 85,610.21	1.50%	$ 39.1988
12	$ 86,894.36	1.50%	$ 39.7868
13	$ 88,197.78	1.50%	$ 40.3836
14	$ 89,520.74	1.50%	$ 40.9894
15	$ 91,311.16	2.00%	$ 41.8091
16	$ 92,680.83	1.50%	$ 42.4363
17	$ 94,071.04	1.50%	$ 43.0728
18	$ 95,482.10	1.50%	$ 43.7189
19	$ 96,914.34	1.50%	$ 44.3747
20	$ 98,852.62	2.00%	$ 45.2622
21	$ 100,335.41	1.50%	$ 45.9411
22	$ 101,840.44	1.50%	$ 46.6302
23	$ 103,368.05	1.50%	$ 47.3297
24	$ 104,918.57	1.50%	$ 48.0396
25	$ 107,541.53	2.50%	$ 49.2406

Appendix A
Lieutenant

	ANNUAL SALARY	% INCREASE	Hourly Rate
1	$ 80,952.91		$ 37.0664
2	$ 80,952.91		$ 37.0664
3	$ 80,952.91		$ 37.0664
4	$ 80,952.91		$ 37.0664
5	$ 80,952.91		$ 37.0664
6	$ 80,952.91		$ 37.0664
7	$ 82,976.73	2.50%	$ 37.9930
8	$ 85,466.03	3.00%	$ 39.1328
9	$ 88,030.02	3.00%	$ 40.3068
10	$ 90,670.92	3.00%	$ 41.5160
11	$ 92,030.98	1.50%	$ 42.1387
12	$ 93,411.44	1.50%	$ 42.7708
13	$ 94,812.62	1.50%	$ 43.4124
14	$ 96,234.81	1.50%	$ 44.0636
15	$ 98,159.50	2.00%	$ 44.9448
16	$ 99,631.89	1.50%	$ 45.6190
17	$ 101,126.37	1.50%	$ 46.3033
18	$ 102,643.27	1.50%	$ 46.9978
19	$ 104,182.92	1.50%	$ 47.7028
20	$ 106,266.58	2.00%	$ 48.6569
21	$ 107,860.57	1.50%	$ 49.3867
22	$ 109,478.48	1.50%	$ 50.1275
23	$ 111,120.66	1.50%	$ 50.8794
24	$ 112,787.47	1.50%	$ 51.6426
25	$ 115,607.16	2.50%	$ 52.9337

Agency		Starting Pay
Fernandina Beach	$	62,830.00
Atlantic Beach	$	64,078.00
Jacksonville Beach	$	68,577.00
Neptune Beach	$	67,585.00
St. Augustine	$	64,323.00
St. Augustine Beach	$	60,500.00
Atlantic Beach	$	64,078.00
Nassau County	$	60,000.00
Jacksonville Sheriff	$	68,472.00

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-104
Interlocal Agreement — Nassau County Board of County Commissioners

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-104.

SYNOPSIS: The Nassau County Board of County Commissioners ("BOCC"), the Amelia Island Tourist Development Council ("TDC"), the Amelia Island Convention and Visitors Bureau ("AICVB"), and the City of Fernandina Beach ("City") collaborated with the firm EDSA on the completion of Amelia Island Beach Parks Plan ("Plan"). The conceptual Plan was publicly viewed and vetted in Summer 2022 and the TDC presented the conceptual Plan at the City Commission regular meeting of September 6, 2022. The BOCC approved the plan on September 12, 2022, attached hereto as Exhibit C, and the City Commission approved the Plan at their June 20, 2023, regular meeting, via adoption of Resolution 2023-101.

The Plan incorporates the use of Tourism Development Taxes to fund new and enhanced products, including possible nature centers and park improvements, as an integral aspect of Amelia Island's successful tourism development.

The City Commission and BOCC believe it to be in the best interests of City and Nassau County to enter into an interlocal agreement for the Amelia Island Beachfront Park Branding Harmonization and Visitor Experience Enhancement Initiative, attached hereto as Exhibit A and Addendum No. 1 for the Seaside Park Harmonization Project attached hereto as Exhibit B.

FISCAL IMPACT: The City is responsible for all legal, procurement, construction, and management of the Project. The total estimated cost of $4 million is budgeted in the Parks Capital Improvements account, 3007210 56300, Project #25074, in Fiscal Year 2026/2027. BOCC pledged 70% towards Plan costs, and the estimated funding of $2.8 million is budgeted in the Capital Improvement Fund TDC Revenue account, 300 36997. The City's pledge of 30% is estimated to be $1,200,000.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-104.

Scott Mikelson, Parks and Recreation Director	08/06/2026
Alisha Brown, Budget Analyst	08/07/2026
Teresa Prince, City Attorney	08/07/2026
Glenn Akramoff, Deputy City Manager	08/10/2026
Jeremiah Glisson, Deputy City Manager	08/10/2026
Sarah Campbell, City Manager	08/11/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/11/2026

Caroline Best

Date: May 04, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

RESOLUTION 2026-104

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS INTERLOCAL AGREEMENT FOR AMELIA ISLAND BEACHFRONT BRANDING HARMONIZATION AND VISITOR EXPERIENCE ENHANCEMENT INITIATIVE AND ADDENDUM NO. 1 FOR SEASIDE PARK HARMONIZATION PROJECT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Nassau County Board of County Commissioners ("BOCC"), the Amelia Island Tourist Development Council ("TDC"), the Amelia Island Convention and Visitors Bureau ("AICVB"), and the City of Fernandina Beach ("City") collaborated with the firm EDSA on the completion of Amelia Island Beach Parks Plan ("Plan"); and

WHEREAS, the Plan utilizes Tourism Development Tax ("TDT") dollars to fund new and enhanced products as an integral aspect of Amelia Island's tourism development; and

WHEREAS, the Plan was publicly viewed and vetted in Summer 2022, approved by the BOCC on September 12, 2022, and approved by the City Commission at their June 20, 2023, regular meeting via the adoption of Resolution 2023-101; and

WHEREAS, on January 22, 2024, the BOCC entered into an agreement with Halff Associates, for the design and engineering of the Seaside Park Harmonization Project ("Project"); and

WHEREAS, the BOCC pledged 70% of TDT funding towards the Project and the City has allocated 30% in Fiscal Year 2026/2027 towards the Project as provided in Florida Statues; and

WHEREAS, $4,000,000 is allocated in the Parks Capital Improvements account, 3007210 56300, Project #25074, in Fiscal Year 2026/2027; and

WHEREAS, the City Commission and BOCC believe it is in the best interest of the City and Nassau County residents and visitors, to approve the Interlocal Agreement attached hereto as Exhibit A and Addendum No. 1, attached hereto as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Nassau County Board of County Commissioners Interlocal Agreement for the Amelia Island Beachfront Park Branding Harmonization and Visitor Experience Enhancement Initiative, attached hereto as Exhibit A.

SECTION 2. The City Commission hereby approves the Amelia Island Beachfront Park Branding Harmonization and Visitor Experience Enhancement Initiative Addendum No. 1 for the Seaside Park Harmonization Project, attached hereto as Exhibit B.

SECTION 3. The City Commission hereby approves funding 30% of the cost of the Seaside Park Harmonization Project, estimated to be $1,200,000, the BOCC has pledged 70% of TDT funding

towards the cost of the Project at an estimated amount of $2,800,000 for a total budget of $4,000,000 which is budgeted in the Parks Capital Improvements account, 3007210 56300, Project #25074, in Fiscal Year 2026/2027.

SECTION 4. The City Commission hereby authorizes the City Clerk and City Manager to execute documents related to the Amelia Island Beachfront Park Branding Harmonization and Visitor Experience Enhancement Initiative and Addendum No. 1, upon review and approval of the City Attorney.

SECTION 5. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 6. This Resolution shall become effective immediately.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

INTERLOCAL AGREEMENT BETWEEN THE CITY OF FERNANDINA BEACH AND THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS FOR THE AMELIA ISLAND BEACHFRONT BRANDING HARMONIZATION AND VISITOR EXPERIENCE ENHANCEMENT INITIATIVE

THIS INTERLOCAL AGREEMENT, ("Agreement"), is made by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, ("County") and the **CITY OF FERNANDINA BEACH**, a municipal corporation organized under the laws of the State of Florida, located at 204 Ash Street, Fernandina Beach, FL 32034 ("City")(collectively the "Parties").

RECITALS:

WHEREAS, Tourism is a critical component of the Nassau County economy generating over $850 million in economic impact; supports 1 in 4 jobs; and contributes 36% of all sales taxes collected; and

WHEREAS, the Nassau County Board of County Commissioners, ("BOCC") is authorized pursuant to § 125.0104, Fla. Stat., to perform those acts, including the expenditure of Local Option Tourist Development Act tax monies for (1) the marketing of Amelia Island tourism; (2) to increase Tourism Development Tax, ("TDT"), revenues; (3) to increase Local Optional Sales Tax revenues; (4) to increase gas revenues; (5) to increase job growth; all of which further the public good for the residents of Nassau County, and as such is in the best interest of Nassau County; and

WHEREAS, the BOCC has, by Ordinance No. 88-31, as amended by Ordinance No. 89-8, established the Amelia Island Tourist Development Council, ("AITDC"); adopted a strategic tourism plan; levied and imposed a two percent (2%) Tourist Development Tax Development Plan for the use of funds derived from such tax; adopted Ordinance No. 2008-16 increasing the TDT to three

percent (3%); adopted Ordinance No. 2010-02 increasing the TDT to four percent (4%); and adopted Ordinance No. 2018-16 increasing the TDT to five percent(5%); and

WHEREAS, the AITDC is an advisory board to the BOCC as provided by §125.0104, Fla. Stat.; and

WHEREAS, the funds received by the County from the TDT are restricted tax funds and the expenditure of those funds shall comply with Ordinance No. 88-31 as amended, Ordinance No. 89-8 as amended, Ordinance No. 2026-019 as amended, Ordinance No. 2026-026, Florida Statutes, Florida Administrative Code, and AITDC Policies as approved by the BOCC; and

WHEREAS, pursuant to §125.0104, Fla. Stat., the BOCC may engage county tourism promotion agencies and has determined that, based on the recommendation of the AITDC, the BOCC shall contract with the Amelia Island Convention and Visitors Bureau (AICVB); and

WHEREAS, the AICVB performs tasks, recommended by the AITDC and approved by the BOCC, in its capacity of administration and research; and

WHEREAS, the BOCC, based upon the recommendation of the AICVB, and the AITDC, finds that the engagement of EDSA, Inc. is tourism-related and assists in the evaluation of current beachfront parks and enhancement areas; and

WHEREAS, on February 17, 2021, the Board of County Commissioner directed, with a unanimous vote, the County Manager to execute the Amelia Island Beachfront Branding Harmonization and Visitor Experience Enhancement Initiative; and

WHEREAS, this project is designed to enhance the visitor's experience, and manage the growth of the tourism market by encouraging visitors to stay longer and spend more, leading to

greater return on investments and ensuring Amelia Island remains a global destination for decades to come; and

WHEREAS, the utilization of Tourist Development Tax dollars to fund new and enhanced products, including possible nature centers and park improvements, is an integral aspect of Amelia Island's successful tourism development; and

WHEREAS, the County entered into an agreement with EDSA to assist with beachfront branding harmonization and visitor experience enhancement initiative on Amelia Island; and

WHEREAS, EDSA held numerous public meetings, received public input, and presented at the City of Fernandina Beach Commission and Board of County Commission meetings.; and

WHEREAS, the EDSA Amelia Island Beach Parks Final Conceptual Plan was approved by the Board of County Commissioners on September 12, 2022; and

WHEREAS, the EDSA Amelia Island Beach Parks Final Conceptual Plan was approved by the City of Fernandina Beach on June 20, 2023 and August 19, 2026; and

WHEREAS, on January 22, 2024, after a competitive procurement process, the County entered into an agreement with Halff Associates, Inc for Architectural and Engineering Services; and

WHEREAS, the scope of services provided by Halff Associates, Inc shall be coordinated by the County Manager's office and the City Manager's Office; and

WHEREAS, after the design is complete and approved by the County and the City, any advance or reimbursement may only be eligible if construction is based on approved designs and the project is in alignment with the Amelia Island Beachfront Branding Harmonization and Visitor Experience Enhancement Initiative as approved by the BOCC and the City Commission; and

WHEREAS, projects which are routine maintenance or do not meet the harmonization design as adopted by the governing bodies, will not be eligible for any funding or reimbursement; and

WHEREAS, any work to be completed by the City shall be reviewed for eligibility and available for any funding or reimbursement by the County Manager's Office and confirmed by signed memorandum; and

WHEREAS, any eligible construction within a jurisdiction shall be procured, contracted and managed by the respective jurisdiction; and

WHEREAS, the Parties desire to enter into this Agreement to provide for The Amelia Island Beachfront Branding Harmonization and Visitor Experience Enhancement Initiative; and

WHEREAS, this Agreement is authorized pursuant to §125.0l(l)(p), Fla. Stat. and §163.01, Fla. Stat.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the Parties hereto agree as follows:

SECTION 1. RECITALS.

1.1 The above recitals are incorporated into this Agreement and are adopted as findings of fact.

SECTION 2. AUTHORITY.

2.1 This Agreement is entered into pursuant to the Florida Interlocal Cooperation Act, §163.01, Fla. Stat., and pursuant to the constitutional and statutory powers of the County and the City.

SECTION 3. CITY'S OBLIGATIONS.

3.1 The City shall construct beach harmonization improvements based on the Halff designs for the Amelia Island Beachfront Branding Harmonization and Visitor Experience Enhancement Initiative as approved by the BOCC.

3.2 The City shall be responsible for all legal, procurement, construction, and management of approved projects within their jurisdiction with the cooperation and support of the County to manage and coordinate projects which require City and County work for the project to be completed. Such cooperation may be outlined further in an Addendum executed by the parties for the project.

3.3 The City shall provide the required 30% share of the funding to match the 70% TDT funding provided pursuant to Florida Statutes.

3.4 If the City elects to fund the design, permitting, and/or construction of any improvement(s), then the City may propose such project to the County. Any project shall comply with the terms of this Agreement and with the Amelia Island Beachfront Branding Harmonization and Visitor Experience Enhancement Initiative. The County OMB shall determine whether the proposal is complete and valid and shall notify the City of such determination. The calculation of the amount of funds to be paid from TDT shall be provided in the proposal by the City and the parties shall execute an addendum to this Agreement to reflect the specific terms for the project and the amount of funds to be paid from TDT.

3.5 All proposed projects and funding shall be approved in an Addendum in advance of any activities by the County.

3.6 Funding for projects shall be as indicated in an Addendum executed by the parties for the project.

SECTION 4. COUNTY'S OBLIGATIONS.

4.1 The County shall make funds available as approved by the County for the completion of City projects. The funds available shall be indicated in an Addendum executed by the parties for the project.

4.2 The County will provide funding or reimburse the City for approved project costs as outlined in an Addendum executed by the parties for the project.

SECTION 5. TERM.

5.1 This Agreement shall commence and be effective upon its approval and execution by the governing bodies of both the County and the City and filing with the Clerk of the Circuit Court in and for Nassau County, Florida. This Agreement shall be in effect until terminated or amended as described in Section 7. Termination or as described in an Amendment or Addendum to the Interlocal Agreement.

SECTION 6. PAYMENT.

6.1 The Parties agree that all payments made under this Agreement by the County to the City shall be on either an advance or reimbursement basis for eligible expenses as determined by the County in the County's sole discretion. The Parties further agree that all payments shall be subject to the available budget as determined by the County in the County's sole discretion except as provided for in each Addendum executed by the Parties for the project.

SECTION 7. TERMINATION OR AMENDMENT TO INTERLOCAL AGREEMENT.

7.1 This Agreement may be terminated by either Party upon written notice of termination to the other Party at least sixty (60) days prior to the date of such termination. Provided, however, that once a project has been approved in accordance with an Addendum, this Agreement shall not be terminated until completion of an approved project.

7.2 Either Party may request that this Agreement be amended. Such requests must be placed in writing and address the reason for the amendment as well as providing proposed language. In order to be deemed effective, the amendment must be approved by both respective governing bodies, signed by either the Chair of the BOCC or the County Manager, as directed by the BOCC, and the Mayor of the City or the City Manager, as directed by that governing body, and filed with the Clerk of the Circuit Court in and for Nassau County, Florida. This section does not apply to any changes made to the person to whom notices shall be mailed as set forth in Section 8 Notification.

SECTION 8. NOTIFICATION.

8.1 Any required notice to be provided by either Party to this Interlocal Agreement shall be delivered to the other Party's representative at the following locations:

Nassau County Board of County Commissioners	City of Fernandina Beach
Taco E. Pope, AICP	Sarah Campbell
County Manager	City Manager
tpope@nassaucountyfl.com	scampbell@fbfl.org

8.2 Any notice to be sent to either Party under the provisions of this Agreement shall be deemed to have been properly sent when personally delivered or mailed, postage prepaid, first-class U.S. mail, or by nationally recognized overnight courier to the last known address of the Party with appropriate copies as set forth above. A mailing is deemed received at the time of hand delivery or five (5) days after mailing. Any change of the person to whom a mailing is to be sent shall be provided to the other Party in writing and shall provide the effective date of said change.

SECTION 9. AUDITING, RECORDS AND INSPECTION.

9.1 In the performance of this Agreement, the City and the County shall keep books, records, and accounts of all activities, related to the Agreement, in compliance with generally accepted accounting procedures, as adopted by the Department of Financial Services, as set forth in Rule 691-61.0012, Florida Administrative Code, as amended or superseded from time to time, or the Auditor General. Books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the office and shall be retained by each Party for a period of five (5) years after termination of this Agreement. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of Chapter 119 and §401.30, Fla. Stat.

9.2 No reports, data, programs or other materials produced by a Party, in whole or in part, for the benefit and use of either Party under this Agreement shall be subject to copyright by the either Party in the United States or any other country.

9.3 The Parties agree to comply with the requirements of Florida's Public Records Law and public records request made in accordance with Section 119.07, Florida Statutes.

SECTION 10. JURISDICTION, VENUE AND CHOICE OF LAW.

10.1 All questions pertaining to the validity and interpretations of this Agreement shall be determined in accordance with the Laws of the State of Florida. Any legal action by either Party against the other concerning this Agreement shall be filed in a court of competent jurisdiction in Nassau County, Florida, which shall be deemed the proper venue for any action arising out of or through this Agreement. The Parties waive trial by jury for any dispute or action that arises out of this Agreement. This waiver is knowingly, willingly and voluntarily made by the Parties, and the Parties hereby represent that no representations of fact or opinion have been made by any person or entity to induce this waver of trial by jury or to in anyway modify or nullify its effect. This provision

is a material term for the Parties entering into this Agreement. Each Party is hereby authorized to file a copy of this section in any proceeding as conclusive evidence of this waver of jury trial. The Parties further represent and warrants that they have been represented in the signing of this Agreement and in the making of this waiver by independent legal counsel of their own free will, and that they have had the opportunity to discuss this waiver with counsel.

SECTION 11. ATTORNEY'S FEES AND COSTS.

11.1 In the event of any litigation between the Parties arising out of this Agreement, each will bear its own attorney's fees and costs.

SECTION 12. SEVERABILITY.

12.1 If any section, paragraph, sentence, clause, phrase, or word of this Agreement, is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or void, such holding will not affect the remainder of this Agreement. The remainder of this Agreement shall be effective and shall remain in full force and effect, unless amended or modified by mutual consent of the Parties.

SECTION 13. ASSIGNMENT.

13.1 Neither the County nor the City, its assigns or representatives, shall enter into any agreement with third parties to delegate any or all of the rights and responsibilities herein set forth without the prior written approval of the other Party's governing body.

SECTION 14. ENTIRE AGREEMENT.

14.1 This Agreement, including exhibits, riders, and/or addenda, if any, attached hereto, sets forth the entire agreement between the Parties hereto regarding the subject matter hereof, and there are no further or other agreements or understanding, written or oral, between the Parties relating to the subject matter hereof.

[Signatures Page Follow]

IN WITNESS WHEREOF, the Parties have caused this Interlocal Agreement to be executed by its duly authorized representatives, effective as of the last date below.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

_____
By: ALYSON R. MCCULLOUGH
Its: Chair
Date: _____

Attest as to authenticity of the
Chair's signature:

_____
MITCH L. KEITER
Its: Ex-Officio Clerk

Approved as to form and legality by the
Nassau County Attorney

_____
DENISE C. MAY

CITY OF FERNANDINA BEACH

_____

By: JAMES ANTUN
Its: Mayor
Date: _____

Attest Mayor's Signature:

_____
CAROLINE BEST
Its: City Clerk

Approved as to form and legality:

_____
TERESA L. PRINCE
Its. City Attorney

ADDENDUM NO. 1 TO INTERLOCAL AGREEMENT BETWEEN THE CITY OF FERNANDINA BEACH AND THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS FOR THE AMELIA ISLAND BEACHFRONT BRANDING HARMONIZATION AND VISITOR EXPERIENCE ENHANCEMENT INITIATIVE

SPECIFIC PROVISIONS FOR SEASIDE PARK HARMONIZATION

THIS ADDENDUM NO. 1 TO INTERLOCAL AGREEMENT, ("Addendum No. 1"), for Seaside Park Harmonization is made by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, ("County") and the **CITY OF FERNANDINA BEACH**, a municipal corporation organized under the laws of the State of Florida, located at 204 Ash Street, Fernandina Beach, FL 32034 ("City")(collectively the "Parties").

RECITALS:

WHEREAS, the Parties executed an interlocal agreement on _____, 2026 for the Amelia Island Beachfront Branding Harmonization and Visitor Experience Enhancement Initiative which requires an Addendum for each project agreed to by the Parties; and

WHEREAS, the Parties execute this Addendum No. 1 to outline the approved project, the amount of funds, payment and reimbursement; required match and improvements based on the Halff designs for the Amelia Island Beachfront Branding Harmonization for Seaside Park; and

WHEREAS, this Addendum No. 1 is authorized pursuant to §125.0l(l)(p), Fla. Stat. and §163.01, Fla. Stat.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the Parties hereto agree as follows:

SECTION 1. RECITALS.

1.1 The above recitals are incorporated into this Addendum No. 1 and are adopted as findings of fact.

SECTION 2. COUNTY'S OBLIGATIONS.

2.1 The County shall make available up to four million three hundred thousand ($4.3 million) of TDT funds (the "Available Funds") for the completion of the Approved Project.

2.2 The County shall fund three million ($3 million) of the Available Funds to the City for the Approved Project within thirty (30) days of the execution of this Addendum No. 1.

2.3 If the Bids received by the City are in excess of the Available Funds, the Parties will meet and jointly review the Approved Project to agree to a reduced scope of work for the Project if additional TDT funds from the County cannot be made available.

SECTION 3 CITY'S OBLIGATIONS.

3.1 The City shall construct beach harmonization improvements based on the Halff designs for the Amelia Island Beachfront Branding Harmonization and Visitor Experience Enhancement Initiative as outlined in Exhibit A for Seaside Park Beach Harmonization (the "Approved Project").

3.2 The City shall be responsible for all legal, procurement, construction, and management of the Approved Project within their jurisdiction as outlined in Exhibit A with the cooperation and support of the County to manage and coordinate Sadler Road and Fletcher Avenue road closures and any part of the County project which is occurring at the same time, if any, to underground utilities and complete improvements to lanes and pedestrian access and improvements to the Sadler Road roundabout which are outside the scope of the City's portion of this project and include coordination with FDOT and FPU.

3.3 The City may phase the improvements for the Approved Project for up to two (2) years from the last date of the last party to execute this Addendum No. 1.**3.4** The City shall provide the required 30% share of the funding to match the 70% TDT funding provided pursuant to Florida Statutes subject to budget and appropriation by the City Commission.

3.5 Seventy percent (70%) of the eligible costs shall be charged against the Available Funds previously provided to the City, and the remaining thirty percent (30%) shall be the responsibility of the City.

The City shall submit proposed invoices for payment to the County Manager's Office and the Office of Management and Budget (OMB) for desktop review and audit prior to paying the vendor from the Available Funds to ensure expenses meet the funding requirements. Once approved by the County, the City shall pay the vendor pursuant to the Florida Prompt Payment Act. The County shall review and approve within seven (7) business days of receipt of the invoice.

If the City has already paid the eligible costs, the County shall reimburse the City for the seventy percent (70%) share from the remaining Available Funds held by the County. Reimbursement to the City from Available Funds retained by the County shall be made to the City within thirty (30) days of receipt of the paid invoice.

3.6. Invoices shall be submitted by the City via electronic mail, to the to both the Capital Projects Director or designee (hereinafter "Director") and to invoices@nassaucountyfl.com for payment..

SECTION 4. TERM.

4.1 This Addendum No. 1 shall commence and be effective upon its approval and execution by the governing bodies of both the County and the City and filing with the Clerk of the Circuit Court in and for Nassau County, Florida. Once Addendum No. 1 is executed, this Addendum No. 1 shall not be terminated until completion of the Approved Project.

SECTION 5. AMENDMENT ADDENDUM NO. 1.

5.1 Either Party may request that Addendum No 1 be amended. Such requests must be placed in writing and address the reason for the amendment as well as providing proposed language. In order to be deemed effective, the amendment must be approved by both respective governing bodies, signed by either the Chair of the BOCC or the County Manager, as directed by the BOCC, and the Mayor of the City or the City Manager, as directed by the City Commission, and filed with the Clerk of the Circuit Court in and for Nassau County, Florida. This section does not apply to any changes made to the person to whom notices shall be mailed as set forth in Section 6 Notification.

SECTION 6. NOTIFICATION.

6.1 Any required notice to be provided by either Party to this Addendum No. 1 shall be delivered to the other Party's representative at the following locations:

Nassau County Board of County Commissioners	City of Fernandina Beach
Taco E. Pope, AICP	Sarah Campbell
County Manager	City Manager
tpope@nassaucountyfl.com	scampbell@fbfl.org

6.2 Any notice to be sent to either Party under the provisions of this Addendum No. 1 shall be deemed to have been properly sent when personally delivered or mailed, postage prepaid, first-

class U.S. mail, or by nationally recognized overnight courier to the last known address of the Party with appropriate copies as set forth above. A mailing is deemed received at the time of hand delivery or five (5) days after mailing. Any change of the person to whom a mailing is to be sent shall be provided to the other Party in writing and shall provide the effective date of said change.

SECTION 7. SEVERABILITY.

7.1 If any section, paragraph, sentence, clause, phrase, or word of Addendum No. 1, is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or void, such holding will not affect the remainder of Addendum No. 1. The remainder of this Addendum No. 1 shall be effective and shall remain in full force and effect, unless amended or modified by mutual consent of the Parties.

SECTION 8. ENTIRE AGREEMENT.

8.1 This Addendum No. 1 including exhibits and the Agreement, including exhibits, riders, and/or addenda, if any, attached hereto, sets forth the entire agreement between the Parties hereto regarding the Approved Project, and there are no further or other agreements or understanding, written or oral, between the Parties relating to the Approved Project. This Addendum No. 1 is governed by the provision of the Interlocal Agreement, and such terms are ratified herein. Provided however, in the event of conflict, the Approved Project provisions of Addendum No. 1 shall prevail over the terms of the Interlocal Agreement.

[Signature Pages Follow]

IN WITNESS WHEREOF, the Parties have caused this Addendum No. 1 to be executed by its duly authorized representatives, effective as of the last date below.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

_____
By: ALYSON R. MCCULLOUGH
Its: Chair
Date: _____

Attest as to authenticity of the
Chair's signature:

_____
MITCH L. KEITER
Its: Ex-Officio Clerk

Approved as to form and legality by the
Nassau County Attorney

_____
DENISE C. MAY

CITY OF FERNANDINA BEACH

_____

By: JAMES ANTUN
Its: Mayor
Date: _____

Attest Mayor's signature

_____
CAROLINE BEST
Its: City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

EXHIBIT A
SEASIDE PARK BEACH HARMONIZATION
APPROVED PROJECT DESCRIPTION



AMELIA ISLAND BEACH PARKS

FINAL CONCEPTUAL PLANS

SEPTEMBER 12, 2022

BEACH PARK HARMONIZATION

All beach parks currently serve local residents and visitors with a variety of programming and beach access.

The harmonization effort is to create a cohesive group of beach parks serving infrastructural and aesthetic purposes. The infrastructure at all beach parks - structures, facilities, wayfinding, pedestrian comfort facilities, etc - are outdated and/or missing from both the City of Fernandina Beach and Nassau County beach parks.

The aesthetics of the parks are not aligned to serve all residents equally; while one park might have a suite of facilities, another might have none. While one park might have rinse stations, another might be lacking rinse stations.

While there are overall design aspects to consider at all parks, each park has a concept plan outlined for a full build-out within the next decade. The hope is to harmonize the suite of services offered to local residents and visitors.

The Beach Park Harmonization effort works in tandem with other key studies and plans recently completed or soon-to-be-completed:

- Parks, Recreation, and Open Space Master Plan (Nassau County)
- American Beach Cultural Heritage Experience Enhancement Initiative (Nassau County)
- Beach Access and Parking Study (Nassau County)
- Signage and Wayfinding Study (Nassau County)

PARK AMENITIES

- No reduction to existing program
- More passive uses & increased space for small gatherings
- Increased bicycle amenities
- Expanded utility & storage
- Additional guard stations for security where needed

AESTHETIC COHESION

- All parks to have **one** established style:
  - Wayfinding/signage
  - Architectural character
  - Hardscape typologies
  - Site furnishings

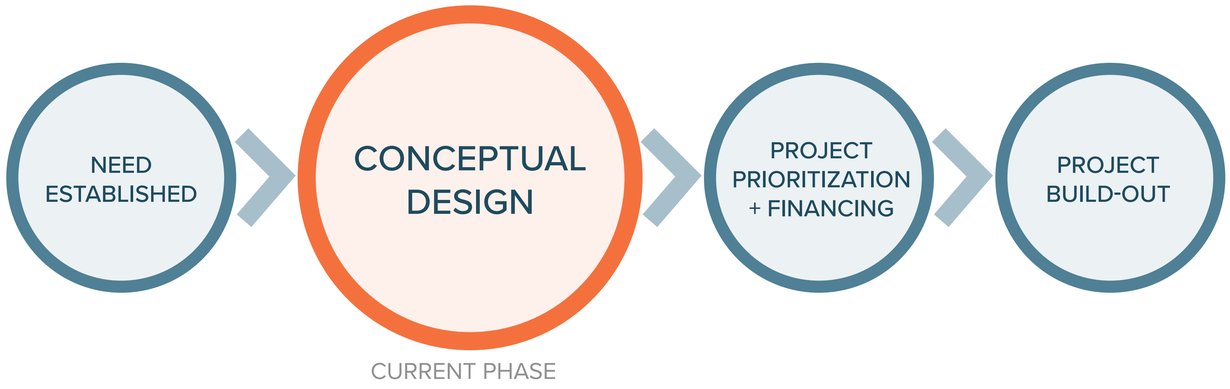
PARKING

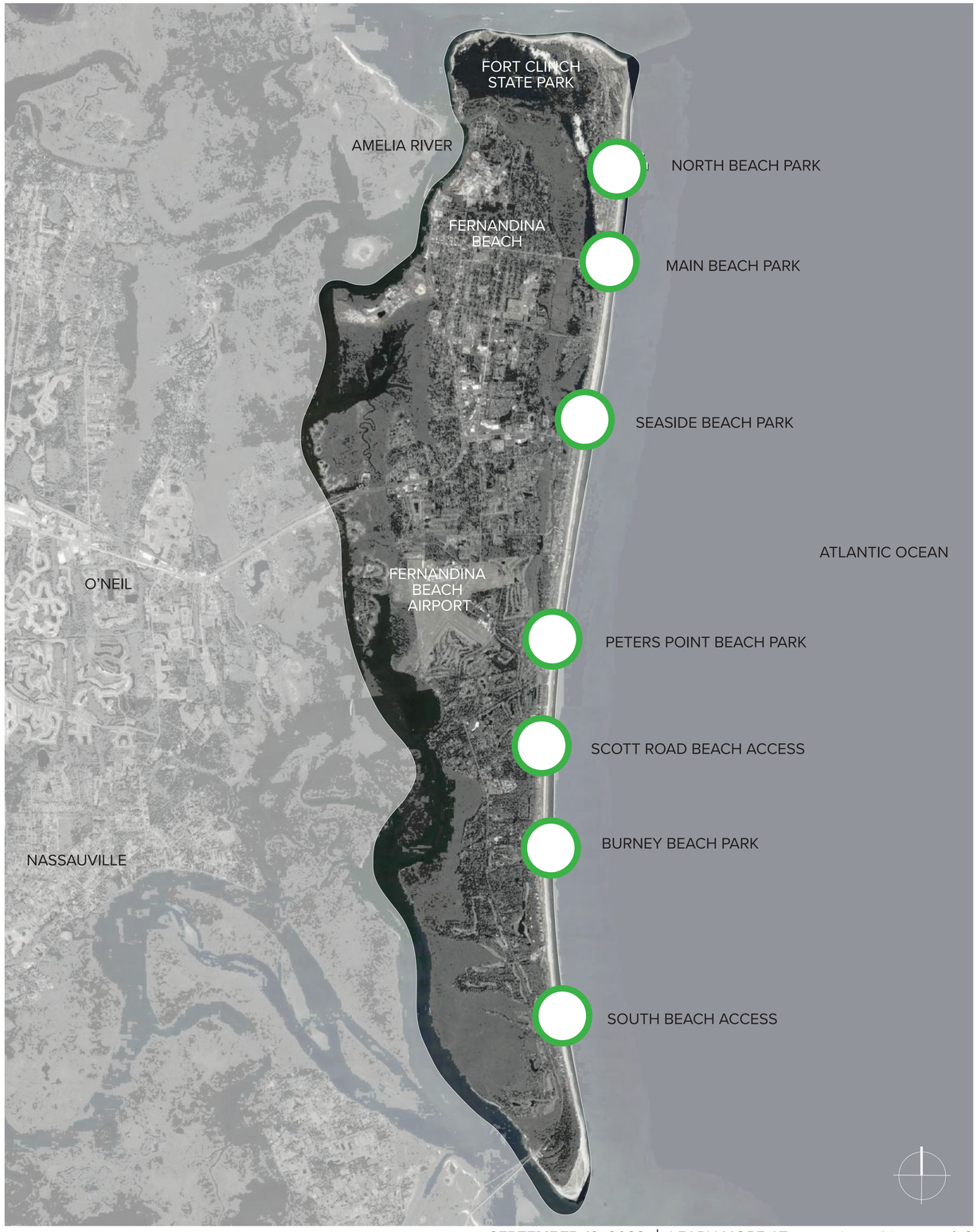
- Maintain existing parking spaces as applicable
- Prioritize pervious pavers for surface parking to reduce heat and increase stormwater capture
- Prioritize shade at parking; natural (tree) or solar shade structures if applicable to space
- Vehicular charging stations

ENVIRONMENTAL PROTECTION & EDUCATION

- Dune Protection
- Prioritize Native Planting
- Harmonize Ecological Education Opportunities

PROJECT TIMELINE





SOCIAL

Play is critical to children's development. Parks offer endless opportunities for play, exploration, and character-building adventure. [1]

A study showed that people who wandered among trees performed 20% better on a number of memorization tests after they returned. [2]

Research shows that people who have less access to natural amenities and green spaces reported a lower quality and quantity of sleep. [3]

75% of adults believe that parks and recreation are vital for addressing America's obesity crisis. Active park users are less likely to be overweight. [4]

ECONOMIC

Local parks and recreation agencies generated over $218 billion in economic activity in 2019. [5]

Shade from trees reduces heating and cooling costs. Trees also capture stormwater runoff, lowering sewer treatment costs. [6]

Parks increase real estate values nearby. The National Association of Realtors found that 50% of home buyers were willing to pay 10% more for the same house if it was located near a park. [7]

Open space can reduce the cost of drinking water up to tenfold by protecting underground water sources. [8]

ENVIRONMENTAL

Parks provide critical breeding grounds, migratory stopover points, and winter habitats for a vast variety of birds. [9]

Tree canopies, vegetation, and grassy areas capture and filter rainwater, reducing the amount of salt, oil, and pollutants flowing from roads and lawns into nearby waterways. [10]

Trees can absorb up to 48 pounds of carbon dioxide a year! [11]

Parks protect flora and fauna biodiversity, with one or more endangered species found in 65% of parks. [12]

Scientists have calculated that trees help people live longer, healthier, and happier lives, saving $6.8 billion in health care costs annually. [13]

Sources in Appendix

SURVEY RESULTS FOR OVERALL BEACH PARKS

1200+
SURVEY RESPONSES

90%
BEACH PARKS USAGE YEAR-ROUND

86%
RESPONDENTS LIVE IN 32034 AREA CODE

75%
RESPONDENTS USE THE PARKS ON WEEKENDS VS WEEKDAYS

26%
RESPONDENTS THINK THE PARKS ARE OVERCROWDED

29%
RESPONDENTS HAVE NO COMPLAINTS WITH CURRENT PARKS

60%
RESPONDENTS PROVIDED FEEDBACK

73%
RESPONDENTS ARE BETWEEN THE AGES OF 51-65+

SURVEY RESULTS FOR OVERALL BEACH PARKS

PUBLIC ACCESS:
OVER HALF OF RESPONDENTS WOULD NOT USE PUBLIC TRANSPORTATION, IF AVAILABLE

WHAT'S MISSING:
WASTE RECEPTACLES, RESTROOMS & PARKING

HOME ZIP CODE

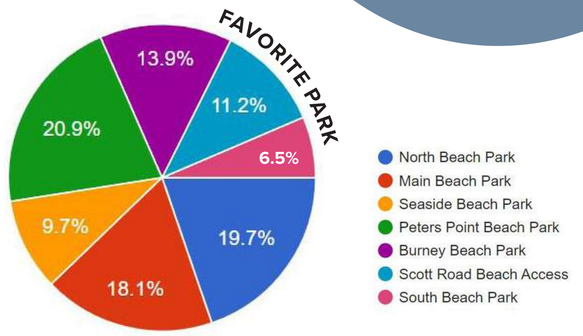


ACCESS:
OVER HALF OF RESPONDENTS WALK TO ACCESS THE BEACH PARKS

MOST POPULAR BEACH PARKS:
MAIN BEACH AND PETERS POINT

MOST POPULAR ACTIVITY:
ACCESS BEACH (BEACH ACTIVITIES), ENJOY NATURE

FAVORITE PARK

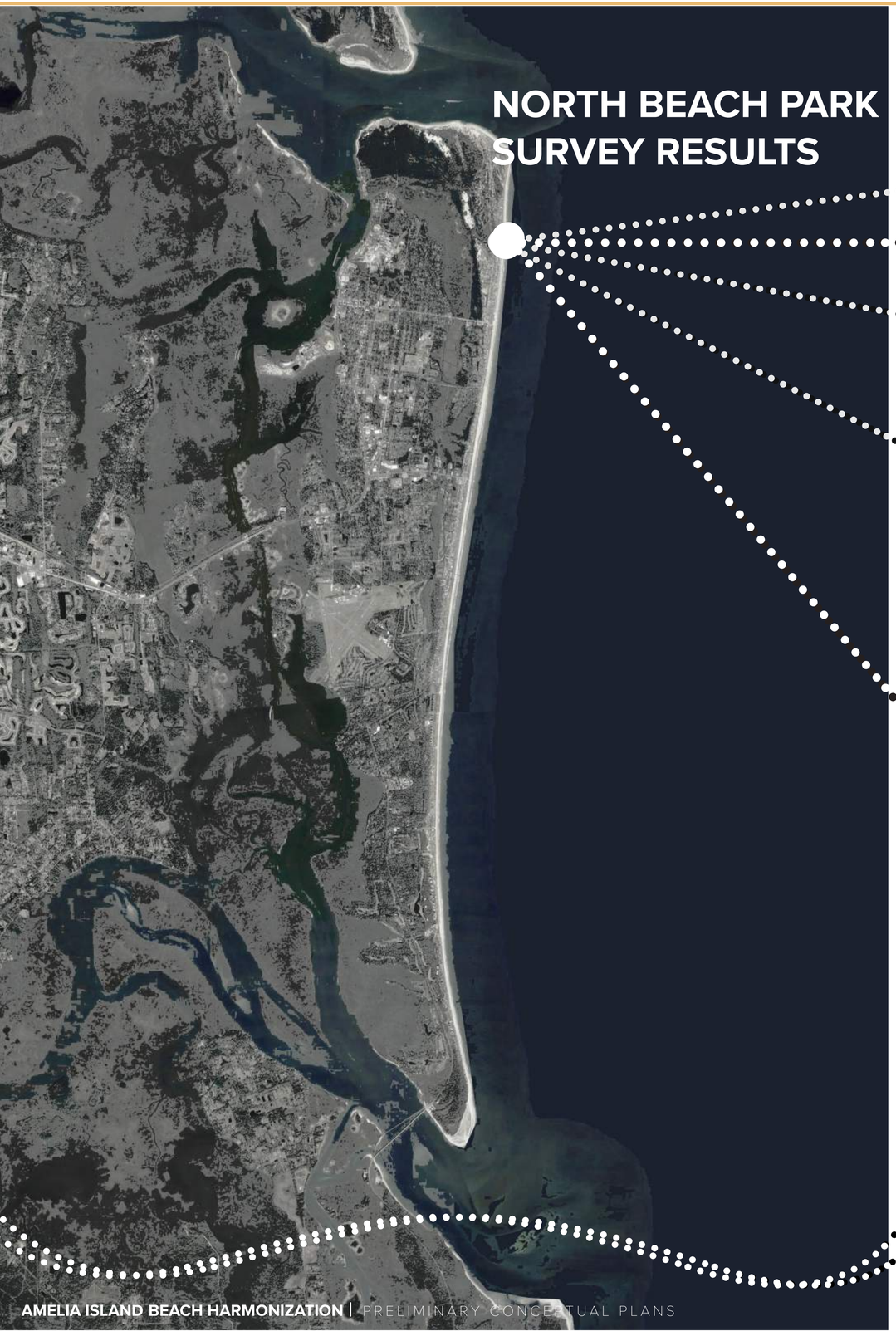


MAJOR TAKEAWAYS

COMMON COMMENTS:
MOST RESPONDENTS WOULD LIKE TO SEE EXISTING INFRASTRUCTURE UPGRADED & MORE AMENITIES AT KEY PARKS TO ENHANCE PASSIVE RECREATION AND PEDESTRIAN COMFORT COMPONENTS

WISH LIST

1. REMAIN AS THEY ARE
2. DECREASE LITTER
3. MORE NATURE, LESS DEVELOPMENT
4. MORE PARKING
5. INCREASE SHADE CANOPY



NORTH BEACH PARK SURVEY RESULTS

50%
Visit Weekly

75%
Visit by Car

24%
Visit by Walking*

QUIETNESS

Most respondents like that it is less crowded and quieter than the other beach parks

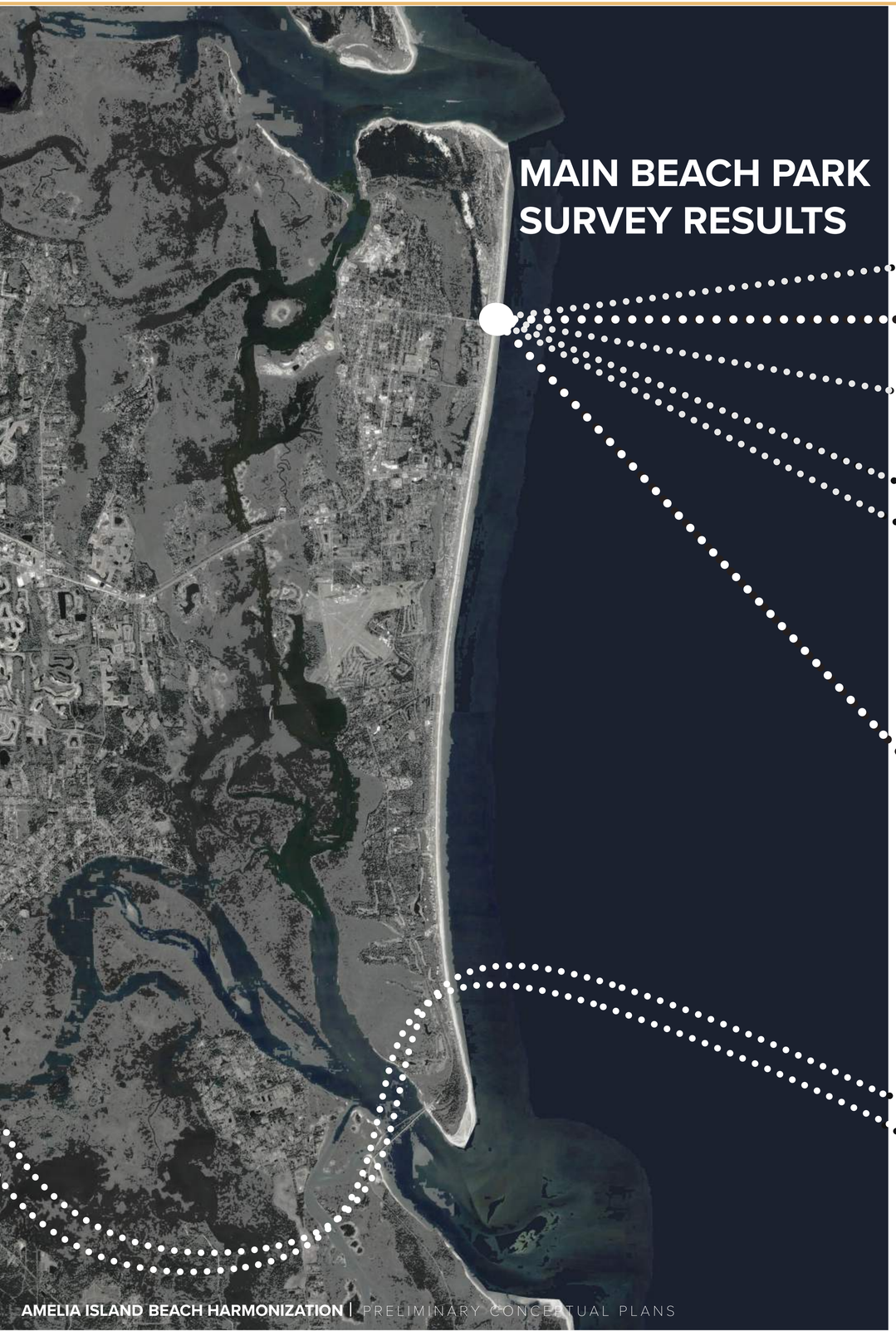
PASSIVE ACTIVITIES

Preferred use

RESTROOMS

Most respondents want restrooms

*NOTE: Respondents can select more than one mode of transportation to access the park.



MAIN BEACH PARK SURVEY RESULTS

56%
Visit Weekly

83%
Visit by Car

26%
Visit by Walking*

AMENITIES
Most respondents like the amenities and facilities (restrooms) that are offered

PLAYGROUND
Most respondents think the playground is well used, even if outdated

FACILITIES
Most respondents think the park does not have enough facilities for the amount of users (waste receptacles, outdated infrastructure)

PARKING
Most respondents think Main Beach is overcrowded (not enough parking)

*NOTE: Respondents can select more than one mode of transportation to access the park.



SEASIDE BEACH PARK SURVEY RESULTS

47%
Visit Weekly

AMENITIES
Most respondents like Seaside for access to adjacent amenities

Location
Most respondents like Seaside for its location

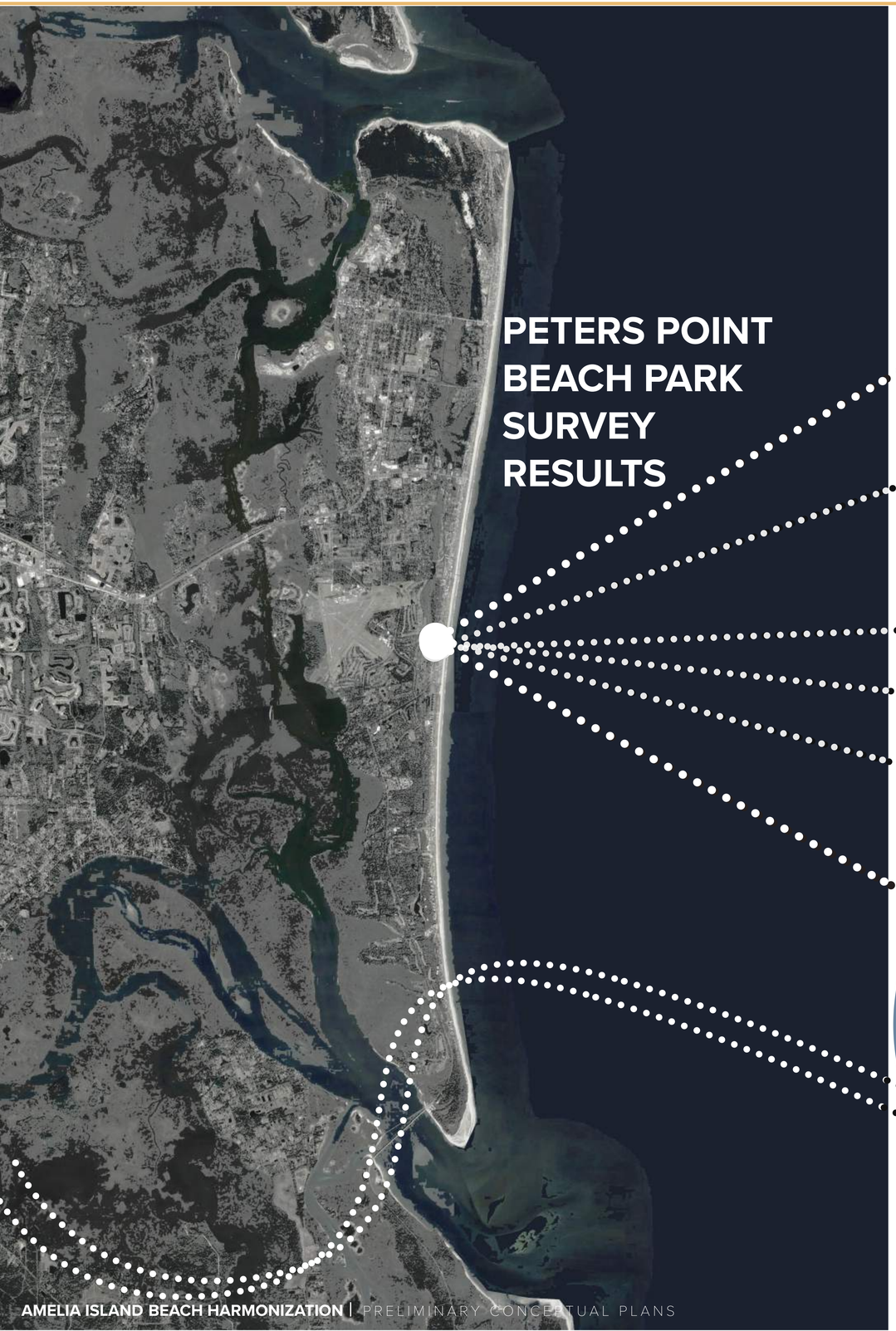
BEACH PARKING & ON-BEACH DRIVING
define this park the most

65%
Visit by Car

34%
Visit by Walking*

MORE PAVILIONS
Respondents want more shaded, gathering spaces

*NOTE: Respondents can select more than one mode of transportation to access the park.



PETERS POINT BEACH PARK SURVEY RESULTS

43%
Visit Weekly

33%
Visit Monthly

87%
Visit by Car

33%
Visit by Walking

14%
Visit by Bike*

PROXIMITY TO NEARBY HOMES & ON-BEACH PARKING

NOISINESS & CROWDING

Most respondents are concerned at how busy the on-beach parking is and the overall noisiness

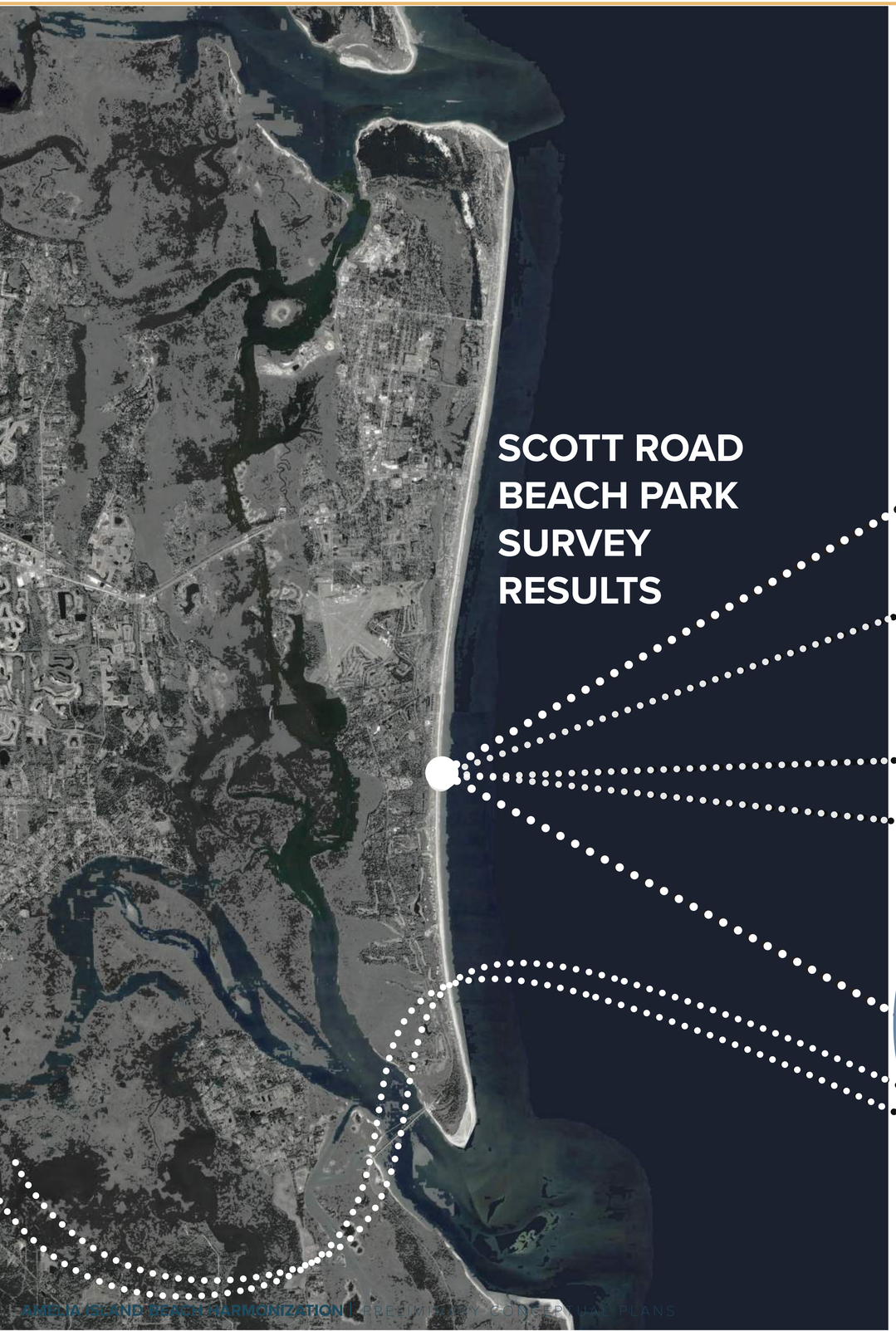
HORSEBACK RIDING

is most noted activity

CHILDREN'S PLAY AREA

increased landscaping, more seating, and updated facilities are desired

*NOTE: Respondents can select more than one mode of transportation to access the park.



SCOTT ROAD BEACH PARK SURVEY RESULTS

50%
Visit Weekly

22%
Visit Daily

PROXIMITY TO NEARBY HOMES

THE NATURAL STATE

RESTROOMS

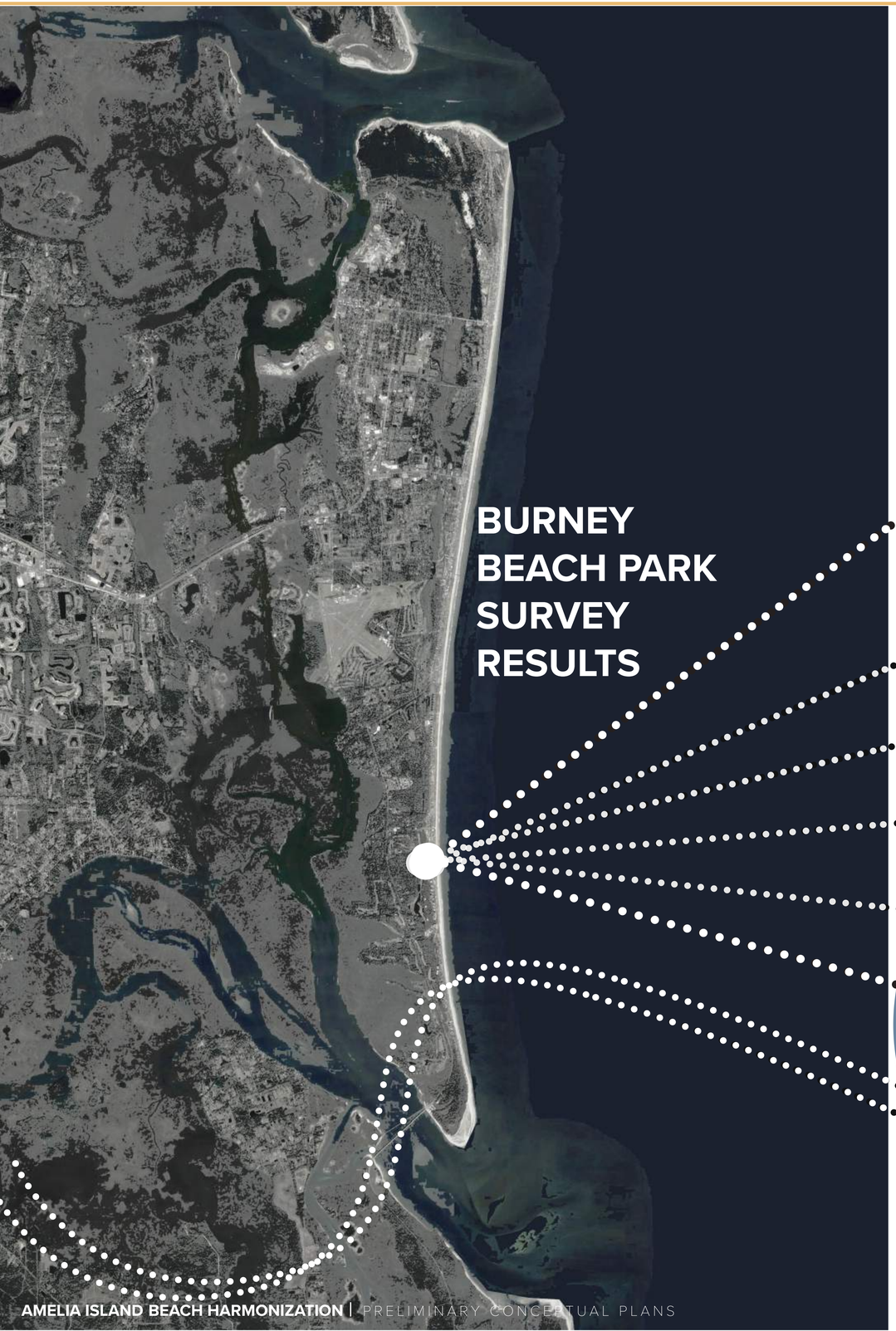
Some respondents would like to add a restroom

76%
Visit by Car

38%
Visit by Walking

23%
Visit by Bike*

*NOTE: Respondents can select more than one mode of transportation to access the park.



BURNEY BEACH PARK SURVEY RESULTS

53%
Visit Weekly

21%
Visit Monthly

QUIET & LESS CROWDED

UPDATED FACILITIES

ACTIVITIES

Swimming, sunbathing, fishing, gatherings, shelling, walking the beach, etc

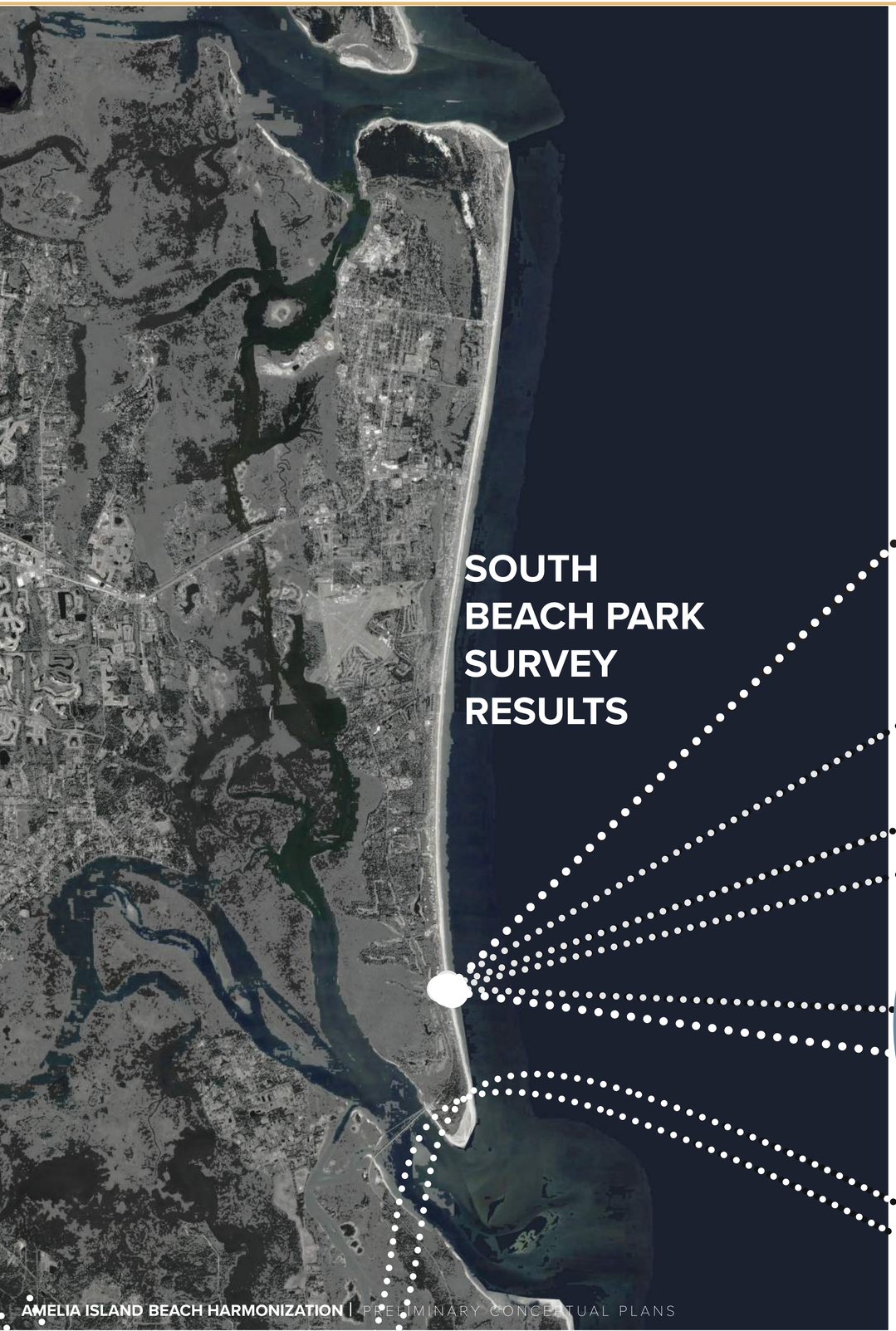
87%
Visit by Car

33%
Visit by Walking

14%
Visit by Bike*

REDUCE CARS ON THE BEACH & INCREASE SURVEILLANCE

*NOTE: Respondents can select more than one mode of transportation to access the park.



SOUTH BEACH PARK SURVEY RESULTS

20%
Visit Daily

29%
Visit Weekly

34%
Visit Monthly

PEACE AND QUIET

ACTIVITIES

Swimming, sunbathing, fishing, gatherings, shelling, walking the beach, etc

THE NATURAL SETTING

72%
Visit by Car

11%
Visit by Bike*

ADD RESTROOMS AND WASTE RECEPTACLES

*NOTE: Respondents can select more than one mode of transportation to access the park.

Beach Park Harmonization and Environmental Branding
Establishing a set of targeted amenities and infrastructure to all parks equally providing comfort for humans and the environment, will bring harmonization and cohesion to the Amelia Island Beach Parks.

INCLUSIVITY

Site Access (Direct)

Accessibility (ADA)

Public Transportation

Public Safety

Culture and Heritage

ENVIRONMENTAL PRESERVATION + EDUCATION

Dune Protection

Celebration of Native Environment

Environmental Education

SITE FURNISHING FAMILIES

Site Furnishings Include:
- Seating
- Rinse Stations
- Lighting
- Shade Structures
- Waste Receptacles
- Restrooms
- WiFi (Smart Technology)
-Signage

PASSIVE AND ACTIVE RECREATION

Active Recreation Can Include:
- Sports Field
- Sports Court
- Outdoor Gym Equipment
- Skateboard Park
- Bike Trail
- Space for Aerobics
- Walking/Hiking

Passive Recreation Can Include:
- Bird Watching
- Picnicking
- Photography
- Nature Trail
- Outdoor Classroom/ Nature Study
- Garden
- Area to Relax

SITE SUSTAINABILITY

Solar Panels

Wind Art

Tree Planting

Pervious Pavers

Charging Stations

INCLUSIVITY

SITE DIRECT ACCESS



PRIORITIZE ADA GUIDELINES



ACTIVITIES FOR ALL



PUBLIC SAFETY



ACCESSIBILITY



CULTURE AND HERITAGE



ENVIRONMENTAL PRESERVATION + EDUCATION







SITE FURNISHING
FAMILIES

WIFI (SMART TECHNOLOGY)



SHADE STRUCTURES



WAYFINDING



WASTE RECEPTACLES



RESTROOMS AND RINSE STATIONS



LIGHTING (WHERE NECESSARY)



DIVERSE SEATING OPTIONS

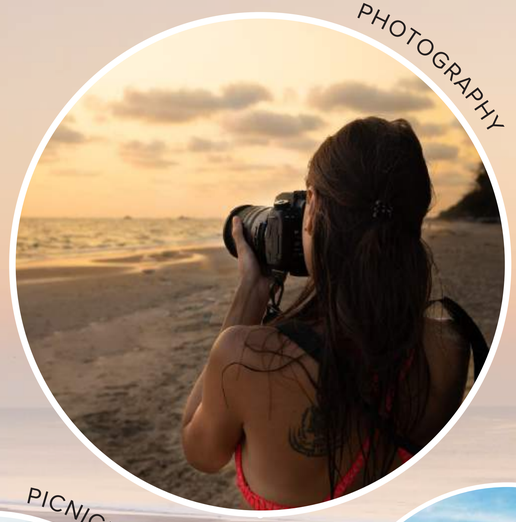


PASSIVE RECREATION

BIRD WATCHING



PHOTOGRAPHY



PICNICKING



RELAXING



OUTDOOR CLASSROOM / NATURE STUDY



GARDEN



ACTIVE RECREATION

MULTI-USE TRAILS



SKATEBOARD PARK



SPORTS COURTS



SPACE FOR AEROBICS



OUTDOOR GYM EQUIPMENT



CHILDREN PLAY SPACE



SITE SUSTAINABILITY



SOLAR PANELS - PUT ENERGY BACK TO THE GRID



WIND ART AND COLLECTION



NEW NATIVE TREES, PALMS, AND OTHER PLANTS



PERVIOUS PAVERS



CHARGING STATIONS

BEACH PARK AESTHETICS | FORMS RESTROOMS, PAVILIONS, SHADE STRUCTURES



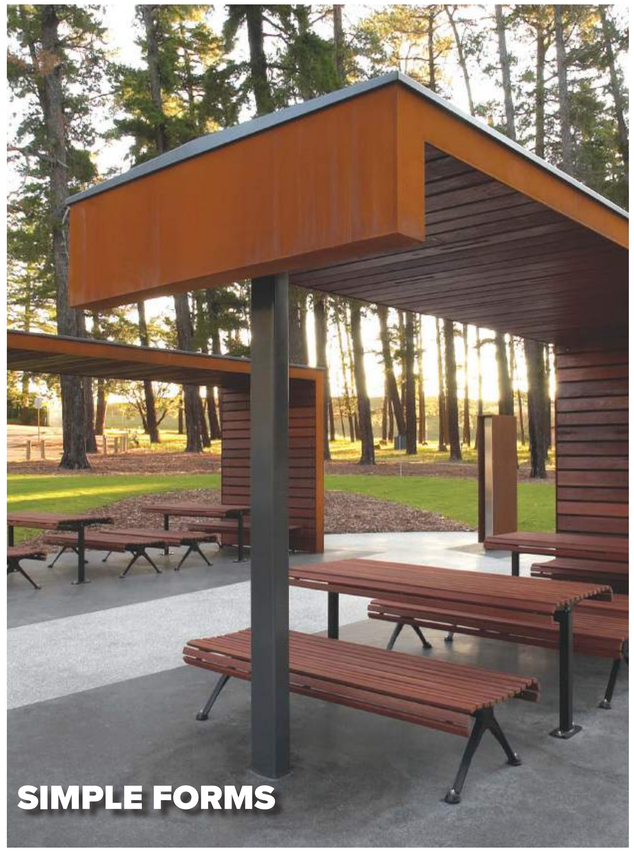


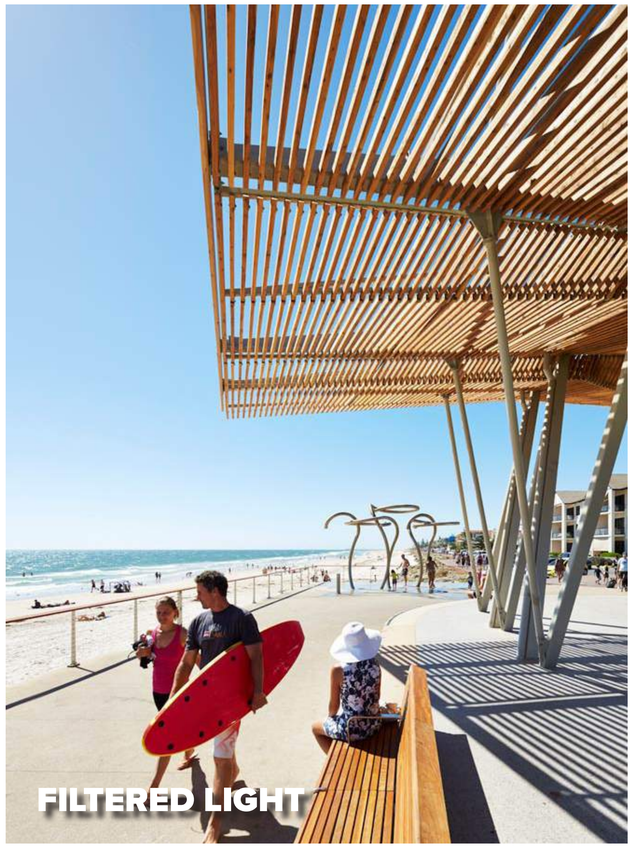






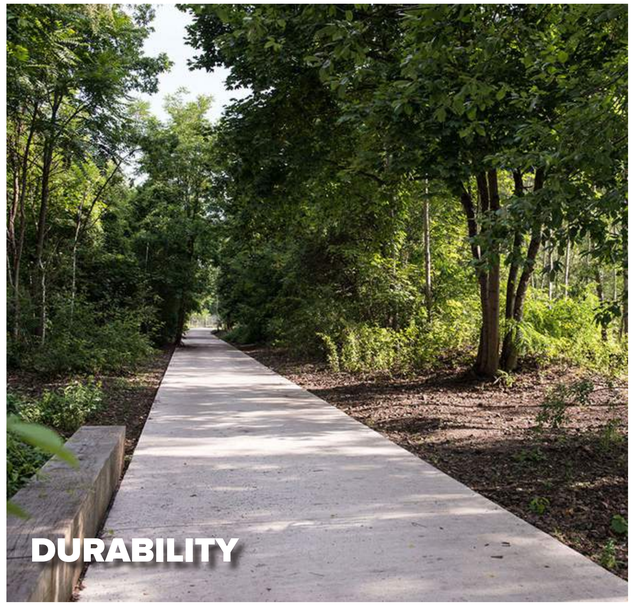






BEACH PARK AESTHETICS | HARDSCAPE VEHICULAR AND PEDESTRIAN TEXTURES AND PATTERNS





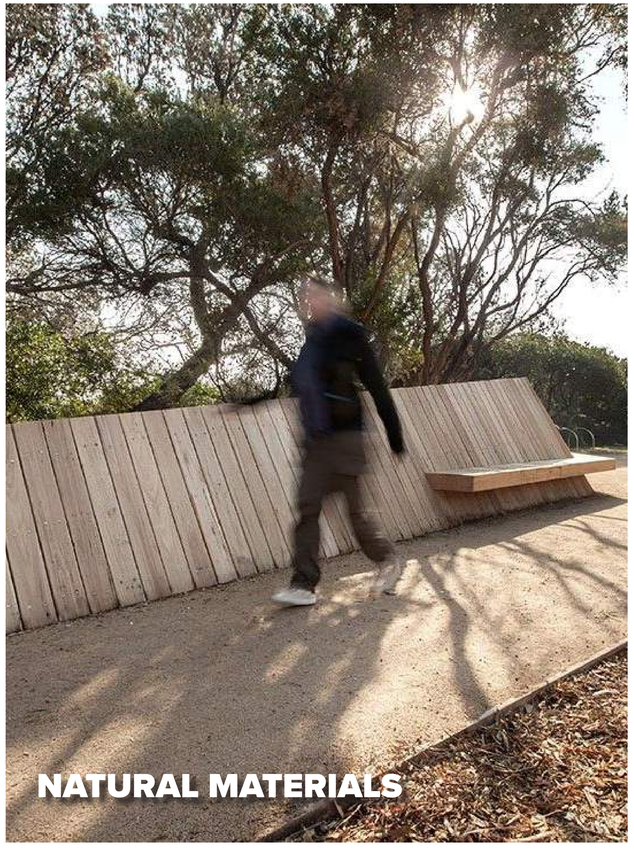













AGALINIS FASCICULATA


MORELLA CERIFERA


MAGNOLIA GRANDIFOLIA


SABAL PALMETTO

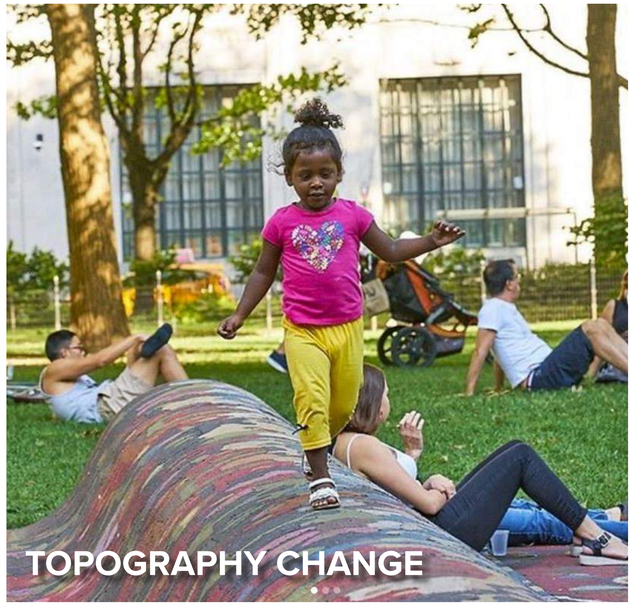

VIBURNUM OBOVATUM


ILEX CASSINE


SERENOA REPENS


MUHLEMBERGIA CAPILLARIS


MOUNDING


TOPOGRAPHY CHANGE


SIMPLICITY


POP-UP PLAZAS


VIBRANT


SCULPTURAL


SUBTLE

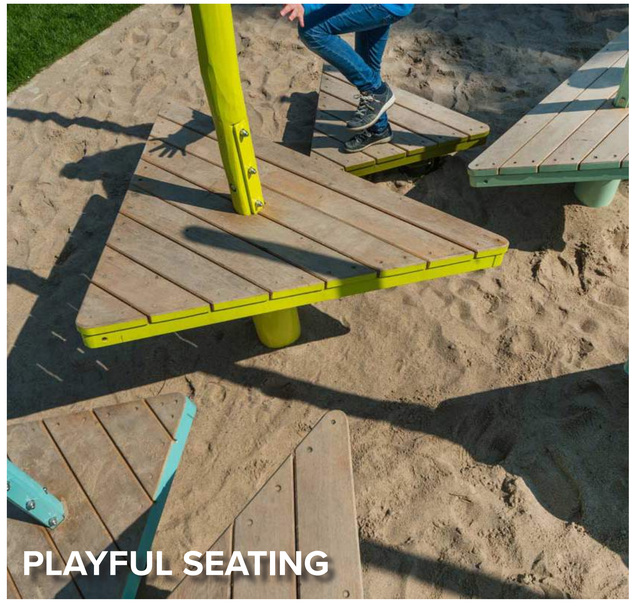

MINIMALIST STRUCTURES


NATURAL

LANDSCAPE AS PLAY | INTERACTIVE AND PASSIVE PLAY SPACES

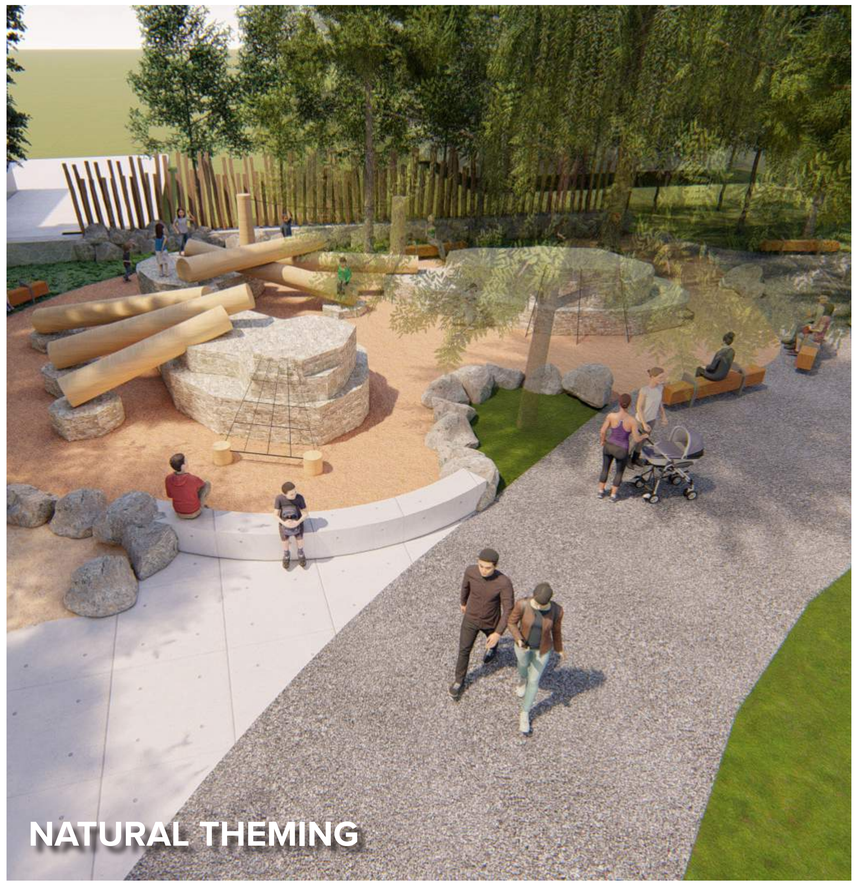






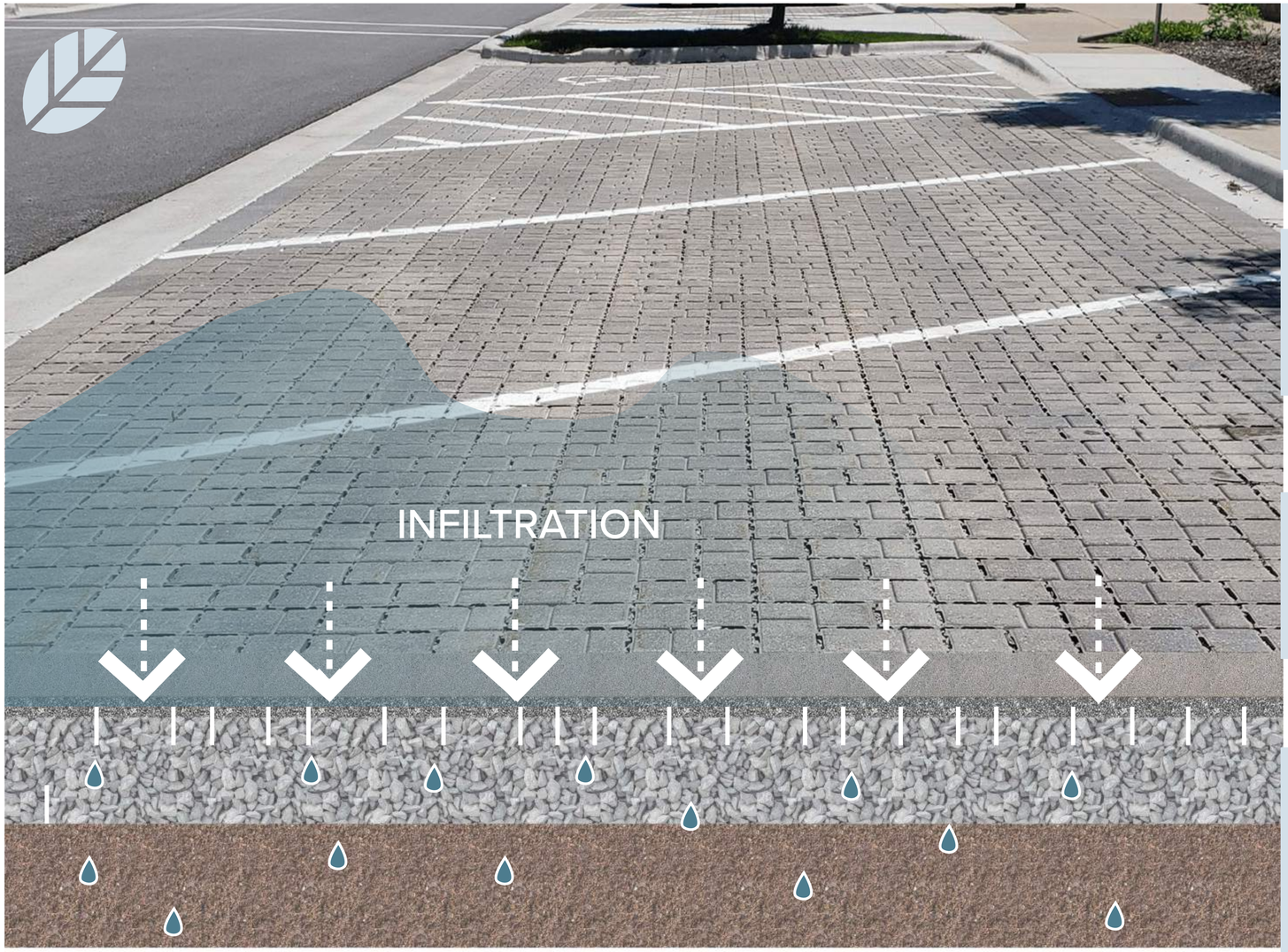












PERVIOUS SURFACES USE RECYCLED MATERIALS FOR THE CONSTRUCTION

IMPERVIOUS SURFACES ARE DURABLE AND IDEAL FOR HIGH TRAFFIC AREAS

PERVIOUS SURFACES COLLECT POLLUTANTS AND CLEAN WATER BEFORE ENTERING THE SOIL

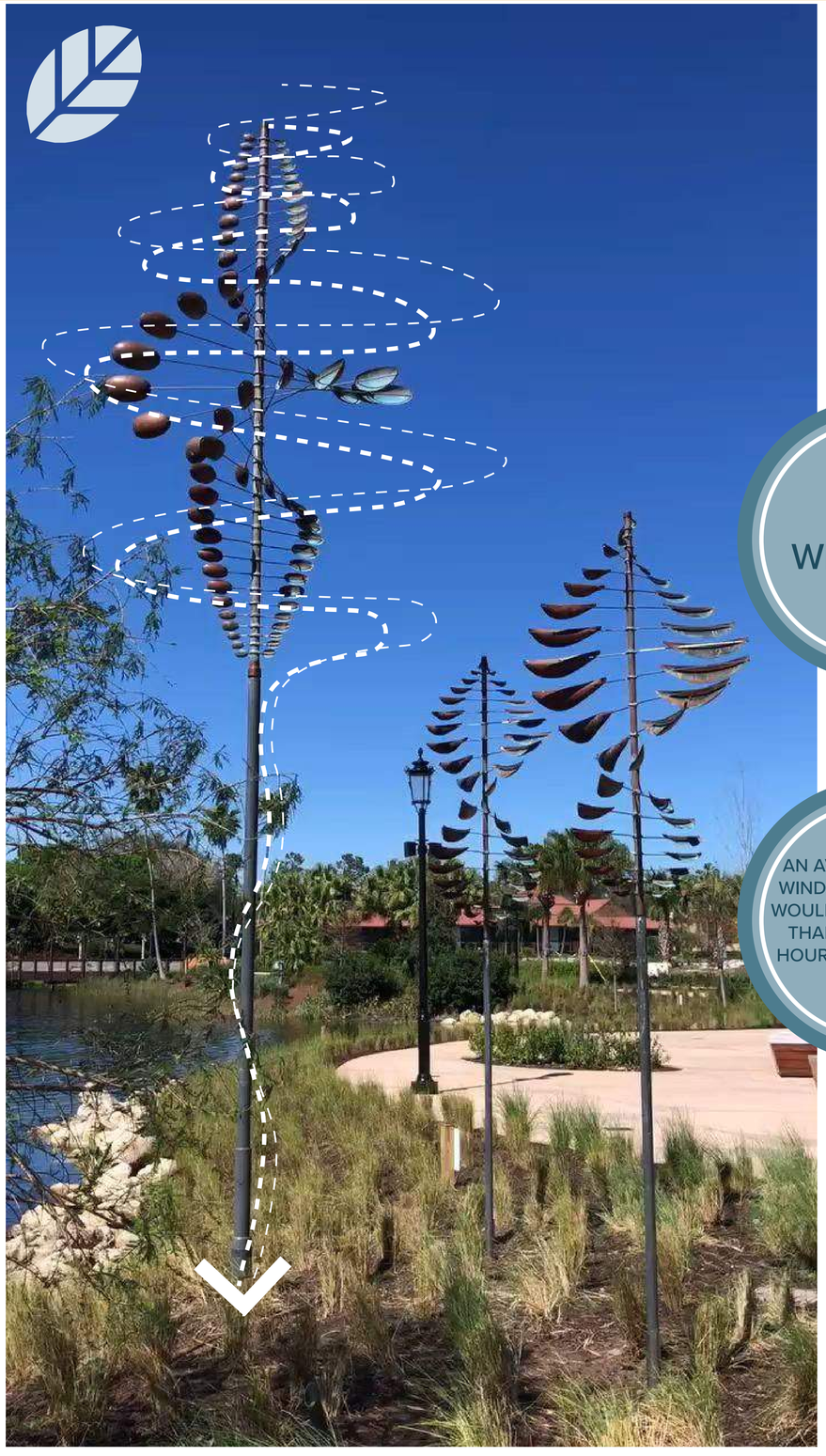
IMPERVIOUS SURFACES DO NOT ALLOW WATER ABSORPTION AND PREVENT WATER RUNOFF AND POTENTIAL FLOODING

NATURAL MATERIALS PRIORITIZED

190K SQ FT PERVIOUS SURFACES

3,000+ BOARDWALK TO FACILITATE DIRECT FILTRATION

50% REDUCTION IN IMPERVIOUS SURFACES



WIND AND SOLAR COLLECTION AT ACROSS 7 PARKS

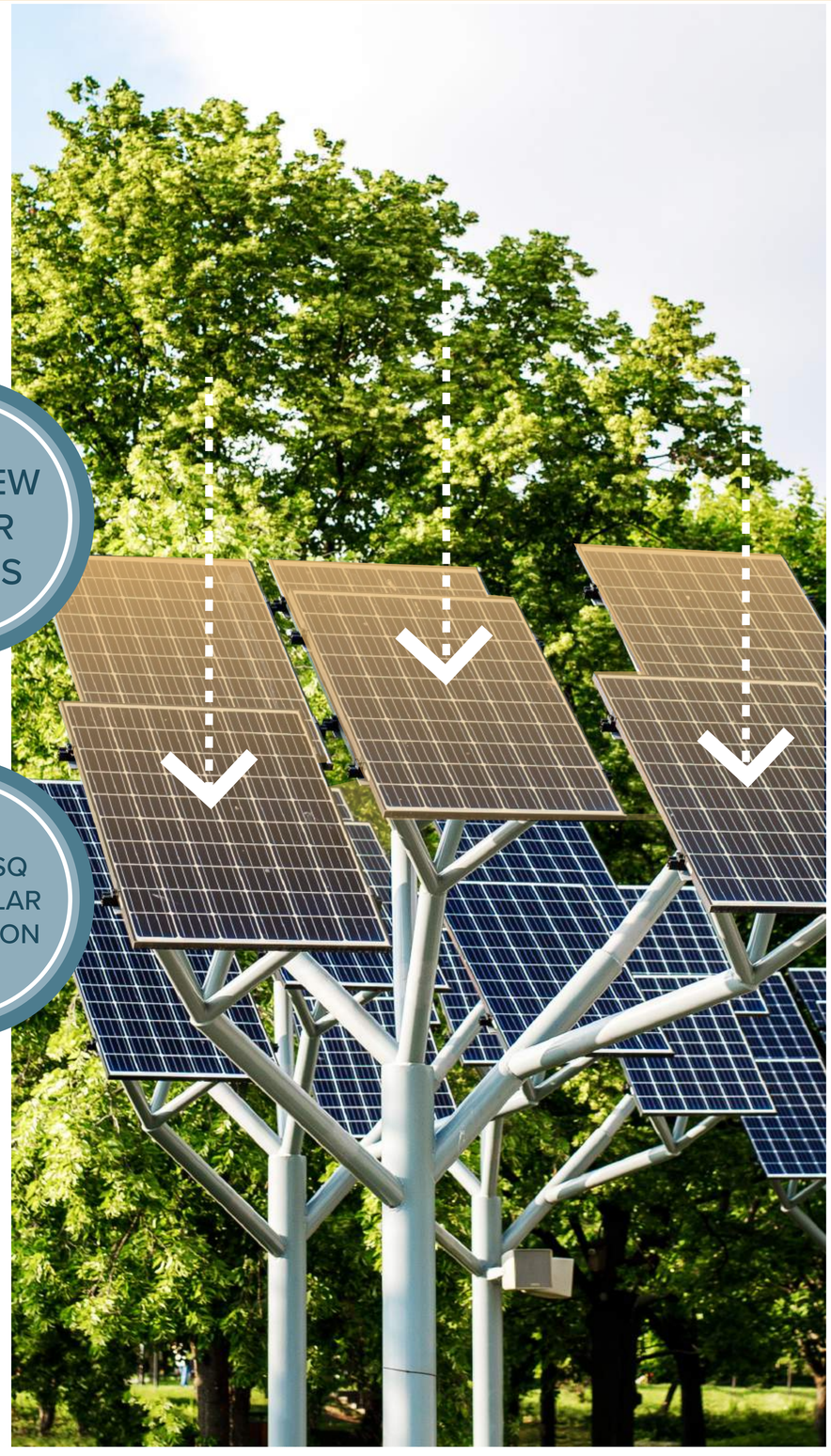
17 WIND ART

100+ NEW SOLAR PANELS

AN AVERAGE ANNUAL WIND SPEED OF 9 MPH WOULD PRODUCE MORE THAN 200 KILOWATT HOURS OF ELECTRCITY PER YEAR

10,000+ SQ FT OF SOLAR COLLECTION

SOLAR COLLECTION CAN COVER OR SUPPLEMENT POWER SUPPLY AT ALL BEACH PARKS




THE NATIVE TREE CANOPY VARIES ON AMELIA ISLAND - FROM THE TUNNEL-LIKE SOUTHERN LIVE OAKS TO THE SPARSE, OPEN NATIVE BEACH DUNES.
372 ADDED SHADE TREES
500% INCREASE IN SURFACE PARKING CANOPY
105 ADDED PALM TREES

ALL PARKS ARE ACCESSIBLE



ACTIVITIES FOR ALL AGES & ABILITIES







75% OF PATHWAYS TO BEACH ACCESSIBLE

50+ PUBLIC AMENITIES

NORTH BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

INCREASED PROGRAM

Additional pavilions and expanded boardwalk to accommodate usage; bicycle parking; increase rinse stations ( )

Solar panels on the pavilion/ restroom roofs

New shade trees: 22
New palms: 8

PARKING

Proposed use of adjacent parcel for additional parking; inclusion of pervious surfaces; incorporation of shade trees; added bicycle parking ( ) and charging stations ( )
Existing Spaces: 20;
Proposed Spaces: 25 (+ adjacent lot)

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

DUNE ENVIRONMENTAL ENHANCEMENT

As the northern gateway to the beach corridor, the design intent for this park is to open a window to pristine sea views and the enhancement of the dune, while giving the adjacent neighborhood the possibility to expand the use of the park.

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with Pervious Pavers
4. Potential Future Surface Parking with Pervious Pavers
5. Pavilion with solar panels
6. Increased Native Landscape
7. Restrooms
8. Utility Structure











MAIN BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

ACCESS
Elevate great lawn; create formal multi-use (pedestrian and bicycle) pathways; addition of informal performance space

INCREASED PROGRAM
ACTIVE

Redesign and expansion of skate park; play space; clustering of program; bicycle hub for maintenance and parking

PASSIVE

Enhance+connect existing boardwalk system; create festival street; increase small group pavilions; additional multi-use plazas; increase rinse stations (○)

Solar panels on the pavilion/restroom roofs

Wind Art: 6

New shade trees: 171

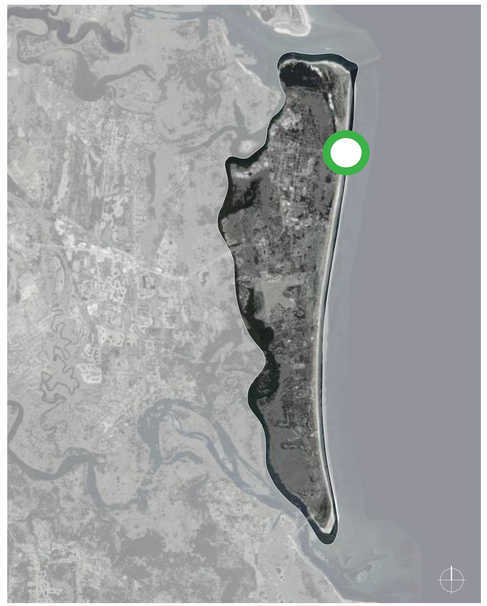
New palms: 24

PARKING
Realignment of parking; inclusion of pervious surfaces; addition of shade trees; added bicycle parking (○) and charging stations (○)
Existing Spaces: 196;
Proposed Spaces: 200+

SIGNAGE + WAYFINDING
- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

AN INCLUSIVE, ACTIVE PARK
Main Beach Park represents the true character of a park, a space for all to find diverse, welcoming activities that represent every age group and intensity. The park celebrates the connections to the beach by creating open air active and passive spaces that allow visitors to enjoy a healthy lifestyle accessible by walking, biking, and vehicular driving.





LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with Pervious Pavers
4. Pavilion with solar panels
5. Vehicular Festival Street
6. Restrooms
7. Usable Open Space
8. Skate park
9. Play Space - workout station, splash pad, game space, playground
10. Informal, Grass Amphitheater
11. Pedestrian Pathway
12. Wind Art
13. Multi-use Courts
14. Putt Putt
15. Utility Structure
16. Vehicular Drop-off



MAIN BEACH PARK | CONCEPTUAL PLAN IMAGERY

























SEASIDE BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Multi-use plaza (vehicular) space at beach driving access point; increase rinse stations (○)

Solar panels on the pavilion/restroom roofs

New shade trees: 26

ACCESS + PARKING

ROW parking along Sadler, maintain current parking lot along Fletcher; drop-off space lane within park

PARKING

Proposed adjacent parallel parking on Sadler; realignment of parking; inclusion of pervious surfaces; addition of shade trees; added bicycle parking (○) and charging stations (○)
Existing Spaces: 58;
Proposed Spaces: 50 (+ parallel)

SIGNAGE + WAYFINDING

Identity signage
Informational signage
Educational signage
Water life safety demarcation as needed

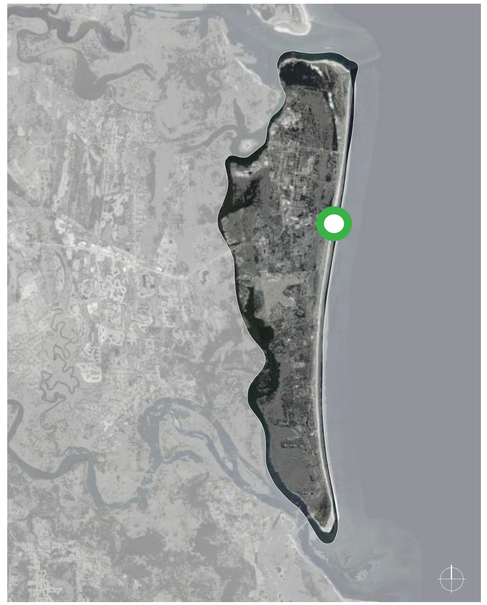
DESIGN VISION

MIXED USE POCKET PARK

A quiet, accessible beach access park surrounded by mixed, lively uses with spaces for small gatherings.

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion with solar panels
5. Restrooms
6. Pedestrian Access
7. Vehicular Drop-off
8. Guard Station
9. Recommended Parallel Parking
10. Overlook











PETERS POINT BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Designated gathering space (food trucks, larger gathering), designated space for equestrian usage; increased pavilions throughout park space; increase rinse stations ( )
Prioritize one beach walkover for ADA access
Solar panels on the roofs Wind Art: 8
New shade trees: 95; New palms: 38

ADJACENT CONNECTIONS

Physical, bike+pedestrian connection from trail to park via multi-use trail hub

PARKING

Realignment of parking; inclusion of pervious surfaces; reduction in parking to prioritize program expansion; added bicycle parking ( ) and
charging stations ( )
Existing Spaces: 315; Proposed Spaces: 290

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

AMELIA ISLAND BEACH GATEWAY

A space to spread out at the beach or beach park, including pop-up spaces for larger events or food and beverage options.

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion with solar panels
5. Trailer Parking
6. Restrooms
7. Play Space - workout station, splash pad, game space, playground
8. Utility Structure
9. Multi-use Trail (Bicycle+Pedestrian) Hub
10. Guard Station
11. Pedestrian Pathway
12. Multi Purpose Space (Food Trucks)
13. Overlook



PETERS POINT BEACH PARK | CONCEPTUAL PLAN IMAGERY















SCOTT ROAD BEACH ACCESS | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Program with pedestrian comfort facilities, additional secondary gathering spaces; increase rinse stations; rinse stations (○)

Solar panels on the pavilion/restroom roofs

New shade trees: 28

New palms: 12

PARKING

Slight reduction in parking to accommodate program; inclusion of pervious surfaces; added bicycle parking (○); incorporation of shade trees and charging stations (○)
Existing Spaces: 85; Proposed Spaces: 80

BEACH PARK

Elevate (formalize) beach access to beach park based on increased program

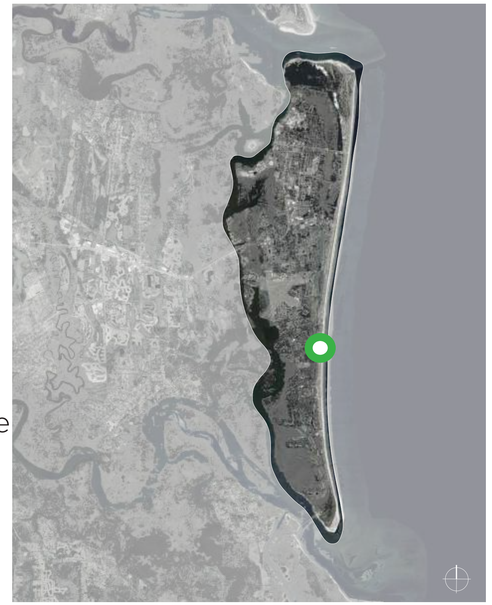
SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

ELEVATED BEACH ACCESS

A dynamic space that adapts to small gatherings, offering a flexible yet defined space for community expression.









LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion with solar panels
5. Trailer Parking (Future)
6. Restrooms
7. Utility Structure
8. Guard Station
9. Overlook

BURNEY BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Increase in pavilions and play` space (playground {pervious/specialty pavers} area); increase rinse stations ( )

Solar panels on the roofs

Windmills: 3

New shade trees: 51; New palms: 22

ADJACENT CONNECTIONS

Roundabout, pedestrian pathway to American Beach Community

PARKING

Proposed ROW parking along Burney Road; slight reduction in parking to prioritize pedestrian comfort; increase in shade landscape at parking; added bicycle parking ( ) and charging stations ( ); inclusion of pervious surfaces

Existing Spaces: 176; Proposed Spaces: 150

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

COMMUNITY PARK

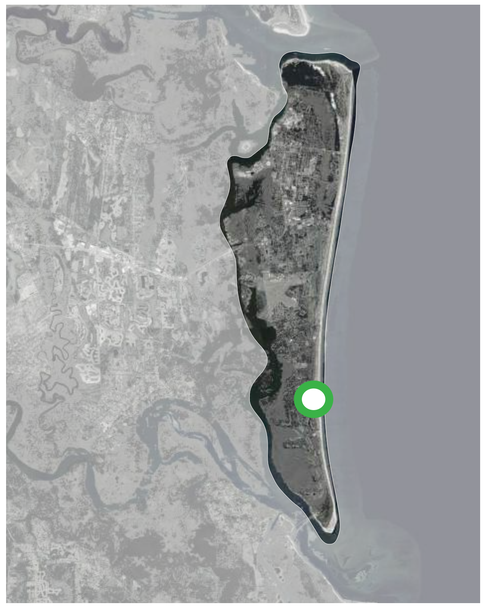
A multi-faceted community park adjacent for the surrounding American Beach neighborhood for large and small gatherings

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion with solar panels
5. Vehicular Access
6. Restrooms
7. Usable Open Space
8. Play Space - workout station, splash pad, game space, playground
9. Pervious Vehicular Drop Off
10. Pedestrian Pathway
11. Utility Structure
12. Wind Art
13. Unpaved (pervious) Secondary Vehicular Access (with bollards)
14. Overlook



BURNEY BEACH PARK | CONCEPTUAL PLAN IMAGERY













SOUTH BEACH ACCESS | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Program with pedestrian comfort facilities, additional secondary gathering spaces; increase rinse stations, rinse stations (O)

Solar panels on the pavilion/restroom roofs

New shade trees: 1; New palms: 1

PARKING

Slight reduction in parking to prioritize pedestrian comfort components; added bicycle parking (O) and charging stations (O); increased landscape within parking lot

Existing Spaces: 15; Proposed Spaces: 24

BEACH PARK

Elevate (formalize) beach access to beach park to accommodate increased program

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

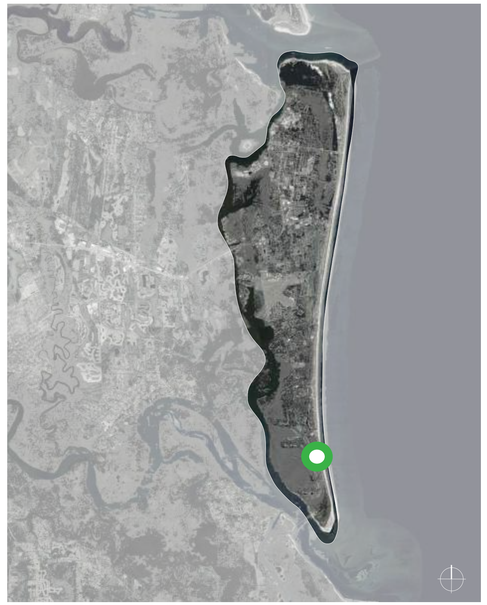
DESIGN VISION

BEACH PARK AMENITIES

An elevated beach access point to provide the amenities of a beach park along the southern edge of the island.

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion
5. Vehicular Access
6. Restrooms











APPENDIX | SOURCES

ONLINE SURVEY RESPONSES

COMMUNITY ENGAGEMENT SUMMARY

ROUGH ORDER OF MAGNITUDE

PREVIOUS DRAFT PLANS

PAGE 3: Why Invest in Parks

1 The Importance of Play in Promoting Healthy Child Development and Maintaining Strong Parent-Child Bond: Focus on Children in Poverty; Milteer, Ginsburg; https://publications.aap.org/pediatrics/article/129/1/e204/31545/The-Importance-of-Play-in-Promoting-Healthy-Child?autologincheck=redirected?nfToken=00000000-0000-0000-0000-000000000000

2 The Cognitive Benefits of Interacting With Nature; Berman, Jonides, Kaplan; https://journals.sagepub.com/doi/abs/10.1111/j.1467-9280.2008.02225.x

3 Sleep insufficiency and the natural environment: results from the US Behavioral Risk Factor Surveillance System Survey; Grigsby-Toussaint; Turi, Krupa; Williams; Pandi-Perumal, Jean-Louis; https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4818157/

4 How Cities Use Parks to Improve Public Health; American Planning Association; https://planning-org-uploaded-media.s3.amazonaws.com/publication/download_pdf/Parks-Improve-Public-Health.pdf

5 The Economic Impact of Local Parks; National Recreation and Park Association; https://www.nrpa.org/publications-research/research-papers/the-economic-impact-of-local-parks/#:~:text=Parks%20and%20Recreation%20Contribute%20to,1.3%20million%20jobs%20in%202019.

6 Stormwater to Street Trees; EPA; https://www.epa.gov/sites/default/files/2015-11/documents/stormwater2streettrees.pdf

7 How Much Impact Do Parks Have on Property Values?; National Recreation and Park Association; https://www.nrpa.org/parks-recreation-magazine/2020/april/how-much-impact-do-parks-have-on-property-values/

8 Economic & Health Benefits; Trust Public Land; https://www.tpl.org/economic-health-benefits

9 Bridging Boundaries to Protect Migratory Birds; Milligan, Stock, Albert, Trevino; https://www.nps.gov/articles/000/bridging-boundaries-to-protect-migratory-birds.htm

10 Green Infrastructure: How to Manage Water in a Sustainable Way; Denchak; https://www.nrdc.org/stories/green-infrastructure-how-manage-water-sustainable-way

11 The Power of One Tree – The Very Air We Breathe; United States Department of Agriculture; https://www.usda.gov/media/blog/2015/03/17/power-one-tree-very-air-we-breathe#:~:text=According%20to%20the%20Arbor%20Day,the%20very%20air%20we%20breathe.

12 5 Ways You Can Help Endangered Species in National Parks; National Park Service; https://www.nps.gov/articles/help_endangered_species.htm

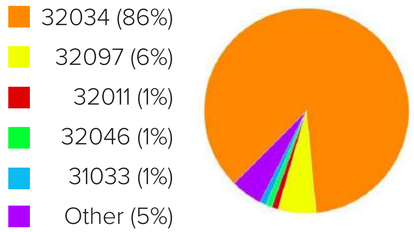
13 The Health Benefits of Trees; Hamblin; https://www.theatlantic.com/health/archive/2014/07/trees-good/375129/

PLEASE SEE SUPPLEMENTARY DOCUMENTATION FOR
COMPLETE SURVEY RESULTS. THE FOLLOWING IS A SUMMARY.

OVERALL

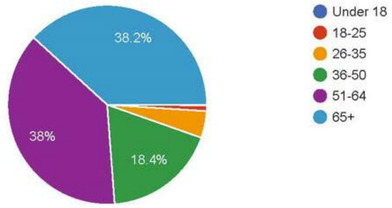
Questions

1. What zip code is your primary residence?



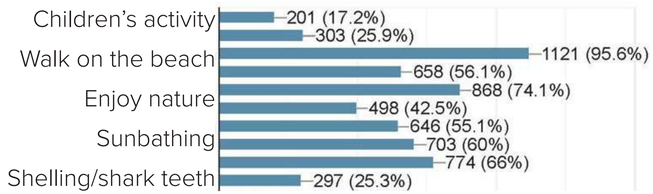
2. Which age group do you fall into?

- Under 18
- 18-25
- 26-35
- 36-50
- 51-64
- 65 +



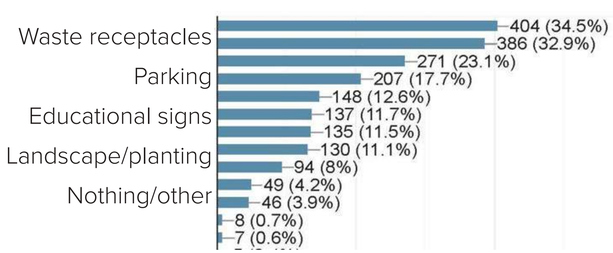
3. Which activities do you typically do at the beach?

- Children's Activity
- Walk on the beach
- Enjoy Nature
- Sunbathing
- Shelling/shark teeth



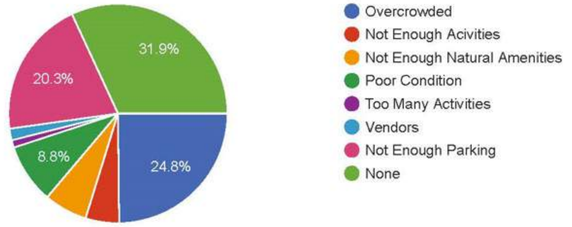
4. What is missing from the beach park(s) you visit?

- Waste Receptacles
- Parking
- Educational signs
- Landscape/planting
- Nothing/other



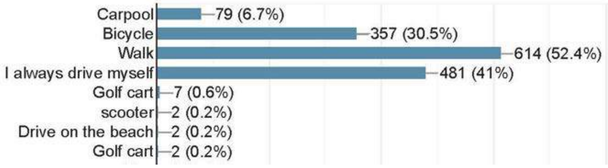
5. What is your biggest complaint with the beach parks as they are now?

- Overcrowded
- Not enough activities
- Not enough natural amenities
- Poor condition
- Too many activities
- Vendors
- Not enough parking
- None



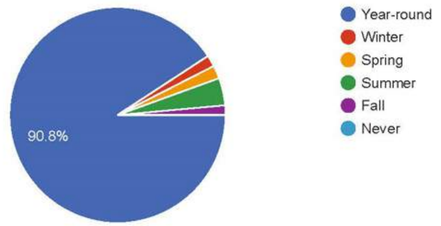
6. Besides driving yourself, how do you access the beach?

- Carpool
- Bicycle
- Walk
- I always drive myself
- Golf cart
- Scooter
- Run



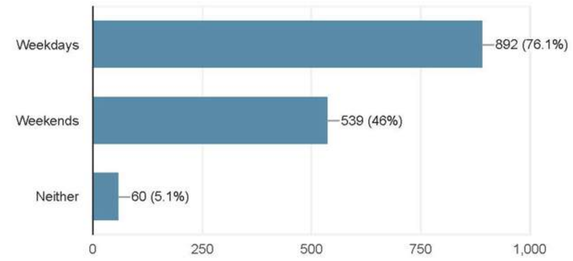
7. What is the primary time of year you access/use the beach?

- Year-round
- Winter
- Spring
- Summer
- Fall
- Never

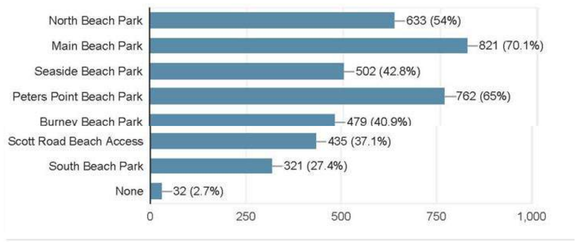


OVERALL

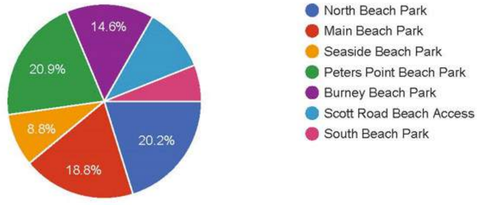
8. Do you primarily visit the parks on weekdays or weekends?
   - Weekdays
   - Weekends
   - Neither



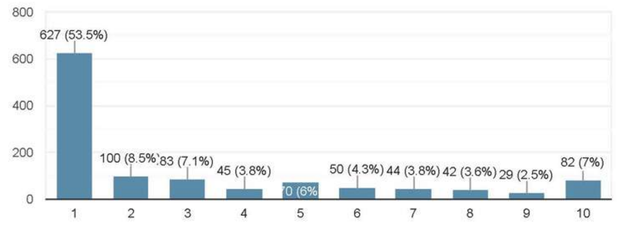
9. Please check all the parks you visit
   - Write in



10. Which of the beach parks do you enjoy the most?
   - Write-In



11. If there were alternate/public transportation methods to some or all the beach parks, how likely would you be to use them?
   - Write-In



12. What is on your wish list when re-envisioning the beach parks(s)?
   - Write-In

INDIVIDUAL PARKS

Questions

1. How frequently do you visit X Beach Park?
    - Daily
    - Weekly
    - Monthly
    - Seasonally
    - Annually
    - Never

2. How do you travel to X Beach Park?
    - Car
    - Bicycle
    - Walk
    - Public Transportation
    - Golf Cart
    - Scooter
    - Other (Please Specify)

3. What do you like about X Beach Park?
    - Write-In

4. What do you dislike about X Beach Park?
    - Write-In

5. What activities most notably define X Beach Park?
    - Write-In

6. What is on your wish list when re-envisioning X Beach park?
    - Write in

BOARD/PARK	COMMENT	REPEATED COMMENT?
Overall/General	Confusion on 'why' for project	4
Community Engagement	"Define Break down "Respondents" please"	
	"Only pervious surfaces"	
	"Pack in signs to help with beach cleanliness/multiple trash receptacles"	
	"Leave room for shade"	
	"The residents "wish list" makes clear the communities desires. Remain as they are"	
	"Decrease litter/remain as they are"	
	"Remember pervious surfaces + dune protection on new construction"	
	"Development/rehab should promote greater access by these on foot compared to those arriving by car"	
	"Preservation of nature existing"	
	"Main Beach + Seaside do not turn the other parks into those Leave alone"	1
	"Bring back tent camping use space around parking lot for Boy + Girl scouts"	
	"People come to our beaches because they are natural- The island that time left behind"	
	" No parking on Sadler. It impedes sight from cars on side roads"	
	All parks need walk overs working clean restrooms/parking/life guards"	
	"Playground $ should be allocated to updating current parks! Especially restoring central park to the fun place it was. Not needed at beaches"	
	"No play park/no dog park/ continue Nassau Co. resident only drive on beach/ more trash receptacles + emptied more often"	
	"On-Beach parking at Peter's Point is well managed. Just needs more management on busy weekends. Otherwise a great beach for beach parking"	
	"Children play on beach play areas unecessary"	
	" There should not be a re-vision at beaches that are natural. Don't fix what isn't broken"	
	"Use pervious surfaces, protect dunes. No new construction, plan for maintainence"	
Survey/Harmonization	"Harmonization does not mean homogenization"	
	"No each has own character"	1
	"Individuality has its place"	
	"No palms"	
	"Keep things rustic + natural as much as possible"	
	"Each beach should have a sign designating the historical relevance of the particular beach to Amelia Island"	
North Beach Park	" NO J" (Beach Park Monetization)	4
	"Protect dunes and Vegetation"	
	"Opportunities-A- is overkill"	
	"Opportunities-B- without breaching dunes"	
	"Opprtunities-C- natural plantings"	
	"Opprtunities-G- like bikes"	
	"Opportunities-G- okay for bike storage parking"	
	"Opportunities-J- no monetization for beaches"	
	"Intact dunes are buffers-protect them"	
	" No food trucks + monetization"	
	"Smart wifi… Failure is a a sure thing in this environment, No monetization please"	
	PR group should have defined NODE"	
North Beach/Pre.Concept	"Regular maintenance needed weekly, daily"	
	"Not needed leave NB alone"	
	"Native plants and trees should be used exclusively in all parts"	
	"No add'L seating needed"	
	"Stop w/ the Pavilions"	
	"Already have 2 pavilions (covered spaces) for family picnics, no need for more"	
	"This beach is fine as is, fine signage & waste receptacles"	
	"Keep it simple + Natural"	2
	"No new infrastructure, preserve dunes"	2
	This is not needed or wanted by residents. Leave North Beach alone"	
	"FB doesn't have sufficient fund (now) to address existing walkovers, not in front of dunes	
	"Bathrooms (not many) at each park would be welcome	
	"Keep broad/uncrowded/ don't add pavilions	
	"I use the park regularly and never seen anyone on the pavilions"	
	"Hope to maintain natural elements of this park with native plants"	
	"No new infrastructure, nature is important, we enjoy our wildlife"	
	"Needs bench seating view of ocean"	
	"Preserve dunes not needed just fine the way it is"	
	"This park is fine the way it is"	
	"Yes restrooms/No add'L landscape needed/No to anything requiring constant maintence/Use dollars to maintance what we have"	
	"Yes to restrooms"	
	"This park is currently…….	
Main Option A/Pre.Concept	"Not the best use of space to install a dog park"	
	"No dogpark"	2
	"Least bad option"	2
	"Movie nights & live music @Main beach"	
	"Native trees, Not palms!"	2
	"No more "structures", yes to permeable surfaces and protected dunescape"	
	"No food trucks"	2
	"Keep state park where it is"	2
	"Where is 13?"	
	"Native plants and shade trees in landscaping yes!"	
	"No impermeable paving"	
	"No 13, 14, No impermeable"	
	"Way too much no putt putt at beach"	
	"Leave skate park alone"	
	"Leave skate park where it is, important for our kids, too much sand if moved towards beach"	
	"Still room for festivals"	
	"Stop paving our beach no to 12,13,14"	
	"Don't pave beach"	
	"No more concepts"	
	"No pavilion/bathrooms at each park"	
	"Keep state park "	
	"Keep skate park away from gathering/usage/shore areas/ the noise would be distracting"	
	"Skate wheels don't work well in sand (closer to the beach)	
	"Leave skate park alone"	
	"Leave putt putt"	
	"No dog park"	
	"Dos park bad idea receptacles overflow weekend- we don't need dog waste"	
	"City has 5 play structures/ don't need 2 at main beach- can't afford maintanence"	
	"Life cycle cost"	
	"Main beach needs splash pad for kids & swings"	
	"Do not move the skatepark forward to the beach. Nor'easter will cause sand to pile up/skateboard and sand don't mix"	2
	"Protect our island"	
	"There is a dog park @ airport not needed agree!"	
	"Don't move existing skate park"	
	"Move skate park away from shore"	
	"Skate park can not be near beach sand will bury it! Dunes migrate backwards let them! Leave room!"	2
Main Option B/Pre.Concept	"Preserve all dunes!"	
	"No dog park"	3
	"For an amiphtheater let strongly against a parking garage near the beach"	
	"Yes! Permeable= perviars surfaces"	
	"13 & 14 No"	
	"Consider small disc golf course"	
	"No parking Garage"	2
	"Skate park too noisy for here-keep where it is"	
	"No to all/No Garage/ No amphitheatre drops property values	14
	"permeable surfaces"	
	"Increased parking with a parking garage, we will create higher tourist density without the general infrastrucuture/ capacity need for more people/ small is beautiful"	
	" #10-No!	4
	"Worst of 3 options"	
	"Amphitheatre needs to be shaded"	
	"No to all/awful-this is not our town"	1
	"No splash pad"	
	"No #13 put splash pad	
	"B is better option for skate park + courts"	
	"Stop with paving everything"	
	"Main beach needs splash pad for kids + swings"	
	" This plan is crazy. Lots of new structures to maintain. Tax dollars"	
	"Buss people in from Yulee, less traffic on our island, not more"	
	" No C or K"	
	"Life cycle cost"	
	"Protect dunes & vegetation"	
	"I'd be ok with limited food trucks, retail here"	
Main Beach C/Pre. Concept	"No dog park"	6
	"Bring back beach street cars/trolley instead of increased parking"	
	"I am for the addition of multi-use courts"	
	"Don't move skate park/no moving of existing park amenities"	
	"#12 why? What is it for?"	
	"No skate park by the beach"	
	" No to 13 & K not to monitize our beaches-no food truck trash making our beach a mess"	
	" No "structures" use shuttles from hotel + yulee. No increase in parking. Island cannot handle"	
	" No 10"	
	"Place pavilion so they can be serviced trash pickup"	
	"The purpose of the beach is to be be a beach-leave it alone"	
	"Yes- this is a beach not a rec park"	
	"Life cycle cost"	
	"Make walking paths,bike, and skate friendly"	
	"Leave large lawn green space open no perm. Amp. Theathre bring in stage as needed as done in the past"	
	"No more cement"	
	"No splash pad"	2
	"Put kids playground here"	
	Bench-No courts near beach"	
	"No to 13 & 14 we have these amenities close by"	
	"Don't pave beach #8,9,13,14"	
	"Is this the riverfront??! Who wiil maintain this?"	
	"Do not move skate park, sand will make in useable maintainance nightmare just keep current park in repair"	
	" Keep skate park away from beach because of noise pollution"	
	"Boardwalks that don't breach dunes"	
	"This island is unique stop trying to make it like all other beaches"	
	"No Pavilion/no amphitheather/more structures, mean more maintance-leave it alone"	
	"Second worst of three options"	
	"Rustic is great"	
	"This is not why we moved here"	
	"Main beach needs, splash pad for kids and swings"	
	"Sand & salt in splash pad is a nightmare!"	
	"Sand will cause problem with skate park/basketball by bench"	
Seaside	" Opportunities C- love this idea! Please use native species"	
	" Do not want parking on sadler. Impedes sight from cars on side roads"	
	" Stop beach driving"	3
	"Protect dunes & Vegetation"	

	" No J "	2
	" Small tasteful signange"	
	" No J/E/C"	
	"More on beach parking"	2
	"I like the festival street and improved roundabout beautification"	
	" This space could be used more efficiently, but lets be mindful of the wildlife consideration in re-development "	
	" The seaside boardwalk from the parking lot takes pedestrians into the most of beach parking. It should exit onto a pedestrian only beach area"	
Seaside/ Pre.Concept	" I like the street parking on Sadler idea everyone can drive slower"	
	" Don't turn Sadler into pparking lot bus from Lowes"	
	"No parking on Sadler! Busy enough as it is- safety issues"	
	" #5 NO!	2
	" Preserve all dunes!"	
	"Pervious surfaces"	
	"What?"	
	"No festival street too small, area will be too congested"	
	"No paving"	
	"Way to waste money on these pavers that will flood during high water events"	
	"No hardscape at access storm surge, Do not reduce parking"	
	" Put native palms on the dunescape + plant native trees along the parking lot"	
	" No more concrete"	
	" No festival space- come to beach for the beach"	
	"Need parking, NO!"	
	" What is #8? "	
	" No pop up space"	
	"Beaches are overcrowded as it is"	
	" City needs tax revenue…so, No more pavilion. Send them to restaurants. Don't encourage day trippers"	
	"Trees not palms"	2
	" Stop beach parking"	
	" Need more seating"	
	"Keep beach parking- don't add more"	
	"Natural is great"	
	"Life cycle cost?"	
	"Limit boardwalks to only two functioning viewing platforms with no access to beach foot traffic access to beach"	
Peters Point	"Please don't "monitize our parks"	
	"Protect dunes & vegetation"	2
	"Remember beach parking"	
	"Less on beach parking"	
	"More on beach parking!!"	
	"leave as is"	
	" Continue with only Nassau county residents on beach parking"	
	" How maintained"	
Peters Point/Pre.Concept	"If food trucks are brought into the fold at any park, we should do all we can to promote local food truck owners"	
	"Preserve all dunes"	
	"No go to the beach for the beach/no multiuse space	4
	"Food trucks= Trash that will end up in the ocean"	7
	"No dog park"	4
	"No reduction in parking space"	
	"Like 9"	
	"Beach camping, not this design at beach near trees"	
	"No camping on beaches- continue to keep the advice with no camping."	
	"Why usable open space? "	
	"Like seeing more pavilion w/ tables"	
	"Planting native trees to shade the parking lot is a great idea"	
	"Native marietinia plants"	
	"It's parking lot at the beach why landscape? Maintence will be horrible, what a waste of money. Keep Martitime forest. Quit paving. Keep as natural as possible"	
	"No dog park/ keep restrooms clean + in good repair"	
	"Add more available trash receptacles at every beach park"	
	" Put a real restaurant I empty parking area, to generate Tax revenue. No beach camping"	
	"No entry signage/ who food trucks/ use natural beaches"	
	"What kind of trees? No Palms	
Burney Beach Park	"Life Guards"	
	"Make it more attractive"	
	"Small tasteful signage"	
	"Shaded parking is good"	
	"More picnic tables"	
	"Emergency access should be considered"	
	"Protect dunes and vegetation"	
	"No Playground"	
	"Need Emergency vehicle access"	
	"Emergency vehicles can't get through all the parked cars on the beach"	
	"Increase signage to interpret historical significance of American Beach/Nana Dune"	
	"No monetization"	
	" No realignment please"	
Burney Beach Park/Pre. Concept	"No playground the southend has no other playground it would overwhelm the beach park"	
	"No room for playground preserve the dunes! Save all native trees"	
	"Gentrification"	
	" Playground + splash pad for kids"	
	"No splash pad & no playground-play on the beach"	2
	"No concrete"	
	"Leave Burney natural. We don't need these things that will cut more tree lorax"	1
	" No big signage"	
	"Planting native trees in the lot is great!"	
	"keep it natural + family feel non commercial"	3
	"Yes sm pavilions"	
	"Life cycle cost"	
	"Love the playground, needs basketball courts"	
	"Agree w/ Paulia and play space. Need more work stations"	
	"Shaded parking is ridiculous. It is a beach, outdoor activity	6
	"Boo to shaded parking. Unecessary expense, vulnerable to storms. Etc. Just open doors + window and will cool in 5 minutes"	
	" No shaded parking- it's the beach it wiill be hot in the summer. No one that pays taxes wants to pay for that"	
	" Talk about rolling over in her grave. The beach is not ours"	
	" No playgrounds- This is the beach keep it a beach	
	"The beach is the "play space" who's going to pay to maintain that?"	
	"The board walk from the parking lot to the beach is self explanatory. No wayfinding needed"	
	" Do not decrease parking"	
	"What about public access to the "private" AIP 10 min beaches"	
South Beach	"Higher bicycle access a plus, but keep development small"	
	" Please don't "monitize" our beaches"	2
	"Small tasteful sign"	
	"Opportunity J- No"	2
	" Don't touch this state of Florida conservation agreement"	
	"Leave alone"	
	"Step away from trying to improve perfection. The beach is the beach"	
	"Leave it like it is natural woods surrounding"	
	" Beauty & Wildlife are priceless, stop trying to make a buck off of everything"	
	"Keep small"	
	"Protect dunes & vegetation"	
	"Broadwalk will disrupt natural trees + shrubs sand will cover with storms"	
	"Make it look like no trace of human interferance. Keep natural"	2
South Beach/Pre.Concept	"Please look up preservation of this area. The state has said no development in this area save the dunes look up the how"	3
	"Small signs"	
	" No #4 & #6 "	
	"Pavilion-no maintenance restrooms-yes"	
	"No messing with dune anywhere!"	2
	"Leave native"	
	"you obviously have not been here!"	
	" ADA accessibility- not through a dune!"	
	" Solar lighting for all! It's Florida!"	2
	"Leave natural dirt path"	
	" Yes- Tree Canopy"	
	"No pavilion-no extending boardwalk"	
	"Boardwalk does not, beach dune"	
	"Disney?"	
	"No hot spots, no concrete"	
	"No smart technology"	4
	" I thought we were going to the beach"	3
	" You can't be serious!! Advertising? Hotspot?	
	"No broadwalk"	3
	"Demand public access to the "private" beach of AIP/omwi. Beach access is a right, not something reserved for the 0.01%"	
	"Yes! Public access to all beaches + shores!"	
	" Keep current boardwalks in good repair. Do not cut through any existing dunes"	
	"Preserve all dunes!"	
Scott Road	"No lighting"	3
	"Please don't monitize our parks"	2
	"No food trucks or snack stands"	
	"Small signs"	
	"Small tastful signage"	
	"Life guard at every access"	
	"Likes that access is secluded"	
	"Protect dunes & vegetation"	
	"Small scale changes onl better signage okay but don't turn this into a park	
Scott Road/Pre.Concept	" We love our natural beaches, NO- why?"	
	"Leave Scott Road access Natural- Leave alone"	
	"No trees gone, we want beach access, Don't loss trees- wind barrier	
	"Don't take away parking or cut down trees"	
	"Leave dunes & beaches alone"	
	"Planting native trees in parking lot is great! Will keep lot cooler, more beautiful, wildlife friendly"	
	"No palms"	
	"Life cycle cost"	
	"No need for a pavilion. People bring umbrellas to sit in the sand"	
	"Why trailer parking? No no no"	
	"Bathrooms in all parks would be great"	
	"Need restrooms + wash stations. Not necessary if disturbing done structures"	
	"No trailer parking, stop Ritz employers from parking there. Harmonize? Where is the skate park, basketball court festival street?	
	" No pavilion needed, restroom needed, leave it natural, need boke racks"	
	"No on- beach parking should be allowed"	
	"Preserve all dunes!"	
	" Dune conservation agreement filed w/ company"	
	"Keep as an access, not a park"	
	"What does Beach Park mean???"	
	" Leave Scott RD beach done and neutral. Zero need for traler parking. Put bathrooms where pavilion is depicted"	
	"Restroom otherwise leave alone"	
	"The parking available should be available to beach guests. Not local employees	
Beach Park Aesthetic	"New shade for pavilions but keep it simple- Design simple for wind land"	
	" Forms-traditional- "Like it like this, do not change"	
	"who are we competing with? Why?	
	"Use recycled materials that don't need upkeep"	

	"This is an ancient island, let it remain alive"	
	"Permable parking surface in natural colors are great!", "Traditional, simple structures", "Don't "gentrify" stick to "Rustic natural" aesthetic"	
	"Native trees and plants should be used exclusively in all future landscape of all city/county parks	1
	"This grass is not native"	
	"Keep it simple natural looking with low maintence needs"	
	"No soils"	
	"Nature yes: more dunes less "improvements"	
	"Natural as possible No pops of color, low maintanence"	
	"Life cycle cost?"	
	"Leave Disney out of this"	
	"Native plants/trees only"	
	"Keep it natural. The more you build, the more to manage. Higher taxes"	
	"Natural is best"	
	"Please don't HGTV the beach"	
	"Hardscape- none of this in character of Amelia Island"	
	"Surfaces should be limited to improve flood mitigation/runoff"	
	"If you don't pave, you don't need color"	
	" Hardscape- no-not needed-floodingpossibility	2
	"No we can't maintain what we have"	
	"Permeable- too diffcult to aesthically maintain"	
	"No concrete"	
	"Only native"	
	"Natural landscape and hardscape"	
	"No exotic plants including non native palms"	
	"Boardwalks should be composite material, not wood, but external life and reduce long term cost"	
	"Natural like it is concrete, no color"	2
	"Juniper non-native"	
	"Azelea non-native"	
	"Landscape path textures all show non-native plants (Date Palm,philodendon) which doesn't inspire confidence that landscaping will be native"	
	"Natural planting (native is what they mean) only pervious surfaces only"	

SUMMARY

AMELIA ISLAND BEACH MASTERPLAN

AREA DEVELOPMENT ROM

(*ROUGH ORDER OF MAGNITUDE***)**

Project No: SE210172 **8/26/2022**

AREA OF WORK	ESTIMATED ROM
NORTH BEACH PARK	$ 2,072,861.00
MAIN BEACH PARK	$ 10,984,482.98
SEASIDE BEACH PARK	$ 4,586,059.74
PETERS POINT BEACH PARK	$ 8,415,922.49
SCOTT ROAD BEACH ACCESS (PARK)	$ 1,885,922.10
BURNEY BEACH PARK	$ 4,491,463.90
SOUTH BEACH ACCESS (PARK)	$ 1,068,398.93
Total Area Development Estimated ROM	$33,505,111.14

AMELIA ISLAND BEACH MASTERPLAN
NORTH BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate		
		QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms		0	SF	$ -
Large Pavilions		0	EA	$ -
Small Pavilions	1,660.00	0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface	0.83	8,025	SF	$ 6,687.50
Playground		0	SF	$ -
Parking Medians		0	SF	$ -
		Demo and Hardscape Sub-Total		*$ 6,687.50*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	5	EA	$ 340,000.00
Large Restrooms		0	SF	$ -
Small Restrooms (625 sq ft EA)	320.00	625	SF	$ 200,000.00
Permeable Pavers Parking Lots	15.50	8,025	SF	$ 124,387.50
Permeable Pavers Plazas		0	SF	$ -
Path Pedestrian Concrete	6.25	2,380	SF	$ 14,875.00
Curbing	25.00	84	LF	$ 2,100.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	250	LF	$ 105,000.00
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	400	SF	$ 50,000.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 836,362.50*
SITE FURNITURE				
Park Grill	300.00	3	EA	$ 900.00
Bench	1,000.00	2	EA	$ 2,000.00
Bench Special	2,000.00	4	EA	$ 8,000.00
Picnic Table	1,500.00	4	EA	$ 6,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	2	EA	$ 1,200.00
Dog Waste Stations	350.00	1	EA	$ 350.00
Bike Racks	825.00	1	EA	$ 825.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole - Including foundation	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable Tables		0	EA	$ -
Movable Chairs		0	EA	$ -
Guard Gate		0	EA	$ -
Charging Stations	7,500.00	1	EA	$ 7,500.00
Signage - Whole Park (Dawson)	27,200.00	1	EA	$ 27,200.00
			Site Furniture Sub-Total	*$ 69,225.00*
EXISTING TO IMPROVE (REMOVE & REPLACE)				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	69,660.00	2	EA	$ 139,320.00
Large Restrooms		0	SF	$ -
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	370	LF	$ 194,250.00
Asphalt Parking Surface		0	SF	$ -
Utility Structures		0	SF	$ -
			Site Furniture Sub-Total	*$ 333,570.00*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	8	EA	$ 10,000.00
Large Trees	2,500.00	4	EA	$ 10,000.00
Small Trees	750.00	18	EA	$ 13,500.00
Shrubs	5.00	9360	SF	$ 46,800.00
Grass	0.50	0	SF	$ -
Parking Medians	2.00	340.00	SF	$ 680.00
			Landscape Sub-Total	*$ 80,980.00*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	9,360	SF	$ 14,040.00
			Irrigation Items Allowance-Total	*$ 14,040.00*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	8,000	AL	$ 8,000.00
			Civil Items Allowance-Total	*$ 8,000.00*
MISC. UTILITIES ITEMS				
			Misc. Utilities Allowance-Total	*$ - *
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 1,348,865.00**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 134,886.50
G.C. Liability		0.96%		$ 12,949.10
Builders Risk		0.35%		$ 4,721.03
Sub Bonds		0.77%		$ 10,386.26
Building Permits / Fees Allowance		0.75%		$ 10,116.49
		Subtotal Fees and Conditions		*$ 173,059.38*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 1,521,924.38**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 45,657.73
G.C. Profit		7.50%		$ 114,144.33
Bond		1.50%		$ 22,828.87
Contingency		1.50%		$ 22,828.87
		Subtotal General Contractor		*$ 205,459.79*
Project Total				$ 1,727,384.17
Project Total + Contingency				**$ 2,072,861.00**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
MAIN BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms	7,000.00	0	EA	$ -
Large Pavilions	3,320.00	0	EA	$ -
Small Pavilions	1,660.00	0	EA	$ -
Wash Stations		TBD	EA	
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures	4.15	810	SF	$ 3,361.50
Asphalt Parking Surface	0.83	56,520	SF	$ 47,100.00
Playground (Assumed equipment demolition also)	2.75	1,000	SF	$ 2,750.00
Boardwalk	105.00	630	LF	$ 66,150.00
Parking Medians	2.00	1,100	SF	$ 2,200.00
		Demo and Hardscape Sub-Total		*$ 121,561.50*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar	136,000.00	1	EA	$ 136,000.00
Small Pavilion (400 sq ft EA) w/solar	68,000.00	13	EA	$ 884,000.00
Large Restrooms (1,400 sq ft EA)	320.00	2,800	SF	$ 896,000.00
Small Restrooms (625 sq ft EA)		0	SF	$ -
Permeable Pavers Parking Lots	15.50	57,200	SF	$ 886,600.00
Permeable Pavers Plazas	15.50	2,250	SF	$ 34,875.00
Path Pedestrian Concrete	6.25	48,500	SF	$ 303,125.00
Curbing	25.00	2,200	LF	$ 55,000.00
Fitness Area	10.00	1,950	SF	$ 19,500.00
Surface Parking Lots Asphalt	3.97	19,950	SF	$ 79,245.83
Boardwalk New	420.00	1,405	LF	$ 590,100.00
Playground dry - Including play equipment	30.00	2,000	SF	$ 60,000.00
Playground wet - Including play equipment	40.00	2,320	SF	$ 92,800.00
Skatepark (Allowance)	40.00	10,500	SF	$ 420,000.00
Multi-purpose Sports Courts	10.00	7,260	SF	$ 72,600.00
Stone Pavers Stages	26.00	2,200	SF	$ 57,200.00
Utility Structures	125.00	403	SF	$ 50,375.00
Charging Stations	7,500.00	6	EA	$ 45,000.00
Grass Amphitheater	5.00	10,100	SF	$ 50,500.00
		Hardscape / On-Site Items Sub-Total		*$ 4,732,920.83*
SITE FURNITURE				
Park Grill	300.00	16	EA	$ 4,800.00
Bench	1,000.00	10	EA	$ 10,000.00
Bench Special	2,000.00	20	EA	$ 40,000.00
Picnic Table	1,500.00	18	EA	$ 27,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	15	EA	$ 9,000.00
Dog Waste Stations	350.00	2	EA	$ 700.00
Bike Racks	825.00	8	EA	$ 6,600.00
Wash Stations	5,500.00	7	EA	$ 38,500.00
Ocean Flagpole - Including foundation	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables	1,250.00	5	EA	$ 6,250.00
Movable chairs	350.00	10	EA	$ 3,500.00
Windmill	7,500.00	6	EA	$ 45,000.00
Signage - Whole Park (Dawson)	60,800.00	1	EA	$ 60,800.00
			Site Furniture Sub-Total	*$ 113,800.00*
EXISTING TO IMPROVE (REMOVE & REPLACE)				
Large Pavilion w/solar	138,250.00	3	EA	$ 414,750.00
Small Pavilion (400 sq ft EA) w/solar	69,660.00	5	EA	$ 348,300.00
Large Restrooms	325.00	900	SF	$ 292,500.00
Small Restrooms		0	SF	$ -
Path Pedestrian Concrete	7.75	5,100	SF	$ 39,525.00
Boardwalk Existing	525.00	245	LF	$ 128,625.00
Surface Parking Lots Asphalt	4.81	42,700	SF	$ 205,197.22
Utility Structures	129.15	810	SF	$ 104,611.50
Putt Putt (Allowance)	13.00	12,800	SF	$ 166,400.00
			Site Furniture Sub-Total	*$ 1,699,908.72*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	24	EA	$ 30,000.00
Large Trees	2,500.00	11	EA	$ 27,500.00
Small Trees	750.00	160	EA	$ 120,000.00
Shrubs	5.00	21,120	SF	$ 105,600.00
Grass	0.50	48,500	SF	$ 24,250.00
Parking Medians	2.00	23,710	SF	$ 47,420.00
			Landscape Sub-Total	*$ 354,770.00*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	69,620	SF	$ 104,430.00
			Irrigation Items Allowance-Total	*$ 104,430.00*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	20,500	AL	$ 20,500.00
			Civil Items Allowance-Total	*$ 20,500.00*
MISC. UTILITIES ITEMS				
			Misc. Utilities Allowance-Total	*$ - *
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 7,147,891.06**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 714,789.11
G.C. Liability		0.96%		$ 68,619.75
Builders Risk		0.35%		$ 25,017.62
Sub Bonds		0.77%		$ 55,038.76
Building Permits / Fees Allowance		0.75%		$ 53,609.18
			Subtotal Fees and Conditions	*$ 917,074.42*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 8,064,965.48**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 241,948.96
G.C. Profit		7.50%		$ 604,872.41
Bond		1.50%		$ 120,974.48
Contingency		1.50%		$ 120,974.48
			Subtotal General Contractor	*$ 1,088,770.34*
			Project Total	$ 9,153,735.82
			Project Total + Contingency	**$ 10,984,482.98**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
SEASIDE BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate		
		QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms	7,000.00	0	SF	$ -
Large Pavilions	3,320.00	0	EA	$ -
Small Pavilions	1,660.00	0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface	0.83	2,020	SF	$ 1,683.33
Playground		0	SF	$ -
Guard Gate + Guard Station	1,750.00	1	EA	$ 1,750.00
Parking Medians		0	SF	$ -
		Demo and Hardscape Sub-Total		*$ 3,433.33*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar	136,000.00	4	EA	$ 544,000.00
Small Pavilion (400 sq ft EA) w/solar	68,000.00	3	EA	$ 204,000.00
Large Restrooms	320.00	1,400	SF	$ 448,000.00
Small Restrooms		0	SF	$ -
Permeable Pavers Parking Lots	15.50	11,440	SF	$ 177,320.00
Permeable Pavers Plazas	15.50	6,490	SF	$ 100,595.00
Path Pedestrian Concrete	6.25	7,777	SF	$ 48,606.25
Curbing	25.00	210	SF	$ 5,250.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	371	LF	$ 155,820.00
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	200	SF	$ 25,000.00
Guard Gate + Guard Station	40,000.00	1	EA	$ 40,000.00
Charging	7,500.00	2	EA	$ 15,000.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 1,763,591.25*
SITE FURNITURE				
Park Grill	300.00	5	EA	$ 1,500.00
Bench	1,000.00	5	EA	$ 5,000.00
Bench Special	2,000.00	10	EA	$ 20,000.00
Picnic Table	1,500.00	5	EA	$ 7,500.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles		TBD	EA	
vv	350.00	1	EA	$ 350.00
Bike Racks	825.00	3	EA	$ 2,475.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables		0	EA	$ -
Movable chairs		0	EA	$ -
Signage - Whole Park (Dawson)	39,200.00	1	EA	$ 39,200.00
		Site Furniture Sub-Total		*$ 91,275.00*
EXISTING TO IMPROVE (REMOVE & REPLACE)				
Large Pavilion w/solar	138,250.00	3	EA	$ 414,750.00
Small Pavilion (400 sq ft EA) w/solar	69,660.00	3	EA	$ 208,980.00
Large Restrooms	325.00	760	SF	$ 247,000.00
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	304	LF	$ 159,600.00
Asphalt Parking Surface	4.81	4,738	SF	$ 22,768.72
Utility Structures		0	SF	$ -
		Site Furniture Sub-Total		*$ 1,053,098.72*
LANDSCAPE PLANT MATERIAL				
Palm Trees		0	EA	$ -
Large Trees		0	EA	$ -
Small Trees	750.00	26	EA	$ 19,500.00
Shrubs	5.00	4306	SF	$ 21,530.00
Grass	0.50	6191	SF	$ 3,095.50
Parking Medians		0.00	SF	$ -
		Landscape Sub-Total		*$ 44,125.50*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	10,497	SF	$ 15,745.50
		Irrigation Items Allowance-Total		*$ 15,745.50*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	13,000	AL	$ 13,000.00
		Civil Items Allowance-Total		*$ 13,000.00*
MISC. UTILITIES ITEMS				
		Misc. Utilities Allowance-Total		*$ - *
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 2,984,269.31**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 298,426.93
G.C. Liability		0.96%		$ 28,648.99
Builders Risk		0.35%		$ 10,444.94
Sub Bonds		0.77%		$ 22,978.87
Building Permits / Fees Allowance		0.75%		$ 22,382.02
		Subtotal Fees and Conditions		*$ 382,881.75*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 3,367,151.06**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 101,014.53
G.C. Profit		7.50%		$ 252,536.33
Bond		1.50%		$ 50,507.27
Contingency		1.50%		$ 50,507.27
		Subtotal General Contractor		*$ 454,565.39*
Project Total				$ 3,821,716.45
Project Total + Contingency				**$ 4,586,059.74**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
PETERS POINT BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate		
		QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms	7,000.00	0	EA	$ -
Large Pavilions		0	EA	$ -
Small Pavilions	1,660.00	0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures	4.15	100	SF	$ 415.00
Asphalt Parking Surface	0.83	53,871	SF	$ 44,892.82
Playground		0	SF	$ -
Guard Gate + Guard Station	1,750.00	1	EA	$ 1,750.00
Parking Medians	2.00	7,247	SF	$ 14,493.22
		Demo and Hardscape Sub-Total		*$ 61,551.04*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	8	EA	$ 544,000.00
Large Restrooms	320.00	1,400	SF	$ 448,000.00
Small Restrooms		0	SF	$ -
Permeable Pavers Parking Lots	15.50	59,857	SF	$ 927,775.75
Permeable Pavers Plazas	15.50	8,615	SF	$ 133,532.50
Path Pedestrian Concrete	6.25	9,914	SF	$ 61,960.75
Curbing	25.00	1,797	LF	$ 44,925.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	319	LF	$ 133,946.40
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	1,200	SF	$ 150,000.00
Guard Gate + Guard Station	40,000.00	1	EA	$ 40,000.00
Charging Station	7,500.00	4	EA	$ 30,000.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 2,514,140.40*
SITE FURNITURE				
Park Grill	300.00	15	EA	$ 4,500.00
Bench	1,000.00	10	EA	$ 10,000.00
Bench Special	2,000.00	15	EA	$ 30,000.00
Picnic Table	1,500.00	20	EA	$ 30,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	5	EA	$ 3,000.00
Dog Waste Stations	350.00	2	EA	$ 700.00
Bike Racks	825.00	8	EA	$ 6,600.00
Wash Stations	5,500.00	3	EA	$ 16,500.00
Ocean Flagpole	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables	250.00	5	EA	$ 1,250.00
Movable chairs	250.00	20	EA	$ 5,000.00
Guard Gate		1	EA	$ -
Signage - Whole Park (Dawson)	54,400.00	1	EA	$ 54,400.00
Windmill	7,500.00	8	EA	$ 60,000.00
		Site Furniture Sub-Total		*$ 226,200.00*
EXISTING TO IMPROVE				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	69,660.00	8	EA	$ 557,280.00
Large Restrooms	325.00	3,000	SF	$ 975,000.00
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	1,067	LF	$ 560,206.50
Asphalt Parking Surface	4.81	47,741	SF	$ 229,420.35
Utility Structures	129.15	100	SF	$ 12,915.00
		Site Furniture Sub-Total		*$ 2,334,821.85*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	38	EA	$ 47,500.00
Large Trees	2,500.00	13	EA	$ 32,500.00
Small Trees	750.00	82	EA	$ 61,500.00
Shrubs	5.00	4,859.00	SF	$ 24,295.00
Grass	0.50	66,094.00	SF	$ 33,047.00
Parking Medians	2.00	9,988.31	SF	$ 19,976.62
		Landscape Sub-Total		*$ 218,818.62*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	70,953	SF	$ 106,429.50
		Irrigation Items Allowance-Total		*$ 106,429.50*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	14,500	AL	$ 14,500.00
		Civil Items Allowance-Total		*$ 14,500.00*
MISC. UTILITIES ITEMS				
		Misc. Utilities Allowance-Total		*$ - *
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 5,476,461.40**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 547,646.14
G.C. Liability		0.96%		$ 52,574.03
Builders Risk		0.35%		$ 19,167.61
Sub Bonds		0.77%		$ 42,168.75
Building Permits / Fees Allowance		0.75%		$ 41,073.46
		Subtotal Fees and Conditions		*$ 702,630.00*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 6,179,091.40**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 185,372.74
G.C. Profit		7.50%		$ 463,431.86
Bond		1.50%		$ 92,686.37
Contingency		1.50%		$ 92,686.37
		Subtotal General Contractor		*$ 834,177.34*
			Project Total	$ 7,013,268.74
			Project Total + Contingency	**$ 8,415,922.49**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
SCOTT BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate		
		QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms		0	SF	$ -
Large Pavilions		0	EA	$ -
Small Pavilions		0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface	0.83	18,402	SF	$ 15,335.00
Playground		0	SF	$ -
Guard Gate + Guard Station	1,750.00	1	EA	$ 1,750.00
Parking Medians	2.00	4,510	SF	$ 9,020.00
			Demo and Hardscape Sub-Total	*$ 26,105.00*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	2	EA	$ 136,000.00
Large Restrooms		0	SF	$ -
Small Restrooms	320.00	400	SF	$ 128,000.00
Permeable Pavers Parking Lots	15.50	15,480	SF	$ 239,940.00
Permeable Pavers Plazas		0	SF	$ -
Path Pedestrian Concrete	6.25	4,638	SF	$ 28,989.19
Curbing	25.00	1,667	LF	$ 41,675.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt	3.97	14,711	SF	$ 58,434.88
Boardwalk New	420.00	15	LF	$ 6,300.00
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	400	SF	$ 50,000.00
Guard Gate + Guard Station	40,000.00	1	EA	$ 40,000.00
Charging Station	7,500.00	1	EA	$ 7,500.00
Amphitheater		0	SF	$ -
			Hardscape / On-Site Items Sub-Total	*$ 736,839.07*
SITE FURNITURE				
Park Grill	300.00	2	EA	$ 600.00
Bench	1,000.00	3	EA	$ 3,000.00
Bench Special	2,000.00	5	EA	$ 10,000.00
Picnic Table	1,500.00	2	EA	$ 3,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	3	EA	$ 1,800.00
Dog Waste Stations	350.00	1	EA	$ 350.00
Bike Racks	825.00	1	EA	$ 825.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables		0	EA	$ -
Movable chairs		0	EA	$ -
Signage - Whole Park (Dawson)	28,800.00	1	EA	$ 28,800.00
			Site Furniture Sub-Total	*$ 63,625.00*
EXISTING TO IMPROVE				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar		0	EA	$ -
Large Restrooms		0	SF	$ -
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	423	LF	$ 221,964.75
Asphalt Parking Surface	4.81	18,402	SF	$ 88,431.83
Utility Structures		0	SF	$ -
			Site Furniture Sub-Total	*$ 310,396.58*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	12	EA	$ 15,000.00
Large Trees	2,500.00	4	EA	$ 10,000.00
Small Trees	750.00	24	EA	$ 18,000.00
Shrubs	5.00	5,227	SF	$ 26,135.00
Grass	0.50	3,283	SF	$ 1,641.50
Parking Medians	2.00	4,182	SF	$ 8,364.00
			Landscape Sub-Total	*$ 79,140.50*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	**1.50**	8,510	SF	$ 12,765.00
			Irrigation Items Allowance-Total	*$ 12,765.00*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	**1.00**	8,000	AL	$ 8,000.00
			Civil Items Allowance-Total	*$ 8,000.00*
MISC. UTILITIES ITEMS				
			Misc. Utilities Allowance-Total	*$ - *
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 1,236,871.16**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 123,687.12
G.C. Liability		0.96%		$ 11,873.96
Builders Risk		0.35%		$ 4,329.05
Sub Bonds		0.77%		$ 9,523.91
Building Permits / Fees Allowance		0.75%		$ 9,276.53
			Subtotal Fees and Conditions	*$ 158,690.57*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 1,395,561.72**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 41,866.85
G.C. Profit		7.50%		$ 104,667.13
Bond		1.50%		$ 20,933.43
Contingency		1.50%		$ 20,933.43
			Subtotal General Contractor	*$ 176,040.02*
			Project Total	$ 1,571,601.75
			Project Total + Contingency	**$ 1,885,922.10**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
BURNEY BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms	7,000.00	0	SF	$ -
Large Pavilions	3,320.00	0	EA	$ -
Small Pavilions		0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface	0.83	38,307	SF	$ 31,922.50
Playground		0	SF	$ -
Parking Medians	2.00	11,816	SF	$ 23,632.00
		Demo and Hardscape Sub-Total		*$ 55,554.50*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar	136,000.00		EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	5	EA	$ 340,000.00
Large Restrooms	320.00	1	SF	$ 320.00
Small Restrooms		0	SF	$ -
Permeable Pavers Parking Lots	15.50	35,462	SF	$ 549,666.43
Permeable Pavers Plazas	15.50	6,226	SF	$ 96,507.65
Path Pedestrian Concrete	6.25	1,378	SF	$ 8,610.63
Curbing	25.00	1,130	SF	$ 28,250.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	255	LF	$ 107,100.00
Playground dry - Including play equipment	30.00	800	SF	$ 24,000.00
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	625	SF	$ 78,125.00
Guard Gate + Guard Station		0	EA	$ -
Charging Station	7,500.00	2	EA	$ 15,000.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 1,247,579.70*
SITE FURNITURE				
Park Grill	300.00	5	EA	$ 1,500.00
Bench	1,000.00	5	EA	$ 5,000.00
Bench Special	2,000.00	10	EA	$ 20,000.00
Picnic Table	1,500.00	5	EA	$ 7,500.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	3	EA	$ 1,800.00
Dog Waste Stations	350.00	1	EA	$ 350.00
Bike Racks	825.00	1	EA	$ 825.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables		0	EA	$ -
Movable chairs		0	EA	$ -
Signage - Whole Park (Dawson)	31,200.00	1	EA	$ 31,200.00
Windmill	7,500.00	3	EA	$ 22,500.00
		Site Furniture Sub-Total		*$ 105,925.00*
EXISTING TO IMPROVE				
Large Pavilion w/solar	138,250.00	1	EA	$ 138,250.00
Small Pavilion (400 sq ft EA) w/solar		0	EA	$ -
Large Restrooms	325.00	2,750	SF	$ 893,750.00
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	250	LF	$ 131,250.00
Asphalt Parking Surface	4.81	35,894	SF	$ 172,490.61
Utility Structures		0	SF	$ -
		Site Furniture Sub-Total		*$ 1,335,740.61*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	22	EA	$ 27,500.00
Large Trees	2,500.00	3	EA	$ 7,500.00
Small Trees	750.00	48	EA	$ 36,000.00
Shrubs	5.00	5,027.00	SF	$ 25,135.00
Grass	0.50	18,247	SF	$ 9,123.50
Parking Medians	2.00	12,372.00	SF	$ 24,744.00
		Landscape Sub-Total		*$ 130,002.50*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	23,274	SF	$ 34,911.00
		Irrigation Items Allowance-Total		*$ 34,911.00*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	13,000	AL	$ 13,000.00
		Civil Items Allowance-Total		*$ 13,000.00*
MISC. UTILITIES ITEMS				
		Misc. Utilities Allowance-Total		*$ -*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 2,922,713.31**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 292,271.33
G.C. Liability		0.96%		$ 28,058.05
Builders Risk		0.35%		$ 10,229.50
Sub Bonds		0.77%		$ 22,504.89
Building Permits / Fees Allowance		0.75%		$ 21,920.35
		Subtotal Fees and Conditions		*$ 374,984.12*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 3,297,697.43**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 98,930.92
G.C. Profit		7.50%		$ 247,327.31
Bond		1.50%		$ 49,465.46
Contingency		1.50%		$ 49,465.46
		Subtotal General Contractor		*$ 445,189.15*
			Project Total	$ 3,742,886.58
			Project Total + Contingency	**$ 4,491,463.90**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
SOUTH BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate		
		QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms		0	SF	$ -
Large Pavilions		0	EA	$ -
Small Pavilions		0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface		0	SF	$ -
Playground		0	SF	$ -
Parking Medians		0	SF	$ -
		Demo and Hardscape Sub-Total		*$ -*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	1	EA	$ 68,000.00
Large Restrooms		0	SF	$ -
Small Restrooms (625 sq ft EA)	320.00	625	SF	$ 200,000.00
Permeable Pavers Parking Lots	15.50	4,680	SF	$ 72,540.00
Permeable Pavers Plazas		0	SF	$ -
Path Pedestrian Concrete	6.25	595	SF	$ 3,718.75
Curbing	25.00	550	SF	$ 13,750.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	626	LF	$ 262,920.00
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures		0	SF	$ -
Guard Gate + Guard Station		0	EA	$ -
Charging Station	7,500.00	1	EA	$ 7,500.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 628,428.75*
SITE FURNITURE				
Park Grill	300.00	1	EA	$ 300.00
Bench	1,000.00	2	EA	$ 2,000.00
Bench Special	2,000.00	2	EA	$ 4,000.00
Picnic Table	1,500.00	2	EA	$ 3,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	2	EA	$ 1,200.00
Dog Waste Stations	350.00	1	EA	$ 350.00
Bike Racks	825.00	1	EA	$ 825.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole - Including foundation	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables		0	EA	$ -
Movable chairs		0	EA	$ -
Signage - Whole Park (Dawson)	12,800.00	1	EA	$ 12,800.00
			Site Furniture Sub-Total	*$ 39,725.00*
EXISTING TO IMPROVE				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar		0	EA	$ -
Large Restrooms		0	SF	$ -
Small Restrooms		0	SF	$ -
Boardwalk Existing		0	LF	$ -
Asphalt Parking Surface	4.81	3,284	SF	$ 15,781.44
Utility Structures		0	SF	$ -
			Site Furniture Sub-Total	*$ 15,781.44*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	1	EA	$ 1,250.00
Large Trees		0	EA	$ -
Small Trees	750.00	1	EA	$ 750.00
Shrubs	5.00	200	SF	$ 1,000.00
Grass		0	SF	$ -
Parking Medians		0.00	SF	$ -
			Landscape Sub-Total	*$ 3,000.00*
UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	200	SF	$ 300.00
			Irrigation Items Allowance-Total	*$ 300.00*

UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	8,000	AL	$ 8,000.00
			Civil Items Allowance-Total	*$ 8,000.00*
MISC. UTILITIES ITEMS				
			Misc. Utilities Allowance-Total	*$ -*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 695,235.19**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 69,523.52
G.C. Liability		0.96%		$ 6,674.26
Builders Risk		0.35%		$ 2,433.32
Sub Bonds		0.77%		$ 5,353.31
Building Permits / Fees Allowance		0.75%		$ 5,214.26
		Subtotal Fees and Conditions		*$ 89,198.68*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 784,433.87**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 23,533.02
G.C. Profit		7.50%		$ 58,832.54
Bond		1.50%		$ 11,766.51
Contingency		1.50%		$ 11,766.51
		Subtotal General Contractor		*$ 105,898.57*
			Project Total	$ 890,332.44
			Project Total + Contingency	**$ 1,068,398.93**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

DESIGN FOCUS

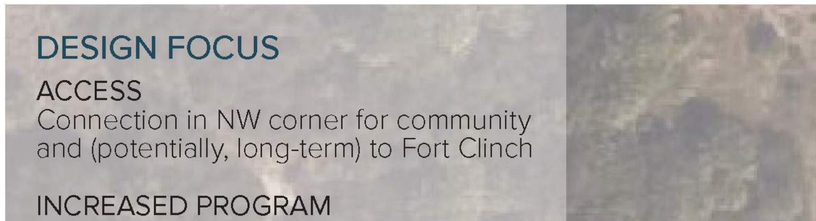
ACCESS
Connection in NW corner for community and (potentially, long-term) to Fort Clinch

INCREASED PROGRAM
Additional pavilions and expanded boardwalk to accommodate usage; increase wash stations ( )

SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking
4. Pavilion
5. Increased Native Landscape
6. Restrooms / Wash Stations
7. Utility Structure


SEATING


BOARDWALK


NATIVE LANDSCAPE

DESIGN FOCUS

ACCESS
Elevate great lawn: create formal pedestrian pathway

ACTIVE PROGRAM
Redesign and expansion of skate park; playground; addition of dog park; clustering of program

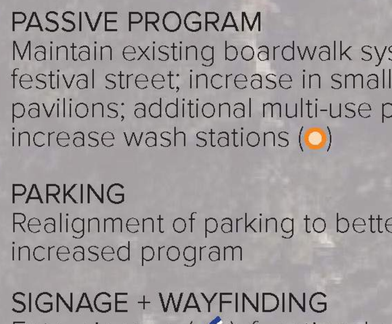
PASSIVE PROGRAM
Maintain existing boardwalk system; festival street; increase in small group pavilions; additional multi-use plazas; increase wash stations ( )

PARKING
Realignment of parking to better suit increased program

SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking (Surface Lot, Parallel, Parking)
4. Pavilion
5. Vehicular Festival Street
6. Restrooms / Wash stations
7. Usable, Open Space
8. Play Space
9. Skate park
10. Vehicular Drop-Off
11. Pedestrian Pathway
12. Multi Use Hardscape Plaza (Permeable)
13. Multi Use Courts
14. Putt Putt
15. Utility Structure
17. Gateway Art







DESIGN FOCUS

ACCESS
Elevate great lawn: create performance space

ACTIVE PROGRAM
Redesign and expansion of skate park; playground; clustering of program; addition of dog park

PASSIVE PROGRAM
Connection of dune boardwalks; multi-use plazas + festival street; increase in small group pavilions; addition of multi-use plazas; increase wash stations (●)

PARKING
Realignment of parking; potential for future parking garage

SIGNAGE + WAYFINDING
Entry signage (◜), functional signage (●), educational signage (■), & water life safety demarcation (▲), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking (Surface Lot, Parallel, Parking Garage)
4. Pavilion
5. Vehicular Festival Street
6. Restrooms / Wash stations
7. Usable, Open Space
8. Play Space
9. Skate park
10. Formal Amphitheater
11. Pedestrian Pathway
12. Multi Use Hardscape Plaza (Permeable)
13. Multi Use Courts
14. Putt Putt
15. Utility Structure





DESIGN FOCUS

ACCESS
Elevate great lawn; create formal pedestrian pathway; addition of informal performance space

ACTIVE PROGRAM
Redesign and expansion of skate park; playground; addition of dog park; clustering of program

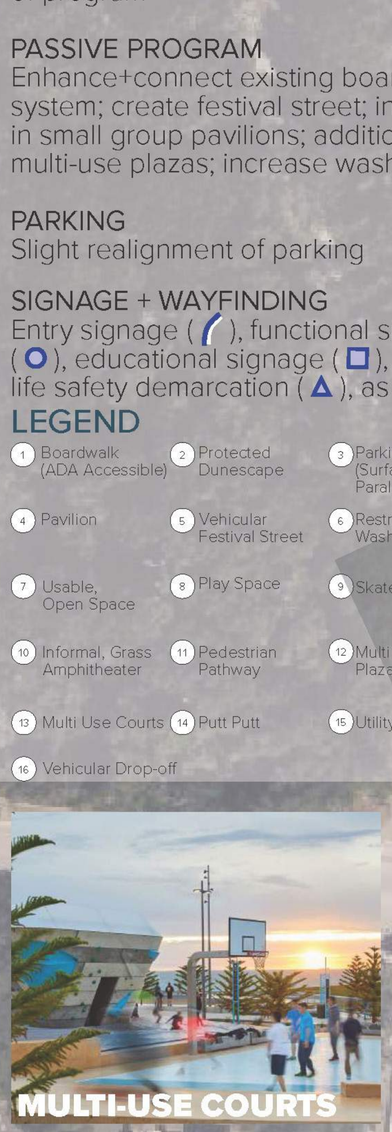
PASSIVE PROGRAM
Enhance+connect existing boardwalk system; create festival street; increase in small group pavilions; additional multi-use plazas; increase wash stations

PARKING
Slight realignment of parking

SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking (Surface Lot, Parallel Parking)
4. Pavilion
5. Vehicular Festival Street
6. Restrooms / Wash stations
7. Usable, Open Space
8. Play Space
9. Skate park
10. Informal, Grass Amphitheater
11. Pedestrian Pathway
12. Multi Use Hardscape Plaza (Permeable)
13. Multi Use Courts
14. Putt Putt
15. Utility Structure
16. Vehicular Drop-off







DESIGN FOCUS

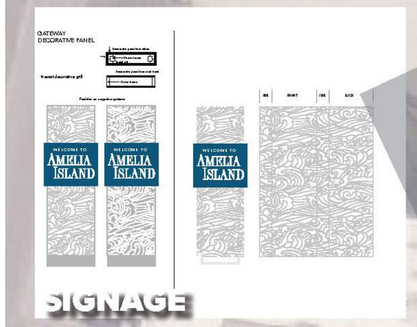
PROGRAM
Multi-use plaza (vehicular) space at beach driving access point; increase wash stations ( )

ACCESS + PARKING
ROW parking along Sadler, maintain current parking lot along Fletcher; drop-off space lane within park

SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking (Surface Parking, Parallel Parking)
4. Pavilion
5. Vehicular Festival Street
6. Restrooms/ Wash Stations
7. Pedestrian Access
8. Pop-up pedestrian space
9. Vehicular Drop-off
10. Guard Station









DESIGN FOCUS

ACTIVE + PASSIVE PROGRAM
Designated gathering space (food trucks, larger gathering), designated space for equestrian usage; increased pavilions throughout park space; addition of dog park; increase wash stations ( )

ADJACENT CONNECTIONS
Physical, bike+pedestrian connection from trail to park via multi-use trail hub

PARKING
Shade parking, increased parking landscape, slight reduction in parking to prioritize program expansion

ACCESSIBILITY
Prioritize one beach walkover for ADA access

SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (Overlook; (ADA Accessible)
2. Protected Dunescape
3. Parking (Surface Parking)
4. Pavilion
5. Trailer Parking
6. Large Pavilion/ Restrooms
7. Usable, Open Space
8. Utility Structure
9. Multi-Use Trail (Bicycle+Pedestrain) Hub
10. Guard Station
11. Pedestrian Pathway
12. Multi Purpose Space





SIGNAGE


MULTI-USE SPACE



FOOD TRUCKS


PARKING


RESTROOMS



DESIGN FOCUS

PROGRAM
Program with pedestrian comfort facilities, additional secondary gathering spaces; increase wash stations ( )

PARKING
Slight reduction in parking to prioritize pedestrian comfort components; increased landscape within parking lot

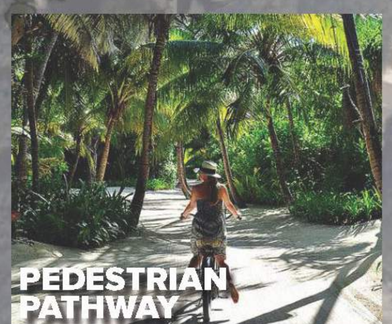
BEACH PARK
Elevate (formalize) beach access to beach park based on increased program

SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking
4. Pavilion
5. Trailer Parking (Future)
6. Restrooms / Wash Stations
7. Utility Structure
8. Guard Station











0 50' 100' 150'
Scale 1" = 50'



DESIGN FOCUS

ADJACENT CONNECTIONS
Roundabout, pedestrian pathway to American Beach Community

PROGRAMMING
Increase in pavilions and 'play' space (playground and/or stage {permeable/ specialty pavers} area); increase wash stations ( )

PARKING
ROW parking along Burney Road; slight reduction in parking to prioritize pedestrian comfort; increased in shade landscape at parking

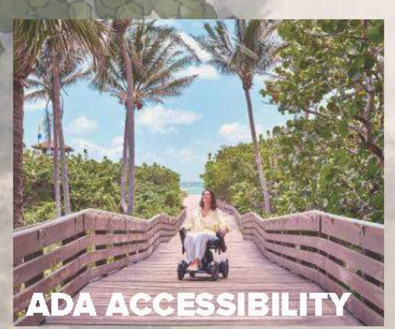
SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking (Surface parking, Parallel Parking)
4. Pavilion
5. Vehicular Access (Reduction to One Access)
6. Restrooms / Wash Station
7. Usable, Open Space
8. Play Space
9. Vehicular Drop-Off (Permeable)
10. Pedestrian Pathway
11. Utility Structure

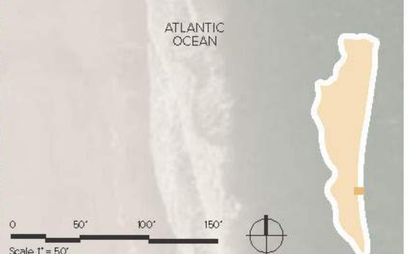












RESIDENTIAL

DRAFT

DESIGN FOCUS

PROGRAM
Program with pedestrian comfort facilities, additional secondary gathering spaces; increase wash stations ( )

GATEWAY
Signage feature for wayfinding at entrance

PARKING
Slight reduction in parking to prioritize pedestrian comfort

BEACH PARK
Prioritize one beach walkover for ADA access

SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking (Surface Parking)
4. Pavilion
5. Vehicular Access
6. Restrooms / Wash Station




SIGNAGE

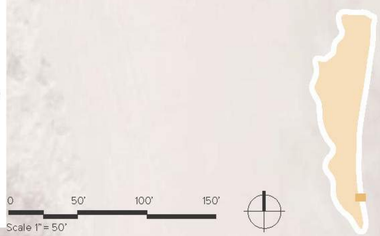

BOARDWALK


ADA ACCESSIBILITY


TREE CANOPY



SMART TECHNOLOGY



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AMENDED

RESOLUTION 2023-101

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE AMELIA ISLAND BEACH PARK HARMONIZATION CONCEPTUAL PLAN; AUTHORIZING NEGOTIATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has three beach parks: Main Beach, Seaside, and North Beach, within its limits that the City owns and maintains; and

WHEREAS, there are additional beach parks located on Amelia Island owned and maintained by Nassau County; and

WHEREAS, the Nassau County Board of Commissioners and the Amelia Island Tourist Development Council (TDC) developed an initiative called "beach park harmonization" to create a cohesive group of beach parks serving infrastructural and aesthetic purposes. This initiative was publicly viewed and vetted in Summer 2022; and

WHEREAS, the TDC presented the final conceptual design to the City Commission at its September 6, 2022, regular meeting; and

WHEREAS, the City Commission, at public meetings, will have the opportunity to approve design elements and manage construction of any and all improvements to City-owned beach parks prior to Nassau County expending the tourist development tax dollars on City beach park design elements and improvements; and

WHEREAS, the plan includes much-needed tourist development tax funding for updates and repairs to the City-owned beach parks; and

WHEREAS, the City Commission believes it to be in the best interest of the City to approve the "Amelia Island Beach Park Harmonization Plan", attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the "Amelia Island Beach Park Harmonization Plan", attached hereto as Exhibit "A".

SECTION 2: The City Commission authorizes the Interim City Manager and City Attorney to begin negotiations with the Nassau County Board of Commissioners to develop agreements on how the plan will be implemented for future Commission approval of each and every improvement proposed for City-owned beach parks, at public meetings.

SECTION 3: This Resolution shall become effective immediately.

ADOPTED this 20th day of June, 2023.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

Resolution 2023-101
Exhibit "A"



AMELIA ISLAND BEACH PARKS

FINAL CONCEPTUAL PLANS

SEPTEMBER 12, 2022

BEACH PARK HARMONIZATION

All beach parks currently serve local residents and visitors with a variety of programming and beach access.

The harmonization effort is to create a cohesive group of beach parks serving infrastructural and aesthetic purposes. The infrastructure at all beach parks - structures, facilities, wayfinding, pedestrian comfort facilities, etc - are outdated and/or missing from both the City of Fernandina Beach and Nassau County beach parks.

The aesthetics of the parks are not aligned to serve all residents equally; while one park might have a suite of facilities, another might have none. While one park might have rinse stations, another might be lacking rinse stations.

While there are overall design aspects to consider at all parks, each park has a concept plan outlined for a full build-out within the next decade. The hope is to harmonize the suite of services offered to local residents and visitors.

The Beach Park Harmonization effort works in tandem with other key studies and plans recently completed or soon-to-be-completed:

- Parks, Recreation, and Open Space Master Plan (Nassau County)
- American Beach Cultural Heritage Experience Enhancement Initiative (Nassau County)
- Beach Access and Parking Study (Nassau County)
- Signage and Wayfinding Study (Nassau County)

PARK AMENITIES

- No reduction to existing program
- More passive uses & increased space for small gatherings
- Increased bicycle amenities
- Expanded utility & storage
- Additional guard stations for security where needed

AESTHETIC COHESION

- All parks to have **one** established style:
  - Wayfinding/signage
  - Architectural character
  - Hardscape typologies
  - Site furnishings

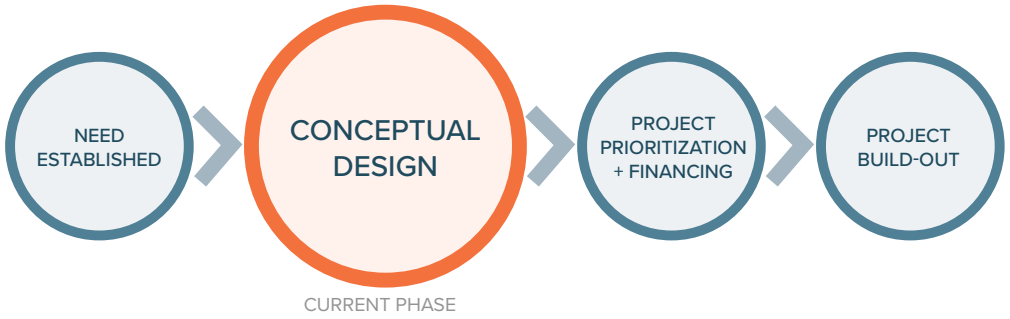
PARKING

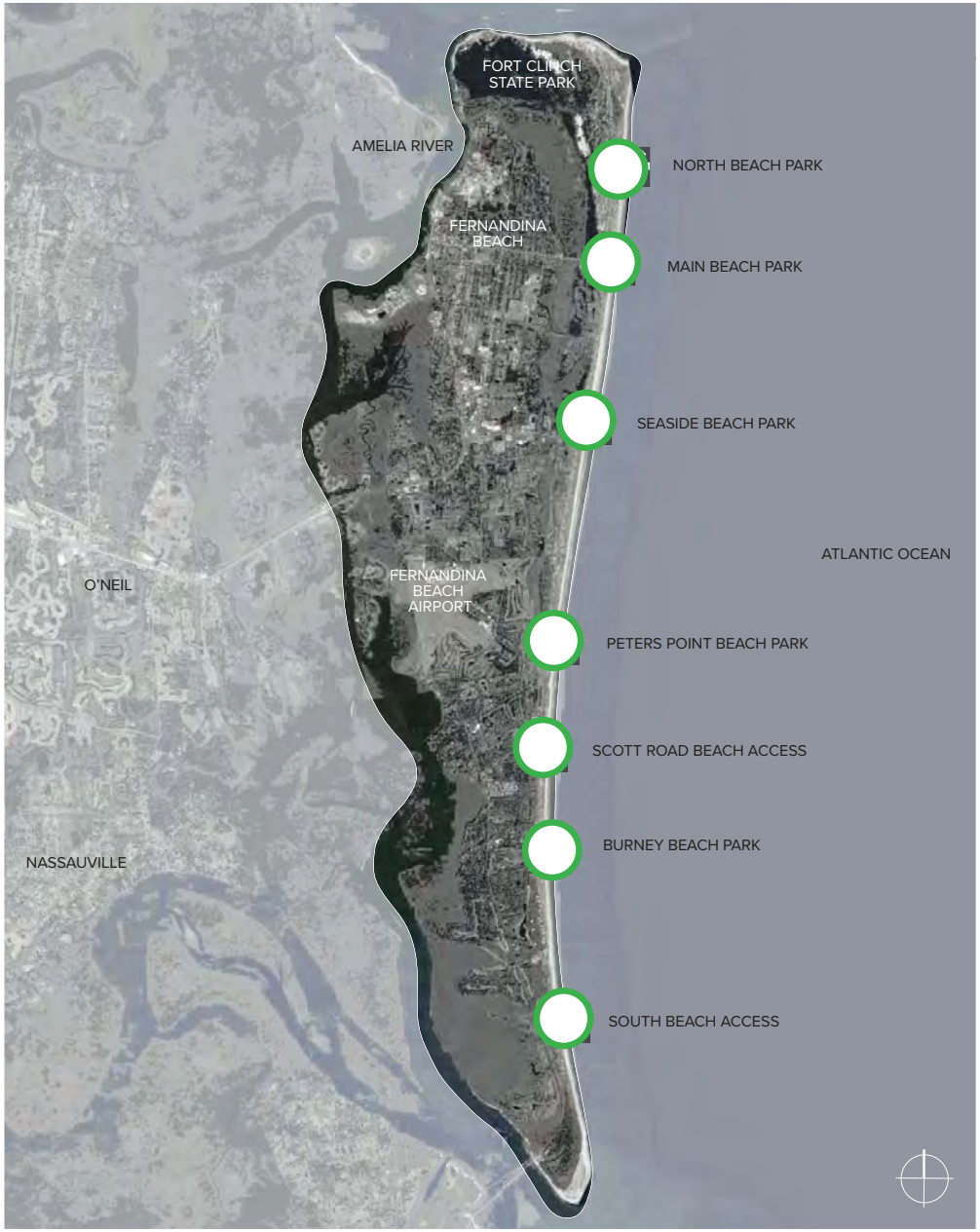
- Maintain existing parking spaces as applicable
- Prioritize pervious pavers for surface parking to reduce heat and increase stormwater capture
- Prioritize shade at parking; natural (tree) or solar shade structures if applicable to space
- Vehicular charging stations

ENVIRONMENTAL PROTECTION & EDUCATION

- Dune Protection
- Prioritize Native Planting
- Harmonize Ecological Education Opportunities

PROJECT TIMELINE





SOCIAL

Play is critical to children's development. Parks offer endless opportunities for play, exploration, and character-building adventure. [1]

A study showed that people who wandered among trees performed 20% better on a number of memorization tests after they returned. [2]

Research shows that people who have less access to natural amenities and green spaces reported a lower quality and quantity of sleep. [3]

75% of adults believe that parks and recreation are vital for addressing America's obesity crisis. Active park users are less likely to be overweight. [4]

ECONOMIC

Local parks and recreation agencies generated over $218 billion in economic activity in 2019. [5]

Shade from trees reduces heating and cooling costs. Trees also capture stormwater runoff, lowering sewer treatment costs. [6]

Parks increase real estate values nearby. The National Association of Realtors found that 50% of home buyers were willing to pay 10% more for the same house if it was located near a park. [7]

Open space can reduce the cost of drinking water up to tenfold by protecting underground water sources. [8]

ENVIRONMENTAL

Parks provide critical breeding grounds, migratory stopover points, and winter habitats for a vast variety of birds. [9]

Tree canopies, vegetation, and grassy areas capture and filter rainwater, reducing the amount of salt, oil, and pollutants flowing from roads and lawns into nearby waterways. [10]

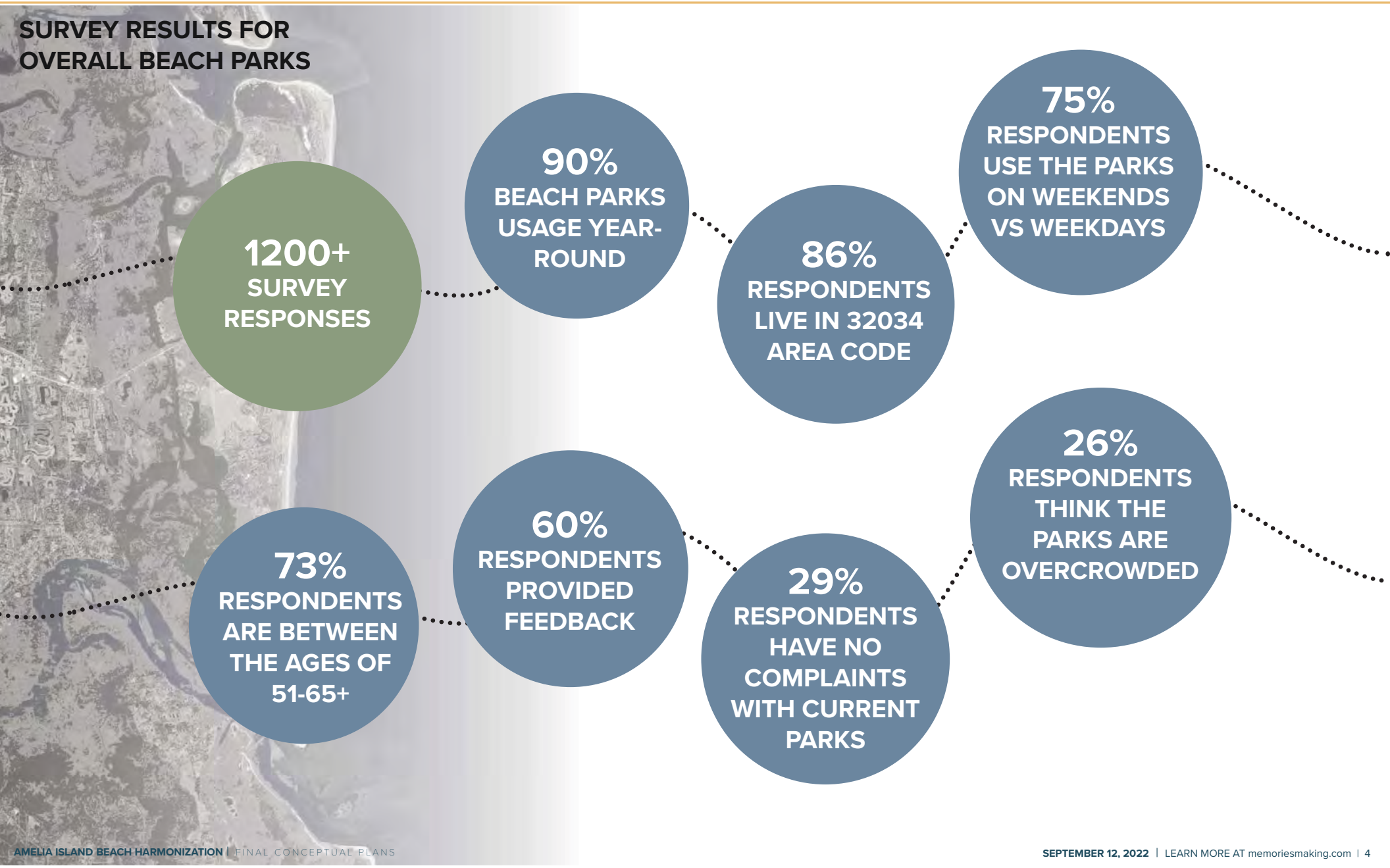
Trees can absorb up to 48 pounds of carbon dioxide a year! [11]

Parks protect flora and fauna biodiversity, with one or more endangered species found in 65% of parks. [12]

Scientists have calculated that trees help people live longer, healthier, and happier lives, saving $6.8 billion in health care costs annually. [13]

Sources in Appendix

SURVEY RESULTS FOR OVERALL BEACH PARKS



SURVEY RESULTS FOR OVERALL BEACH PARKS

PUBLIC ACCESS:
OVER HALF OF RESPONDENTS WOULD NOT USE PUBLIC TRANSPORTATION, IF AVAILABLE

WHAT'S MISSING:
WASTE RECEPTACLES, RESTROOMS & PARKING

MOST POPULAR BEACH PARKS:
MAIN BEACH AND PETERS POINT

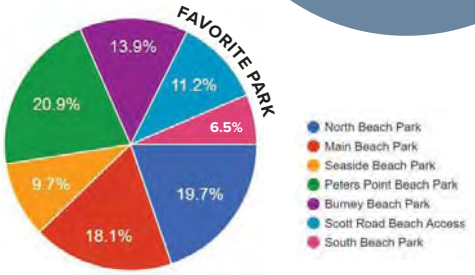
ACCESS:
OVER HALF OF RESPONDENTS WALK TO ACCESS THE BEACH PARKS

MOST POPULAR ACTIVITY:
ACCESS BEACH (BEACH ACTIVITIES), ENJOY NATURE

HOME ZIP CODE



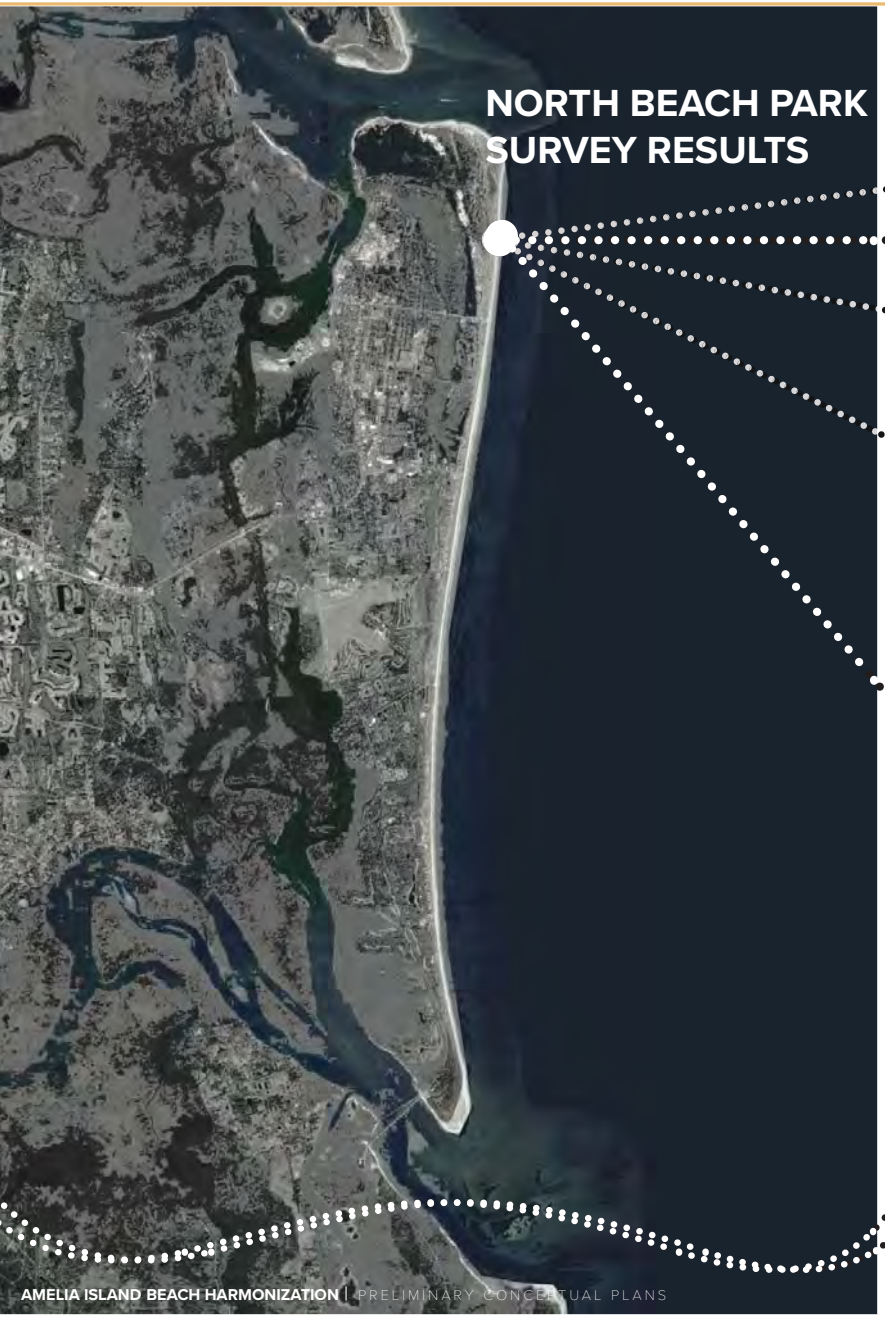
FAVORITE PARK



MAJOR TAKEAWAYS

COMMON COMMENTS:
MOST RESPONDENTS WOULD LIKE TO SEE EXISTING INFRASTRUCTURE UPGRADED & MORE AMENITIES AT KEY PARKS TO ENHANCE PASSIVE RECREATION AND PEDESTRIAN COMFORT COMPONENTS

WISH LIST
1. REMAIN AS THEY ARE
2. DECREASE LITTER
3. MORE NATURE, LESS DEVELOPMENT
4. MORE PARKING
5. INCREASE SHADE CANOPY



NORTH BEACH PARK SURVEY RESULTS

50%
Visit Weekly

QUIETNESS
Most respondents like that it is less crowded and quieter than the other beach parks

PASSIVE ACTIVITIES
Preferred use

RESTROOMS
Most respondents want restrooms

75%
Visit by Car

24%
Visit by Walking*

*NOTE: Respondents can select more than one mode of transportation to access the park.



MAIN BEACH PARK SURVEY RESULTS

56%
Visit Weekly

AMENITIES
Most respondents like the amenities and facilities (restrooms) that are offered

PLAYGROUND
Most respondents think the playground is well used, even if outdated

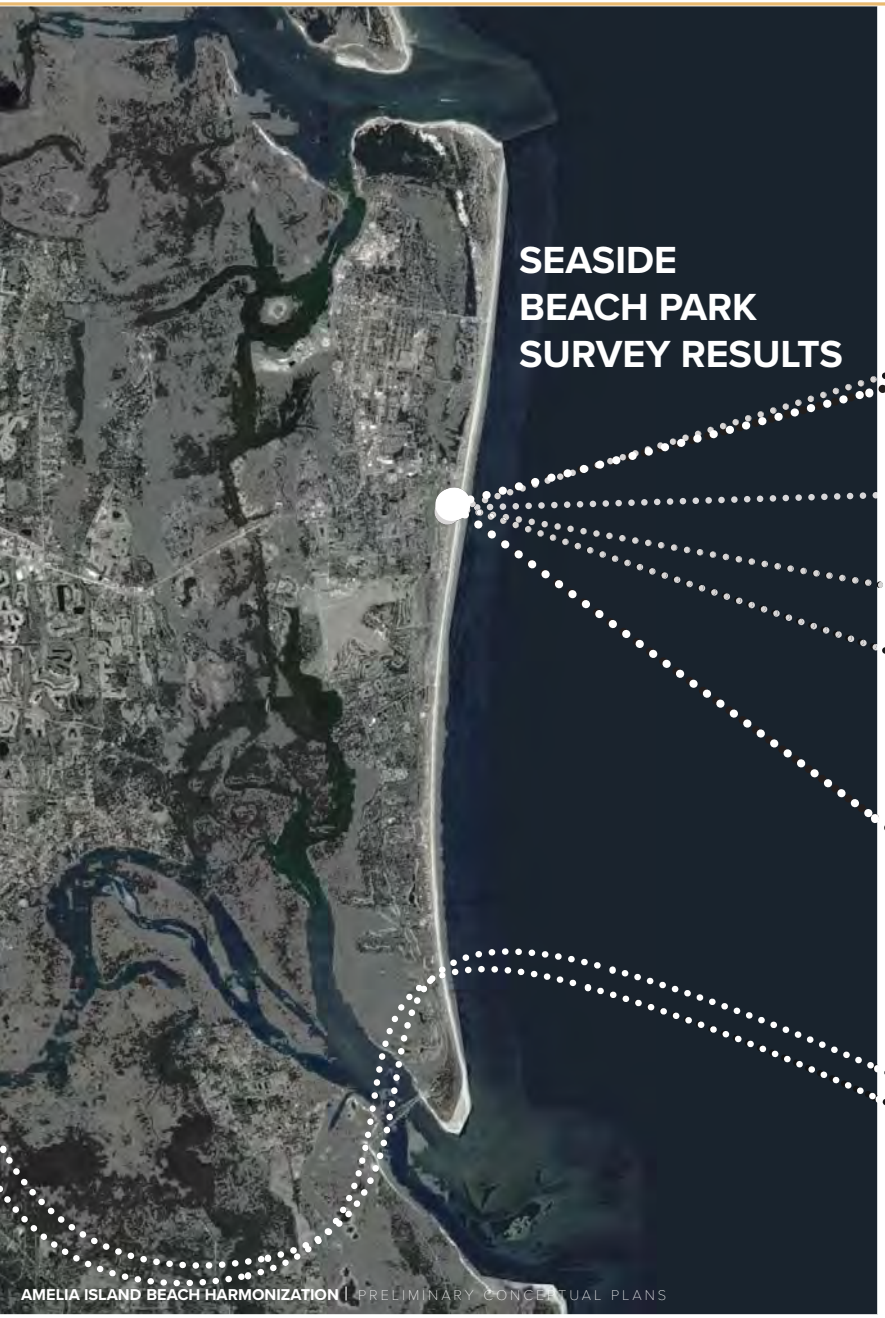
FACILITIES
Most respondents think the park does not have enough facilities for the amount of users (waste receptacles, outdated infrastructure)

83%
Visit by Car

26%
Visit by Walking*

PARKING
Most respondents think Main Beach is overcrowded (not enough parking)

*NOTE: Respondents can select more than one mode of transportation to access the park.



SEASIDE BEACH PARK SURVEY RESULTS

47%
Visit Weekly

AMENITIES
Most respondents like Seaside for access to adjacent amenities

Location
Most respondents like Seaside for its location

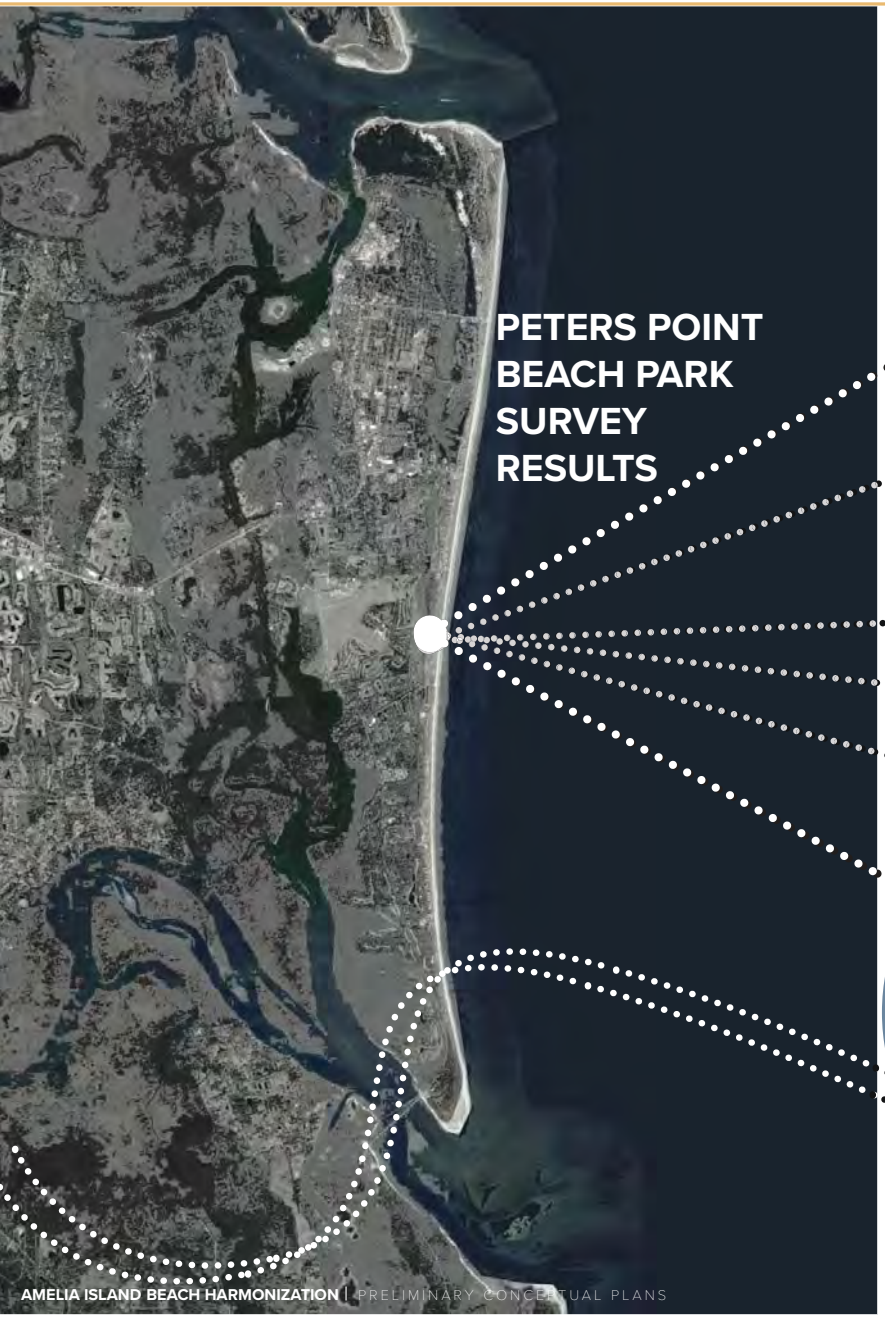
BEACH PARKING & ON-BEACH DRIVING
define this park the most

65%
Visit by Car

34%
Visit by Walking*

MORE PAVILIONS
Respondents want more shaded, gathering spaces

*NOTE: Respondents can select more than one mode of transportation to access the park.



PETERS POINT BEACH PARK SURVEY RESULTS

43%
Visit Weekly

33%
Visit Monthly

87%
Visit by Car

33%
Visit by Walking

14%
Visit by Bike*

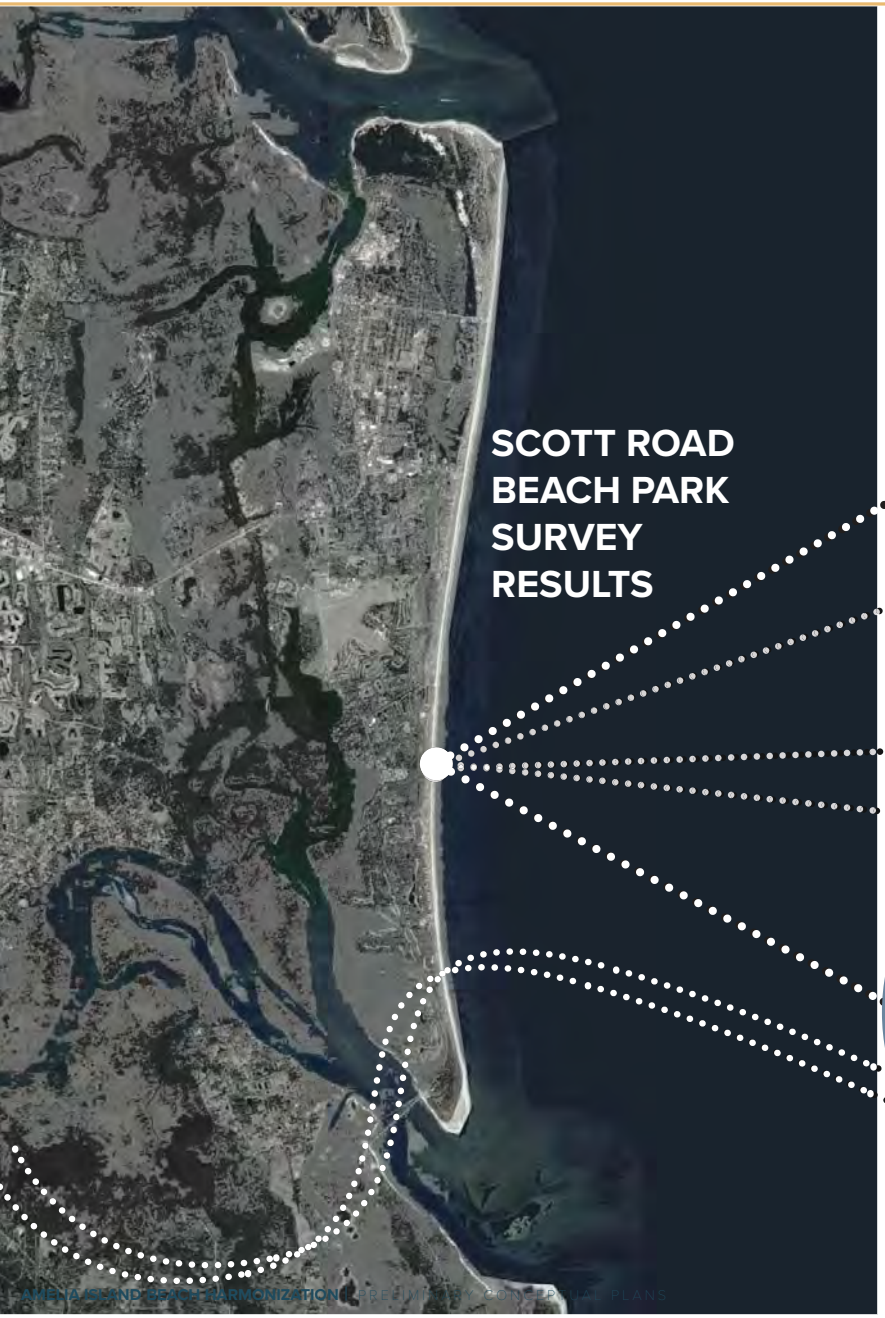
PROXIMITY TO NEARBY HOMES & ON-BEACH PARKING

HORSEBACK RIDING
is most noted activity

NOISINESS & CROWDING
Most respondents are concerned at how busy the on-beach parking is and the overall noisiness

CHILDREN'S PLAY AREA
increased landscaping, more seating, and updated facilities are desired

*NOTE: Respondents can select more than one mode of transportation to access the park.



SCOTT ROAD BEACH PARK SURVEY RESULTS

50%
Visit Weekly
22%
Visit Daily

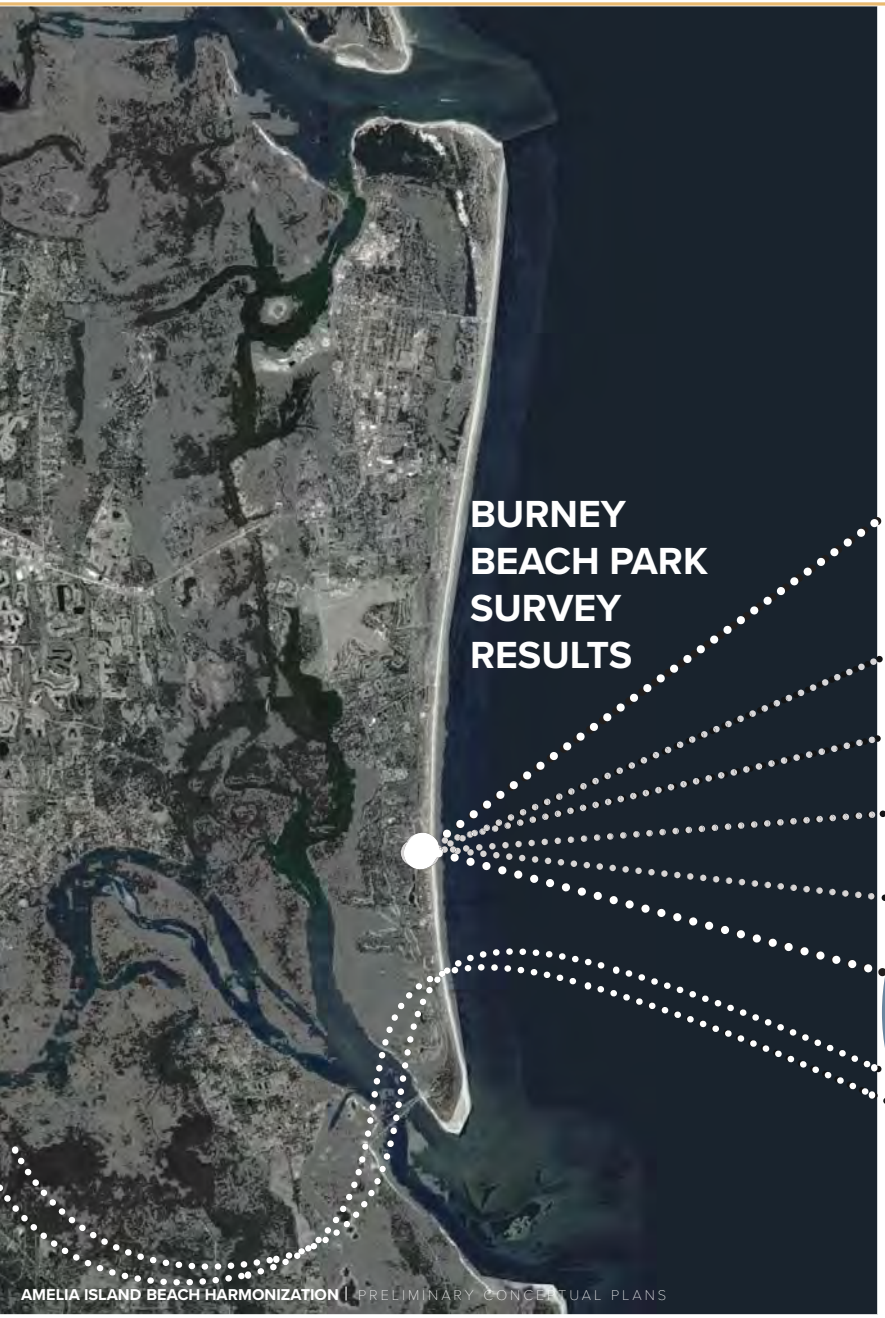
PROXIMITY TO NEARBY HOMES

THE NATURAL STATE

RESTROOMS
Some respondents would like to add a restroom

76%
Visit by Car
38%
Visit by Walking
23%
Visit by Bike*

*NOTE: Respondents can select more than one mode of transportation to access the park.



BURNEY BEACH PARK SURVEY RESULTS

53%
Visit Weekly

21%
Visit Monthly

QUIET & LESS CROWDED

UPDATED FACILITIES

ACTIVITIES

Swimming, sunbathing, fishing, gatherings, shelling, walking the beach, etc

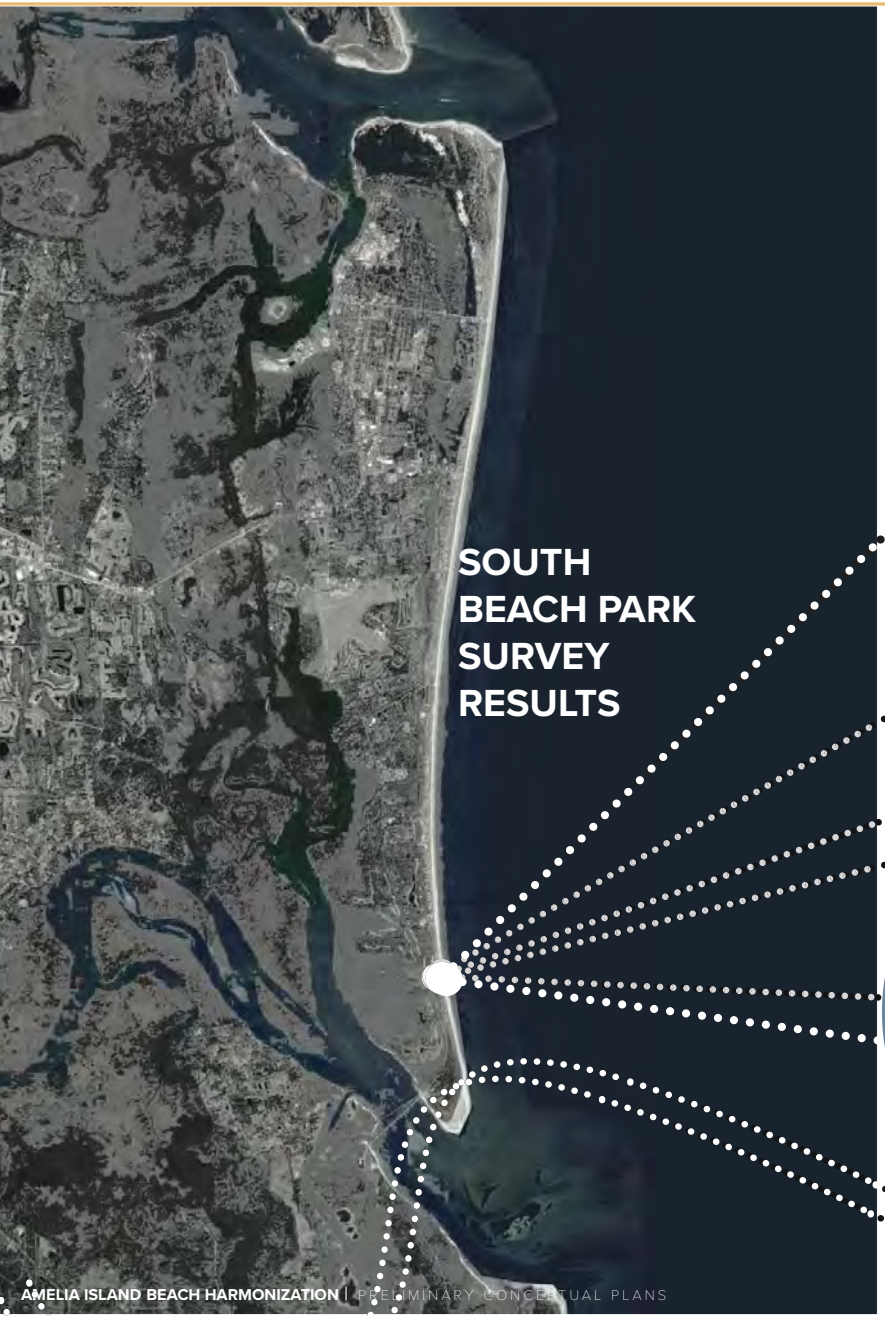
87%
Visit by Car

33%
Visit by Walking

14%
Visit by Bike*

REDUCE CARS ON THE BEACH & INCREASE SURVEILLANCE

*NOTE: Respondents can select more than one mode of transportation to access the park.



SOUTH BEACH PARK SURVEY RESULTS

20% Visit Daily

29% Visit Weekly

34% Visit Monthly

72% Visit by Car

11% Visit by Bike*

PEACE AND QUIET

ACTIVITIES

Swimming, sunbathing, fishing, gatherings, shelling, walking the beach, etc

THE NATURAL SETTING

ADD RESTROOMS AND WASTE RECEPTACLES

*NOTE: Respondents can select more than one mode of transportation to access the park.

Beach Park Harmonization and Environmental Branding
Establishing a set of targeted amenities and infrastructure to all parks equally providing comfort for humans and the environment, will bring harmonization and cohesion to the Amelia Island Beach Parks.



INCLUSIVITY

Site Access (Direct)
Accessibility (ADA)
Public Transportation
Public Safety
Culture and Heritage



ENVIRONMENTAL PRESERVATION + EDUCATION

Dune Protection

Celebration of Native Environment

Environmental Education



SITE FURNISHING FAMILIES

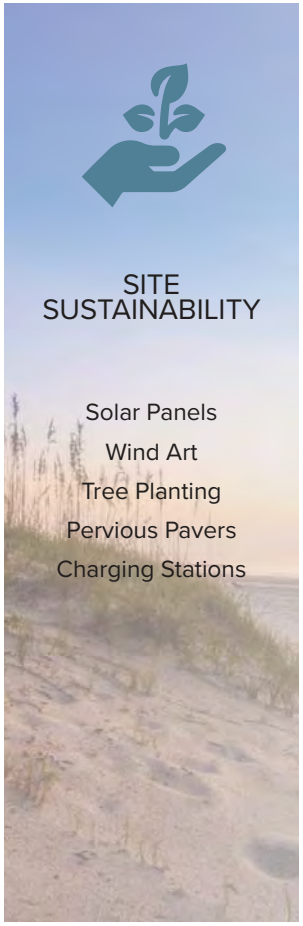
Site Furnishings Include:
- Seating
- Rinse Stations
- Lighting
- Shade Structures
- Waste Receptacles
- Restrooms
- WiFi (Smart Technology)
-Signage



PASSIVE AND ACTIVE RECREATION

Active Recreation Can Include:
- Sports Field
- Sports Court
- Outdoor Gym Equipment
- Skateboard Park
- Bike Trail
- Space for Aerobics
- Walking/Hiking

Passive Recreation Can Include:
- Bird Watching
- Picnicking
- Photography
- Nature Trail
- Outdoor Classroom/ Nature Study
- Garden
- Area to Relax



SITE SUSTAINABILITY

Solar Panels
Wind Art
Tree Planting
Pervious Pavers
Charging Stations

PROJECT FRAMING | BEACH PARK HARMONIZATION AND ENVIRONMENTAL BRANDING


INCLUSIVITY
SITE DIRECT ACCESS
ACTIVITIES FOR ALL
ACCESSIBILITY
PRIORITIZE ADA GUIDELINES
PUBLIC SAFETY
CULTURE AND HERITAGE

PROJECT FRAMING | BEACH PARK HARMONIZATION AND ENVIRONMENTAL BRANDING

ENVIRONMENTAL PRESERVATION + EDUCATION

DUNE PROTECTION



CELEBRATION OF NATIVE ENVIRONMENT



ENVIRONMENTAL EDUCATION

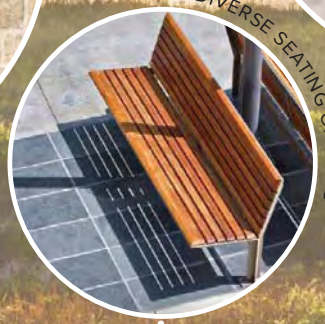


PROJECT FRAMING | BEACH PARK HARMONIZATION AND ENVIRONMENTAL BRANDING

SITE FURNISHING FAMILIES



RESTROOMS AND RINSE STATIONS


DIVERSE SEATING OPTIONS


WASTE RECEPTACLES


LIGHTING (WHERE NECESSARY)


SHADE STRUCTURES


WIFI (SMART TECHNOLOGY)



WAYFINDING

PASSIVE RECREATION



PROJECT FRAMING | BEACH PARK HARMONIZATION AND ENVIRONMENTAL BRANDING


ACTIVE RECREATION
MULTI-USE TRAILS
OUTDOOR GYM EQUIPMENT
SKATEBOARD PARK
CHILDREN PLAY SPACE
SPACE FOR AEROBICS
SPORTS COURTS

SITE SUSTAINABILITY


SOLAR PANELS - PUT ENERGY BACK TO THE GRID


WIND ART AND COLLECTION


NEW NATIVE TREES, PALMS, AND OTHER PLANTS


PERVIOUS PAVERS


CHARGING STATIONS

BEACH PARK AESTHETICS | FORMS RESTROOMS, PAVILIONS, SHADE STRUCTURES


SHADE OPTIONS


ANGLED FOR SOLAR CATCHMENT

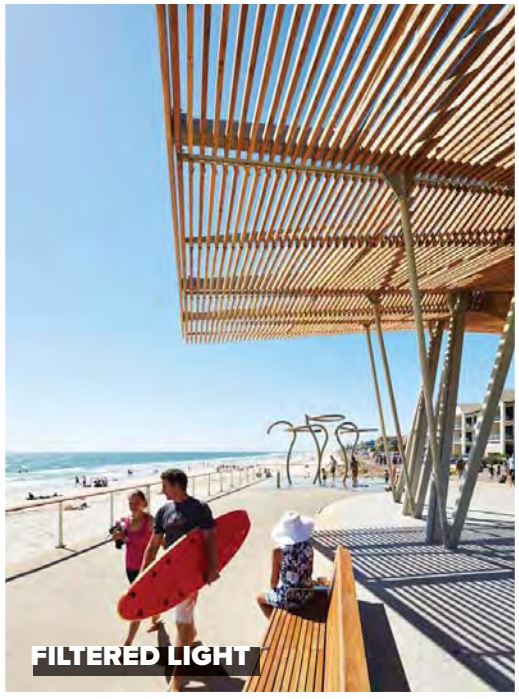

MIMIC NATURAL FORMS


DURABILITY


OPEN FOR AIR FLOW

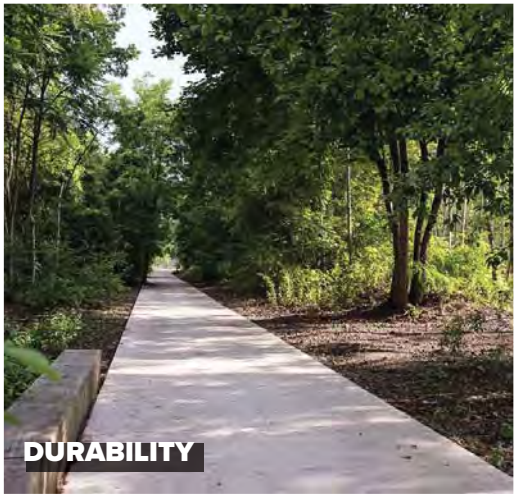

ORGANIC FORMS


SIMPLE FORMS


FILTERED LIGHT

BEACH PARK AESTHETICS | HARDSCAPE VEHICULAR AND PEDESTRIAN TEXTURES AND PATTERNS

















BEACH PARK AESTHETICS | LANDSCAPE

A NATIVE LANDSCAPE PALETTE TO PROVIDE INCREASED BUFFER, SHADE, AND NATURAL BEAUTY


AGALINIS FASCICULATA


MORELLA CERIFERA


MAGNOLIA GRANDIFOLIA


SABAL PALMETTO


VIBURNUM OBOVATUM


ILEX CASSINE


SERENOA REPENS


MUHLEMBERGIA CAPILLARIS

LANDSCAPE AS PLAY | INTERACTIVE AND PASSIVE PLAY SPACES



















LANDSCAPE AS PLAY | INTERACTIVE AND PASSIVE PLAY SPACES









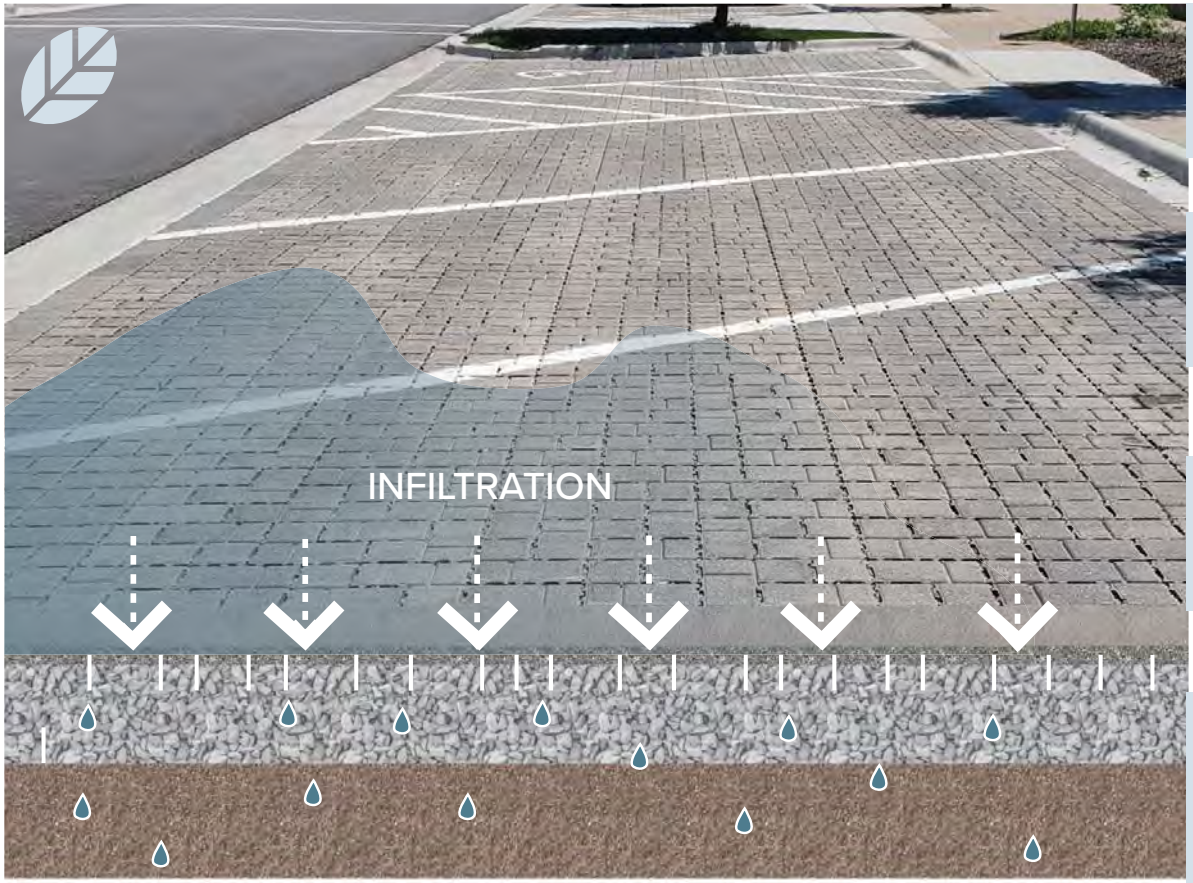








ENVIRONMENT IMPACT | PERVIOUS PAVERS



PERVIOUS SURFACES USE RECYCLED MATERIALS FOR THE CONSTRUCTION

IMPERVIOUS SURFACES ARE DURABLE AND IDEAL FOR HIGH TRAFFIC AREAS

PERVIOUS SURFACES COLLECT POLLUTANTS AND CLEAN WATER BEFORE ENTERING THE SOIL

IMPERVIOUS SURFACES DO NOT ALLOW WATER ABSORPTION AND PREVENT WATER RUNOFF AND POTENTIAL FLOODING

NATURAL MATERIALS PRIORITIZED

190K SQ FT PERVIOUS SURFACES

3,000+ BOARDWALK TO FACILITATE DIRECT FILTRATION

50% REDUCTION IN IMPERVIOUS SURFACES

ENVIRONMENT IMPACT | WIND AND SOLAR POWER



WIND AND SOLAR COLLECTION AT ACROSS 7 PARKS

17 WIND ART

100+ NEW SOLAR PANELS

AN AVERAGE ANNUAL WIND SPEED OF 9 MPH WOULD PRODUCE MORE THAN 200 KILOWATT HOURS OF ELECTRCITY PER YEAR

10,000+ SQ FT OF SOLAR COLLECTION

SOLAR COLLECTION CAN COVER OR SUPPLEMENT POWER SUPPLY AT ALL BEACH PARKS



ENVIRONMENT IMPACT | INCREASED TREE CANOPY



INCLUSIVITY | ACCESSIBILITY AND AMENITIES

ALL PARKS ARE ACCESSIBLE



ACTIVITIES FOR ALL AGES & ABILITIES







75% OF PATHWAYS TO BEACH ACCESSIBLE

50+ PUBLIC AMENITIES

NORTH BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

INCREASED PROGRAM

Additional pavilions and expanded boardwalk to accommodate usage; bicycle parking; increase rinse stations ( )

Solar panels on the pavilion/ restroom roofs

New shade trees: 22
New palms: 8

PARKING

Proposed use of adjacent parcel for additional parking; inclusion of pervious surfaces; incorporation of shade trees; added bicycle parking ( ) and charging stations ( )
Existing Spaces: 20;
Proposed Spaces: 25 (+ adjacent lot)

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

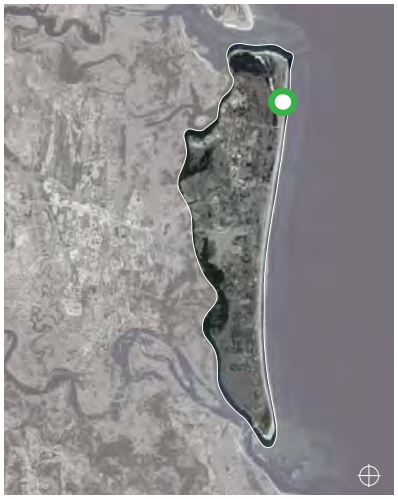
DESIGN VISION

DUNE ENVIRONMENTAL ENHANCEMENT

As the northern gateway to the beach corridor, the design intent for this park is to open a window to pristine sea views and the enhancement of the dune, while giving the adjacent neighborhood the possibility to expand the use of the park.

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with Pervious Pavers
4. Potential Future Surface Parking with Pervious Pavers
5. Pavilion with solar panels
6. Increased Native Landscape
7. Restrooms
8. Utility Structure











MAIN BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

ACCESS
Elevate great lawn; create formal multi-use (pedestrian and bicycle) pathways; addition of informal performance space

INCREASED PROGRAM
ACTIVE
Redesign and expansion of skate park; play space; clustering of program; bicycle hub for maintenance and parking

PASSIVE
Enhance+connect existing boardwalk system; create festival street; increase small group pavilions; additional multi-use plazas; increase rinse stations (○)

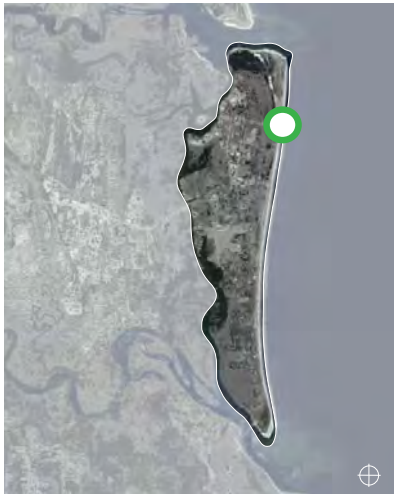
- Solar panels on the pavilion/restroom roofs
- Wind Art: 6
- New shade trees: 171
- New palms: 24

PARKING
Realignment of parking; inclusion of pervious surfaces; addition of shade trees; added bicycle parking (○) and charging stations (○)
Existing Spaces: 196;
Proposed Spaces: 200+

SIGNAGE + WAYFINDING
- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

AN INCLUSIVE, ACTIVE PARK
Main Beach Park represents the true character of a park, a space for all to find diverse, welcoming activities that represent every age group and intensity. The park celebrates the connections to the beach by creating open air active and passive spaces that allow visitors to enjoy a healthy lifestyle accessible by walking, biking, and vehicular driving.





LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with Pervious Pavers
4. Pavilion with solar panels
5. Vehicular Festival Street
6. Restrooms
7. Usable Open Space
8. Skate park
9. Play Space - workout station, splash pad, game space, playground
10. Informal, Grass Amphitheater
11. Pedestrian Pathway
12. Wind Art
13. Multi-use Courts
14. Putt Putt
15. Utility Structure
16. Vehicular Drop-off



MAIN BEACH PARK | CONCEPTUAL PLAN IMAGERY

























SEASIDE BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Multi-use plaza (vehicular) space at beach driving access point; increase rinse stations (○)

Solar panels on the pavilion/restroom roofs

New shade trees: 26

ACCESS + PARKING

ROW parking along Sadler, maintain current parking lot along Fletcher; drop-off space lane within park

PARKING

Proposed adjacent parallel parking on Sadler; realignment of parking; inclusion of pervious surfaces; addition of shade trees; added bicycle parking (○) and charging stations (○)
Existing Spaces: 58;
Proposed Spaces: 50 (+ parallel)

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

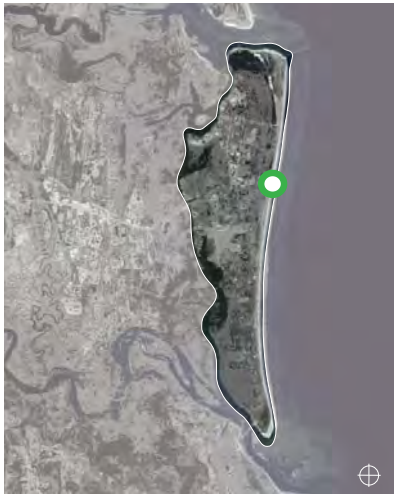
DESIGN VISION

MIXED USE POCKET PARK

A quiet, accessible beach access park surrounded by mixed, lively uses with spaces for small gatherings.

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion with solar panels
5. Restrooms
6. Pedestrian Access
7. Vehicular Drop-off
8. Guard Station
9. Recommended Parallel Parking
10. Overlook











PETERS POINT BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Designated gathering space (food trucks, larger gathering), designated space for equestrian usage; increased pavilions throughout park space; increase rinse stations ( )
Prioritize one beach walkover for ADA access
Solar panels on the roofs Wind Art: 8
New shade trees: 95; New palms: 38

ADJACENT CONNECTIONS

Physical, bike+pedestrian connection from trail to park via multi-use trail hub

PARKING

Realignment of parking; inclusion of pervious surfaces; reduction in parking to prioritize program expansion; added bicycle parking ( ) and
charging stations ( )
Existing Spaces: 315; Proposed Spaces: 290

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

AMELIA ISLAND BEACH GATEWAY

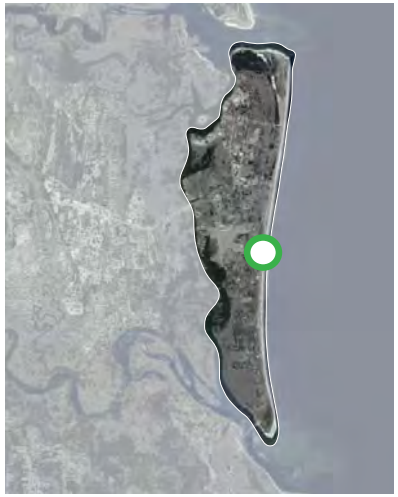
A space to spread out at the beach or beach park, including pop-up spaces for larger events or food and beverage options.

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion with solar panels
5. Trailer Parking
6. Restrooms
7. Play Space - workout station, splash pad, game space, playground
8. Utility Structure
9. Multi-use Trail (Bicycle+Pedestrian) Hub
10. Guard Station
11. Pedestrian Pathway
12. Multi Purpose Space (Food Trucks)
13. Overlook

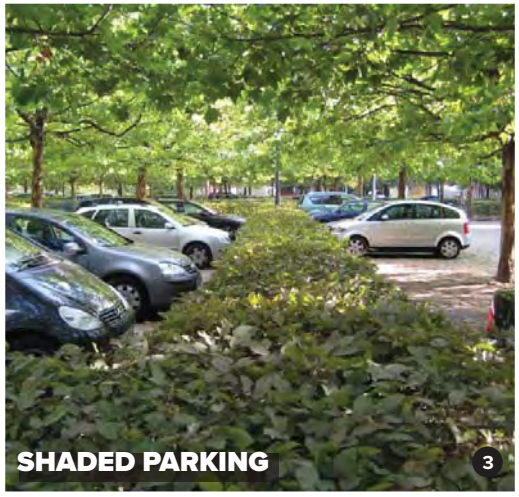


PETERS POINT BEACH PARK | CONCEPTUAL PLAN IMAGERY















SCOTT ROAD BEACH ACCESS | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Program with pedestrian comfort facilities, additional secondary gathering spaces; increase rinse stations; rinse stations (○)

Solar panels on the pavilion/restroom roofs

New shade trees: 28

New palms: 12

PARKING

Slight reduction in parking to accommodate program; inclusion of pervious surfaces; added bicycle parking (○); incorporation of shade trees and charging stations (○)
Existing Spaces: 85; Proposed Spaces: 80

BEACH PARK

Elevate (formalize) beach access to beach park based on increased program

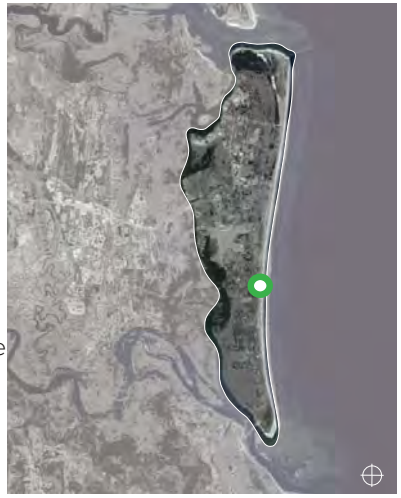
SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

ELEVATED BEACH ACCESS

A dynamic space that adapts to small gatherings, offering a flexible yet defined space for community expression.









LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion with solar panels
5. Trailer Parking (Future)
6. Restrooms
7. Utility Structure
8. Guard Station
9. Overlook

BURNEY BEACH PARK | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Increase in pavilions and play` space (playground {pervious/specialty pavers} area); increase rinse stations ( )

Solar panels on the roofs

Windmills: 3

New shade trees: 51; New palms: 22

ADJACENT CONNECTIONS

Roundabout, pedestrian pathway to American Beach Community

PARKING

Proposed ROW parking along Burney Road; slight reduction in parking to prioritize pedestrian comfort; increase in shade landscape at parking; added bicycle parking ( ) and charging stations ( ); inclusion of pervious surfaces

Existing Spaces: 176; Proposed Spaces: 150

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

DESIGN VISION

COMMUNITY PARK

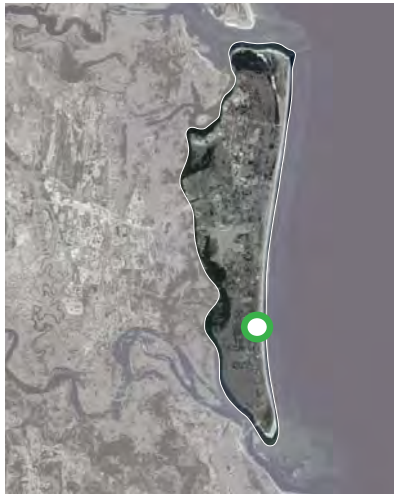
A multi-faceted community park adjacent for the surrounding American Beach neighborhood for large and small gatherings

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion with solar panels
5. Vehicular Access
6. Restrooms
7. Usable Open Space
8. Play Space - workout station, splash pad, game space, playground
9. Pervious Vehicular Drop Off
10. Pedestrian Pathway
11. Utility Structure
12. Wind Art
13. Unpaved (pervious) Secondary Vehicular Access (with bollards)
14. Overlook



BURNEY BEACH PARK | CONCEPTUAL PLAN IMAGERY













SOUTH BEACH ACCESS | CONCEPTUAL PLAN

DESIGN FOCUS

PROGRAM

Program with pedestrian comfort facilities, additional secondary gathering spaces; increase rinse stations, rinse stations (○)

Solar panels on the pavilion/restroom roofs

New shade trees: 1; New palms: 1

PARKING

Slight reduction in parking to prioritize pedestrian comfort components; added bicycle parking (○) and charging stations (○); increased landscape within parking lot

Existing Spaces: 15; Proposed Spaces: 24

BEACH PARK

Elevate (formalize) beach access to beach park to accommodate increased program

SIGNAGE + WAYFINDING

- Identity signage
- Informational signage
- Educational signage
- Water life safety demarcation as needed

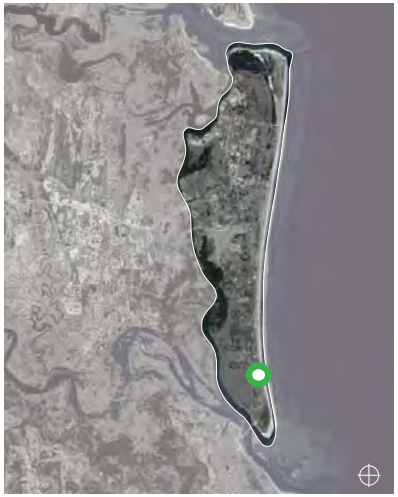
DESIGN VISION

BEACH PARK AMENITIES

An elevated beach access point to provide the amenities of a beach park along the southern edge of the island.

LEGEND

1. Boardwalk (ADA)
2. Protected Dunescape
3. Parking with pervious pavers
4. Pavilion
5. Vehicular Access
6. Restrooms











APPENDIX | SOURCES

ONLINE SURVEY RESPONSES

COMMUNITY ENGAGEMENT SUMMARY

ROUGH ORDER OF MAGNITUDE

PREVIOUS DRAFT PLANS

APPENDIX | SOURCES

PAGE 3: Why Invest in Parks

1 The Importance of Play in Promoting Healthy Child Development and Maintaining Strong Parent-Child Bond: Focus on Children in Poverty; Milteer, Ginsburg; https://publications.aap.org/pediatrics/article/129/1/e204/31545/The-Importance-of-Play-in-Promoting-Healthy-Child?autologincheck=redirected?nfToken=00000000-0000-0000-0000-000000000000

2 The Cognitive Benefits of Interacting With Nature; Berman, Jonides, Kaplan; https://journals.sagepub.com/doi/abs/10.1111/j.1467-9280.2008.02225.x

3 Sleep insufficiency and the natural environment: results from the US Behavioral Risk Factor Surveillance System Survey; Grigsby-Toussaint; Turi, Krupa; Williams; Pandi-Perumal, Jean-Louis; https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4818157/

4 How Cities Use Parks to Improve Public Health; American Planning Association; https://planning-org-uploaded-media.s3.amazonaws.com/publication/download_pdf/Parks-Improve-Public-Health.pdf

5 The Economic Impact of Local Parks; National Recreation and Park Association; https://www.nrpa.org/publications-research/research-papers/the-economic-impact-of-local-parks/#:~:text=Parks%20and%20Recreation%20Contribute%20to,1.3%20million%20jobs%20in%202019.

6 Stormwater to Street Trees; EPA; https://www.epa.gov/sites/default/files/2015-11/documents/stormwater2streettrees.pdf

7 How Much Impact Do Parks Have on Property Values?; National Recreation and Park Association; https://www.nrpa.org/parks-recreation-magazine/2020/april/how-much-impact-do-parks-have-on-property-values/

8 Economic & Health Benefits; Trust Public Land; https://www.tpl.org/economic-health-benefits

9 Bridging Boundaries to Protect Migratory Birds; Milligan, Stock, Albert, Trevino; https://www.nps.gov/articles/000/bridging-boundaries-to-protect-migratory-birds.htm

10 Green Infrastructure: How to Manage Water in a Sustainable Way; Denchak; https://www.nrdc.org/stories/green-infrastructure-how-manage-water-sustainable-way

11 The Power of One Tree – The Very Air We Breathe; United States Department of Agriculture; https://www.usda.gov/media/blog/2015/03/17/power-one-tree-very-air-we-breathe#:~:text=According%20to%20the%20Arbor%20Day,the%20very%20air%20we%20breathe.

12 5 Ways You Can Help Endangered Species in National Parks; National Park Service; https://www.nps.gov/articles/help_endangered_species.htm

13 The Health Benefits of Trees; Hamblin; https://www.theatlantic.com/health/archive/2014/07/trees-good/375129/

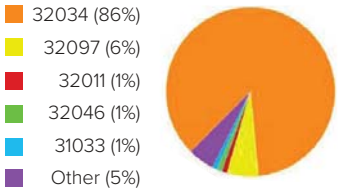
APPENDIX | ONLINE SURVEY RESPONSES

PLEASE SEE SUPPLEMENTARY DOCUMENTATION FOR
COMPLETE SURVEY RESULTS. THE FOLLOWING IS A SUMMARY.

OVERALL

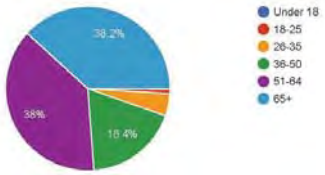
Questions

1. What zip code is your primary residence?



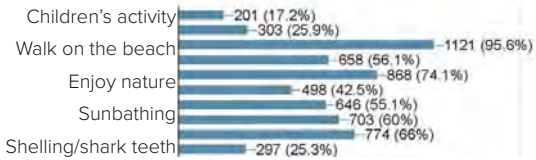
2. Which age group do you fall into?

- Under 18
- 18-25
- 26-35
- 36-50
- 51-64
- 65 +



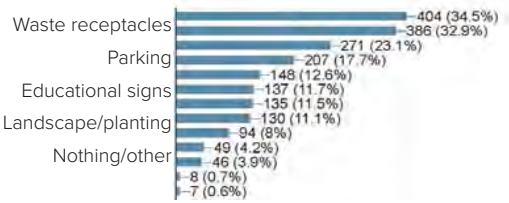
3. Which activities do you typically do at the beach?

- Children's Activity
- Walk on the beach
- Enjoy Nature
- Sunbathing
- Shelling/shark teeth



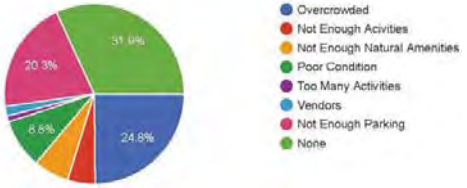
4. What is missing from the beach park(s) you visit?

- Waste Receptacles
- Parking
- Educational signs
- Landscape/planting
- Nothing/other



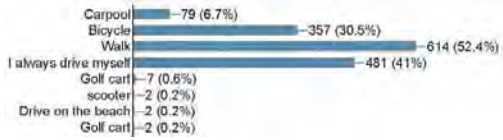
5. What is your biggest complaint with the beach parks as they are now?

- Overcrowded
- Not enough activities
- Not enough natural amenities
- Poor condition
- Too many activities
- Vendors
- Not enough parking
- None



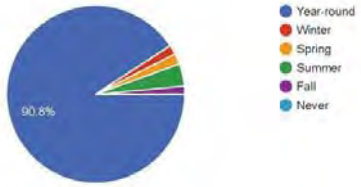
6. Besides driving yourself, how do you access the beach?

- Carpool
- Bicycle
- Walk
- I always drive myself
- Golf cart
- Scooter
- Run



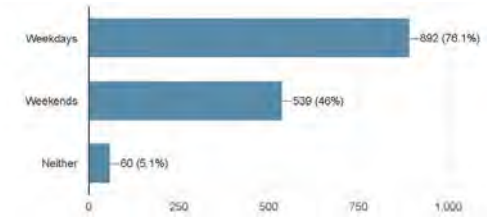
7. What is the primary time of year you access/use the beach?

- Year-round
- Winter
- Spring
- Summer
- Fall
- Never

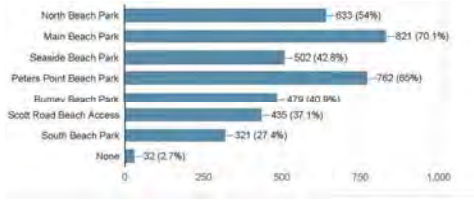


OVERALL

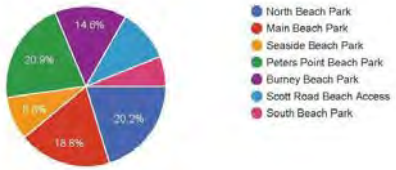
8. Do you primarily visit the parks on weekdays or weekends?
   - Weekdays
   - Weekends
   - Neither



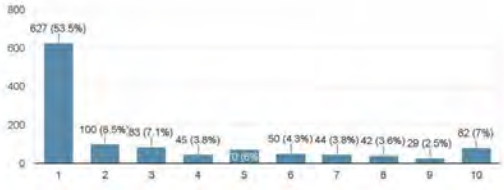
9. Please check all the parks you visit
   - Write in



10. Which of the beach parks do you enjoy the most?
   - Write-In



11. If there were alternate/public transportation methods to some or all the beach parks, how likely would you be to use them?
   - Write-In



12. What is on your wish list when re-envisioning the beach parks(s)?
   - Write-In

INDIVIDUAL PARKS

Questions

1. How frequently do you visit X Beach Park?
    - Daily
    - Weekly
    - Monthly
    - Seasonally
    - Annually
    - Never

2. How do you travel to X Beach Park?
    - Car
    - Bicycle
    - Walk
    - Public Transportation
    - Golf Cart
    - Scooter
    - Other (Please Specify)

3. What do you like about X Beach Park?
    - Write-In

4. What do you dislike about X Beach Park?
    - Write-In

5. What activities most notably define X Beach Park?
    - Write-In

6. What is on your wish list when re-envisioning X Beach park?
    - Write in

BOARD/PARK	COMMENT	REPEATED COMMENT?
Overall/General	Confusion on 'why' for project	4
Community Engagement	"Define Break down "Respondents" please"	
	"Only pervious surfaces"	
	"Pack in signs to help with beach cleanliness/multiple trash receptacles"	
	"Leave room for shade"	
	"The residents "wish list" makes clear the communities desires. Remain as they are"	
	"Decrease litter/remain as they are"	
	"Remember pervious surfaces + dune protection on new construction"	
	"Development/rehab should promote greater access by these on foot compared to those arriving by car"	
	"Preservation of nature existing"	
	"Main Beach + Seaside do not turn the other parks into those Leave alone"	1
	"Bring back tent camping use space around parking lot for Boy + Girl scouts"	
	"People come to our beaches because they are natural- The island that time left behind"	
	" No parking on Sadler. It impedes sight from cars on side roads"	
	All parks need walk overs working clean restrooms/parking/life guards"	
	"Playground $ should be allocated to updating current parks! Especially restoring central park to the fun place it was. Not needed at beaches"	
	"No play park/no dog park/ continue Nassau Co. resident only drive on beach/ more trash receptacles + emptied more often"	
	"On-Beach parking at Peter's Point is well managed. Just needs more management on busy weekends. Otherwise a great beach for beach parking"	
	"Children play on beach play areas unecessary"	
	" There should not be a re-vision at beaches that are natural. Don't fix what isn't broken"	
	"Use pervious surfaces, protect dunes. No new construction, plan for maintainence"	
Survey/Harmonization	"Harmonization does not mean homogenization"	
	"No each has own character"	1
	"Individuality has its place"	
	"No palms"	
	"Keep things rustic + natural as much as possible"	
	"Each beach should have a sign designating the historical relevance of the particular beach to Amelia Island"	
North Beach Park	" NO J" (Beach Park Monetization)	4
	"Protect dunes and Vegetation"	
	"Opportunities-A- is overkill"	
	"Opportunities-B- without breaching dunes"	
	"Opprtunities-C- natural plantings"	
	"Opprtunities-G- like bikes"	
	"Opportunities-G- okay for bike storage parking"	
	"Opportunities-J- no monetization for beaches"	
	"Intact dunes are buffers-protect them"	
	" No food trucks + monetization"	
	"Smart wifi… Failure is a a sure thing in this environment, No monetization please"	
	PR group should have defined NODE"	
North Beach/Pre.Concept	"Regular maintenance needed weekly, daily"	
	"Not needed leave NB alone"	
	"Native plants and trees should be used exclusively in all parts"	
	"No add'L seating needed"	
	"Stop w/ the Pavilions"	
	"Already have 2 pavilions (covered spaces) for family picnics, no need for more"	
	" This beach is fine as is, fine signage & waste receptacles"	
	"Keep it simple + Natural"	2
	"No new infrastructure, preserve dunes"	2
	This is not needed or wanted by residents. Leave North Beach alone"	
	"FB doesn't have sufficient fund (now) to address existing walkovers, not in front of dunes	
	"Bathrooms (not many) at each park would be welcome	
	"Keep broad/uncrowded/ don't add pavilions	
	"I use the park regularly and never seen anyone on the pavilions"	
	"Hope to maintain natural elements of this park with native plants"	
	"No new infrastructure, nature is important, we enjoy our wildlife"	
	"Needs bench seating view of ocean"	
	"Preserve dunes not needed just fine the way it is"	
	"This park is fine the way it is"	
	"Yes restrooms/No add'L landscape needed/No to anything requiring constant maintence/Use dollars to maintance what we have"	
	"Yes to restrooms"	
	"This park is currently…….	
Main Option A/Pre.Concept	"Not the best use of space to install a dog park"	
	"No dogpark"	2
	"Least bad option"	2
	"Movie nights & live music @Main beach"	
	"Native trees, Not palms!"	2
	"No more "structures", yes to permeable surfaces and protected dunescape"	
	"No food trucks"	2
	"Keep state park where it is"	2
	"Where is 13?"	
	"Native plants and shade trees in landscaping yes!"	
	"No impermeable paving"	
	"No 13, 14, No impermeable"	
	"Way too much no putt putt at beach"	
	"Leave skate park alone"	
	"Leave skate park where it is, important for our kids, too much sand if moved towards beach"	
	"Still room for festivals"	
	"Stop paving our beach no to 12,13,14"	
	"Don't pave beach"	
	"No more concepts"	
	"No pavilion/bathrooms at each park"	
	"Keep state park "	
	"Keep skate park away from gathering/usage/shore areas/ the noise would be distracting"	
	"Skate wheels don't work well in sand (closer to the beach)	
	"Leave skate park alone"	
	"Leave putt putt"	
	"No dog park"	
	"Dos park bad idea receptacles overflow weekend- we don't need dog waste"	
	"City has 5 play structures/ don't need 2 at main beach- can't afford maintanence"	
	"Life cycle cost"	
	"Main beach needs splash pad for kids & swings"	
	"Do not move the skatepark forward to the beach. Nor'easter will cause sand to pile up/skateboard and sand don't mix"	2
	"Protect our island"	
	"There is a dog park @ airport not needed agree!"	
	"Don't move existing skate park"	
	"Move skate park away from shore"	
	"Skate park can not be near beach sand will bury it! Dunes migrate backwards let them! Leave room!"	2
Main Option B/Pre.Concept	"Preserve all dunes!"	
	"No dog park"	3
	"For an amphtheater let strongly against a parking garage near the beach"	
	"Yes! Permeable= perviars surfaces"	
	"13 & 14 No"	
	"Consider small disc golf course"	
	"No parking Garage"	2
	"Skate park too noisy for here-keep where it is"	
	"No to all/No Garage/ No amphitheatre drops property values	14
	"permeable surfaces"	
	"Increased parking with a parking garage, we will create higher tourist density without the general infrastrucuture/ capacity need for more people/ small is beautiful"	
	" #10-No!	4
	"Worst of 3 options"	
	"Amphitheatre needs to be shaded"	
	"No to all/awful-this is not our town"	1
	"No splash pad"	
	"No #13 put splash pad	
	"B is better option for skate park + courts"	
	"Stop with paving everything"	
	"Main beach needs splash pad for kids + swings"	
	" This plan is crazy. Lots of new structures to maintain. Tax dollars"	
	"Buss people in from Yulee, less traffic on our island, not more"	
	" No C or K"	
	"Life cycle cost"	
	"Protect dunes & vegetation"	
	"I'd be ok with limited food trucks, retail here"	
Main Beach C/Pre. Concept	"No dog park"	6
	"Bring back beach street cars/trolley instead of increased parking"	
	"I am for the addition of multi-use courts"	
	"Don't move skate park/no moving of existing park amenities"	
	"#12 why? What is it for?"	
	"No skate park by the beach"	
	" No to 13 & K not to monitize our beaches-no food truck trash making our beach a mess"	
	" No "structures" use shuttles from hotel + yulee. No increase in parking. Island cannot handle"	
	" No 10"	
	"Place pavilion so they can be serviced trash pickup"	
	"The purpose of the beach is to be be a beach-leave it alone"	
	"Yes- this is a beach not a rec park"	
	"Life cycle cost"	
	"Make walking paths,bike, and skate friendly"	
	"Leave large lawn green space open no perm. Amp. Theathre bring in stage as needed as done in the past"	
	"No more cement"	
	"No splash pad"	2
	"Put kids playground here"	
	Bench-No courts near beach"	
	"No to 13 & 14 we have these amenities close by"	
	"Don't pave beach #8,9,13,14"	
	"Is this the riverfront??! Who will maintain this?"	
	"Do not move skate park, sand will make in useable maintainance nightmare just keep current park in repair"	
	" Keep skate park away from beach because of noise pollution"	
	"Boardwalks that don't breach dunes"	
	"This island is unique stop trying to make it like all other beaches"	
	"No Pavilion/no amphitheather/more structures, mean more maintance-leave it alone"	
	"Second worst of three options"	
	"Rustic is great"	
	"This is not why we moved here"	
	"Main beach needs, splash pad for kids and swings"	
	"Sand & salt in splash pad is a nightmare!"	
	"Sand will cause problem with skate park/basketball by bench"	
Seaside	" Opportunities C- love this idea! Please use native species"	
	" Do not want parking on sadler. Impedes sight from cars on side roads"	
	" Stop beach driving"	3
	"Protect dunes & Vegetation"	

	" No J "	2
	" Small tasteful signange"	
	" No J/E/C"	
	"More on beach parking"	2
	"I like the festival street and improved roundabout beautification"	
	" This space could be used more efficiently, but lets be mindful of the wildlife consideration in re-development "	
	" The seaside boardwalk from the parking lot takes pedestrians into the most of beach parking. It should exit onto a pedestrian only beach area"	
Seaside/ Pre.Concept	" I like the street parking on Sadler idea everyone can drive slower"	
	" Don't turn Sadler into pparking lot bus from Lowes"	
	"No parking on Sadler! Busy enough as it is- safety issues"	
	" #5 NO!	2
	" Preserve all dunes!"	
	"Pervious surfaces"	
	"What?"	
	"No festival street too small, area will be too congested"	
	"No paving"	
	"Way to waste money on these pavers that will flood during high water events"	
	"No hardscape at access storm surge, Do not reduce parking"	
	" Put native palms on the dunescape + plant native trees along the parking lot"	
	" No more concrete"	
	" No festival space- come to beach for the beach"	
	"Need parking, NO!"	
	" What is #8? "	
	" No pop up space"	
	"Beaches are overcrowded as it is"	
	" City needs tax revenue...so, No more pavilion. Send them to restaurants. Don't encourage day trippers"	
	"Trees not palms"	2
	" Stop beach parking"	
	" Need more seating"	
	"Keep beach parking- don't add more"	
	"Natural is great"	
	"Life cycle cost?"	
	"Limit boardwalks to only two functioning viewing platforms with no access to beach foot traffic access to beach"	
Peters Point	"Please don't "monitize our parks"	
	"Protect dunes & vegetation"	2
	"Remember beach parking"	
	"Less on beach parking"	
	"More on beach parking!!"	
	"leave as is"	
	" Continue with only Nassau county residents on beach parking"	
	" How maintained"	
Peters Point/Pre.Concept	"If food trucks are brought into the fold at any park, we should do all we can to promote local food truck owners"	
	"Preserve all dunes"	
	"No go to the beach for the beach/no multiuse space	4
	"Food trucks= Trash that will end up in the ocean"	7
	"No dog park"	4
	"No reduction in parking space"	
	"Like 9"	
	"Beach camping, not this design at beach near trees"	
	"No camping on beaches- continue to keep the advice with no camping."	
	"Why usable open space? "	
	"Like seeing more pavilion w/ tables"	
	"Planting native trees to shade the parking lot is a great idea"	
	"Native marietinia plants"	
	"It's parking lot at the beach why landscape? Maintence will be horrible, what a waste of money. Keep Martitime forest. Quit paving. Keep as natural as possible"	
	"No dog park/ keep restrooms clean + in good repair"	
	"Add more available trash receptacles at every beach park"	
	" Put a real restaurant I empty parking area, to generate Tax revenue. No beach camping"	
	"No entry signage/ who food trucks/ use natural beaches"	
	"What kind of trees? No Palms	
Burney Beach Park	"Life Guards"	
	"Make it more attractive"	
	"Small tasteful signage"	
	"Shaded parking is good"	
	"More picnic tables"	
	"Emergency access should be considered"	
	"Protect dunes and vegetation"	
	"No Playground"	
	"Need Emergency vehicle access"	
	"Emergency vehicles can't get through all the parked cars on the beach"	
	"Increase signage to interpret historical significance of American Beach/Nana Dune"	
	"No monetization"	
	" No realignment please"	
Burney Beach Park/Pre. Concept	"No playground the southend has no other playground it would overwhelm the beach park"	
	"No room for playground preserve the dunes! Save all native trees"	
	"Gentrification"	
	" Playground + splash pad for kids"	
	"No splash pad & no playground-play on the beach"	2
	"No concrete"	
	"Leave Burney natural. We don't need these things that will cut more tree lorax"	1
	" No big signage"	
	"Planting native trees in the lot is great!"	
	"keep it natural + family feel non commercial"	3
	"Yes sm pavilions"	
	"Life cycle cost"	
	"Love the playground, needs basketball courts"	
	"Agree w/ Paulia and play space. Need more work stations"	
	"Shaded parking is ridiculous. It is a beach, outdoor activity	6
	"Boo to shaded parking. Unecessary expense, vulnerable to storms. Etc. Just open doors + window and will cool in 5 minutes"	
	" No shaded parking- it's the beach it will be hot in the summer. No one that pays taxes wants to pay for that"	
	" Talk about rolling over in her grave. The beach is not ours"	
	" No playgrounds- This is the beach keep it a beach	
	"The beach is the "play space" who's going to pay to maintain that?"	
	"The board walk from the parking lot to the beach is self explanatory. No wayfinding needed"	
	" Do not decrease parking"	
	"What about public access to the "private" AIP 10 min beaches"	
South Beach	"Higher bicycle access a plus, but keep development small"	
	" Please don't "monitize" our beaches"	2
	"Small tasteful sign"	
	"Opportunity J- No"	2
	" Don't touch this state of Florida conservation agreement"	
	"Leave alone"	
	"Step away from trying to improve perfection. The beach is the beach"	
	"Leave it like it is natural woods surrounding"	
	" Beauty & Wildlife are priceless, stop trying to make a buck off of everything"	
	"Keep small"	
	"Protect dunes & vegetation"	
	"Broadwalk will disrupt natural trees + shrubs sand will cover with storms"	
	"Make it look like no trace of human interferance. Keep natural"	2
South Beach/Pre.Concept	"Please look up preservation of this area. The state has said no development in this area save the dunes look up the how"	3
	"Small signs"	
	" No #4 & #6 "	
	"Pavilion-no maintenance restrooms-yes"	
	"No messing with dune anywhere!"	2
	"Leave native"	
	"you obviously have not been here!"	
	" ADA accessibility- not through a dune!"	
	" Solar lighting for all! It's Florida!"	2
	"Leave natural dirt path"	
	" Yes- Tree Canopy"	
	"No pavilion-no extending boardwalk"	
	"Boardwalk does not, beach dune"	
	"Disney?"	
	"No hot spots, no concrete"	
	"No smart technology"	4
	" I thought we were going to the beach"	3
	" You can't be serious!! Advertising? Hotspot?	
	"No broadwalk"	3
	"Demand public access to the "private" beach of AIP/omwi. Beach access is a right, not something reserved for the 0.01%"	
	"Yes! Public access to all beaches + shores!"	
	" Keep current boardwalks in good repair. Do not cut through any existing dunes"	
	"Preserve all dunes!"	
Scott Road	"No lighting"	3
	"Please don't monitize our parks"	2
	"No food trucks or snack stands"	
	"Small signs"	
	"Small tastful signage"	
	"Life guard at every access"	
	"Likes that access is secluded"	
	"Protect dunes & vegetation"	
	"Small scale changes onl better signage okay but don't turn this into a park	
Scott Road/Pre.Concept	" We love our natural beaches, NO- why?"	
	"Leave Scott Road access Natural- Leave alone"	
	"No trees gone, we want beach access, Don't loss trees- wind barrier	
	"Don't take away parking or cut down trees"	
	"Leave dunes & beaches alone"	
	"Planting native trees in parking lot is great! Will keep lot cooler, more beautiful, wildlife friendly"	
	"No palms"	
	"Life cycle cost"	
	"No need for a pavilion. People bring umbrellas to sit in the sand"	
	"Why trailer parking? No no no"	
	"Bathrooms in all parks would be great"	
	"Need restrooms + wash stations. Not necessary if disturbing done structures"	
	"No trailer parking, stop Ritz employers from parking there. Harmonize? Where is the skate park, basketball court festival street?	
	" No pavilion needed, restroom needed, leave it natural, need boke racks"	
	"No on- beach parking should be allowed"	
	"Preserve all dunes!"	
	" Dune conservation agreement filed w/ company"	
	"Keep as an access, not a park"	
	"What does Beach Park mean???"	
	" Leave Scott RD beach done and neutral. Zero need for traler parking. Put bathrooms where pavilion is depicted"	
	"Restroom otherwise leave alone"	
	"The parking available should be available to beach guests. Not local employees	
Beach Park Aesthetic	"New shade for pavilions but keep it simple- Design simple for wind land"	
	" Forms-traditional- "Like it like this, do not change"	
	"who are we competing with? Why?	
	"Use recycled materials that don't need upkeep"	

	"This is an ancient island, let it remain alive"	
	"Permable parking surface in natural colors are great!", "Traditional, simple structures", "Don't "gentrify" stick to "Rustic natural" aesthetic"	
	"Native trees and plants should be used exclusively in all future landscape of all city/county parks	1
	"This grass is not native"	
	"Keep it simple natural looking with low maintence needs"	
	"No soils"	
	"Nature yes: more dunes less "improvements"	
	"Natural as possible No pops of color, low maintanence"	
	"Life cycle cost?"	
	"Leave Disney out of this"	
	"Native plants/trees only"	
	"Keep it natural. The more you build, the more to manage. Higher taxes"	
	"Natural is best"	
	"Please don't HGTV the beach"	
	"Hardscape- none of this in character of Amelia Island"	
	"Surfaces should be limited to improve flood mitigation/runoff"	
	"If you don't pave, you don't need color"	
	" Hardscape- no-not needed-floodingpossibility	2
	"No we can't maintain what we have"	
	"Permeable- too diffcult to aesthically maintain"	
	"No concrete"	
	"Only native"	
	"Natural landscape and hardscape"	
	"No exotic plants including non native palms"	
	"Boardwalks should be composite material, not wood, but external life and reduce long term cost"	
	"Natural like it is concrete, no color"	2
	"Juniper non-native"	
	"Azelea non-native"	
	"Landscape path textures all show non-native plants (Date Palm,philodendon) which doesn't inspire confidence that landscaping will be native"	
	"Natural planting (native is what they mean) only pervious surfaces only"	

SUMMARY

AMELIA ISLAND BEACH MASTERPLAN

AREA DEVELOPMENT ROM

(*ROUGH ORDER OF MAGNITUDE*)

Project No: SE210172 **8/26/2022**

AREA OF WORK	ESTIMATED ROM
NORTH BEACH PARK	$ 2,072,861.00
MAIN BEACH PARK	$ 10,984,482.98
SEASIDE BEACH PARK	$ 4,586,059.74
PETERS POINT BEACH PARK	$ 8,415,922.49
SCOTT ROAD BEACH ACCESS (PARK)	$ 1,885,922.10
BURNEY BEACH PARK	$ 4,491,463.90
SOUTH BEACH ACCESS (PARK)	$ 1,068,398.93
Total Area Development Estimated ROM	$33,505,111.14

AMELIA ISLAND BEACH MASTERPLAN
NORTH BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 — **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms		0	SF	$ -
Large Pavilions		0	EA	$ -
Small Pavilions	1,660.00	0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface	0.83	8,025	SF	$ 6,687.50
Playground		0	SF	$ -
Parking Medians		0	SF	$ -
		Demo and Hardscape Sub-Total		*$ 6,687.50*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	5	EA	$ 340,000.00
Large Restrooms		0	SF	$ -
Small Restrooms (625 sq ft EA)	320.00	625	SF	$ 200,000.00
Permeable Pavers Parking Lots	15.50	8,025	SF	$ 124,387.50
Permeable Pavers Plazas		0	SF	$ -
Path Pedestrian Concrete	6.25	2,380	SF	$ 14,875.00
Curbing	25.00	84	LF	$ 2,100.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	250	LF	$ 105,000.00
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	400	SF	$ 50,000.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 836,362.50*
SITE FURNITURE				
Park Grill	300.00	3	EA	$ 900.00
Bench	1,000.00	2	EA	$ 2,000.00
Bench Special	2,000.00	4	EA	$ 8,000.00
Picnic Table	1,500.00	4	EA	$ 6,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	2	EA	$ 1,200.00
Dog Waste Stations	350.00	1	EA	$ 350.00
Bike Racks	825.00	1	EA	$ 825.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole - Including foundation	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable Tables		0	EA	$ -
Movable Chairs		0	EA	$ -
Guard Gate		0	EA	$ -
Charging Stations	7,500.00	1	EA	$ 7,500.00
Signage - Whole Park (Dawson)	27,200.00	1	EA	$ 27,200.00
		Site Furniture Sub-Total		*$ 69,225.00*
EXISTING TO IMPROVE (REMOVE & REPLACE)				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	69,660.00	2	EA	$ 139,320.00
Large Restrooms		0	SF	$ -
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	370	LF	$ 194,250.00
Asphalt Parking Surface		0	SF	$ -
Utility Structures		0	SF	$ -
		Site Furniture Sub-Total		*$ 333,570.00*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	8	EA	$ 10,000.00
Large Trees	2,500.00	4	EA	$ 10,000.00
Small Trees	750.00	18	EA	$ 13,500.00
Shrubs	5.00	9360	SF	$ 46,800.00
Grass	0.50	0	SF	$ -
Parking Medians	2.00	340.00	SF	$ 680.00
		Landscape Sub-Total		*$ 80,980.00*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	9,360	SF	$ 14,040.00
		Irrigation Items Allowance-Total		*$ 14,040.00*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	8,000	AL	$ 8,000.00
		Civil Items Allowance-Total		*$ 8,000.00*
MISC. UTILITIES ITEMS				
		Misc. Utilities Allowance-Total		*$ -*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 1,348,865.00**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 134,886.50
G.C. Liability		0.96%		$ 12,949.10
Builders Risk		0.35%		$ 4,721.03
Sub Bonds		0.77%		$ 10,386.26
Building Permits / Fees Allowance		0.75%		$ 10,116.49
		Subtotal Fees and Conditions		*$ 173,059.38*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 1,521,924.38**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 45,657.73
G.C. Profit		7.50%		$ 114,144.33
Bond		1.50%		$ 22,828.87
Contingency		1.50%		$ 22,828.87
		Subtotal General Contractor		*$ 205,459.79*
			Project Total	$ 1,727,384.17
			Project Total + Contingency	**$ 2,072,861.00**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
MAIN BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 — **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms	7,000.00	0	EA	$ -
Large Pavilions	3,320.00	0	EA	$ -
Small Pavilions	1,660.00	0	EA	$ -
Wash Stations		TBD	EA	
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures	4.15	810	SF	$ 3,361.50
Asphalt Parking Surface	0.83	56,520	SF	$ 47,100.00
Playground (Assumed equipment demolition also)	2.75	1,000	SF	$ 2,750.00
Boardwalk	105.00	630	LF	$ 66,150.00
Parking Medians	2.00	1,100	SF	$ 2,200.00
		Demo and Hardscape Sub-Total		*$ 121,561.50*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar	136,000.00	1	EA	$ 136,000.00
Small Pavilion (400 sq ft EA) w/solar	68,000.00	13	EA	$ 884,000.00
Large Restrooms (1,400 sq ft EA)	320.00	2,800	SF	$ 896,000.00
Small Restrooms (625 sq ft EA)		0	SF	$ -
Permeable Pavers Parking Lots	15.50	57,200	SF	$ 886,600.00
Permeable Pavers Plazas	15.50	2,250	SF	$ 34,875.00
Path Pedestrian Concrete	6.25	48,500	SF	$ 303,125.00
Curbing	25.00	2,200	LF	$ 55,000.00
Fitness Area	10.00	1,950	SF	$ 19,500.00
Surface Parking Lots Asphalt	3.97	19,950	SF	$ 79,245.83
Boardwalk New	420.00	1,405	LF	$ 590,100.00
Playground dry - Including play equipment	30.00	2,000	SF	$ 60,000.00
Playground wet - Including play equipment	40.00	2,320	SF	$ 92,800.00
Skatepark (Allowance)	40.00	10,500	SF	$ 420,000.00
Multi-purpose Sports Courts	10.00	7,260	SF	$ 72,600.00
Stone Pavers Stages	26.00	2,200	SF	$ 57,200.00
Utility Structures	125.00	403	SF	$ 50,375.00
Charging Stations	7,500.00	6	EA	$ 45,000.00
Grass Amphitheater	5.00	10,100	SF	$ 50,500.00
		Hardscape / On-Site Items Sub-Total		*$ 4,732,920.83*
SITE FURNITURE				
Park Grill	300.00	16	EA	$ 4,800.00
Bench	1,000.00	10	EA	$ 10,000.00
Bench Special	2,000.00	20	EA	$ 40,000.00
Picnic Table	1,500.00	18	EA	$ 27,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	15	EA	$ 9,000.00
Dog Waste Stations	350.00	2	EA	$ 700.00
Bike Racks	825.00	8	EA	$ 6,600.00
Wash Stations	5,500.00	7	EA	$ 38,500.00
Ocean Flagpole - Including foundation	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables	1,250.00	5	EA	$ 6,250.00
Movable chairs	350.00	10	EA	$ 3,500.00
Windmill	7,500.00	6	EA	$ 45,000.00
Signage - Whole Park (Dawson)	60,800.00	1	EA	$ 60,800.00
		Site Furniture Sub-Total		*$ 113,800.00*
EXISTING TO IMPROVE (REMOVE & REPLACE)				
Large Pavilion w/solar	138,250.00	3	EA	$ 414,750.00
Small Pavilion (400 sq ft EA) w/solar	69,660.00	5	EA	$ 348,300.00
Large Restrooms	325.00	900	SF	$ 292,500.00
Small Restrooms		0	SF	$ -
Path Pedestrian Concrete	7.75	5,100	SF	$ 39,525.00
Boardwalk Existing	525.00	245	LF	$ 128,625.00
Surface Parking Lots Asphalt	4.81	42,700	SF	$ 205,197.22
Utility Structures	129.15	810	SF	$ 104,611.50
Putt Putt (Allowance)	13.00	12,800	SF	$ 166,400.00
		Site Furniture Sub-Total		*$ 1,699,908.72*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	24	EA	$ 30,000.00
Large Trees	2,500.00	11	EA	$ 27,500.00
Small Trees	750.00	160	EA	$ 120,000.00
Shrubs	5.00	21,120	SF	$ 105,600.00
Grass	0.50	48,500	SF	$ 24,250.00
Parking Medians	2.00	23,710	SF	$ 47,420.00
		Landscape Sub-Total		*$ 354,770.00*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	69,820	SF	$ 104,430.00
		Irrigation Items Allowance-Total		*$ 104,430.00*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	20,500	AL	$ 20,500.00
		Civil Items Allowance-Total		*$ 20,500.00*
MISC. UTILITIES ITEMS				
		Misc. Utilities Allowance-Total		*$ -*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 7,147,891.06**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 714,789.11
G.C. Liability		0.96%		$ 68,619.75
Builders Risk		0.35%		$ 25,017.62
Sub Bonds		0.77%		$ 55,038.76
Building Permits / Fees Allowance		0.75%		$ 53,609.18
		Subtotal Fees and Conditions		*$ 917,074.42*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 8,064,965.48**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 241,948.96
G.C. Profit		7.50%		$ 604,872.41
Bond		1.50%		$ 120,974.48
Contingency		1.50%		$ 120,974.48
		Subtotal General Contractor		*$ 1,088,770.34*
			Project Total	$ 9,153,735.82
			Project Total + Contingency	**$ 10,984,482.98**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
SEASIDE BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 — **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms	7,000.00	0	SF	$ -
Large Pavilions	3,320.00	0	EA	$ -
Small Pavilions	1,660.00	0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface	0.83	2,020	SF	$ 1,683.33
Playground		0	SF	$ -
Guard Gate + Guard Station	1,750.00	1	EA	$ 1,750.00
Parking Medians		0	SF	$ -
		Demo and Hardscape Sub-Total		*$ 3,433.33*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar	136,000.00	4	EA	$ 544,000.00
Small Pavilion (400 sq ft EA) w/solar	68,000.00	3	EA	$ 204,000.00
Large Restrooms	320.00	1,400	SF	$ 448,000.00
Small Restrooms		0	SF	$ -
Permeable Pavers Parking Lots	15.50	11,440	SF	$ 177,320.00
Permeable Pavers Plazas	15.50	6,490	SF	$ 100,595.00
Path Pedestrian Concrete	6.25	7,777	SF	$ 48,606.25
Curbing	25.00	210	SF	$ 5,250.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	371	LF	$ 155,820.00
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	200	SF	$ 25,000.00
Guard Gate + Guard Station	40,000.00	1	EA	$ 40,000.00
Charging	7,500.00	2	EA	$ 15,000.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 1,763,591.25*
SITE FURNITURE				
Park Grill	300.00	5	EA	$ 1,500.00
Bench	1,000.00	5	EA	$ 5,000.00
Bench Special	2,000.00	10	EA	$ 20,000.00
Picnic Table	1,500.00	5	EA	$ 7,500.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles		TBD	EA	
vv	350.00	1	EA	$ 350.00
Bike Racks	825.00	3	EA	$ 2,475.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables		0	EA	$ -
Movable chairs		0	EA	$ -
Signage - Whole Park (Dawson)	39,200.00	1	EA	$ 39,200.00
			Site Furniture Sub-Total	*$ 91,275.00*
EXISTING TO IMPROVE (REMOVE & REPLACE)				
Large Pavilion w/solar	138,250.00	3	EA	$ 414,750.00
Small Pavilion (400 sq ft EA) w/solar	69,660.00	3	EA	$ 208,980.00
Large Restrooms	325.00	760	SF	$ 247,000.00
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	304	LF	$ 159,600.00
Asphalt Parking Surface	4.81	4,738	SF	$ 22,768.72
Utility Structures		0	SF	$ -
			Site Furniture Sub-Total	*$ 1,053,098.72*
LANDSCAPE PLANT MATERIAL				
Palm Trees		0	EA	$ -
Large Trees		0	EA	$ -
Small Trees	750.00	26	EA	$ 19,500.00
Shrubs	5.00	4306	SF	$ 21,530.00
Grass	0.50	6191	SF	$ 3,095.50
Parking Medians		0.00	SF	$ -
			Landscape Sub-Total	*$ 44,125.50*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	10,497	SF	$ 15,745.50
			Irrigation Items Allowance-Total	*$ 15,745.50*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	13,000	AL	$ 13,000.00
			Civil Items Allowance-Total	*$ 13,000.00*
MISC. UTILITIES ITEMS				
			Misc. Utilities Allowance-Total	*$ -*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 2,984,269.31**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 298,426.93
G.C. Liability		0.96%		$ 28,648.99
Builders Risk		0.35%		$ 10,444.94
Sub Bonds		0.77%		$ 22,978.87
Building Permits / Fees Allowance		0.75%		$ 22,382.02
			Subtotal Fees and Conditions	*$ 382,881.75*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 3,367,151.06**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 101,014.53
G.C. Profit		7.50%		$ 252,536.33
Bond		1.50%		$ 50,507.27
Contingency		1.50%		$ 50,507.27
			Subtotal General Contractor	*$ 454,565.39*
			Project Total	$ 3,821,716.45
			Project Total + Contingency	**$ 4,586,059.74**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
PETERS POINT BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 — 8/26/2022

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms	7,000.00	0	EA	$ -
Large Pavilions		0	EA	$ -
Small Pavilions	1,660.00	0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures	4.15	100	SF	$ 415.00
Asphalt Parking Surface	0.83	53,871	SF	$ 44,892.82
Playground		0	SF	$ -
Guard Gate + Guard Station	1,750.00	1	EA	$ 1,750.00
Parking Medians	2.00	7,247	SF	$ 14,493.22
		Demo and Hardscape Sub-Total		*$ 61,551.04*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	8	EA	$ 544,000.00
Large Restrooms	320.00	1,400	SF	$ 448,000.00
Small Restrooms		0	SF	$ -
Permeable Pavers Parking Lots	15.50	59,857	SF	$ 927,775.75
Permeable Pavers Plazas	15.50	8,615	SF	$ 133,532.50
Path Pedestrian Concrete	6.25	9,914	SF	$ 61,960.75
Curbing	25.00	1,797	LF	$ 44,925.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	319	LF	$ 133,946.40
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	1,200	SF	$ 150,000.00
Guard Gate + Guard Station	40,000.00	1	EA	$ 40,000.00
Charging Station	7,500.00	4	EA	$ 30,000.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 2,514,140.40*
SITE FURNITURE				
Park Grill	300.00	15	EA	$ 4,500.00
Bench	1,000.00	10	EA	$ 10,000.00
Bench Special	2,000.00	15	EA	$ 30,000.00
Picnic Table	1,500.00	20	EA	$ 30,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	5	EA	$ 3,000.00
Dog Waste Stations	350.00	2	EA	$ 700.00
Bike Racks	825.00	8	EA	$ 6,600.00
Wash Stations	5,500.00	3	EA	$ 16,500.00
Ocean Flagpole	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables	250.00	5	EA	$ 1,250.00
Movable chairs	250.00	20	EA	$ 5,000.00
Guard Gate		1	EA	$ -
Signage - Whole Park (Dawson)	54,400.00	1	EA	$ 54,400.00
Windmill	7,500.00	8	EA	$ 60,000.00
		Site Furniture Sub-Total		*$ 226,200.00*
EXISTING TO IMPROVE				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	69,660.00	8	EA	$ 557,280.00
Large Restrooms	325.00	3,000	SF	$ 975,000.00
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	1,067	LF	$ 560,206.50
Asphalt Parking Surface	4.81	47,741	SF	$ 229,420.35
Utility Structures	129.15	100	SF	$ 12,915.00
		Site Furniture Sub-Total		*$ 2,334,821.85*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	38	EA	$ 47,500.00
Large Trees	2,500.00	13	EA	$ 32,500.00
Small Trees	750.00	82	EA	$ 61,500.00
Shrubs	5.00	4,859.00	SF	$ 24,295.00
Grass	0.50	66,094.00	SF	$ 33,047.00
Parking Medians	2.00	9,988.31	SF	$ 19,976.62
		Landscape Sub-Total		*$ 218,818.62*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	70,953	SF	$ 106,429.50
		Irrigation Items Allowance-Total		*$ 106,429.50*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	14,500	AL	$ 14,500.00
		Civil Items Allowance-Total		*$ 14,500.00*
MISC. UTILITIES ITEMS				
		Misc. Utilities Allowance-Total		*$ -*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 5,476,461.40**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 547,646.14
G.C. Liability		0.96%		$ 52,574.03
Builders Risk		0.35%		$ 19,167.61
Sub Bonds		0.77%		$ 42,168.75
Building Permits / Fees Allowance		0.75%		$ 41,073.46
		Subtotal Fees and Conditions		*$ 702,630.00*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 6,179,091.40**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 185,372.74
G.C. Profit		7.50%		$ 463,431.86
Bond		1.50%		$ 92,686.37
Contingency		1.50%		$ 92,686.37
		Subtotal General Contractor		*$ 834,177.34*
			Project Total	$ 7,013,268.74
			Project Total + Contingency	**$ 8,415,922.49**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
SCOTT BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 — **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms		0	SF	$ -
Large Pavilions		0	EA	$ -
Small Pavilions		0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface	0.83	18,402	SF	$ 15,335.00
Playground		0	SF	$ -
Guard Gate + Guard Station	1,750.00	1	EA	$ 1,750.00
Parking Medians	2.00	4,510	SF	$ 9,020.00
			Demo and Hardscape Sub-Total	*$ 26,105.00*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	2	EA	$ 136,000.00
Large Restrooms		0	SF	$ -
Small Restrooms	320.00	400	SF	$ 128,000.00
Permeable Pavers Parking Lots	15.50	15,480	SF	$ 239,940.00
Permeable Pavers Plazas		0	SF	$ -
Path Pedestrian Concrete	6.25	4,638	SF	$ 28,989.19
Curbing	25.00	1,667	LF	$ 41,675.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt	3.97	14,711	SF	$ 58,434.88
Boardwalk New	420.00	15	LF	$ 6,300.00
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	400	SF	$ 50,000.00
Guard Gate + Guard Station	40,000.00	1	EA	$ 40,000.00
Charging Station	7,500.00	1	EA	$ 7,500.00
Amphitheater		0	SF	$ -
			Hardscape / On-Site Items Sub-Total	*$ 736,839.07*
SITE FURNITURE				
Park Grill	300.00	2	EA	$ 600.00
Bench	1,000.00	3	EA	$ 3,000.00
Bench Special	2,000.00	5	EA	$ 10,000.00
Picnic Table	1,500.00	2	EA	$ 3,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	3	EA	$ 1,800.00
Dog Waste Stations	350.00	1	EA	$ 350.00
Bike Racks	825.00	1	EA	$ 825.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables		0	EA	$ -
Movable chairs		0	EA	$ -
Signage - Whole Park (Dawson)	28,800.00	1	EA	$ 28,800.00
			Site Furniture Sub-Total	*$ 63,625.00*
EXISTING TO IMPROVE				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar		0	EA	$ -
Large Restrooms		0	SF	$ -
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	423	LF	$ 221,964.75
Asphalt Parking Surface	4.81	18,402	SF	$ 88,431.83
Utility Structures		0	SF	$ -
			Site Furniture Sub-Total	*$ 310,396.58*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	12	EA	$ 15,000.00
Large Trees	2,500.00	4	EA	$ 10,000.00
Small Trees	750.00	24	EA	$ 18,000.00
Shrubs	5.00	5,227	SF	$ 26,135.00
Grass	0.50	3,283	SF	$ 1,641.50
Parking Medians	2.00	4,182	SF	$ 8,364.00
			Landscape Sub-Total	*$ 79,140.50*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	**1.50**	8,510	SF	$ 12,765.00
			Irrigation Items Allowance-Total	*$ 12,765.00*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	**1.00**	8,000	AL	$ 8,000.00
			Civil Items Allowance-Total	*$ 8,000.00*
MISC. UTILITIES ITEMS				
			Misc. Utilities Allowance-Total	*$ - *
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 1,236,871.16**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 123,687.12
G.C. Liability		0.96%		$ 11,873.96
Builders Risk		0.35%		$ 4,329.05
Sub Bonds		0.77%		$ 9,523.91
Building Permits / Fees Allowance		0.75%		$ 9,276.53
			Subtotal Fees and Conditions	*$ 158,690.57*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 1,395,561.72**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 41,866.85
G.C. Profit		7.50%		$ 104,667.13
Bond		1.50%		$ 20,933.43
Contingency		1.50%		$ 20,933.43
			Subtotal General Contractor	*$ 176,040.02*
			Project Total	$ 1,571,601.75
			Project Total + Contingency	**$ 1,885,922.10**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
BURNEY BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 — **8/26/2022**

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms	7,000.00	0	SF	$ -
Large Pavilions	3,320.00	0	EA	$ -
Small Pavilions		0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface	0.83	38,307	SF	$ 31,922.50
Playground		0	SF	$ -
Parking Medians	2.00	11,816	SF	$ 23,632.00
		Demo and Hardscape Sub-Total		*$ 55,554.50*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar	136,000.00		EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	5	EA	$ 340,000.00
Large Restrooms	320.00	1	SF	$ 320.00
Small Restrooms		0	SF	$ -
Permeable Pavers Parking Lots	15.50	35,462	SF	$ 549,666.43
Permeable Pavers Plazas	15.50	6,226	SF	$ 96,507.65
Path Pedestrian Concrete	6.25	1,378	SF	$ 8,610.63
Curbing	25.00	1,130	SF	$ 28,250.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	255	LF	$ 107,100.00
Playground dry - Including play equipment	30.00	800	SF	$ 24,000.00
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures	125.00	625	SF	$ 78,125.00
Guard Gate + Guard Station		0	EA	$ -
Charging Station	7,500.00	2	EA	$ 15,000.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 1,247,579.70*
SITE FURNITURE				
Park Grill	300.00	5	EA	$ 1,500.00
Bench	1,000.00	5	EA	$ 5,000.00
Bench Special	2,000.00	10	EA	$ 20,000.00
Picnic Table	1,500.00	5	EA	$ 7,500.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	3	EA	$ 1,800.00
Dog Waste Stations	350.00	1	EA	$ 350.00
Bike Racks	825.00	1	EA	$ 825.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables		0	EA	$ -
Movable chairs		0	EA	$ -
Signage - Whole Park (Dawson)	31,200.00	1	EA	$ 31,200.00
Windmill	7,500.00	3	EA	$ 22,500.00
		Site Furniture Sub-Total		*$ 105,925.00*
EXISTING TO IMPROVE				
Large Pavilion w/solar	138,250.00	1	EA	$ 138,250.00
Small Pavilion (400 sq ft EA) w/solar		0	EA	$ -
Large Restrooms	325.00	2,750	SF	$ 893,750.00
Small Restrooms		0	SF	$ -
Boardwalk Existing	525.00	250	LF	$ 131,250.00
Asphalt Parking Surface	4.81	35,894	SF	$ 172,490.61
Utility Structures		0	SF	$ -
		Site Furniture Sub-Total		*$ 1,335,740.61*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	22	EA	$ 27,500.00
Large Trees	2,500.00	3	EA	$ 7,500.00
Small Trees	750.00	48	EA	$ 36,000.00
Shrubs	5.00	5,027.00	SF	$ 25,135.00
Grass	0.50	18,247	SF	$ 9,123.50
Parking Medians	2.00	12,372.00	SF	$ 24,744.00
		Landscape Sub-Total		*$ 130,002.50*

UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	23,274	SF	$ 34,911.00
		Irrigation Items Allowance-Total		*$ 34,911.00*
UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	13,000	AL	$ 13,000.00
		Civil Items Allowance-Total		*$ 13,000.00*
MISC. UTILITIES ITEMS				
		Misc. Utilities Allowance-Total		*$ - *
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 2,922,713.31**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 292,271.33
G.C. Liability		0.96%		$ 28,058.05
Builders Risk		0.35%		$ 10,229.50
Sub Bonds		0.77%		$ 22,504.89
Building Permits / Fees Allowance		0.75%		$ 21,920.35
		Subtotal Fees and Conditions		*$ 374,984.12*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 3,297,697.43**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 98,930.92
G.C. Profit		7.50%		$ 247,327.31
Bond		1.50%		$ 49,465.46
Contingency		1.50%		$ 49,465.46
		Subtotal General Contractor		*$ 445,189.15*
			Project Total	$ 3,742,886.58
			Project Total + Contingency	**$ 4,491,463.90**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

AMELIA ISLAND BEACH MASTERPLAN
SOUTH BEACH PARK

AREA DEVELOPMENT

Project No: SE210172 — 8/26/2022

ITEM OF WORK	UNIT COST	EDSA Cost Estimate QTY	UNIT	SUB TOTAL
DEMOLITION				
Restrooms		0	SF	$ -
Large Pavilions		0	EA	$ -
Small Pavilions		0	EA	$ -
Wash Stations		0	EA	$ -
Ocean Flagpole		0	EA	$ -
Ocean Signage		0	EA	$ -
Utility Structures		0	SF	$ -
Asphalt Parking Surface		0	SF	$ -
Playground		0	SF	$ -
Parking Medians		0	SF	$ -
		Demo and Hardscape Sub-Total		*$ -*
HARDSCAPE ON-SITE ITEMS				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar	68,000.00	1	EA	$ 68,000.00
Large Restrooms		0	SF	$ -
Small Restrooms (625 sq ft EA)	320.00	625	SF	$ 200,000.00
Permeable Pavers Parking Lots	15.50	4,680	SF	$ 72,540.00
Permeable Pavers Plazas		0	SF	$ -
Path Pedestrian Concrete	6.25	595	SF	$ 3,718.75
Curbing	25.00	550	SF	$ 13,750.00
Fitness Area		0	SF	$ -
Surface Parking Lots Asphalt		0	SF	$ -
Boardwalk New	420.00	626	LF	$ 262,920.00
Playground dry		0	SF	$ -
Playground wet		0	SF	$ -
Skatepark		0	SF	$ -
Multi-purpose Sports Courts		0	SF	$ -
Utility Structures		0	SF	$ -
Guard Gate + Guard Station		0	EA	$ -
Charging Station	7,500.00	1	EA	$ 7,500.00
Amphitheater		0	SF	$ -
		Hardscape / On-Site Items Sub-Total		*$ 628,428.75*
SITE FURNITURE				
Park Grill	300.00	1	EA	$ 300.00
Bench	1,000.00	2	EA	$ 2,000.00
Bench Special	2,000.00	2	EA	$ 4,000.00
Picnic Table	1,500.00	2	EA	$ 3,000.00
Lightning Bollards				$ -
Lightning Parking Lot				$ -
Waste Receptacles	600.00	2	EA	$ 1,200.00
Dog Waste Stations	350.00	1	EA	$ 350.00
Bike Racks	825.00	1	EA	$ 825.00
Wash Stations	5,500.00	2	EA	$ 11,000.00
Ocean Flagpole - Including foundation	4,000.00	1	EA	$ 4,000.00
Ocean Signage	250.00	1	EA	$ 250.00
Movable tables		0	EA	$ -
Movable chairs		0	EA	$ -
Signage - Whole Park (Dawson)	12,800.00	1	EA	$ 12,800.00
		Site Furniture Sub-Total		*$ 39,725.00*
EXISTING TO IMPROVE				
Large Pavilion w/solar		0	EA	$ -
Small Pavilion (400 sq ft EA) w/solar		0	EA	$ -
Large Restrooms		0	SF	$ -
Small Restrooms		0	SF	$ -
Boardwalk Existing		0	LF	$ -
Asphalt Parking Surface	4.81	3,284	SF	$ 15,781.44
Utility Structures		0	SF	$ -
		Site Furniture Sub-Total		*$ 15,781.44*
LANDSCAPE PLANT MATERIAL				
Palm Trees	1,250.00	1	EA	$ 1,250.00
Large Trees		0	EA	$ -
Small Trees	750.00	1	EA	$ 750.00
Shrubs	5.00	200	SF	$ 1,000.00
Grass		0	SF	$ -
Parking Medians		0.00	SF	$ -
		Landscape Sub-Total		*$ 3,000.00*
UTILITIES ITEMS-IRRIGATION				
Irrigation @ Green areas	1.50	200	SF	$ 300.00
		Irrigation Items Allowance-Total		*$ 300.00*

UTILITIES ITEMS-CIVIL				
Provide an allowance for utilities	1.00	8,000	AL	$ 8,000.00
		Civil Items Allowance-Total		*$ 8,000.00*
MISC. UTILITIES ITEMS				
		Misc. Utilities Allowance-Total		*$ -*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities) Total				**$ 695,235.19**
FEES AND CONDITIONS				
General Conditions		10.00%		$ 69,523.52
G.C. Liability		0.96%		$ 6,674.26
Builders Risk		0.35%		$ 2,433.32
Sub Bonds		0.77%		$ 5,353.31
Building Permits / Fees Allowance		0.75%		$ 5,214.26
		Subtotal Fees and Conditions		*$ 89,198.68*
(GC, Demolition, On-Site Items, Site Furnishings, Landscape Plant Material, and Utilities + Fees and Conditions) Sub-Total				**$ 784,433.87**
GENERAL CONTRACTOR				
G.C. Overhead		3.00%		$ 23,533.02
G.C. Profit		7.50%		$ 58,832.54
Bond		1.50%		$ 11,766.51
Contingency		1.50%		$ 11,766.51
		Subtotal General Contractor		*$ 105,898.57*
			Project Total	$ 890,332.44
			Project Total + Contingency	**$ 1,068,398.93**

NOTES: ALL VALUES REFLECT A 20% CONTINGENCY

DESIGN FOCUS

ACCESS
Connection in NW corner for community and (potentially, long-term) to Fort Clinch

INCREASED PROGRAM
Additional pavilions and expanded boardwalk to accommodate usage; increase wash stations ( )

SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking
4. Pavilion
5. Increased Native Landscape
6. Restrooms / Wash Stations
7. Utility Structure








DESIGN FOCUS
ACCESS
Elevate great lawn: create formal pedestrian pathway
ACTIVE PROGRAM
Redesign and expansion of skate park; playground; addition of dog park; clustering of program
PASSIVE PROGRAM
Maintain existing boardwalk system; festival street; increase in small group pavilions; additional multi-use plazas; increase wash stations
PARKING
Realignment of parking to better suit increased program
SIGNAGE + WAYFINDING
Entry signage, functional signage, educational signage, & water life safety demarcation, as needed
LEGEND
1 Boardwalk (ADA Accessible)
2 Protected Dunescape
3 Parking (Surface Lot, Parallel, Parking)
4 Pavilion
5 Vehicular Festival Street
6 Restrooms / Wash stations
7 Usable, Open Space
8 Play Space
9 Skate park
10 Vehicular Drop-Off
11 Pedestrian Pathway
12 Multi Use Hardscape Plaza (Permeable)
13 Multi Use Courts
14 Putt Putt
15 Utility Structure
17 Gateway Art
PERMEABLE PAVERS
PAVILIONS
DOG PARK
RESIDENTIAL
FORT CLINCH STATE PARK
TARPON AVE
TROUT ST
SALT LIFE RESTAURANT
N FLETCHER AVE
ATLANTIC OCEAN
COMFORT SUITES HOTEL
CIRCLE K GAS STATION
RESIDENTIAL
ATLANTIC AVE (A1A)

DESIGN FOCUS

ACCESS
Elevate great lawn; create performance space

ACTIVE PROGRAM
Redesign and expansion of skate park; playground; clustering of program; addition of dog park

PASSIVE PROGRAM
Connection of dune boardwalks; multi-use plazas + festival street; increase in small group pavilions; addition of multi-use plazas; increase wash stations

PARKING
Realignment of parking; potential for future parking garage

SIGNAGE + WAYFINDING
Entry signage, functional signage, educational signage, & water life safety demarcation, as needed

LEGEND

1. Boardwalk (ADA Accessible)
2. Protected Dunescape
3. Parking (Surface Lot, Parallel, Parking Garage)
4. Pavilion
5. Vehicular Festival Street
6. Restrooms / Wash stations
7. Usable Open Space
8. Play Space
9. Skate park
10. Formal Amphitheater
11. Pedestrian Pathway
12. Multi Use Hardscape Plaza (Permeable)
13. Multi Use Courts
14. Putt Putt
15. Utility Structure








DESIGN FOCUS
ACCESS
Elevate great lawn; create formal pedestrian pathway; addition of informal performance space
ACTIVE PROGRAM
Redesign and expansion of skate park; playground; addition of dog park; clustering of program
PASSIVE PROGRAM
Enhance+connect existing boardwalk system; create festival street; increase in small group pavilions; additional multi-use plazas; increase wash stations
PARKING
Slight realignment of parking
SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed
LEGEND
1 Boardwalk (ADA Accessible)
2 Protected Dunescape
3 Parking (Surface Lot, Parallel Parking)
4 Pavilion
5 Vehicular Festival Street
6 Restrooms / Wash Stations
7 Usable Open Space
8 Play Space
9 Skate park
10 Informal, Grass Amphitheater
11 Pedestrian Pathway
12 Multi Use Hardscape Plaza (Permeable)
13 Multi Use Courts
14 Putt Putt
15 Utility Structure
16 Vehicular Drop-off
DOLPHIN AVE
RESIDENTIAL
TROUT ST
FORT CLINCH STATE PARK
FARRIN AVE
SALT LIFE RESTAURANT
ATLANTIC OCEAN
COMFORT SUITES HOTEL
CIRCLE K GAS STATION
RESIDENTIAL
ATLANTIC AVE (A1A)
MULTI-USE COURTS
GRASS AMPHITHEATER
MULTI-USE PLAZAS


DESIGN FOCUS
PROGRAM
Multi-use plaza (vehicular) space at beach driving access point; increase wash stations (O)
ACCESS + PARKING
ROW parking along Sadler, maintain current parking lot along Fletcher; drop-off space lane within park
SIGNAGE + WAYFINDING
Entry signage ( ), functional signage (O), educational signage ( ), & water life safety demarcation ( ), as needed
LEGEND
1 Boardwalk (ADA Accessible)
2 Protected Dunescape
3 Parking (Surface Parking, Parallel Parking)
4 Pavilion
5 Vehicular Festival Street
6 Restrooms/ Wash Stations
7 Pedestrian Access
8 Pop-up pedestrian space
9 Vehicular Drop-off
10 Guard Station
SIGNAGE
PAVILIONS
FESTIVAL STREET
BOARDWALK
AMELIA HOTEL
SLIDERS SEASIDE GRILL RESTAURANT
SADLER RD
ON-BEACH DRIVING ACCESS
COMMERCIAL BUSINESSES
S FLETCHER AVE (A1A)
ATLANTIC OCEAN
COMMERCIAL


DESIGN FOCUS
ACTIVE + PASSIVE PROGRAM
Designated gathering space (food trucks, larger gathering), designated space for equestrian usage; increased pavilions throughout park space; addition of dog park; increase wash stations ( )
ADJACENT CONNECTIONS
Physical, bike+pedestrian connection from trail to park via multi-use trail hub
PARKING
Shade parking, increased parking landscape, slight reduction in parking to prioritize program expansion
ACCESSIBILITY
Prioritize one beach walkover for ADA access
SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed
LEGEND
1 Boardwalk (Overlook, (ADA Accessible)
2 Protected Dunescape
3 Parking (Surface Parking)
4 Pavilion
5 Trailer Parking
6 Large Pavilion/ Restrooms
7 Usable, Open Space
8 Utility Structure
9 Multi-Use Trail (Bicycle+Pedestrian) Hub
10 Guard Station
11 Pedestrian Pathway
12 Multi Purpose Space
RESIDENTIAL
S FLETCHER AVE/A1A
PETERS POINT RD
RESIDENTIAL
ON-BEACH DRIVING ACCESS
ATLANTIC OCEAN
SIGNAGE
MULTI-USE SPACE
FOOD TRUCKS
PARKING
RESTROOMS


DESIGN FOCUS
PROGRAM
Program with pedestrian comfort facilities, additional secondary gathering spaces; increase wash stations ( )
PARKING
Slight reduction in parking to prioritize pedestrian comfort components; increased landscape within parking lot
BEACH PARK
Elevate (formalize) beach access to beach park based on increased program
SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed
LEGEND
1 Boardwalk (ADA Accessible)
2 Protected Dunescape
3 Parking
4 Pavilion
5 Trailer Parking (Future)
6 Restrooms / Wash Stations
7 Utility Structure
8 Guard Station
ONEBEACH DRIVING ACCESS
OVERLOOK
PEDESTRIAN PATHWAY
PERMEABLE PARKING
SIGNAGE
P
MAIN BEACH PARKING LOT
ATLANTIC OCEAN


AMERICAN BEACH COMMUNITY
OCEAN BLVD
GREGG ST
BURNEY RD
DRAFT
DESIGN FOCUS
ADJACENT CONNECTIONS
Roundabout, pedestrian pathway to American Beach Community
PROGRAMMING
Increase in pavilions and 'play' space (playground and/or stage (permeable/ specialty pavers) area); increase wash stations ( )
PARKING
ROW parking along Burney Road; slight reduction in parking to prioritize pedestrian comfort; increased in shade landscape at parking
SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed
LEGEND
1 Boardwalk (ADA Accessible)
2 Protected Dunescape
3 Parking (Surface parking, Parallel Parking)
4 Pavilion
5 Vehicular Access (Reduction to One Access)
6 Restrooms / Wash Station
7 Usable, Open Space
8 Play Space
9 Vehicular Drop-Off (Permeable)
10 Pedestrian Pathway
11 Utility Structure
PLAY
PAVILIONS
ADA ACCESSIBILITY
SHADED PARKING
PEDESTRIAN CONNECTION
RESIDENTIAL
ATLANTIC OCEAN
0 50' 100' 150'
Scale 1" = 50'


DESIGN FOCUS
PROGRAM
Program with pedestrian comfort facilities, additional secondary gathering spaces; increase wash stations ( )
GATEWAY
Signage feature for wayfinding at entrance
PARKING
Slight reduction in parking to prioritize pedestrian comfort
BEACH PARK
Prioritize one beach walkover for ADA access
SIGNAGE + WAYFINDING
Entry signage ( ), functional signage ( ), educational signage ( ), & water life safety demarcation ( ), as needed
LEGEND
1 Boardwalk (ADA Accessible)
2 Protected Dunescape
3 Parking (Surface Parking)
4 Pavilion
5 Vehicular Access
6 Restrooms / Wash Station
ATLANTIC OCEAN
SIGNAGE
BOARDWALK
ADA ACCESSIBILITY
TREE CANOPY
SMART TECHNOLOGY



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CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-105
Grant Application — Florida Firefighter Cancer Decontamination Equipment Grant Program

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-105.

SYNOPSIS: Authorizes submission of a Florida Chief Financial Officer, State Fire Marshal, Florida Firefighter Cancer Decontamination Equipment Grant Program application for thirty-six particulate-blocking hoods and structural firefighting gloves to ensure continuous protection against cancer-causing particles and carcinogens.

FISCAL IMPACT: If awarded, the grant will reimburse $8,223.66 of the $10,964.88 cost to purchase the protective gear.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-105.

Jeremy Holmes, Fire Chief	08/03/2026
Alisha Brown, Budget Analyst	08/03/2026
Teresa Prince, City Attorney	08/07/2026
Jeremiah Glisson, Deputy City Manager	08/10/2026
Sarah Campbell, City Manager	08/10/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/10/2026

Caroline Best

Date: July 20, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

RESOLUTION 2026-105

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING SUBMISSION OF A FLORIDA DEPARTMENT OF FINANCIAL SERVICES, DIVISION OF STATE FIRE MARSHAL, FIREFIGHTER CANCER DECONTAMINATION EQUIPMENT GRANT PROGRAM APPLICATION; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, although servicing a resident population of approximately 14,024, the City of Fernandina Beach ("City") Fire Department ("FBFD") is an all hazards department responsible for the protection of residents, hundreds of thousands of annual visitors, the municipal Airport, the municipal Marina, two industrial paper and wood processing mills, a railroad, and a Port which transports combustible materials; and

WHEREAS, FBFD seeks funding to purchase a second set of National Fire Protection Association ("NFPA") compliant particulate-blocking hoods and structural firefighting gloves for each of its thirty-six firefighters, ensuring they always have clean, dry protective equipment available, eliminating the reuse of contaminated or damp equipment during consecutive emergency responses, improving both operational readiness, firefighter health and safety, and compliance with NFPA standards; and

WHEREAS, particulate-blocking hoods provide critical protection by filtering cancer-causing fireground particulates, including polycyclic aromatic hydrocarbons, and other hazardous contaminants, preventing them from penetrating the highly vulnerable skin of the neck and jaw where they can be absorbed into the body; and

WHEREAS, structural firefighting gloves reduce exposure to carcinogenic contaminants while maintaining thermal protection, dexterity, and safety during emergency operations; and

WHEREAS, the Florida Department of Financial Services, Division of State Fire Marshal, Firefighting Cancer Decontamination Equipment Grant program provides 75% towards purchase costs; and

WHEREAS, the City has obtained a quote, in the amount of $10,964.88, for thirty-six particulate-blocking hoods and structural firefighting gloves, attached here to as Exhibit A; and

WHEREAS, if awarded, the grant will reimburse $8,223.66 of the $10,964.88, the required match by the City will be the remaining $2,741.22; and

WHEREAS, if this grant is awarded, an amendment to the FY 2026/2027 Budget will be required to increase the Fire Department Unforms account, 0012200 55210 in the amount of $10,965 to purchase the particulate-blocking hoods and structural firefighting gloves.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby authorizes submission of a Florida Chief Financial Officer, State Fire Marshal, Florida Firefighter Cancer Decontamination Equipment Grant Program application for thirty-six particulate-blocking hoods and structural firefighting gloves.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute Florida Chief Financial Officer, State Fire Marshal, Florida Firefighter Cancer Decontamination Equipment Grant Program application documents, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall become effective immediately upon adoption.

ADOPTED this 19th day of August, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUM
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2026-105
Exhibit "A"

North America Fire Equip. Inc.
D.B.A. NAFECO
P.O. Box 2928
Decatur, AL 35602-2928
(800) 628-6233

Quotation

Q5226072099317

Date: 2026-07-20
Expires: 2026-08-19
FOB: Origin

Customer Number: FER181
Customer Information: CITY OF FERNANDINA BEACH
Address: EQUIPMENT
516 SOUTH 10TH ST,SUITE 118
FERNANDINA BEACH, FL 32034

Attention: Chief Holmes
Phone: 904-310-3153
Email: firepurchasing@fbfl.us
Prepared By: Tae Kendrick

Qty	Item #	Description	Each	Total
36	HD395143-1	LION Redzone Stedair Prevent Clear Part. Block Hood, Black MSRP=189 LCC=161.98	$151.98	$5,471.28
36	LPGVFRCE-L	LION Glove, V-Force, Gauntlet Size Large MSRP=182 LCC=154.70	$152.60	$5,493.60
			Subtotal	**$10,964.88**
			Freight	**TBD**
			Total	**$10,964.88**

tax & freight to be determined

Thank you for your business!

NOTE: All accounts are subject to sales tax charges unless a valid state exempt certificate is on file with NAFECO, or provided at the time of the order.

If you have any questions concerning this quote, please call our number listed above.

Visit Us On The Internet At: nafeco.com

Mailing: P.O. Box 2928, Physical: 2601 Beltline Road Decatur, AL 35602-2928, (800) 628-6233

DEPARTMENT OF FINANCIAL SERVICES
Division of State Fire Marshal

APPLICATION FOR FIREFIGHTER CANCER DECONTAMINATION EQUIPMENT GRANT PROGRAM

APPLICANT INFORMATION

Name of Fire Department:

Name of Person Completing Form:

Physical Address:

(Street) (City) (Zip)

Mailing Address:

(Street) (City) (Zip)

EMAIL Address:

County:

Fire Department Telephone Number: (_____) _____ - _____

Name and Telephone Number of the Safety Officer/Representative for follow-up:

_____ **(_____) _____ - _____**

Fire Department Identification Number (FDID#): _____

Federal Tax Identification Number: _____

What Year was Fire Department Established: _____

Indicate whether you are a municipality or county, the state, or any political subdivision of the state, including authorities and special districts:

_____

Indicate the size of the population served: _____

Indicate the number of square miles in your area served: _____

Indicate the number of fire stations within your jurisdiction: _____

Indicate the number of certified firefighter personnel within your fire department listed on the Fire College Department of Insurance Continuing Education (FCDICE) roster:

_____

Would decontamination equipment help you achieve the objectives of the Employer Cancer Prevention Best Practices, Rule 69A-62.025, F.A.C.?

☐ **No**

☐ **Yes**

Does your agency have post fire on-scene decontamination equipment and related practices on your suppression apparatus?

☐ **No**

☐ **Yes**

Do you presently submit fire incident data to the National Fire Incident Reporting Service (NFIRS)?
(Awarding of this grant is conditional on your department submitting fire incident data.)

☐ **No**

☐ **Yes**

Do you presently have decontamination equipment that is designed to mitigate exposure to hazardous cancer-causing chemicals? Use additional sheets if necessary.

☐ **No**

☐ **Yes** (List type and quantity of equipment and how many fire station and personnel this services)

_____

_____

_____

_____

FUNDING INFORMATION

Directions: List the total funding received from ANY taxing authority in your current FISCAL YEAR, or in your current CALENDER YEAR.
Include any funds and grants received from any local governing authority, County, Town, City, Municipality, Independent Special District, Dependent Special District, Special District, Municipal Service Taxing Unit (MSTU), or Municipal Service Benefit Unit (MSBU).

DO NOT INCLUDE DONATIONS OF ANY TYPE.

a. Annual Operating Budget: $ _____

b. Total Grants Received $ _____

c. Total Funds Received (a.+ b.): $ _____

☐ Calendar Year _____ ☐ Fiscal Year _____

Financial need must be documented in the Grant Narrative Section.

REQUESTING FUNDS FOR THE FOLLOWING EQUIPMENT, SUPPLIES, AND EDUCATIONAL TRAINING

For which of the following items are you requesting funds? (Please select ALL that apply.)

☐ **VEHICLE EXHAUST CAPTURE SYSTEMS (compliant with the standards of NFPA 1500 (2018 edition) incorporated by reference in Rule 69A-62.025, F.A.C)**
Please provide the following information in the **Grant Narrative section**:
- Description of the equipment
- Explanation of how the equipment mitigates exposure to hazardous, cancer-causing chemicals
- Please include any documentation on usage

☐ **PERSONAL PROTECTIVE EQUIPMENT EXTRACTOR UNITS**
Please provide the following information in the **Grant Narrative section**:
- Description of the equipment
- Explanation of how the equipment mitigates exposure to hazardous, cancer-causing chemicals
- Please include any documentation on usage

☐ **HOODS, GLOVES, OR HELMET EARFLAPS (compliant with the standards of NFPA 1971 (2018 edition) incorporated by reference in Rule 69A-37.060, F.A.C)**
Please provide the following information in the **Grant Narrative section**:
- Description of the equipment
- Explanation of how the equipment mitigates exposure to hazardous, cancer-causing chemicals
- Please include any documentation on usage

☐ **OTHER EQUIPMENT USED TO MITIGATE EXPOSURE TO HAZARDOUS, CANCER-CAUSING CHEMICALS**

Please provide the following information in the **Grant Narrative section**:

- Description of the equipment
- Explanation of how the equipment mitigates exposure to hazardous, cancer-causing chemicals
- Please include any documentation on usage

☐ **SUPPLIES USED TO MITIGATE EXPOSURE TO HAZARDOUS, CANCER-CAUSING CHEMICALS**

Please provide the following information in the **Grant Narrative section**:

- Description of the supplies
- Explanation of how the supplies mitigate exposure to hazardous, cancer-causing chemicals
- Please include any documentation on usage

☐ **EDUCATIONAL TRAINING**

Please provide the following information in the **Grant Narrative section**:

- Description of educational training
- Explanation of how training contributes to decreasing exposure to hazardous, cancer-causing chemicals

If future grant funding is allocated to the Division of State Fire Marshal to mitigate exposure to hazardous, cancer-causing chemicals and to protect the health and safety of Florida Firefighters, what type of items would you be interested in obtaining? (Optional)

1. _____
2. _____
3. _____
4. _____
5. _____

MATCHING FUNDS: LEVEL OF NONSTATE MATCHING FUNDS, MINIMUM OF 25% OF NONSTATE FUNDING

Percentage of matching funds: _____%

Please attach documentation indicating the source of the matching funds.

GRANT NARRATIVE (use additional sheets if necessary)

Directions:
Please contact the State Fire Marshal if you have any questions: firegrantquestion@myfloridacfo.com

Provide the required information for your grant request here. Include any additional information you feel is important to your grant request. This narrative must demonstrate the financial need of the department.

Provide an itemized list and costs of requested items:

AUTHORIZATION TO SUBMIT GRANT REQUEST

To be completed by the **Fire Chief or Fire Service Agency Head** of the municipality or county, the state, or any political subdivision of the state, including authorities and special districts, employing firefighters or utilizing firefighters to provide fire extinguishment or fire prevention services for the protection of life and property.
NOTE: Administration of resources awarded by the Department to the recipient may be subject to audits and/or monitoring by the Department.

Person Submitting Request:

(Last Name) (First Name)

Mailing Address:

(Street) (City) (Zip)

Email Address:

Telephone Number:

Printed Name (Last) (First) (Title)

Signature (Date)

FLORIDA FIRE SERVICE – NEEDS ASSESSMENT

I. INTRODUCTION

The Division of State Fire Marshal is implementing an annual Florida Fire Service Needs Assessment Survey. The purpose of this survey is to identify the level of resources available to Florida fire departments and to determine the department's greatest need.

A focus of this survey includes identifying specific needs in the areas of training, firefighter personal protective equipment (PPE), firefighter self-contained breathing apparatus (SCBA), and fire engine pumper apparatus.

The information requested in the survey includes your department profile, apparatus and equipment status, certification levels, and critical fire department needs and will be used to support legislative funding requests and Florida's Firefighter Assistance Grant Program.

The completion of the Needs Assessment Survey is an eligibility requirement for the Firefighter Assistance Grant Program.

The Firefighter Assistance Grant Program was established to improve the emergency response capability of volunteer fire departments and combination fire departments and provide financial assistance to improve firefighter safety and enable such fire departments to provide firefighting, emergency medical, and rescue services to their communities.

Grant funding is available for training, PPE, SCBA's, and cost share subsidy for AFG apparatus awards.

Completing this survey should take no more than ten minutes of your time!

If you encounter any issues while completing this survey; send an e-mail to:

FSFC.COMMENTS@MyFloridaCFO.com

Be sure to include a brief description of the issue, your contact information and a preferred time for us to contact you.

DEMOGRAPHICS

Department Name:

FDID #:

Address 1

Address 2

City

State

Zip

Phone

Fire Chief's Name

Email Address

Please select the classification of your fire department.
1. Volunteer
2. Career
3. Combination (less than 30% are volunteer)
4. Combination (30% or greater are volunteer)

What is the population of your jurisdiction? (1st Due Only)
1. 25,000 or greater
2. 5,000 - 24,999
3. 2,000 - 4,999
4. Under 2,000
5. Other

What is the size of your jurisdiction in square miles? (1st Due Only)
1. More than 100 Square Miles
2. 51 - 100 Square Miles
3. 25 - 50 Square Miles
4. Less than 25 Square Miles

PERSONNEL AND THEIR CAPABILITIES

Please indicate how many department personnel are:

Certified at the Firefighter I Level ONLY (160 or 206 hours):	
Certified at the Firefighter II Level:	
Not certified, but are considered "trained commensurate to duty":	

Is Hazardous Material (Hazmat) Response a service that your fire department provides?
1. Yes ("Formal" Hazmat Team is not a requirement)
2. No

How many of your personnel are certified to the following level:

Hazmat Awareness	
Hazmat Operations	
Hazmat Technician	

Is Wildland-Urban Interface / Wildland (brush, grass, forest) firefighting a service that your fire department provides?
1. Yes
2. No

Are your firefighters equipped with wildland fire personal protective clothing?
1. Yes
2. No

Is Technical Rescue a role that your fire department performs?
1. Yes
2. No

EQUIPMENT

Does your department have a complete set of bunker gear for all certified firefighters?
1. Yes
2. No

What is the average age of your bunker gear (approximate age of each set)?
1. 0 - 5 years
2. 6 - 10 years
3. Greater than 10 years

Does your department have an SCBA for each riding position on all Fire Apparatus?
1. Yes
2. No

Please indicate which edition of NFPA 1981 "Standard on Open Circuit Self-contained Breathing Apparatus" your department's SCBA are compliant with:

	Quantity
1997 Edition	
2002 Edition	
2007 Edition	
2013 Edition	

How many firefighters who work in the Immediately Dangerous to Life or Health (IDLH) Environment are equipped with a PASS device?

	Quantity
PASS Device enable is integrated into the SCBA air valve	
PASS Device is manually enabled	
No PASS Device	

Does your department have a Thermal Imager / Thermal Imaging Camera (TIC) available?

1. Yes
2. No

Does your department have a portable radio for each for each riding position on all Fire Apparatus?

1. Yes
2. No

APPARATUS

List the number of each type of apparatus in service. (if NONE, please ENTER a "0")

	Engines/ Pumpers	Ladders/ Aerials	Tankers/ Tenders	Brush Trucks	Other Vehicles
0 - 14 years old					
15 - 19 years old					
20 - 29 years old					
30 or more years old					

FACILITIES

How many stations does your department operate?

What is the approximate age of your oldest and newest station?

	1 - 15 years	16 - 30 years	31 - 40 years	Over 40 Years Old	N/A
Oldest Station or ONLY Station					
Newest Station (Select N/A if you only have one station)					

How many of your stations have emergency generator power?

YOUR COMMENTS

If adequate funding were available, what do you consider your fire department's **MOST** critical need? (List only one)

Your 2nd highest priority need? (List only one)

Your 3rd highest priority need? (List only one)

Would you like a representative of the Bureau of Firefighter Standards and Training to schedule (or discuss) a complimentary Fire Department Safety Compliance Check for your fire department?

1. Yes
2. No
3. I am not familiar with the Florida State Fire Marshal's FD Safety Compliance Check.
4. Our department has successfully completed a FD Safety Compliance Check performed by the Florida State Fire Marshal.

Do you have any additional comments or suggestions?

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2026-15
Pay and Classification Plan

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2026-15 at First Reading.

SYNOPSIS: Charter Section 30 states, in relevant part, "*The City Manager fixes the number and compensation of all other officers and employees. The salaries or compensation must be uniform for like services in each grade of City service, as the same will be graded or classified by the City Manager and approved by the City Commission*", and Code of Ordinances Section 62-247 sates, in relevant part, "T*he classification plan shall be that as established by the City Commission each year by ordinance and may be amended by the City Commission from time to time in its discretion, by ordinance, as it may deem necessary to ensure that the plan reflects the current job classification of all positions in the City service.*"

The City recognizes that the compensation plan is intended to provide all employees with equitable and competitive pay, relative to pay received by other employees performing similar work in other areas of the City's organization and also relative to rates received by other employees in the labor market from which City employees are recruited.

The Classified Service Pay Scale for General Employees, Managers, and Directors is amended to update changes to position titles and/or pay grades to reflect the current organizational needs and responsibilities of the City. Pay ranges (minimum, midpoint, and maximum) in the Classified Service Pay Scale for General Employees, Managers, and Directors remain the same as for Fiscal Year 2025-26. However, employees will receive a general cost of living increase as provided for in the Northeast Florida Public Employees, Local 630, Laborers International Union of North America, AFL-CIO-CLC union agreement (Resolution 2024-161) and as proposed for Non-Union employees in the 2026-27 Proposed Annual Budget. Step Plans for the Organized Firefighters of Fernandina Beach, Local Union No 2836, International Association of Firefighters AFL-CIO (Resolution 2024-204) and the Coastal Florida Police Benevolent Association (Resolution 2026-103) have been amended as a result of collective bargaining.

FISCAL IMPACT: Annual increases are budgeted in the salary and benefits accounts for each department in the Proposed Fiscal Year 2026-27 Budget.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2026-15 at First Reading.

Denise Matson, Human Resources Director	08/03/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/03/2026
Alisha Brown, Budget Analyst	08/03/2026
Teresa Prince, City Attorney	08/05/2026
Jeremiah Glisson, Deputy City Manager	08/05/2026
Sarah Campbell, City Manager	08/05/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/05/2026



Date: July 08, 2026

Submitted By: Denise Matson, Human Resources Director

COMMISSION ACTION: Adopt

ORDINANCE 2026-15

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE PAY AND CLASSIFICATION PLAN ESTABLISHED BY ORDINANCE 2025-10 PURSUANT TO CHARTER SECTION 30 AND CODE OF ORDINANCES SECTION 62-247; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Charter Section 30 states, in relevant part, *"The City Manager fixes the number and compensation of all other officers and employees. The salaries or compensation must be uniform for like services in each grade of the City service, as the same will be graded or classified by the City Manager and approved by the City Commission."*; and

WHEREAS, Code of Ordinances Section 62-247 states, in relevant part, *"The classification plan shall be that as established by the City Commission each year by ordinance and may be amended by the City Commission from time to time in its discretion, by ordinance, as it may deem necessary to ensure that the plan reflects the current job classification of all positions in the City service."*; and

WHEREAS, through collective bargaining with the Northeast Florida Public Employees, Local 630, Laborers International Union of North America, AFL-CIO-CLC (Resolution 2024-161), the Organized Firefighters of Fernandina Beach, Local Union No 2836, International Association of Firefighters AFL-CIO (Resolution 2024-204), and the Coastal Florida Police Benevolent Association (Resolution 2026-103) new compensation plans that include cost-of-living adjustments) were negotiated and approved; and

WHEREAS, the City recognizes that the compensation plan is intended to provide all employees with equitable and competitive pay, relative to pay received by other employees performing similar work in other areas of the City's organization and also comparative to rates received by other employees in the labor market from which City employees are recruited; and

WHEREAS, it is in the best interest of the City to amend the existing Classified Service Titles and Pay Grades to reflect the current organizational needs and responsibilities of the City.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA:

SECTION 1. CLASSIFIED SERVICE TITLES AND PAY GRADES. The Classified Service Titles and Pay Grades Plan as shown below are hereby amended.

POSITION TITLE	FLSA	GRADE
Accountant I	Exempt	212
Accountant II	Exempt	213

Administrative Coordinator	Exempt	210
Administrative Specialist	Non-Exempt	205
Airport Director	Exempt	220
Airport Operations Manager	Exempt	214
Aquatics Coordinator	Non-Exempt	206
Assistant Golf Course Supt	Exempt	213
Assistant Golf Professional	Exempt	207
Assistant Marina General Manager	Exempt	215
Beach Rangers	Non-Exempt	204
Budget Analyst	Exempt	217
Building Inspector I	Non-Exempt	210
Building Inspector II	Non-Exempt	212
Building Inspector III	Non-Exempt	214
Building Official	Exempt	225
Building Services Manager	Exempt	211
Building Technology Analyst	Non-Exempt	208
Bus Driver	Non-Exempt	204
Capital Projects Manager	Exempt	218
Cart Attendant	Non-Exempt	201
Chief Resiliency Officer	Exempt	214
Code Enforcement Manager	Exempt	218
Code Enforcement Officer	Non-Exempt	212
Communications Manager	Exempt	218
Community Development Director	Exempt	220
Community Service Aide	Non-Exempt	204
Comptroller	Exempt	225
Cook	Non-Exempt	205
Conservation & Environmental ~~Mgr~~ Coord	Exempt	~~213~~ 210
Customer Service Specialist	Non-Exempt	205
Cyber Security Specialist	Exempt	217
Deputy Building Official	Exempt	219
Deputy City Clerk	Exempt	219
Deputy City Manager	Exempt	230
~~Deputy Code Enforcement Director~~	~~Exempt~~	~~219~~
Deputy Comptroller	Exempt	219
Deputy Fire Chief	Exempt	219

Deputy Operations Director	Exempt	219
Deputy Parks and Rec Director	Exempt	219
~~Deputy Planning & Conservation Director~~	~~Exempt~~	~~219~~
Deputy Police Chief	Exempt	219
Deputy Utilities Director	Exempt	219
Dockhand	Non-Exempt	203
Downtown District ~~Manager~~ Coordinator	Exempt	~~218~~ 214
Driving Range Attendant	Non-Exempt	201
Electrician/HVAC Technician	Non-Exempt	209
Evidence and Crime Scene Technician	Non-Exempt	206
Facilities Maintenance Superintendent	Exempt	217
Field Coordinator	Exempt	210
Fire Chief	Exempt	225
Fire Services Manager	Exempt	211
Food and Beverage Manager	Exempt	213
Golf Course General Manager	Exempt	219
Golf Course Superintendent	Exempt	217
Golf Professional	Exempt	213
Grants Administrator	Exempt	217
Heavy Equipment Operator	Non-Exempt	205
Human Resources Director	Exempt	220
Human Resources Generalist	Exempt	210
Human Resources Manager	Exempt	218
Information Technology Director	Exempt	220
Information Technology Technician	Non-Exempt	208
Intern	Non-Exempt	201
Lead Operator	Non-Exempt	212
Legal Assistant	Exempt	211
Maintenance Assistant	Non-Exempt	201
Maintenance Technician I	Non-Exempt	203
Maintenance Technician II	Non-Exempt	205
Maintenance Technician III	Non-Exempt	209
Marina General Manager	Exempt	220
Master Mechanic	Non-Exempt	209
Mechanic	Non-Exempt	205
Ocean Rescue Division Chief	Exempt	218

Ocean Rescue Lifeguard I	Non-Exempt	203
Ocean Rescue Lifeguard II	Non-Exempt	204
Ocean Rescue Lifeguard III	Non-Exempt	205
Ocean Rescue Supervisor	Exempt	209
Operations Director	Exempt	220
Operations Services Manager	Exempt	211
Operations Superintendent	Exempt	217
Operations Supervisor	Exempt	215
Paralegal	Exempt	218
Parks and Recreation Director	Exempt	220
Parks and Recreation Manager	Exempt	213
Parks Maintenance Superintendent	Exempt	217
Permit Specialist	Non-Exempt	205
Permit Technician	Non-Exempt	207
Planner I	Exempt	210
Planner II	Exempt	212
Planning Manager	Exempt	218
Planning Technician	Exempt	209
Plans Examiner	Non-Exempt	214
Police Commander	Exempt	218
Police Chief	Exempt	225
Police Reserve Officer	Non-Exempt	209
Police Services Coordinator	Exempt	210
Police Services Manager	Exempt	211
Pool Lifeguard	Non-Exempt	202
Pro Shop Attendant	Non-Exempt	201
Procurement Specialist	Exempt	212
Programmer Analyst	Exempt	217
Project Coordinator	Exempt	214
Purchasing Agent	Non-Exempt	210
Records Coordinator	Non-Exempt	206
Recreation Aide	Non-Exempt	201
Recreation Coordinator	Non-Exempt	203
Recreation Programs Supervisor	Exempt	209
Recreation Specialist	Non-Exempt	202
Sanitation Operator I	Non-Exempt	205

Sanitation Operator II	Non-Exempt	209
Server	Non-Exempt	201
Sr. Accountant	Exempt	215
Sr. Code Enforcement Officer	Non-Exempt	214
Sr. Electrician/HVAC Technician	Non-Exempt	212
Sr. Human Resources Generalist	Exempt	211
Sr. Maintenance Technician	Non-Exempt	212
Sr. Master Mechanic	Non-Exempt	212
Sr. Permit Technician	Non-Exempt	210
Sr. Planner	Exempt	214
Sr. Pool Lifeguard	Non-Exempt	205
Staff Assistant	Non-Exempt	203
Starter Ranger	Non-Exempt	201
~~Swim Instructor~~	~~Non-Exempt~~	~~204~~
System Administrator	Exempt	216
Urban Forestry Inspector Arborist	Exempt	212
Utilities Chief Plant Operator	Non-Exempt	213
Utilities Director	Exempt	220
Utilities Engineer	Exempt	216
Utilities GIS Technician	Non-Exempt	208
Utilities Operations Superintendent	Exempt	217
Utilities Plant Operator I	Non-Exempt	210
Utilities Plant Operator II	Non-Exempt	211
Utilities Plant Operator III	Non-Exempt	212
Utilities Supervisor	Exempt	215
Utility Billing Manager	Exempt	218
Utility Billing Senior Accountant	Exempt	215
Utility Billing Specialist	Non-Exempt	206
Utility Lift Station Mechanic	Non-Exempt	207
Utility Services Manager	Exempt	211
Utility Technician I	Non-Exempt	203
Utility Technician II	Non-Exempt	206
Utility Technician III	Non-Exempt	210
Warehouse Coordinator	Non-Exempt	210

SECTION 2. CONSOLIDATED PAY PLAN. The amended Classified Service Pay Scale for General Employees, Managers and Directors (Appendix "A"), Fire Department (Appendix "B"), and the Police Department (Appendix "C"), are hereby adopted for Fiscal Year 2026-27.

SECTION 4. SCRIVENER'S ERRORS. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Ordinance which do not make substantive changes or otherwise affect the intent of the Ordinance, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 6. EFFECTIVE DATE. This Ordinance shall be effective on October 1, 2026, after its Second Reading, public hearing and final enaction.

ENACTED by the City Commission this ___ day of _____, 2026

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Date of First Reading: August 19, 2026
Date of Publication:
Date of Second Reading:

Appendix "A"

CLASSIFIED SERVICE PAY SCALE

GENERAL EMPLOYEES, MANAGERS, AND DIRECTORS

GRADE	MINIMUM ANNUAL	MINIMUM HOURLY	MIDPOINT ANNUAL	MIDPOINT HOURLY	MAXIMUM ANNUAL	MAXIMUM HOURLY
201	$34,398.00	$16.5375	$42,997.50	$20.6719	$51,597.00	$24.8063
202	$36,117.90	$17.3644	$45,147.90	$21.7058	$54,176.85	$26.0466
203	$37,923.90	$18.2326	$47,405.40	$22.7910	$56,885.85	$27.3490
204	$39,820.20	$19.1444	$49,774.20	$23.9299	$59,730.30	$28.7165
205	$41,811.00	$20.1015	$52,263.75	$25.1268	$62,716.50	$30.1521
206	$43,901.55	$21.1065	$54,877.20	$26.3833	$65,852.85	$31.6600
207	$46,097.10	$22.1621	$57,620.85	$27.7024	$69,144.60	$33.2426
208	$48,401.85	$23.2701	$60,502.05	$29.0875	$72,602.25	$34.9049
209	$50,822.10	$24.4338	$63,527.10	$30.5419	$76,232.10	$36.6500
210	$53,362.05	$25.6549	$66,703.35	$32.0689	$80,043.60	$38.4825
211	$56,030.15	$26.9376	$70,038.15	$33.6723	$84,046.20	$40.4069
212	$58,832.55	$28.2849	$73,539.90	$35.3558	$88,248.30	$42.4271
213	$61,774.65	$29.6994	$77,217.00	$37.1235	$92,660.40	$44.5483
214	$64,862.70	$31.1840	$81,077.85	$38.9798	$97,293.00	$46.7755
215	$68,106.15	$32.7434	$85,131.90	$40.9288	$102,158.70	$49.1148
216	$71,511.30	$34.3804	$89,388.60	$42.9753	$107,266.95	$51.5706
217	$75,086.55	$36.0993	$93,859.50	$45.1248	$112,630.35	$54.1493
218	$82,596.15	$39.7098	$103,245.45	$49.6373	$123,894.75	$59.5648
219	$90,855.45	$43.6805	$113,571.15	$54.6015	$136,284.75	$65.5215
220	$110,250.00	$53.0048	$137,812.50	$66.2560	$165,375.00	$79.5073
225	$124,031.25	$59.6304	$151,593.75	$72.8816	$179,156.25	$86.1329
230	$137,812.50	$66.2560	$165,375.00	$79.5072	$192,937.50	$92.7584

~~Appendix "B"~~

~~CLASSIFIED SERVICE PAY SCALE~~

~~FIRE DEPARTMENT~~

~~STEP~~	~~FIREFIGHTER EMT~~	~~FIREFIGHTER PMD~~	~~RESCUE LIEUT~~	~~ENGINEER~~	~~COMBAT LIEUT~~	~~CAPTAIN~~	~~BATTALION CHIEF~~
~~1~~	~~$17.5446~~	~~$19.5564~~	~~$23.6619~~	~~$23.6619~~	~~$26.0245~~	~~$28.6328~~	~~$28.6328~~
~~2~~	~~$18.0710~~	~~$20.1431~~	~~$24.3717~~	~~$24.3717~~	~~$26.8052~~	~~$29.4918~~	~~$29.4918~~
~~3~~	~~$18.7938~~	~~$20.9488~~	~~$25.3466~~	~~$25.3466~~	~~$27.8775~~	~~$30.6715~~	~~$30.6715~~
~~4~~	~~$19.7335~~	~~$21.9962~~	~~$26.6139~~	~~$26.6139~~	~~$29.2713~~	~~$32.2050~~	~~$32.2050~~
~~5~~	~~$20.7202~~	~~$23.0960~~	~~$27.9446~~	~~$27.9446~~	~~$30.7349~~	~~$33.8153~~	~~$33.8153~~
~~6~~	~~$21.1346~~	~~$23.5579~~	~~$28.5035~~	~~$28.5035~~	~~$31.3496~~	~~$34.4916~~	~~$34.4916~~
~~7~~	~~$22.1913~~	~~$24.7358~~	~~$29.9287~~	~~$29.9287~~	~~$32.9171~~	~~$36.2162~~	~~$36.2162~~
~~8~~	~~$22.6361~~	~~$25.2306~~	~~$30.5272~~	~~$30.5272~~	~~$33.5754~~	~~$36.9405~~	~~$36.9405~~
~~9~~	~~$23.7669~~	~~$26.4921~~	~~$32.0536~~	~~$32.0536~~	~~$35.2542~~	~~$38.7875~~	~~$38.7875~~
~~10~~	~~$24.0046~~	~~$26.7570~~	~~$32.3741~~	~~$32.3741~~	~~$35.6067~~	~~$39.1754~~	~~$39.1754~~
~~11~~	~~$24.4847~~	~~$27.2922~~	~~$33.0216~~	~~$33.0216~~	~~$36.3189~~	~~$39.9589~~	~~$39.9589~~
~~12~~	~~$24.4847~~	~~$27.2922~~	~~$33.0216~~	~~$33.0216~~	~~$36.3189~~	~~$39.9589~~	~~$39.9589~~
~~13~~	~~$24.9743~~	~~$27.8380~~	~~$33.6821~~	~~$33.6821~~	~~$37.0452~~	~~$40.7581~~	~~$40.7581~~
~~14~~	~~$24.9743~~	~~$27.8380~~	~~$33.6821~~	~~$33.6821~~	~~$37.0452~~	~~$40.7581~~	~~$40.7581~~
~~15~~	~~$25.4738~~	~~$28.3948~~	~~$34.3557~~	~~$34.3557~~	~~$37.7861~~	~~$41.5732~~	~~$41.5732~~
~~16~~	~~$25.4738~~	~~$28.3948~~	~~$34.3557~~	~~$34.3557~~	~~$37.7861~~	~~$41.5732~~	~~$41.5732~~
~~17~~	~~$25.7286~~	~~$28.6787~~	~~$34.6993~~	~~$34.6993~~	~~$38.1640~~	~~$41.9890~~	~~$41.9890~~
~~18~~	~~$25.9859~~	~~$28.9655~~	~~$35.0462~~	~~$35.0462~~	~~$38.5456~~	~~$42.4089~~	~~$42.4089~~
~~19~~	~~$26.2457~~	~~$29.2551~~	~~$35.3967~~	~~$35.3967~~	~~$38.9311~~	~~$42.8330~~	~~$42.8330~~
~~20~~	~~$26.5082~~	~~$29.5477~~	~~$35.7507~~	~~$35.7507~~	~~$39.3204~~	~~$43.2613~~	~~$43.2613~~

~~Firefighters are non-exempt (hourly) employees. Annual compensation is determined on the basis of normally scheduled hours worked (2912 annually) multiplied by the hourly rate.~~

Appendix "B"

CLASSIFIED SERVICE PAY SCALE

FIRE DEPARTMENT

STEP	FIREFIGHTER EMT	FIREFIGHTER PMD	RESCUE LIEUT	ENGINEER	COMBAT LIEUT	CAPTAIN	BATTALION CHIEF
1	$18.5973	$20.7297	$25.0816	$25.0816	$27.5860	$30.3508	$30.3508
2	$19.1552	$21.3516	$25.8340	$25.8340	$28.4136	$31.2613	$31.2613
3	$19.9214	$22.2057	$26.8674	$26.8674	$29.5501	$32.5118	$32.5118
4	$20.9175	$23.3160	$28.2107	$28.2107	$31.0276	$34.1373	$34.1373
5	$21.9634	$24.4818	$29.6213	$29.6213	$32.5790	$35.8442	$35.8442
6	$22.4027	$24.9714	$30.2137	$30.2137	$33.2306	$36.5611	$36.5611
7	$23.5228	$26.2200	$31.7244	$31.7244	$34.8921	$38.3891	$38.3891
8	$23.9932	$26.7444	$32.3589	$32.3589	$35.5899	$39.1569	$39.1569
9	$25.1929	$28.0816	$33.9768	$33.9768	$37.3694	$41.1148	$41.1148
10	$25.4448	$28.3624	$34.3166	$34.3166	$37.7431	$41.5259	$41.5259
11	$25.9537	$28.9297	$35.0029	$35.0029	$38.4980	$42.3564	$42.3564
12	$25.9537	$28.9297	$35.0029	$35.0029	$38.4980	$42.3564	$42.3564
13	$26.4728	$29.5083	$35.7030	$35.7030	$39.2680	$43.2036	$43.2036
14	$26.4728	$29.5083	$35.7030	$35.7030	$39.2680	$43.2036	$43.2036
15	$27.0023	$30.0984	$36.4170	$36.4170	$40.0533	$44.0676	$44.0676
16	$27.0023	$30.0984	$36.4170	$36.4170	$40.0533	$44.0676	$44.0676
17	$27.2723	$30.3994	$36.7812	$36.7812	$40.4538	$44.5083	$44.5083
18	$27.5450	$30.7034	$37.1490	$37.1490	$40.8584	$44.9534	$44.9534
19	$27.8205	$31.0105	$37.5205	$37.5205	$41.2670	$45.4029	$45.4029
20	$28.0987	$31.3206	$37.8957	$37.8957	$41.6796	$45.8570	$45.8570

Firefighters are non-exempt (hourly) employees. Annual compensation is determined on the basis of normally scheduled hours worked (2912 annually) multiplied by the hourly rate.

~~Appendix "C"~~

~~FISCAL YEAR 2024-25~~

~~CLASSIFIED SERVICE PAY SCALE~~

~~POLICE DEPARTMENT~~

~~STEP~~	~~POLICE OFFICER~~	~~POLICE SERGEANT~~	~~POLICE LIEUTENANT~~
~~1~~	~~$24.5244~~	~~$29.5254~~	~~$32.3746~~
~~2~~	~~$25.0149~~	~~$30.1160~~	~~$32.8602~~
~~3~~	~~$25.3901~~	~~$30.5676~~	~~$33.3531~~
~~4~~	~~$25.7708~~	~~$31.0262~~	~~$33.8535~~
~~5~~	~~$26.1577~~	~~$31.4912~~	~~$35.8846~~
~~6~~	~~$27.4654~~	~~$33.3812~~	~~$36.6022~~
~~7~~	~~$28.0147~~	~~$34.0487~~	~~$37.1509~~
~~8~~	~~$28.4351~~	~~$34.5592~~	~~$37.7086~~
~~9~~	~~$28.8613~~	~~$35.0778~~	~~$38.2742~~
~~10~~	~~$29.2944~~	~~$35.6040~~	~~$40.1876~~
~~11~~	~~$31.0517~~	~~$37.3839~~	~~$40.9916~~
~~12~~	~~$31.6733~~	~~$38.1316~~	~~$41.6066~~
~~13~~	~~$32.1480~~	~~$38.7039~~	~~$42.2305~~
~~14~~	~~$32.6301~~	~~$39.2840~~	~~$42.8642~~
~~15~~	~~$33.1197~~	~~$39.8737~~	~~$45.0071~~
~~16~~	~~$34.7760~~	~~$41.8670~~	~~$45.9072~~
~~17~~	~~$35.4716~~	~~$42.7043~~	~~$46.5958~~
~~18~~	~~$36.0032~~	~~$43.3449~~	~~$47.2948~~
~~19~~	~~$36.5434~~	~~$43.9953~~	~~$48.0044~~
~~20~~	~~$37.0917~~	~~$44.6551~~	
~~21~~	~~$38.9462~~		
~~22~~	~~$39.7251~~		
~~23~~	~~$40.3210~~		
~~24~~	~~$40.9258~~		
~~25~~	~~$41.5399~~		

~~Police Officers are non-exempt (hourly) employees. Annual compensation is determined on the basis of normally scheduled hours worked (2184 annually) multiplied by the hourly rate.~~

Appendix "C"

CLASSIFIED SERVICE PAY SCALE

POLICE DEPARTMENT

STEP	POLICE OFFICER	POLICE SERGEANT	POLICE LIEUTENANT
1	$28.7683	$33.6393	$37.0664
2	$29.3437	$33.6393	$37.0664
3	$29.9306	$33.6393	$37.0664
4	$30.5292	$33.6393	$37.0664
5	$31.2924	$33.6393	$37.0664
6	$32.0747	$34.4803	$37.0664
7	$32.8766	$35.3423	$37.9930
8	$33.8629	$36.4026	$39.1328
9	$34.8788	$37.4947	$40.3068
10	$35.9251	$38.6195	$41.5160
11	$36.4640	$39.1988	$42.1387
12	$37.0110	$39.7868	$42.7708
13	$37.5661	$40.3836	$43.4124
14	$38.1296	$40.9894	$44.0636
15	$38.8922	$41.8091	$44.9448
16	$39.4756	$42.4363	$45.6190
17	$40.0677	$43.0728	$46.3033
18	$40.6688	$43.7189	$46.9978
19	$41.2788	$44.3747	$47.7028
20	$42.1044	$45.2622	$48.6569
21	$42.7359	$45.9411	$49.3867
22	$43.3770	$46.6302	$50.1275
23	$44.0276	$47.3297	$50.8794
24	$44.6880	$48.0396	$51.6426
25	$45.8052	$49.2406	$52.9337

Police Officers are non-exempt (hourly) employees. Annual compensation is determined on the basis of normally scheduled hours worked (2184 annually) multiplied by the hourly rate.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Board Appointment
Board of Trustees of the General Employees' Pension Plan

ITEM TYPE: Board Appointment

REQUESTED ACTION: Consider board reappointment.

SYNOPSIS: In accordance with the General Employees' Pension Plan ("GEPP") Operating Rules and Procedures Section 1/7: the Board of Trustees shall consist of five persons, two of whom shall be employees, two of whom shall be legal residents of the municipality appointed by the City Commission, and the fifth Trustee shall be a person selected by the other four Trustees and appointed as a ministerial act by the City Commission.

City Commission Appointee Ms. Susan Carless' term ends September 1, 2026, she is not seeking reappointment. Mr. James (Jim) Rauschenberger submitted an application expressing interest in serving on the GEPP. If selected, Mr. Rauschenberger will serve as a City Commission Appointee for a two-year term ending September 1, 2028.

In accordance with GEPP Operating Rules and Procedures Section 1.7, Mr. Rauschenberger resides within the City limits.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): At the pleasure ot the City Commission.

Denise Matson, Human Resources Director	08/05/2026
Kimberly Elliott-Briley, Deputy City Clerk	08/05/2026
Sarah Campbell, City Manager	08/05/2026

Kimberly Elliott-Briley

Date: August 04, 2026

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk

COMMISSION ACTION: Approve

Board of Trustees of the General Employees' Pension Plan

Position #	Appt Date	Appt Expiration	Name, Position Title, & Email Address	Phone
1	10-19-2021	1/31/2028	Steven Gibb 5th Trustee sggibb@yahoo.com	(904) 505-8184
2	06-01-2021	12/31/2027	Robert Virtue City Commission Appointee buiu76@yahoo.com	(770) 280-5868 (770) 363-5745
3	04-21-2022	9/01/2026	Dana Whicker Employee Appointee dwhicker@fbfl.org	(904) 310-3286
4	09-01-2019	9/01/2027	Andre Desilet Employee Appointee adesilet@fbfl.org	(904) 310-3431
5	11-02-2021	9/01/2026	Susan Carless City Commission Appointee scarless@fbfl.org	(904) 310-3327

Board of Trustees of the General Employees' Pension Plan

Number of Members: 5

Meeting Schedule: Second Thursday of the 2nd month following the end of each quarter

Meeting Time: 3:00 PM

Meeting Location: City Hall Chambers

Meeting Address: 204 Ash Street

Type: Pension Board

Staff Liaison: Human Resources Director Denise Matson
(904) 310-3129
dmatson@fbfl.org

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Board Appointments
Parks and Recreation Advisory Committee

ITEM TYPE: Board Appointment

REQUESTED ACTION: Consider board appointment.

SYNOPSIS: In accordance with Charter Section 69, the City Commission may appoint a fact-finding or advisory board or boards, comprised of men and women who are residents of the City of Fernandina Beach qualified to act in an advisory capacity to the City Commission. Members of any such board shall serve without compensation for the time fixed in their appointment or at the pleasure of the City Commission.

The Parks and Recreation Advisory Committee has one vacancy due to the resignation of Jennifer Mountjoy, whose three-year term expires December 31, 2026.

Mr. Peter J. Kasiski and Mr. Richard Reily submitted applications expressing interest in serving. The selected applicant will serve an unexpired three-year term ending December 31, 2026.

Pursuant to Charter Section 69, each applicant resides within the jurisdictional boundaries of the incorporated City limits.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): At the pleasure of the City Commission.

Scott Mikelson, Parks and Recreation Director	08/05/2026
Sarah Campbell, City Manager	08/05/2026

Kimberly Elliott-Briley

Date: July 31, 2026

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk

COMMISSION ACTION: Approve

Ballot
Parks and Recreation Advisory Committee – One Vacancy; Two Applicants

Membership: the Parks and Recreation Advisory Committee shall consist of nine members.

Applicant	Select One:
Peter J. Kasiski	
Richard Reily	

Current Roster:

Position Number	Name	Appt Date	Term Expiration
1	Jack Gunn	12/03/2024	12/31/2027
2	Elise Pearlstine	08/01/2023	12/31/2027
3	Louryne Spaulding	03/19/2024	12/31/2027
4	Sheila Cocchi	06/07/2022	12/31/2027
5	Vacant		
6	Thomas Camera	12/07/2021	12/31/2027
7	Kendall Curry	12/03/2024	12/31/2027
8	John Pelican	05/06/2025	12/31/2027
9	Shauna Snyder	05/06/2025	12/31/2027

Meeting Schedule: Second Tuesday of each month, 5:00PM.

Parks and Recreation Advisory Committee

Position #	Term Expiration	Name, Position Title, & Email Address	Phone
1	12/31/2027	Jack Gunn Member jgunn@ullmannwealthpartners.com	(610) 547-4901
2	12/31/2027	Elise Pearlstine Member elisevpearlstine@gmail.com	(954) 608-3611
3	12/31/2027	Louryne Spaulding Member lspaul966947@gmail.com	(904) 583-3085
4		Sheila Cocchi Vice Chair srcocchi@earthlink.net	(404) 202-9243
5	12/31/2026	Vacant	
6	12/31/2027	Thomas Camera Chair TomCamera_68@msn.com	(240) 460-5500
7	12/31/2027	Kendall Curry Member Kendallcurry18@gmail.com	(850) 556-5463
8	12/31/2027	John Pelican Men's Golf Association Representative jfpelican@gmail.com	(904) 432-8644 (734) 657-7491
9	12/31/2027	Shauna Snyder Women's Golf Association Representative mbs0424@yahoo.com	(703) 725-3736

Parks and Recreation Advisory Committee

Number of Members: 9 **Meeting Schedule:** Second Tuesday of each Month

Meeting Time: 5:00 PM

Meeting Location: City Hall Chambers

Meeting Address: 204 Ash Street

Type: Advisory Board

Description:

Staff Liaison: Parks and Recreation Director Scott Mikelson
smikelson@fbfl.org

RESOLUTION 2025-67

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING RESOLUTION 2020-153 PARKS AND RECREATION ADVISORY COMMITTEE MEMBERSHIP, ROLES AND RESPONSIBILITIES AND MINOR LANGUAGE CORRECTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 2005-67, adopted April 5, 2005, created the Parks and Recreation Advisory Committee ("PRAC") to recommend plans and programs designed to meet and satisfy the recreational needs of the community, and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and later amended by Resolutions 2009-05 and 2020-153; and

WHEREAS, the City Commission, at their March 18, 2025, regular meeting, in an effort to reduce redundancy, decrease expenses, and increase efficiency, determined it is in the best interests of the City of Fernandina Beach to sunset the Golf Club Advisory Board (GCAB) and combine their roles and responsibilities with the Parks and Recreation Advisory Committee (PRAC); and

WHEREAS, staff subsequently submits the following amendments to Resolution 2020-153 for modifications to PRAC membership and roles and responsibilities as well as minor language cleanup.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The Parks and Recreation Advisory Committee is officially designated as an advisory board to the City Commission, and is responsible for adhering to the following:

b. Mission.

The mission of the Committee shall be to recommend to the City Commission plans and programs designed to meet and satisfy the recreational needs of the community; and make recommendations for improvements to the park system and the Fernandina Beach Municipal Golf Club.

d. Organization; Quorum; Officers.

The Committee shall be comprised of ~~seven (7)~~ nine (9) regular members who shall serve without compensation for a term of two years. The membership shall reflect the demographic composition of the City and shall contain at least two members whose ages are between sixteen (16) and twenty-four (24) and one (1) representative from the Fernandina Beach Men's Golf Association and one (1) representative from the Fernandina Beach Women's Golf Association. A quorum necessary to conduct business of the Committee shall consist of ~~four (4)~~ five (5) members. The Committee shall elect from its membership a Chairperson, a Vice-Chairperson, and a Recording Secretary, each to serve a two-year term. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Committee shall meet at a regularly set date, time and location established by the Committee.

SECTION 2. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 15th day of April, 2025.

ATTEST:

CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH:

JAMES ANTUN
Mayor – Commissioner

APPROVED AS TO FORM AND LEGALITY:

HARRISON W. POOLE, ESQ.
City Attorney Pro Tem

RESOLUTION 2020-153

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA AMENDING RESOLUTION 2005-67 AND RESOLUTION 2009-05 CREATING A PARKS & RECREATION ADVISORY COMMITTEE BY REMOVING 'AD HOC" FROM SECTION 1; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 2005-67, adopted April 5, 2005, created the Parks and Recreation Advisory Committee to recommend plans and programs designed to meet and satisfy the recreational needs of the community, and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and

WHEREAS, Resolution 2009-05 amended Resolution 2005-67 by adding to their mission and adjusting the requirements for board members and terms;

WHEREAS, the Parks and Recreation Advisory Committee, at their September 8, 2020 Regular Meeting, unanimously approved removing "ad hoc" from Section 1 of Resolution 2005-67; and

WHEREAS, "ad hoc" is defined as: for the particular end or case at hand without consideration of wider application; and

WHEREAS, the Parks and Recreation Advisory Committee conducts monthly Regular Meetings and Special Meetings as necessary, and make recommendations to the City Commission related to policies, programs, and park design/development to meet and satisfy the recreational needs of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. Resolutions 2005-67 and 2009-05 are ~~is~~ hereby amended by removing "ad hoc" from Section 1.

SECTION 2. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 20th day of October, 2020.

CITY OF FERNANDINA BEACH

John A. Miller
Mayor – Commissioner

ATTEST:

Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Tammi E. Bach
City Attorney

RESOLUTION 2005-67

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CREATING A PARKS AND RECREATION ADVISORY COMMITTEE; PROVIDING FOR GOALS, MISSION, WORK PLAN, ORGANIZATION, CONDUCT OF BUSINESS AND STAFF SUPPORT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission desires to achieve the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and

WHEREAS, the City Commission believes it to be in the best interest of the City to create a Parks and Recreation Advisory Committee of City residents whose mission will be to recommend plans and programs designed to meet and satisfy the recreational needs of the community; and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and

WHEREAS, the City Commission is committed to having representation from the youth of the community and further believes that members appointed to the Parks and Recreation Advisory Committee should fairly represent the demographic composition of the City; and.

WHEREAS, the City staff will actively participate in, and support the mission of, the Parks and Recreation Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FORIDA, THAT:

Section 1. The Parks and Recreation Committee is officially designated as an ad hoc advisory board to the City Commission, and is responsible for adhering to the following:

a. Goal.

The goal of the Committee shall be to assist the City in the achievement of the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan.

b. Mission.

The mission of the Committee shall be to recommend to the City Commission plans and programs designed to meet and satisfy the recreational needs of the community; and to make recommendations for improvements to the park system.

c. Work Plan.

The Committee shall, on a fiscal year basis, establish a work plan for the upcoming year that has measurable results. In June of each year at the second City Commission meeting of the month the Committee shall make a report setting forth the achievements of the Committee by comparing the goals and objectives of the work plan with the year's achievements. The first report shall be due on June 20, 2006.

d. Organization; Quorum; Officers.

The Committee shall be comprised of seven (7) regular members who shall serve without compensation for a term of two years. The membership shall reflect the demographic composition of the City and shall contain at least two members whose ages are between 16 and 24. A quorum necessary to conduct business of the Committee shall consist of four (4) members. The Committee shall elect from its membership a Chairperson and Vice-Chairperson, each to serve a two-year term. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Committee shall meet at a regularly set date, time and location established by the Committee.

e. Conduct of Business.

The Committee may adopt by-laws governing the operation of the Committee. Recommendations of the Committee must be approved by a majority vote of the members present at a meeting at which a quorum is in attendance and voting. Members shall be guided by state law and the City Code of Ordinances regarding conflicts of interest, record keeping, and open meetings.

Section 2. The City Manager shall provide the necessary staff support to, and be an ad hoc member of, the Committee.

Section 3. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 5th day of April, 2005.

CITY OF FERNANDINA BEACH

Greg Roland
Mayor-Commissioner

ATTEST:

Cassandra P. Mitchell
City Clerk

RESOLUTION 2009-05

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA AMENDING RESOLUTION #2005-67 CREATING A PARKS & RECREATION ADVISORY COMMITTEE BY AMENDING THE MISSION, TERMS, WORK PLAN AND AGE STIPULATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution #2005-67, adopted April 5, 2005, created the Parks and Recreation Advisory Committee to recommend plans and programs designed to meet and satisfy the recreational needs of the community, and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and

WHEREAS, the City Commission desires to add to their mission to assist with the long range planning of the Parks & Recreation Departments; and

WHEREAS, the City Commission desires to keep the members to seven (7) regular members, but with no age stipulation; and change the terms to two (2) members for three (3) years terms; two (2) members for two (2) year terms; and three (3) members for one (1) year term; and

WHEREAS, the City staff will actively participate in and support the mission of the Parks and Recreation Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. Resolution #2005-67 is hereby amended by adding to the Parks and Recreation Advisory Committee's mission to assist with the long range Capital Improvement planning of the Parks and Recreation Department, to remove the age stipulation on the members, and change the terms to two (2) members for three (3) years terms, two (2) members for two (2) year terms, and three (3) members for one (1) year term.

SECTION 2. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 6th day of January, 2009.

CITY OF FERNANDINA BEACH

Bruce Malcolm
Commissioner-Mayor

ATTEST:

Mary L. Mercer
City Clerk

APPROVED AS TO FORM:

Tammi E. Bach
City Attorney

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