



## AGENDA

### JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS

March 9, 2021

COMMISSION MEETING ROOM

9:00 AM

#### CALL TO ORDER

Invocation and Pledge of Allegiance

Approval of Agenda

#### I. REPORTS AND REQUESTS

1. Consent Agenda Items
  - a) Request: Pay Bills - Finance
  - b) Request: Approve Fire Rescue Accounting Adjustments in the amount of \$ 33,074.44-  
Chief Brunner
  - c) Request: Board approval of ROW Use Permits(2) - Scotty Taylor, Public Transportation Director
  - d) Request: Board approval of \$400 to be used as petty cash for JBS concession stand -  
Rett Daniels
  - e) Request: Board approval of Meeting Minutes
2. Report: COVID-19 update from the Florida Department of Health in Jackson County -  
Sandy Martin, JCHD Administrator
3. Report: Follow up on Use of Funds as stated in Tourist Development Plan. - Christy  
Andreasen, TDC Director.
4. Request: Board approval of facilities use agreement with Weight Watchers - Christy  
Andreasen, Executive Director of TDC
5. Request: Board adoption of a resolution for State Financial Assistance Agreement for  
Project 447321-1-94-01. -Chief Brunner, Fire Rescue
6. Request: Board approval of Certificate of Final Completion for RFP 1920-10 Handicap  
Ramp for Community Development - Hunter Potts, Administrative Services Director
7. Request: Board approval of Certificate of Final Completion for Contract 1920-36 Neal's  
Landing Bathroom Building Roof Repairs - Hunter Potts, Administrative Services Director
8. Request: Board approval of Certificate of Final Completion for Contract 2021-02 Blue  
Springs Park Fence Repair - Hunter Potts, Administrative Services Director
9. Request: Board approval to award RFP 2021-10 County Uniform Services to highest-  
ranking proposal - Hunter Potts - Administrative Services Director
10. Request: Board discussion on RFP 2021-11 Generator Maintenance Services - Hunter  
Potts, Administrative Services Director
11. Request: Board approval to award RFP 2021-13 Health Dept. Generator Repair to lowest  
bidder - Hunter Potts, Administrative Services Director
12. Request: Board approval of Cleaning Service Contract from RFP 2021-09 - Hunter Potts,  
Administrative Services Director
13. Request: Board approval to sign owner's certification regarding eminent domain for  
Economic Development Administration project - Hunter Potts, Administrative Services  
Director
14. Request: Board approval of awarding RFP #2021-ENG-RFP-001 CEI Services for CR

167(Fairview Rd) Pavement Markings Project to the highest ranked firm, Melvin Engineering - **Scotty Taylor**, Public Transportation Director

15. Request: Board approval of Change Order #1, Contractor Final Pay Application, CEI Final Pay Application, and sign Certificate of Completion for CR 162 HMGP project. - **Scotty Taylor**, Public Transportation Director
16. Request: Board Approval of the Out-of-County Transport Policy - **Karlyn Tidwell**, Deputy County Administrator

## **II. PUBLIC HEARING**

## **III. COMMUNITY DEVELOPMENT**

1. Request: Set a Public Hearing for a General Development Order for Wendelta Property Holdings, LLC, **Wendy Schlesinger**, Community Development Director
2. Request approval of two separate Affidavits for Accessory Structures for Building Services and Planning Division - **Wendy Schlesinger**, Director

## **IV. OTHER MATTERS/MATTERS OF THE PUBLIC**

**AGENDA ITEM #** 1142022-342  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** , Administration

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**SUBJECT:** Consent Agenda Items

**Background:** Add details related to your item here to thoroughly describe your request to the Board. Commissioners rely on this when reviewing the agenda prior to the meeting.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Administration

**Reviewed By:** Nicole Bradley

**Recommendation:**

**Potential Motion:** I move to approve and authorize the Chairman to sign.

**AGENDA ITEM #** 1142022-343  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** , Finance

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**SUBJECT:** Request: Pay Bills - Finance

**Background:** Add details related to your item here to thoroughly describe your request to the Board. Commissioners rely on this when reviewing the agenda prior to the meeting.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Finance

**Reviewed By:** Nicole Bradley

**Recommendation:**

**Potential Motion:** I move to approve and authorize the Chairman to sign.



**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Charlie Brunner, Fire and Rescue

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**SUBJECT:** Request: Approve Fire Rescue Accounting Adjustments in the  
amount of \$ 33,074.44- Chief Brunner

**Background:** Fire Rescue accounting adjustments are required to comply with participating provider agreements such as Medicare, Medicaid, Blue Cross, Tricare, VA, Dept. of Corrections or any other entity agreement which do not cover billed charges 100%. Adjustments must be made for the difference between billing and allowed amounts.  
The non-contractual adjustments are the portion of patient responsibility of co-insurance and copays which have not been collected through billing efforts and collection efforts. Even though these adjustments are made for accounting purposes, these items still remain in the Credit Bureau and could be collected at a later time,

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Fire and Rescue

**Reviewed By:** Nicole Bradley

**Recommendation:** Accept

**Potential Motion:** Motion to approve and accept adjustments for Fire Rescue as submitted



**JACKSON COUNTY FIRE RESCUE  
2411 COMMERCIAL PARK DRIVE  
MARIANNA, FLORIDA 32448-2521**

**March 9, 2021**

Accounting Adjustments - \$ 33,074.44

|                                   |    |           |
|-----------------------------------|----|-----------|
| Non-Contractual:                  | \$ | 33,074.44 |
| (Pt.Responsibility CoPay & CoIns) |    |           |

|           |           |
|-----------|-----------|
| Courtesy  | -0-       |
| Bad Debt: | 33,074.44 |
| Add Back: | -0-       |

|                                     |    |      |
|-------------------------------------|----|------|
| Contractual / Required Adjustments: | \$ | 0.00 |
|-------------------------------------|----|------|

|                                                                          |    |      |
|--------------------------------------------------------------------------|----|------|
| Medicare:                                                                | \$ | 0.00 |
| Medicaid:                                                                |    | 0.00 |
| Insurance Contractual:                                                   |    | 0.00 |
| (Blue Cross, Tricare, VA<br>Corrections, Hospital, W/C<br>Victims' Comp) |    |      |
| Bankruptcy                                                               |    |      |
| Add Back:                                                                |    | 0.00 |

**AGENDA ITEM #** 312022-456  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Scotty Taylor, Engineering

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**SUBJECT:** Request: Board approval of ROW Use Permits(2) - **Scotty Taylor,**  
Public Transportation Director

**Background:**

1. Approval for West Florida Electric to install and maintain an overhead distribution electric power line from Vancouver Dr. to Rush Ct.
2. Approval for West Florida Electric to install and maintain an overhead distribution electric power line from Dixie Dr. to Cove.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Engineering

**Reviewed By:** Steve Adkison  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to approve ROW permits for West Florida Electric to install and maintain an overhead distribution electric power lines in the requested locations.

# Vancouver and Rush

## Legend

 Vancouver Dr & Rush Ct

 Untitled Placemark

Vancouver Dr  
Vancouver Dr & Rush Ct

 Untitled Placemark

Rush Ct

 Untitled Placemark

Google Earth

© 2021 Google

400 ft



w/0 19522

C35-205-3-5-3-2-1-B

Section/Township/Range

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Road Name(s)

From

To

UNCOYER DR.  
RUSH CT

## JACKSON COUNTY RIGHT-OF-WAY USE PERMIT FOR UTILITY PROVIDERS

This license and agreement are made this 21 day of February, 2020, 21  
between JACKSON COUNTY, FLORIDA, a political subdivision of the State of Florida (herein  
"JACKSON COUNTY"), with offices at 2864 Madison Street, Marianna, Florida, 32448, and  
West Florida Electric, (herein "Grantee"), at PO Box 127, Greenville FL 32440

WHEREAS, JACKSON COUNTY is the owner of and has the right to license the use of  
all road right-of-ways located in Jackson County, Florida, which are under its jurisdiction under  
the provisions of Florida law (which right-of-ways are referred to herein as the "right-of-ways");  
and

WHEREAS, JACKSON COUNTY has enacted its Ordinances under Section 102, as  
amended from time to time, relating to the licensing of use of its rights-of-way to utility  
providers; and

WHEREAS, the Grantee has requested a license to place above ground or underground  
utilities on the rights-of-way, as more completely described in Exhibit "A"; and

WHEREAS, the Grantee intends and promises to commence construction or installation  
of such utilities within two (2) years from the date of this license;

NOW, THEREFORE, for and in consideration of the premises and conditions contained  
herein, and for other good and valuable consideration, the receipt and sufficiency of which is  
hereby acknowledged, the parties agree as follows:

1. Grantee is granted permission to install and maintain, at its sole own expense, utilities as  
briefly described herein. An overhead distribution electric

Power Line, as further  
indicated on the attached Exhibit A on the County right-of-ways indicated on that Exhibit A. In  
order to facilitate such installation, JACKSON COUNTY hereby grants to the Grantee a non-  
exclusive license, right and privilege of passage and use, both pedestrian and vehicular, for  
ingress and egress into, upon, through and over county property for the sole purpose of  
installation, maintenance, repair and use of the utilities indicated on the attached Exhibit A. The  
rights and privileges herein granted shall be used and enjoyed in such a manner as to cause the  
least possible interference with the use by the general public of the right-of-ways. The Grantee  
agrees and acknowledges that this license and any permission, license or privilege granted  
hereby or previously allowed or granted by Jackson County shall not be deemed to constitute or  
create (now, or in the past or future) any irrevocable easement, license or any vested property  
right of any kind in the Grantee to use or occupy the County's rights-of-way.

2. **SPECIAL CONDITIONS:** The following are special conditions for or limitations on the use by the Grantee of county right-of-way:

**All driveways and road crossings shown in HDPE will be by directional bore.**

**For underground utilities: all must be buried at a minimum of 36 inches deep. They shall be buried under, not over or through, culvert pipes. No areas of the paved road will be cut or patched.**

For all utilities: all utilities placed in the Jackson County right-of-way shall be in be back 7 feet of the right of way, unless approved in writing prior to installation. Utility poles should be installed in a location so that they don't interfere with grading of the ditches or mowing of the County right of ways. Utility poles should be placed along the backslope of County ditches as close to the right of way line as possible. Pedestals or structures will be marked with reflective markings and should be highly visible. Markings shall be a six inch wide reflective bright colored band around the top of the pedestal or six inch diameter reflectors attached near the top of the pedestal on each side. The marking will be a minimum of three feet above the ground surface. If the pedestals are less than three feet tall, a separate post will be installed beside the pedestal and the markings will be attached to the post.

3. The terms and conditions of this license and of Grantee's use of county right-of-way are expressly subject to all use fee payment requirements and other provisions of Jackson County Ordinance No. 94-03 and Florida Statutes Sections 337.401-404, all of the provisions of which are incorporated into this agreement, and are further subject to all limitations and conditions set forth in section 2 above or elsewhere in this license. It is expressly anticipated by the parties hereto that Jackson County may, in the future, amend its comprehensive right-of-way use and permitting ordinance which may provide for (but will not necessarily be limited to) additional restrictions or limitations on the Grantee's use or occupation of the rights-of-way, additional conditions on this license or some subsequent license, and the modification of fees for the continued effectiveness of this license. The Grantee agrees and consents to such enactment and acknowledges and further agrees that, as a condition to the issuance of this license, this license is and shall be subject to all such present and future ordinances, enactments, restrictions, limitations, conditions and fees, without the need of any further approval, agreement or consent of the Grantee. As additional consideration for the issuance of this license, the Grantee acknowledges and agrees that the ordinance (as currently in effect) is valid and binding on the Grantee.

The Grantee agrees, in perpetuity, to restore that portion of the right-of-way disturbed during any installation, maintenance or repair of said utilities to the condition of the right-of-way prior to any installation, maintenance or repair and further agrees to maintain said utilities at no expense to Jackson County. In addition, the Grantee agrees to pay to JACKSON COUNTY the actual damages to JACKSON COUNTY's rights-of-way or other property interests, including damages to any roadway or transportation improvements or structures, arising out of initial construction or subsequent maintenance of said utilities. The Grantee acknowledges the existence of and agrees to fully comply with all county ordinances regarding damages to public roads or rights-of-way.

4. The undersigned agrees that the utilities and other improvements, fixtures, equipment or other personal property located on the county rights-of-way shall remain the property of the



Grantee, removable at the option of Jackson County in accordance with applicable Florida law. The Grantee is hereby prohibited from creating or maintaining, and agrees to prevent the creation or maintenance of, any temporary or permanent obstructions or conditions, which might be or might become dangerous to any member of the general public using the rights-of-way.

5. The Grantee shall hold Jackson County and its Board of County Commissioners harmless from the payment of any compensation or damages resulting from the exercise of any rights or privileges granted in this license.

6. This license shall not be assigned by the Grantee without the prior official Board approval and written consent by Jackson County.

7. This license shall be effective for a term of twenty (20) years, commencing the date of execution hereof by Jackson County, unless earlier abandoned by the Grantee by the giving by the Grantee of 30 days written notice certified mail return receipt to: County Administrator, 2864 Madison Street, Marianna, Florida, 32446; PROVIDED, that if the time requirements for improvements, as set forth above, are not complied with, this license may be terminated by Jackson County without notice or hearing.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date first above written.

GRANTEE: \_\_\_\_\_

JACKSON COUNTY, FLORIDA BY: \_\_\_\_\_

David Brunson  
Printed Name Title

Public Transportation Director-Scotty Taylor Date

[Signature]  
Signature Date

District \_\_\_\_\_ Supervisor \_\_\_\_\_ Date

\_\_\_\_\_  
Print Email Address

County Administrator - Wilanne Daniels Date

BOCC Chairman - Clint Pate Date

Section/Township/Range

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Road Name(s)

From

To

Dixie Dr

Cove Ave

## JACKSON COUNTY RIGHT-OF-WAY USE PERMIT FOR UTILITY PROVIDERS

This license and agreement are made this 27<sup>th</sup> day of January 2029,  
between JACKSON COUNTY, FLORIDA, a political subdivision of the State of Florida (herein  
"JACKSON COUNTY"), with offices at 2864 Madison Street, Marianna, Florida, 32448, and  
West Florida Electric Coop (herein "Grantee"), at PO Box 127, Graceville FL 32440

WHEREAS, JACKSON COUNTY is the owner of and has the right to license the use of  
all road right-of-ways located in Jackson County, Florida, which are under its jurisdiction under  
the provisions of Florida law (which right-of-ways are referred to herein as the "right-of-ways");  
and

WHEREAS, JACKSON COUNTY has enacted its Ordinances under Section 102, as  
amended from time to time, relating to the licensing of use of its rights-of-way to utility  
providers; and

WHEREAS, the Grantee has requested a license to place above ground or underground  
utilities on the rights-of-way, as more completely described in Exhibit "A"; and

WHEREAS, the Grantee intends and promises to commence construction or installation  
of such utilities within two (2) years from the date of this license;

NOW, THEREFORE, for and in consideration of the premises and conditions contained  
herein, and for other good and valuable consideration, the receipt and sufficiency of which is  
hereby acknowledged, the parties agree as follows:

1. Grantee is granted permission to install and maintain, at its sole own expense, utilities as  
briefly described herein, AN OVERHEAD DISTRIBUTION ELECTRIC POWER LINE

\_\_\_\_\_, as further  
indicated on the attached Exhibit A on the County right-of-ways indicated on that Exhibit A. In  
order to facilitate such installation, JACKSON COUNTY hereby grants to the Grantee a non-  
exclusive license, right and privilege of passage and use, both pedestrian and vehicular, for  
ingress and egress into, upon, through and over county property for the sole purpose of  
installation, maintenance, repair and use of the utilities indicated on the attached Exhibit A. The  
rights and privileges herein granted shall be used and enjoyed in such a manner as to cause the  
least possible interference with the use by the general public of the right-of-ways. The Grantee  
agrees and acknowledges that this license and any permission, license or privilege granted  
hereby or previously allowed or granted by Jackson County shall not be deemed to constitute or  
create (now, or in the past or future) any irrevocable easement, license or any vested property  
right of any kind in the Grantee to use or occupy the County's rights-of-way.



2. **SPECIAL CONDITIONS:** The following are special conditions for or limitations on the use by the Grantee of county right-of-way:

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4. The undersigned agrees that the utilities and other improvements, fixtures, equipment or other personal property located on the county rights-of-way shall remain the property of the

Grantee, removable at the option of Jackson County in accordance with applicable Florida law. The Grantee is hereby prohibited from creating or maintaining, and agrees to prevent the creation or maintenance of, any temporary or permanent obstructions or conditions, which might be or might become dangerous to any member of the general public using the rights-of-way.

5. The Grantee shall hold Jackson County and its Board of County Commissioners harmless from the payment of any compensation or damages resulting from the exercise of any rights or privileges granted in this license.

6. This license shall not be assigned by the Grantee without the prior official Board approval and written consent by Jackson County.

7. This license shall be effective for a term of twenty (20) years, commencing the date of execution hereof by Jackson County, unless earlier abandoned by the Grantee by the giving by the Grantee of 30 days written notice certified mail return receipt to: County Administrator, 2864 Madison Street, Marianna, Florida, 32446; PROVIDED, that if the time requirements for improvements, as set forth above, are not complied with, this license may be terminated by Jackson County without notice or hearing.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date first above written.

GRANTEE: \_\_\_\_\_

JACKSON COUNTY, FLORIDA BY: \_\_\_\_\_

David BRAUN  
Printed Name Title

Public Transportation Director-Scotty Taylor Date

David Braun  
Signature Date

\_\_\_\_\_  
Print Email Address

County Administrator – Wilanne Daniels Date

BOCC Chairman – James Peacock Date



**AGENDA ITEM #** 312022-455  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Rett Daniels, Public Works

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**SUBJECT:** Request: Board approval of \$400 to be used as petty cash for  
JBS concession stand - Rett Daniels

**Background:** We need petty cash to make change for transactions occurring at the  
gate and concession stand while the park is open.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:** \$400.00

**Source of Funds:** 419-0000-102-100

**Originating Office:** Public Works

**Reviewed By:** Nicole Bradley  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to approve the release of \$400 for petty cash at Jackson Blue  
Springs Recreational Area and authorize the Chairman to sign.

**AGENDA ITEM # 332022-473**  
**AGENDA DATE: 3/9/2021**

**TO: The Honorable Chairperson and  
Board of County Commissioners**

**FROM: Marie Richards, Administration**

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**SUBJECT: Request: Board approval of Meeting Minutes**

**Background:** Requesting approval of the February 23, 2021 regular meeting minutes.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office: Administration**

**Reviewed By: Nicole Bradley  
Nicole Bradley  
Wilanne Daniels**

**Recommendation: Accept**

**Potential Motion:** I move to approve the February 23, 2021 regular meeting minutes.

**REGULAR MEETING  
FEBRUARY 23, 2021**

The Jackson County Board of Commissioners and Industrial Licensing Board met in regular session on Tuesday, February 23, 2021 at 6:00 PM at the Ag Complex and via ZOOM/YouTube. Commissioners present were as follows: Chairman Jim Peacock, Clint Pate, Eric Hill, Paul Donofro Jr and Alex McKinnie. Others attending were: Michelle Jordan, County Attorney, Wilanne Daniels, County Administrator, Clay Rooks, Clerk of Court and Daniele McDaniel, Finance Officer.

Wilanne Daniels, County Administrator, led the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

Wilanne Daniels presented the agenda with the deletion of Section 1, Item 2 – lease agreement with Endeavor Forward, Inc.; and Item 9 – Merry Market and Jolly Jackson events.

Chairman Peacock requested Section III, Item 2 – Landscaping Ordinance; and Item 3 – Vehicle Ordinance be tabled and discussed after the March 9, 2021 Regular Meeting. A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to table Section III, Items 2 and 3 and schedule a Special Meeting for March 9, 2021 at 1:00 PM to discuss the Vehicle and Landscaping Ordinances.

A motion was made by Commissioner Donofro, seconded by Commissioner Pate and carried unanimously to approve the agenda as amended.

Chairman Peacock opened the first Public Hearing to discuss the Apalachee Solar Energy Project from Florida Public and Light (FPL). Chairman Peacock has received one (1) letter in opposition to the project; one (1) letter with a petition (with 80 signatures) in opposition of the project; and seven (7) letters in support of the project.

Tracy Andrews, Gulf Power Internal Affairs Manager, introduced Amy Goodwin, Project Manager for FPL, who gave a slide show presentation describing the Apalachee Solar Energy Center Project.

Wendy Schlessinger, Community Development Director, read aloud the request for a General Development Order to construct a new solar energy center to be known as Apalachee Solar Energy to be located approximately .23 miles north of the intersection of Hollister Road and Reddoch Road in unincorporated Jackson County. This site is bordered by Hollister Road, Reddoch Road and Dellwood Cypress Road.

Representatives from FPL answered questions from the Board regarding vegetative buffering, panel placement and rotation, heat generated from the panels, recycling of panels and frame at the end of life cycle, monthly mowing and site maintenance and the six or so jobs to be created due to site maintenance.

Chairman Peacock opened the hearing to the public.

The following members of the audience spoke:

- Sally Waxgiser, resident – spoke in opposition of the request
- Patsy Johnson, resident – spoke in opposition of the request
- Roy Baker, Opportunity Florida – spoke in support of the request
- Richard Williams, Career Source Chipola – spoke in support of the request

**REGULAR MEETING**

**FEBRUARY 23, 2021**

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David Melvin, DHM – spoke in support of the request  
Darwin Gilmore, Jackson County Economic Development Committee – spoke in support of Gulf Power  
Carmen Smith, Affordable Housing – spoke in support of Gulf Power  
Tiffany Garling, Chamber of Commerce – spoke in support of Gulf Power  
Mickey Gilmore, JCEDC Member – spoke in support of Gulf Power  
Janet Frank, adjacent property owner – spoke via phone in opposition to the request  
June Horton, adjacent property owner – spoke in opposition to the request

The Hearing was closed to the public and opened to the Board.

A motion was made by Commissioner Donofro, seconded by Commissioner McKinnie and carried 4-1 (Hill opposed) to approve the proposed General Development Order for Apalachee Solar Energy with 6 conditions listed in the Staff Report dated November 16, 2020 and authorize the Chairman to sign.

Chairman Peacock recessed the meeting for a break from 7:23 – 7:28 PM.

Consent Agenda Items –

- a. Request: Pay Bills
- b. Request: Approval of the following Meeting Minutes:  
January 26, 2021 Regular Meeting      February 9, 2021 Regular Meeting
- c. Request: Approval of ROW Use Permit for West Florida Electric to install and maintain an overhead distribution electric power line at the intersection of Vancouver and Rush.

A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to approve the consent agenda.

Evan McAllister, Local Mitigation Strategy (LMS) Committee Chair, presented a request to approve and adopt the LMS Plan 5-year updates and accompanying LMS Resolution 21-09. A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to approve and adopt the LMS Plan 5-year updates and accompanying LMS Resolution 21-09 and authorize the Chairman to sign.

Eric Worrell, Alday Howell Engineering, presented a request to approve the attached letter of recommendation and issue Notice of Award from Alday-Howell Engineering, Inc. to award the contract for Indian Springs Phase 2A Sewer Extension Project to the lowest qualified bidder, contingent upon NFWMD approval of additional funding request. Bids were as follows:

|                            | Sewer System Improvements | Seminole Drive Roadway Improvements | Total Bid Price |
|----------------------------|---------------------------|-------------------------------------|-----------------|
| GCUC                       | \$4,684,229.28            | \$145,167.75                        | \$4,829,397.03  |
| L&K Contracting            | \$2,967,145.25            | \$155,357.80                        | \$3,122,503.05  |
| Blankenship Contracting    | \$3,148,001.00            | \$146,481.70                        | \$3,294,482.70  |
| North Florida Construction | \$4,148,417.68            | \$183,294.00                        | \$4,331,711.68  |

## **REGULAR MEETING**

**FEBRUARY 23, 2021**

**PAGE 3**

A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to approve the attached letter of recommendation and issue the Notice of Award from Alday-Howell Engineering, Inc. awarding the contract for Indian Springs Phase 2A Sewer Extension Project to L&K Contracting Co, Inc. as the lowest bidder in the amount of \$3,122,503.50, subject to unit pricing and authorize the Chairman to sign.

Christy Andreasen, Tourist Development Council (TDC) Director, presented a request for direction on reimbursement for the 2020 Wheels and Water Event. In FY 19-20 Wheels and Water was awarded a \$7,500 grant for their March 2020 event. Chuck Unkle, Wheels and Water Event 2020, is requesting \$7,500 in reimbursements but only has \$1,400 in eligible expenditure documentation. A motion was made by Commissioner Hill, seconded by Commissioner Donofro and carried unanimously to reimburse the Wheels and Water 2020 event \$1,400.

Christy Andreasen presented a request to approve an Internship MOU with Florida State University - Panama City Campus for the Hospitality and Tourism internship program. This internship program is specifically for the TDC as a pilot program with the University. Sample Position Description and Program Plan is attached. The cost of the program would be \$9,500 and would start Fall Semester 2021. A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to approve the MOU with FSU-PC; adopt the internship program at a cost of \$9,500; and authorize the Chairman to sign. Irbin Clark FSU PC Associate Dean, thanked the Board for the Internship Program.

Christy Andreasen presented a request to approve a Sponsorship request for the March 6-7, 2021 Florida BASS Nation Junior/High School Qualifier Event to be held at Sneads Park on Lake Seminole in the amount of \$5,200. This will be the first time the Junior/HS event is held in Jackson County post-Michael and will bring three times as many boats and anglers into Jackson County than the Fall 2020 Pro/Am championship did. A motion was made by Commissioner Hill, seconded by Commissioner McKinnie and carried unanimously to approve the Sponsorship request for the March 6-7, 2021 Florida BASS Nation Junior/High School Qualifier Event in the amount of \$5,200.

Christy Andreasen presented a request to approve a Sponsorship request for Premier Bulls Tour 2020 Finals to be held May 14-15, 2021 at the Jackson County Ag Center in the amount of \$18,800. The event hosts would also like to request waiving of the fees for the use of the Ag Center (\$1,200.00). A motion was made by Commissioner Hill seconded by Commissioner Donofro and carried unanimously to approve the Sponsorship request in the amount of \$18,800 for the May 14-15, 2021 Premier Bulls Tour 2020 Finals and waive the fee for use of the Ag Center.

Christy Andreasen presented a Template for cataloging Museum artifacts, resources, and leads. This catalog template will come with a guide and training on how to correctly utilize the forms, allowing TDC Staff, volunteers, Steering Committee Members, and others to collect the same information in an easily formatted manner. Steering Committee Members would also like to request the Board have each Commissioner reach out to interested citizens in their district that may have museum artifacts or leads. The Steering Committee also recommended attendance at Civic Organizations to update the public on the project and receive input and feedback. A motion was made by Commissioner Hill, seconded by Commissioner McKinnie and carried unanimously to approve the catalog template and request for artifact/leads nominations.



**REGULAR MEETING  
FEBRUARY 23, 2021  
PAGE 4**

Hunter Potts, Administrative Services Director, presented a request to award the contract for RFP2021-05 (Re-bid) Ag Center Fence Repair to the lowest bidder. This project is part of our ongoing Hurricane Michael recovery efforts with FEMA. Bids were as follows:

|                    | <b>TKS Construction</b> | <b>Main Street Construction</b> | <b>Everrite</b>    | <b>Missy &amp; Mossy</b> |
|--------------------|-------------------------|---------------------------------|--------------------|--------------------------|
| Location 1         | \$2,400.00              | \$4,623.00                      | \$3,460.50         | \$2,652.00               |
| Location 2         | \$13,280.00             | \$23,588.60                     | \$19,148.10        | \$16,208.40              |
| Location 3         | \$3,520.00              | \$6,533.40                      | \$5,075.40         | \$3,889.60               |
| <b>Total Price</b> | <b>\$19,200.00</b>      | <b>\$34,385.00</b>              | <b>\$27,684.00</b> | <b>\$22,750.00</b>       |

The low bidder is TKS Construction in the amount of \$19,200.00. Projected Cost Share is 87.5 % FEMA (\$16,800.00) and 12.5 % County (\$2,400.00). A motion was made by Commissioner Hill, seconded by Commissioner Donofro and carried unanimously to award the contract for RFP2021-05 (Re-bid) Ag Center Fence Repair to TKS Construction in the amount of \$19,200 and authorize the Chairman to sign.

Hunter Potts presented a request to award RFP 2021-09 Cleaning Services for County Facilities to the highest ranked proposal. This contract would not include the Health Department and a few other buildings. The Ranking Committee was Chairman Peacock, Wilanne Daniels, Amber Baggett, Judy Austin and James Watkins. Following board approval, contract negotiations will begin with the highest ranked firm to finalize the location listing, number of cleanings per week, and final fee schedule. The final contract will be brought to the board for approval. The current proposed fee is \$8,473.00 per-month.

The top three (3) firms were as follows:

| Vendor             | Ranking |
|--------------------|---------|
| GLOBO              | 476     |
| High Sources, Inc. | 457     |
| USSI               | 417     |

A motion was made by Commissioner Donofro, seconded by Commissioner Hill and carried unanimously to award RFP 2021-09 Cleaning Services for County Facilities to GLOBO and begin contract negotiations.

Hunter Potts presented a request to award RFP 2021-12 Health Department Chiller Module Repair to the lowest bidder. Bids were as follows:

|                       |             |
|-----------------------|-------------|
| Strut Mechanical Inc. | \$19,138.68 |
| Emcor Services MSI    | \$13,612.00 |
| Ideal Climate Express | \$14,000.00 |

A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to award RFP 2021-12 Health Department Chiller Module Repair to Emcor Services MSI in the amount of \$13,612.

Hunter Potts presented a request to approve the FEMA Sub-Award and Funding Agreement #Z2584 for DR 4564 Hurricane Sally. This funding agreement will allow the county to submit projects and request for reimbursement from FEMA and FDEM upon project completion. A motion was made by Commissioner Hill,

**REGULAR MEETING  
FEBRUARY 23, 2021  
PAGE 5**

seconded by Commissioner Donofro and carried unanimously to accept the FEMA Sub-Award and Funding Agreement for DR 4564 Hurricane Sally and authorize the Chairman to sign.

Hunter Potts presented a request to adopt a Surplus Property Policy. The purpose of the Surplus Property Policy is to augment Section 13.0 of the existing Jackson County Purchasing Policies and Procedures Manual. This policy shall set forth procedures for obtaining and disposing of Surplus Property. The objective of this policy is to obtain the maximum value from transfer, trade, sale or other disposition of surplus and/or obsolete property. A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to adopt the Surplus Property Policy as presented.

Hunter Potts presented a request to surplus the mobile home trailer located at the site previously known as the Campbellton Fire Station. A motion was made by Commissioner Pate, seconded by Commissioner McKinnie and carried unanimously to declare the mobile home trailer located at the site previously known as the Campbellton Fire Station as surplus.

Hunter Potts presented a request to ratify an Agreement with Florida Forest Service (FFS) to conduct a Wildfire Mitigation Project to reduce the potential of wildfires at Endeavor. A motion was made by Commissioner Hill, seconded by Commissioner Donofro and carried unanimously to ratify the Agreement with Florida Forest Service (FFS) to conduct a Wildfire Mitigation Project at Endeavor and authorize the Chairman to sign.

Scotty Taylor, Public Transportation Director, presented a request to approve Change Order #1 adding \$120,000 for a new contract amount of \$7,852,788.63; the Certificate of Final Completion; and final payment in the amount of \$583,974.15 to Anderson Columbia for the FDOT SCOP CR 162 Resurfacing Project (from US 231 to SR 71). A motion was made by Commissioner Hill, seconded by Commissioner McKinnie and carried unanimously to approve Change Order #1, the Certificate of Final Completion, and final payment in the amount of \$583,974.15 to Anderson Columbia for the CR162 Resurfacing Project and authorize the Chairman to sign.

Scotty Taylor presented a request to adopt Resolution 21-10 for submittal of CR276 (Kynesville Hwy) from SR75 (US231) to CR167 (Fairview Road) and CR164 (Blue Springs Road) from SR71 to SR69 under the FDOT Small County Road Assistance Program (SCRAP). A motion was made by Commissioner Pate, seconded by Commissioner Hill and carried unanimously to submit CR276 and CR164 for the FDOT SCRAP program, adopt Resolution 21-10 and authorize the Chairman to sign.

Scotty Taylor presented a request to adopt Resolution 21-11 for submittal of CR278 (Alliance Road) from SR71 to Church Street and Poplar Springs (County Road) from SR10 (US90) to SR164 (Blue Springs Road) under the FDOT Small County Outreach Program (SCOP). A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to submit CR278 and Poplar Springs Road for the FDOT SCOP program, adopt Resolution 21-11 and authorize the Chairman to sign.

Scotty Taylor presented a request to adopt Resolution 21-12 for submittal of Old Spanish Trail (County Road) from the end of pavement .77 miles west of CR69A (Inwood Road) to the end of pavement .88 miles East of CR69A (Inwood Road) under the FDOT County Incentive Grant Program (CIGP). A motion was made by Commissioner Hill, seconded by Commissioner McKinnie and carried unanimously to submit Old Spanish Trail for the FDOT CIGP program, adopt Resolution 21-12 and authorize the Chairman to sign.

Scotty Taylor presented a status update on the Litter Control Project. He has initiated the bid process for litter pickup on 522 miles of paved roads and is awaiting bid responses on March 16, 2021. Jamie Jeter, Jackson County Corrections Facility (JCCF) Chief, has authorized the temporary use of one (1) officer and 4-5 inmates to assist with pickup on larger roads until the bid is awarded.

Karlyn Tidwell, Deputy County Administrator, presented an update regarding transports to the Medical Examiner's Office by funeral homes based in other counties. Currently, only Jackson County based funeral homes are paid by the County to transport decedents to the Medical Examiner's office. However, other counties pay funeral homes based in or outside of their county to transport decedents to the Medical Examiner's office. A motion was made by Commissioner Hill, seconded by Commissioner McKinnie and carried unanimously to prepare a policy stating Jackson County will pay for transports to the Medical Examiner's office based on State guidelines. This policy will be brought back to the Board at the next meeting for final approval.

Wilanne Daniels presented a request to approve the contract with CareerSource Chipola in the amount of \$50,000 to procure curriculum for the Autism Training Center at Endeavor Park. A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to approve the request and authorize the Chairman to sign. Commissioner Pate requested staff write a thank you letter to CareerSource Chipola.

Wilanne Daniels presented a request to approve an Economic Development Purchase and Sale Agreement with Shyam Gokul Corp. to convey property at Endeavor for the construction of a new convenience store that sells gas and that may include a restaurant on the property. The purchase price is \$12,500 per acre with a minimum capital investment of at least \$500,000 to construct the Project and related infrastructure. This agreement has a correction to Section 5, Item 1 which should say "...within sixty (60) days of the Effective Date." and is subject to Mr. Shilpan Dalal's Corporation being approved by the State. A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried unanimously to approve the request subject to the change in Section 5 and to Mr. Dalal's Corporation being approved by the State and authorize the Chairman to sign.

Chairman Peacock opened the second Public Hearing.

Christy Andreasen read proposed Ordinance 21-02 by Title as follows:

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JACKSON COUNTY FLORIDA REVISING AND RESTATING THE JACKSON COUNTY TOURIST DEVELOPMENT PLAN; REPEALING THE TOURIST DEVELOPMENT PLAN ADOPTED IN ORDINANCE NO. 98-12; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

Chairman Peacock opened the hearing to public comment.

Hearing none, the hearing was closed to the public and opened to Board.

A motion was made by Commissioner Donofro, seconded by Commissioner Hill and carried unanimously to adopt Ordinance 21-02 and authorize the Chairman to sign.

**REGULAR MEETING**  
**FEBRUARY 23, 2021**  
**PAGE 7**

Wendy Schlesinger presented a request for a landscaping variance from Sec. 74-490 of the Jackson County Code of Ordinances for Southern Storage of Marianna located at 4656 Hwy 90. Due to the street frontage being covered by asphalt, gravel and concrete, the owner is unable to plant landscaping along the front perimeter. A motion was made by Commissioner Hill, seconded by Commissioner Pate and carried 4-1 (Donofro opposed) to approve the landscape variance request from Southern Storage of Marianna.

Commissioner Donofro requested Scotty Taylor perform a speed limit and safety assessment on Greenwood Road leading up to the new K-8 school.

A motion was made by Commissioner Pate, seconded by Commissioner Hill and carried unanimously to allow Grand Ridge FFA to use the Ag Center for their banquet and waive the rental fee.

Chairman Peacock adjourned the meeting at 8:10 PM.

**AGENDA ITEM #** 1142022-345  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Sandy Martin, Jackson County Health Department

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**SUBJECT:** Report: COVID-19 update from the Florida Department of Health  
in Jackson County - Sandy Martin, JCHD Administrator

**Background:** COVID-19 Update

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Jackson County Health Department

**Reviewed By:** Nicole Bradley

**Recommendation:** Accept

**Potential Motion:** No motion needed

**AGENDA ITEM # 322022-461**  
**AGENDA DATE: 3/9/2021**

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Christy Andreasen, Jackson County Tourist Development council

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**SUBJECT:** Report: Follow up on Use of Funds as stated in Tourist  
Development Plan. - Christy Andreasen, TDC Director.

**Background:** At the 02/23/21 Meeting, County Commissioners asked TDC Director,  
Christy Andreasen, to look into use of tourist development funds for  
improvements to Howell Landing on Lake Seminole.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Jackson County Tourist Development council

**Reviewed By:** Christy Andreasen  
Nicole Bradley  
Wilanne Daniels

**Recommendation:**

**Potential Motion:** N/A

**AGENDA ITEM #** 2162022-427  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Christy Andreasen, Administration

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**SUBJECT:** Request: Board approval of facilities use agreement with Weight  
Watchers - Christy Andreasen, Executive Director of TDC

**Background:** Prior to the COVID-19 outbreak, Weight Watchers has had a standing agreement with the Tourism Development Council (TDC) to hold their meetings one night a week at the historic Russ House for the rate of \$200 monthly. During the outbreak, the organization decided to hold their meetings virtually, no longer needing to utilize the facilities during that time. The organization has recently decided to resume holding their meetings in person and has reached out to the TDC to schedule their weekly meetings.

This agreement formally outlines Weight Watchers use of the large, upstairs meeting room, restroom facilities, and parking lot, and sets fees going forward.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Administration

**Reviewed By:** Sydney Armstrong  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to approve facilities use agreement with Weight Watchers and authorize chairman to sign.

## **FACILITY USE AGREEMENT**

THIS AGREEMENT is made and executed by and between WEIGHT WATCHERS, an unincorporated organization, hereinafter called "Organization", LIBBY KEEL, as guarantor for the organization, and JACKSON COUNTY, a political subdivision of the State of Florida, hereinafter called "County".

1. DESCRIPTION OF PREMISES. Upon written request from Organization, County allows use of large upstairs meeting room and restroom facilities of the Russ House, located at 4318 West Lafayette Street, Marianna, Florida, 32446, to Organization plus the exclusive use of all adjoining paved and/or unpaved parking owned by the County, which land and building are shown on the attached exhibit A.

2. TERM. The term of this agreement is for one year, beginning March 9, 2021, and ending March 8, 2022 to be automatically renewed annually unless otherwise cancelled by either party with a two-week notice.

3. RENT. Rent for this agreement is set at \$200.00 per month and must be made to County on the first business day of each month. Organization will have ten (10) business days to pay rent for the month and on the eleventh (11) business day, a late fee of \$50.00 will be added to the monthly payment. Annual payment may be made to County at the beginning of this Facility Use Agreement in the amount of \$2,400.00 if Organization so desires. If for any reason, Organization will not be meeting for an entire month, the fee for that month may be waived provided the Organization submits a three-day written notice within three days prior to the first day of the month. Notice should be made available to the Jackson County Tourist Development Council (TDC) 4318 West Lafayette Street, Marianna, Florida, 32446.

4. USE OF PREMISES, GENERALLY. Organization must reserve use of the facility with the TDC for the specified day of the week in which both parties have agreed upon from 5:00 p.m. until 6:00 p.m. central standard time. The premises are to be used as a location for the Organization to hold weekly Weight Watchers meetings. Organization agrees to restrict the use to such purpose, and not to use, or permit the use of, the premises for any other purpose without first obtaining the consent in writing of the County, or the County's authorized agent.

5. NO USE THAT INCREASES INSURANCE RISK. Organization shall not use the premises in any manner, even in its use for the purposes for which the premises are agreed upon, that will increase risks covered by insurance on the building where the premises are located, so as to increase the rate of insurance on the premises or to cause cancellation of any insurance policy covering the building. Organization further agrees not to keep on the premises, or permit to be kept, used, or sold thereon, anything prohibited by the policy of fire insurance covering the premises.

6. USE OF HISTORICAL FACILITY. Organization shall recognize that the facility in which agreement is for is located on the National Register of Historic Places and that Organization



shall not move or remove any furniture, attach any items to furniture or building, and shall not facilitate any use of the premises which will alter the historical status of the premises.

7. NO WASTE. NUISANCE, OR UNLAWFUL USE. Organization shall not commit, or allow to be committed, any waste on the premises, create or allow any nuisance to exist on the premises, or use or allow the premises to be used for any unlawful purpose.

8. NO DELAY IN DELIVERING POSSESSION. Organization acknowledges that it has reviewed the location and inspected the building and surrounding area of the premises and that the premises are in good and proper condition for the intended use.

9. PAYMENT OF UTILITIES AND DEPOSITS. All electricity, telephone, water and gas utility deposits and licenses required for the operation of the agreed upon premises, shall be and remain in the name of County and shall be promptly paid by County. Ad valorem taxes and building insurance shall be maintained and paid current by the County.

10. REPAIRS. MAINTENANCE. JANITORIAL AND GARBAGE. County shall be responsible for repairs, replacements or renovations to the interior and exterior of the leased premises. The County will be responsible for garbage collection. Organization agrees to leave the premises in a clean and sanitary condition in which it was entered in to.

11. DELIVERY. ACCEPTANCE. AND SURRENDER OF PREMISES. County represents that the premises are in fit condition for use for its intended purposes as stated above. Organization agrees to accept use of the premises in its current condition as being in a good state of repair and in sanitary condition. Organization shall surrender its access of the premises to County at the end of the agreement term, if the agreement is not renewed, in the same condition as when agreement began, allowing for damage by acts of God, including fire and storms.

12. DESTRUCTION OF PREMISES. Partial or total destruction of the agreed upon premises so as to render any portion of the premises to be unusable by Organization for Organization's normal purposes shall render this Agreement void or voidable at the option of the Organization.

13. MANNER OF GIVING NOTICE. Notices given pursuant to the provisions of this Agreement, or necessary to carry out its provisions of this Agreement, or necessary to carry out its provisions, shall be in writing, and delivered personally to the person to whom the notice is to be given, or mailed postage prepaid, addressed to such person, to the addresses listed above.

14. EFFECT OF COUNTY'S WAIVER. County's waiver of breach of one covenant or condition of this Agreement is not a waiver of breach of others, or of subsequent breach of the one waived. Moreover, no waiver or estoppel shall be effective as against County unless such be evidenced by a written statement or document signed by County and by County's attorney.

15. AGREEMENT APPLICABLE TO SUCCESSORS. This Agreement and the covenants and conditions hereof apply to and are binding on the heirs, successors, legal representatives, and assigns of the County. County shall sell, convey, mortgage or otherwise assign his interest in the leased premises (if at all) expressly subject to all provisions of this lease and shall affirmatively disclose the provisions and existence of this lease to any such assignee or successor in interest. Any successor in interest of County shall take the property subject to all provisions hereof.

16. RELATIONSHIP OF PARTIES. Organization and County agree that the relationship between them shall be solely that of County offering Organization use of building and premises for purposes previously stated in this agreement. Nothing contained in this or in any other agreement or document shall be deemed to create a partnership, tenancy-in- common, joint tenancy, joint venture, or co-ownership by or between Organization and County. County shall not be in any way responsible or liable for debts, losses, obligations, or duties of Organization with respect to any matter whatsoever.

17. TIME OF ESSENCE. Time is of the essence of this Agreement.

18. RADON. Radon is a naturally occurring radioactive gas that when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon testing may be obtained from your county public health unit. This disclosure is required by Florida law to be contained in all contracts for sale or lease of buildings.

19. MISCELLANEOUS. This agreement or any section thereof shall not be construed against any party due to the fact that said Agreement, or any section thereof was drafted by said party. Nothing therein shall be construed to be the benefit if any third party, nor it is intended that any provision shall be the benefit of any third party. This agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement. There are no promises, representations, or warranties, other than those set forth herein.

EXECUTED the date first written above.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Libby Keel, on behalf of and as  
Guarantor for Organization

\_\_\_\_\_  
Witness

\_\_\_\_\_  
James Peacock, Board Chair, Jackson  
County

## EXHIBIT A

**AGENDA ITEM #** 332022-468  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Charlie Brunner, Fire and Rescue

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**SUBJECT:** Request: Board adoption of a resolution for State Financial Assistance Agreement for Project 447321-1-94-01. -Chief Brunner, Fire Rescue

**Background:** This is a request for board adoption of a resolution regarding the State Financial Assistance Agreement from the Florida Department of Transportation for the Disadvantaged.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Fire and Rescue

**Reviewed By:** Charlie Brunner  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to adopt the resolution and authorize the Chairman to sign.



# BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633  
Fax (850) 482-9643  
[www.jacksoncountyfl.gov](http://www.jacksoncountyfl.gov)

Administration Building  
2864 Madison Street  
Marianna, Florida 32448-4021

## Resolution \_\_\_\_\_

A **RESOLUTION** of the Jackson County Board of County Commissioners authorizing **James Peacock, Chairman** to execute a Public Transportation Grant Agreement (PTGA) on behalf of the Jackson County Board of County Commissioners for the **Transportation Disadvantaged Ambulance-Jackson County (HB 4679) (Senate Form 2208) Project.**

**Charles Brunner, Fire Chief** is authorized to file with the State, requisitions, together with necessary supporting documents as required, requesting payments to be made on the Public Transportation Grant Agreement (PTGA) as provided for in the award and is further authorized to do and perform all other things and acts required to be done or performed in order to obtain such payment, including but not limited to accepting grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

The County shall abide by all provisions, terms and conditions of said PTGA.

RESOLVED this 9<sup>th</sup> day of March, 2021.

BOARD OF COUNTY  
COMMISSIONERS  
JACKSON COUNTY, FLORIDA

BY: \_\_\_\_\_  
James Peacock, CHAIRMAN

ATTEST:

\_\_\_\_\_  
CLERK/DEPUTY CLERK

[Commissioners](#)

District 1  
Alex B. McKinnie

District 2  
Clint Pate

District 3  
Paul Donofro, Jr.

District 4  
Eric Hill

District 5  
Jim Peacock

**AGENDA ITEM # 322022-467**  
**AGENDA DATE: 3/9/2021**

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Hunter Potts, Administration

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**SUBJECT:** Request: Board approval of Certificate of Final Completion for  
RFP 1920-10 Handicap Ramp for Community Development -  
Hunter Potts, Administrative Services Director

**Background:** Project 1920-10 to install two handicap ramps for Community Development at the Health Department is now complete. Requesting board approval of Certificate of Final Completion to issue final payment to contractor. M&W was initially awarded contract in April 14, 2020 then the change order for the additional space was approved on July 28, 2020 for a total contracted amount of \$15,800.00.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:** \$15,800.00

**Source of Funds:** Building Department Profit

**Originating Office:** Administration

**Reviewed By:** Hunter Potts

**Recommendation:** Accept

**Potential Motion:** I move the Board to approve the Certificate of Final Completion and authorize the Chairman to sign to allow for final payment to be issued.



March 2, 2021

Jackson County Board of Commissioners  
2864 Madison Street  
Marianna, Florida 32446

Re: Handicap Ramp  
1920-10

**Invoice:** 20-207.01

Labor and Material to construct Handicap Parking Spaces at the  
Community Development/Building Departments as per our agreement

Amount Due: \$15,800.00



CBC057708

## CONTRACTORS STATEMENT OF CONTRACT COMPLETION

PROJECT: HANDICAP RAMP AT COMMUNITY DEVELOPMENT/HEALTH DEPARTMENT

CONTRACTOR: M & W Construction Company, Inc.  
Marianna, Florida

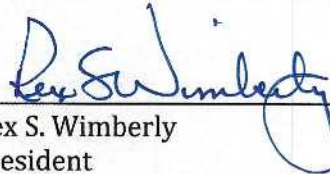
CONTRACT FOR: 1920-10

CONTRACT DATE: November 24, 2020

CONTRACT AMOUNT: \$15,800.00

I solemnly affirm that the work under the above named contract and all amendments thereto have been satisfactorily completed; that all amounts payable for materials, labor and other changes against the project have been paid; that no liens have been attached against the project; that no suits are pending for any reason of work on the project under the contract; that all Workmen's Compensation claims are covered by Workmen's Compensation Insurance as required by law; that all public liability claims are covered by insurance.

M & W CONSTRUCTION COMPANY, INC.

  
Rex S. Wimberly  
President

(SEAL)

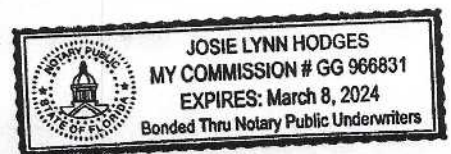
March 2, 2021

STATE OF FLORIDA  
COUNTY OF JACKSON

Personally appeared before me this 2nd day of March, 2021, Rex S. Wimberly, known to me to be the President of M & W Construction Company, Inc., Contractor(s), who being by me duly sworn, subscribed to the foregoing affidavit in my presence.

  
Josie Lynn Hodges

Notary Public



My Commission Expires: March 8, 2024



## NOTICE OF AWARD

Bid Number: 1920-10  
Bid Name: Handicap Ramp at Community Development/Health Department  
Date: April 21, 2020

To: M&W Construction Company, Inc.

You are hereby notified that your base bid has been accepted by the Jackson County Board of Commissioners at the April 14, 2020 Regular Meeting for the above captioned project.

Please place the **bid number 1920-10** on all documentation sent by you so that we may identify the bid project.

### **CAUTION**

Please take the time to go back over the actual bid specifications and compare these to your response. Upon receiving the items from the bid process, the County will be careful to closely inspect all items for compliance. If any work, merchandise or equipment is found not to meet or exceed the original specifications, that merchandise/equipment will be returned to the firm being awarded the bid, at no cost to the County. The firm being awarded the bid shall then make the merchandise/equipment/services good or the bid award shall be withdrawn and awarded to the next lowest bidder to be found in compliance. If you need assistance in making this determination, or you discover any non-conformity in your submission please contact the Purchasing Agent immediately.

This Notice of Award is also your authorization to commence work on the above captioned project.

**Contact Information:** Traci Taylor, Purchasing Agent at 850-482-9633 concerning bid awards and contractual documents

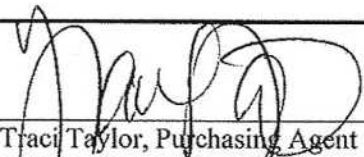
Pam Pichard, Facilities Director @ 850-209-1370 [ppichard@jacksoncountyfl.com](mailto:ppichard@jacksoncountyfl.com)

James Watkins, Maintenance Superintendent @ 850-718-7081 [jwatkins@jacksoncountyfl.com](mailto:jwatkins@jacksoncountyfl.com)

Upon completion of the project please send a request for payment to the Purchasing Department of the Jackson County Board of Commission.

Please sign this Notice of Award and return one executed copy of the Notice of Award within fifteen (15) calendar days. Once received we will forward the contract documents for authorized signature.

---

  
Traci Taylor, Purchasing Agent  
Jackson County Board of County Commissioners

### **ACCEPTANCE OF NOTICE -**

Receipt of the above Notice of Award is hereby acknowledged

This the 21 day of APRIL 2020

By Rex S. Wimberly  
Signature of Authorized Company Representative

REX S. WIMBERLY PRESIDENT  
NAME AND TITLE



## Certificate of Final Completion

Owner: **Jackson County, BOCC**

Owner's Contract No. : **1920-10**

Contractor: **M&W Construction**

Contractor's Project No.: **n/a**

Engineer: **DHM**

Engineer's Project No.: **n/a**

Project: **Handicap Ramp at Comm. Dev.**

Contract Name: **P.O. # 132044**

**March 2, 2021**

### Date of Final Completion

The Work to which this Certificate applies has been inspected by authorized representatives of the Owner, Contractor, and Engineer and has been found to be substantially complete. The Date of Final Completion for Work is hereby established, subject to the provisions of the Contract pertaining to Final Completion. The date of Final Completion marks the commencement of the contractual correction period and applicable warranties required by the contract and certifies that all work is complete.

The responsibilities between the Owner and Contractor for security, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows:

Amendments to Owner's responsibilities:

None ☒

As Follows: ☐

Amendments to Contractor's responsibilities:

None ☒

As Follows: ☐

The following documents are attached to and made a part of this Certificate:

[ ]

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

Executed by BCC (Owner):

Received (Administration):

Received (Contractor):

(Authorized signature)

(Authorized signature)

(Authorized signature)

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

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

Name: REX S. WIMBERLY

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

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

Date: 3-2-2021

**AGENDA ITEM #** 2242022-449  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Hunter Potts, Administration

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**SUBJECT:** Request: Board approval of Certificate of Final Completion for  
Contract 1920-36 Neal's Landing Bathroom Building Roof  
Repairs - Hunter Potts, Administrative Services Director

**Background:** Requesting board approval of the Certificate of Final Completion to  
close out this project and issue final payment in the amount of  
\$28,173.00.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:** \$28,173.00

**Source of Funds:** FEMA/FDEM

**Originating Office:** Administration

**Reviewed By:** Hunter Potts

**Recommendation:** Accept

**Potential Motion:** I move to approve the request to approve the Certificate of Final  
Completion to close out this project and issue final payment in the  
amount of \$28,173.00.





## Certificate of Final Completion

|                                                |                                                        |
|------------------------------------------------|--------------------------------------------------------|
| Owner: <b>Jackson County, BOCC</b>             | Owner's Contract No. : <b>1920-36</b>                  |
| Contractor: <b>C &amp; C Construction, LLC</b> | Contractor's Project No.: <b>1920-36</b>               |
| Engineer: <b>n/a</b>                           | Engineer's Project No.: <b>n/a</b>                     |
| Project: <b>DR-4399 Building Repairs</b>       | Contract Name: <b>Neal's Landing Bathroom Building</b> |

**February 8, 2021**

### Date of Final Completion

The Work to which this Certificate applies has been inspected by authorized representatives of the Owner, Contractor, and Engineer and has been found to be substantially complete. The Date of Final Completion for Work is hereby established, subject to the provisions of the Contract pertaining to Final Completion. The date of Final of Completion marks the commencement of the contractual correction period and applicable warranties required by the contract and certifies that all work is complete.

The responsibilities between the Owner and Contractor for security, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows:

Amendments to Owner's responsibilities:

None ☒

As Follows: ☐

Amendments to Contractor's responsibilities:

None ☒

As Follows: ☐

The following documents are attached to and made a part of this Certificate:

[ ]

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

**Executed by BCC (Owner):**

(Authorized signature)

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

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

**Received (Administration):**

(Authorized signature)

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

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

**Received (Contractor):**

(Authorized signature)

Name: Randy Payne

Date: 2/23/2021

**NOTICE OF AWARD**

Bid Number: 1920-36  
Bid Name: Neal's Landing Bathroom Building Roof Repairs  
Date: November 10, 2020

To: C&C Construction of Northwest Florida, LLC

You are hereby notified that your Base Bid (\$13,933.00) plus Alternate 1 (\$2,500.00 plywood facade), plus Alternate 2 (\$500.00 replace metal door and frame), and plus Alternate 3 (\$2,500.00 install electrical panel) has been accepted by the Jackson County Board of Commissioners at the November 10, 2020 Regular Meeting for the above captioned project.

Please place the **bid number 1920-36** on all documentation sent by you so that we may identify the bid project.

**CAUTION**

Please take the time to go back over the actual bid specifications and compare these to your response. Upon receiving the items from the bid process, the County will be careful to closely inspect all items for compliance. If any work, merchandise or equipment is found not to meet or exceed the original specifications, that merchandise/equipment will be returned to the firm being awarded the bid, at no cost to the County. The firm being awarded the bid shall then make the merchandise/equipment/services good or the bid award shall be withdrawn and awarded to the next lowest bidder to be found in compliance. If you need assistance in making this determination, or you discover any non-conformity in your submission please contact the Purchasing Agent/Administrative Services Director immediately.

**Contact Information:** Hunter Potts, Administrative Services Director at 850-482-9633 [pottsh@jacksoncountyfl.gov](mailto:pottsh@jacksoncountyfl.gov) concerning bid awards and contractual documents

James Watkins, Facilities Director @ 850-718-7081 [jwatkins@jacksoncountyfl.com](mailto:jwatkins@jacksoncountyfl.com)

Upon completion of the project please send a request for payment to the Purchasing Department of the Jackson County Board of Commission.

Please sign this Notice of Award and return one executed copy of the Notice of Award within fifteen (15) calendar days. Once received we will forward the contract documents for authorized signature.

  
\_\_\_\_\_  
Hunter Potts, Purchasing Agent-Administrative Services Director  
Jackson County Board of County Commissioners

**ACCEPTANCE OF NOTICE -**

Receipt of the above Notice of Award is hereby acknowledged

This the 16 day of November 2020

By  \_\_\_\_\_  
Signature of Authorized Company Representative

Randy Payne Project Manager  
NAME AND TITLE





C and C Construction of Northwest Florida  
LLC  
690 E. Hwy 90, Bonifay, FL, 32425

To:  
Jackson County Board of County Commissioners  
2864 Madison Street, Marianna, FL 32448  
**RFP 1920-36**

# INVOICE / NEAL'S LANDING

#0000076

Balance Due  
**\$28,173.00 USD**

Date of Issue: 02/02/2021  
Due  
Date: 03/04/2021

| Service or Product | Quantity | Price/Rate      | Total           |
|--------------------|----------|-----------------|-----------------|
| Contract Price     | 1.0      | \$19,433.00 USD | \$19,433.00 USD |
| Change Order # 1   | 1.0      | \$6,240.00 USD  | \$6,240.00 USD  |
| Change Order #2    | 1.0      | \$2,500.00 USD  | \$2,500.00 USD  |
| SUBTOTAL           |          |                 | \$28,173.00 USD |
| GRAND TOTAL        |          |                 | \$28,173.00 USD |

**Notes:**  
Thank you for your business!

**Terms & Conditions:**  
Payment of invoices is due by the due date specified, or may be subject to late payment fees or interest charges.

Powered by  
*Thryv*

**AGENDA ITEM #** 2242022-450  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Hunter Potts, Administration

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**SUBJECT:** Request: Board approval of Certificate of Final Completion for  
Contract 2021-02 Blue Springs Park Fence Repair - Hunter Potts,  
Administrative Services Director

**Background:** Requesting board approval of the Certificate of Final Completion to  
close out this project and issue final payment in the amount of  
\$12,585.00

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:** \$11,011.86  
\$1,573.14

**Source of Funds:** FEMA  
County

**Originating Office:** Administration

**Reviewed By:** Hunter Potts

**Recommendation:** Accept

**Potential Motion:** I move to approve the Certificate of Final Completion to close out this  
project and issue final payment in the amount of \$12,585.00





## Certificate of Final Completion

Owner: **Jackson County, BOCC**

Owner's Contract No. : **2021-02**

Contractor: **Missy & Mossy, LLC**

Contractor's Project No.: **2021-02**

Engineer: **n/a**

Engineer's Project No.: **n/a**

Project: **DR-4399 Fence Repair**

Contract Name: **Blue Springs Park Fence Repair**

**February 16, 2021**

### Date of Final Completion

The Work to which this Certificate applies has been inspected by authorized representatives of the Owner, Contractor, and Engineer and has been found to be substantially complete. The Date of Final Completion for Work is hereby established, subject to the provisions of the Contract pertaining to Final Completion. The date of Final of Completion marks the commencement of the contractual correction period and applicable warranties required by the contract and certifies that all work is complete.

The responsibilities between the Owner and Contractor for security, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows:

Amendments to Owner's responsibilities:

None ☒

As Follows: ☐

Amendments to Contractor's responsibilities:

None ☒

As Follows: ☐

The following documents are attached to and made a part of this Certificate:

[ ]

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

**Executed by BCC (Owner):**

**Received (Administration):**

**Received (Contractor):**

(Authorized signature)

(Authorized signature)

(Authorized signature)

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

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

Name: Alexandria Peaden

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

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

Date: 02/23/2021

## NOTICE OF AWARD

Bid Number: 2021-02  
Bid Name: Blue Springs Fence Repair  
Date: December 14, 2020

To: Missy & Mossy, LLC

You are hereby notified that your base bid (\$12,585.00) has been accepted by the Jackson County Board of Commissioners at the December 8, 2020 Regular Meeting for the above captioned project.

Please place the bid number 2021-02 on all documentation sent by you so that we may identify the bid project.

### **CAUTION**

Please take the time to go back over the actual bid specifications and compare these to your response. Upon receiving the items from the bid process, the County will be careful to closely inspect all items for compliance. If any work, merchandise or equipment is found not to meet or exceed the original specifications, that merchandise/equipment will be returned to the firm being awarded the bid, at no cost to the County. The firm being awarded the bid shall then make the merchandise/equipment/services good or the bid award shall be withdrawn and awarded to the next lowest bidder to be found in compliance. If you need assistance in making this determination, or you discover any non-conformity in your submission please contact the Purchasing Agent immediately.

**Contact Information:** Hunter Potts, Administrative Services Director/Purchasing Agent @ 850-482-9633  
[pottsh@jacksoncountyfl.gov](mailto:pottsh@jacksoncountyfl.gov)

James Watkins, Maintenance Superintendent @ 850-718-7081 [jwatkins@jacksoncountyfl.com](mailto:jwatkins@jacksoncountyfl.com)

Upon completion of the project please send a request for payment to the Purchasing Department of the Jackson County Board of Commission.

Please sign this Notice of Award and return one executed copy of the Notice of Award within fifteen (15) calendar days. Once received we will forward the contract documents for authorized signature.

---

*Hunter Potts*

Hunter Potts, Purchasing Agent  
Jackson County Board of County Commissioners

### ACCEPTANCE OF NOTICE -

Receipt of the above Notice of Award is hereby acknowledged

This the 15<sup>th</sup> day of DECEMBER 2020

By: *Alexandra Peadar*  
Signature of Authorized Company Representative

ALEXANDRIA PEADAR / President  
NAME AND TITLE

**UNIFORM BILLING (UNIT PRICE CONTRACT)****INVOICE****Missy & Mossy, LLC****Contract #: 2021-02****INVOICE #: JC-02162021****Address:****Po Box 491713****Leesburg FL, 34748****DATE: 02/16/2021****Phone: 318-201-3023****Email: Alexandria@msy.work****PERIOD OF PERFORMANCE:****START: 12/16/2020****END: 02/16/2021****APPLICANT NAME****ATT: PURCHASING DEPT****2864 MADISON ST.****MARIANNA, FL, 32448**

| <b>FEMA Project #:</b> | <b>Work Location:</b>            |
|------------------------|----------------------------------|
| <b>DR-4399</b>         | <b>BLUE SPRINGS FENCE REPAIR</b> |

**INVOICE SUMMARY**

| <b>CATEGORY</b>  | <b>DESCRIPTION OF WORK</b>                                                                                                                                                                                                                                                      | <b>TOTAL COST</b>  |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>LABOR</b>     | DEMO, INSTALL, PER SCOPE OF WORK PAY DETAIL ON SUMMARY SHEET                                                                                                                                                                                                                    | <b>\$ 2,671.00</b> |
| <b>EQUIPMENT</b> | ALL EQUIP OR TOOLS ARE OWNED                                                                                                                                                                                                                                                    | <b>\$ 0.00</b>     |
| <b>MATERIALS</b> | SEE COST OF MATERIAL BREAKDOWN WITH COPY OF RECEIPT                                                                                                                                                                                                                             | <b>\$ 4,712.56</b> |
| <b>OTHER</b>     | OPERATIONAL COSTS ASSOCIATED WITH OVERHEAD OF RUNNING AND OPERATING A SMALL BUSINESS. A FEW EXAMPLES ARE OUR INSURANCE POLICIES, BOOK KEEPING, ACCOUNTING SERVICES, ESTIMATING TIME PUT INTO PROJECT, COMMUNICATION SERVICES, ELECTRIC, COMMUNICATION, TRANSPORTATION OVERHEAD. | <b>\$ 5,201.44</b> |

**AMOUNT DUE: \$ 12,585.00**

## UNIFORM BILLING (UNIT PRICE CONTRACT)

GENERAL DESCRIPTION OF WORK PERFORMED IN PERIOD:

DEMO.INSTALL.PER SCOPE OF WORK

---

### LABOR SUMMARY

| ITEM | NAME             | POSITION | WORK PERFORMED | UNIT PRICE | QTY | TOTAL COST |
|------|------------------|----------|----------------|------------|-----|------------|
| 1.   | Richard Backlund | Labor    |                | 18         | 69  | 1,242.00   |
| 2.   | Melissa Hazell   | Labor    |                | 12         | 45  | 540.00     |
| 3.   | Silvia Peaden    | Labor    |                | 12.50      | 18  | 225.00     |
| 4.   | Kyle Sims        | Labor    |                | 20         | 7   | 140.00     |
| 5.   | Levi Harrison    | Labor    |                | 20         | 7   | 140.00     |
| 6.   | Herb Raisin      | Labor    |                | 16         | 24  | 384.00     |
| 7.   |                  |          |                |            |     |            |
| 8.   |                  |          |                |            |     |            |
| 9.   |                  |          |                |            |     |            |
| 10.  |                  |          |                |            |     |            |
| 11.  |                  |          |                |            |     |            |
| 12.  |                  |          |                |            |     |            |
| 13.  |                  |          |                |            |     |            |
| 14.  |                  |          |                |            |     |            |
| 15.  |                  |          |                |            |     |            |

TOTAL LABOR COST: 2,671.00

## UNIFORM BILLING (UNIT PRICE CONTRACT)

### MATERIAL SUMMARY

| Item | Item Description                                 | Unit Price | Type | QTY | Total Cost |
|------|--------------------------------------------------|------------|------|-----|------------|
| 1.   | LOWES – QUIKRET/GLOVES/ EXT SCRWP GP 25LB2.5 IN. |            |      |     | 181.08     |
| 2.   | LOWES – BUCKETT / ADDITIONAL QUICKRETE/          |            |      |     | 28.17      |
| 3.   | BAKER METAL WORKS & SUPPLY                       |            |      |     | 273.71     |
| 4.   | LOWES- TENSION BAR                               |            |      |     | 10.63      |
| 5.   | BRACEWELLS Flooring & Fencing                    |            |      |     | 4,218.97   |
| 6.   |                                                  |            |      |     |            |
| 7.   |                                                  |            |      |     |            |
| 8.   |                                                  |            |      |     |            |
| 9.   |                                                  |            |      |     |            |
| 10.  |                                                  |            |      |     |            |
| 11.  |                                                  |            |      |     |            |
| 12.  |                                                  |            |      |     |            |
| 13.  |                                                  |            |      |     |            |
| 14.  |                                                  |            |      |     |            |

TOTAL MATERIAL: 4,712.56

**AGENDA ITEM #** 322022-463  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Hunter Potts, Administration

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**SUBJECT:** Request: Board approval to award RFP 2021-10 County Uniform Services to highest-ranking proposal - **Hunter Potts** - Administrative Services Director

**Background:** Requesting board approval to award RFP2021-10 County Uniform Services to highest ranked proposal Cintas Corporation and authorize County staff to begin Contract negotiations. Prior to entering into any contract a requisite cost analysis will be performed between the proposed cost of the new services and the existing services. The County is currently utilizing the services of the UniFirst Corporation for County Uniforms.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Administration

**Reviewed By:** Nicole Bradley  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I make a motion that the Board award RFP2021-10 to Cintas Corporation and authorize County Staff to begin contract negotiations.



SAMPLE SCORE SHEET TO BE USED BY RANKING COMMITTEE

2021-10 - Request for Proposals

Jackson County Uniform Service Contract

Ranking Sheet

|                                                                     |          |        |  |  |
|---------------------------------------------------------------------|----------|--------|--|--|
| Name of Firm                                                        | Unifirst | Cintas |  |  |
| Overall Response:<br>Qualifications and Capabilities<br>(20 points) | 15       | 15     |  |  |
| Experience with Similar<br>Uniform Service Projects (20<br>points)  | 20       | 20     |  |  |
| Client References for Similar<br>Projects (20 points)               | 20       | 15     |  |  |
| Proposed Fee Schedule<br>(40 points)                                | 40       | 40     |  |  |
| Total Points<br>(possible 100 points)                               | 95       | 90     |  |  |

Ranking  
 Person Ranking Karlyn Tidwell  
 Print Name  
 Signature Karlyn Tidwell  
 Date 2/17/21

Rett

SAMPLE SCORE SHEET TO BE USED BY RANKING COMMITTEE  
2021-10 - Request for Proposals  
Jackson County Uniform Service Contract  
Ranking Sheet

| Name of Firm                                                        | Cintas | Unifirst |  |  |
|---------------------------------------------------------------------|--------|----------|--|--|
| Overall Response:<br>Qualifications and Capabilities<br>(20 points) | 20     | 18       |  |  |
| Experience with Similar<br>Uniform Service Projects (20<br>points)  | 20     | 20       |  |  |
| Client References for Similar<br>Projects (20 points)               | 20     | 18       |  |  |
| Proposed Fee Schedule<br>(40 points)                                | 38     | 40       |  |  |
| Total Points<br>(possible 100 points)                               | 98     | 96       |  |  |

Person Raning Rett Daniels  
Print Name

Signature Rett

Date 2-17-21



SAMPLE SCORE SHEET TO BE USED BY RANKING COMMITTEE  
2021-10 - Request for Proposals  
Jackson County Uniform Service Contract  
Ranking Sheet

*James*

| Name of Firm                                                        | CINTAS | UniFirst |  |  |
|---------------------------------------------------------------------|--------|----------|--|--|
| Overall Response:<br>Qualifications and Capabilities<br>(20 points) | 20     | 19       |  |  |
| Experience with Similar<br>Uniform Service Projects (20<br>points)  | 20     | 18       |  |  |
| Client References for Similar<br>Projects (20 points)               | 20     | 18       |  |  |
| Proposed Fee Schedule<br>(40 points)                                | 40     | 38       |  |  |
| Total Points<br>(possible 100 points)                               | 100    | 93       |  |  |

Person Ranking *James Watkins*  
Print Name

Signature *James Watkins*

Date *2/22/21*

SAMPLE SCORE SHEET TO BE USED BY RANKING COMMITTEE  
2021-10 - Request for Proposals  
Jackson County Uniform Service Contract  
Ranking Sheet

Scotty

| Name of Firm                                                        | Cintas | Unifirst |  |  |
|---------------------------------------------------------------------|--------|----------|--|--|
| Overall Response:<br>Qualifications and Capabilities<br>(20 points) | 20     | 18       |  |  |
| Experience with Similar<br>Uniform Service Projects (20<br>points)  | 20     | 18       |  |  |
| Client References for Similar<br>Projects (20 points)               | 20     | 18       |  |  |
| Proposed Fee Schedule<br>(40 points)                                | 40     | 39       |  |  |
| Total Points<br>(possible 100 points)                               | 100    | 93       |  |  |

Person Ranking Scotty Taylor  
Print Name

Signature [Signature]

Date 2/22/21

SAMPLE SCORE SHEET TO BE USED BY RANKING COMMITTEE

2021-10 - Request for Proposals

Jackson County Uniform Service Contract

Ranking Sheet

| <u>Name of Firm</u>                                                 | Cintas | Unifirst |  |  |
|---------------------------------------------------------------------|--------|----------|--|--|
| Overall Response:<br>Qualifications and Capabilities<br>(20 points) | 20     | 15       |  |  |
| Experience with Similar<br>Uniform Service Projects (20<br>points)  | 20     | 20       |  |  |
| Client References for Similar<br>Projects (20 points)               | 10     | 20       |  |  |
| Proposed Fee Schedule<br>(40 points)                                | 35     | 35       |  |  |
| Total Points<br>(possible 100 points)                               | 85     | 90       |  |  |

Person Ranning Judy Austin  
Print Name

Signature Judy Austin

Date 2/17/21

## Section 6: Work Plan

### Process for Performing Services

To establish account, the Cintas Sales Representative will:

- Meet with all department leaders prior to the fitting event to verify garment styles, color and collect an employee roster.
- For the fitting event, use pre-washed garments and full size runs of the selected items for employees to try on and sign confirming correct spelling of name, inventory, shirt and pant sizes.
- The emblem proof will be verified and approved by Customer.
- Submit the order to the Cintas location for approval by the Sales/General Manager and routing by the Service Manager.
- New Account Coordinator creates the account shell, rates, coding and orders all garments, emblems, facility service items and lockers.
- The Cintas Production team sorts and audits garments arriving from the distribution center.
- Compare Order Tracking and Received/Scanned Out Reporting prior to releasing for Transition of Trust.

### Weekly Service Process (Policy 3007 – TruCount Route Scanning)

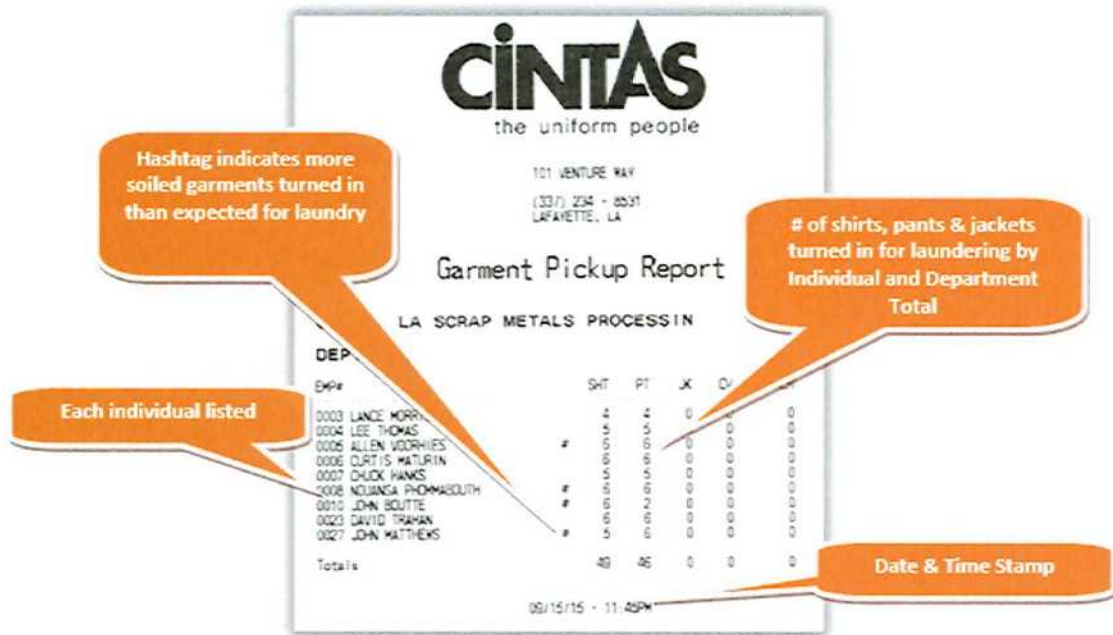
The Cintas TRUECOUNT™ technology drives 100% accountability for every garment. Every week, your Service Representative will:

- 1) Check-in with each department(s) contact(s)
- 2) Ask if there are any changes
- 3) Begin scanning all soiled garments with **TRUCOUNT™**
- 4) Deliver counted and clean garments in designated location
- 5) Review Garment Pick-Up Report and Invoice.
- 6) Adjustments keyed into Portable Route Computers
- 7) Corrected Invoice emailed to AP in 24 hours.

All soiled garments are scanned with ONSITE using Portable Route Computers and **TRUCOUNT™** garment scanning technology.

- It is **Mandatory** 100% of garments are scanned ONSITE
- A live **Garment Pickup Report** is printed on the truck
- **Garment Pickup Report** and **Invoice** delivered to site contact at time of deliver showing an exact itemization by EMPLOYEE.
- Compare week-to-week **Garment Pickup Report** for accuracies = Proof of Service
- **Garment Pickup Report** copies accessible on MyCintas.com customer portal.





UNIFORM RENTAL PROGRAM

**TRUCOUNT™**

THE TRUCOUNT INVENTORY CONTROL SYSTEM WAS TESTED:

**TruCount** SECURITY SYSTEM



## Uniform Cleaning

### Soil Separation (policy R-3103)

- All garments are soil separated 1<sup>st</sup> on the trucks
  - Increases finishing quality/image of garments
- All of plant processes are automated to ensure consistent cleaning procedures.
- 30+ different wash formulas.
- Liquid injection system monitored and calibrated every 2 weeks for quality assurance.
- Garments are dried, each piece is processed to remove wrinkles
- Wash process and cleaning formulas are designed for each garment and soil type
- FR Garments are processed according to manufacturer's specifications and ASTM 1449

## Wash Process

(policy R-4008 – Washroom Chemical, R-4010 – HACCP Plan, R-4200 – Wastewater Treatment)

- Garments separated by style, soil type and industry to protect the quality of the garment.
- Industrial washers & dryers are fully automated and operated by computers.
- Programs apply proper levels of detergent by load weight to ensure the right ratios. Too much detergent causes irritations, too little and the garments are not cleaned.
- Computers and detergents calibrated Every 2 Weeks.
  - 30+ different detergent formulas.

## Garment Inspection Process – Repairs – Garment Upgrades:

(policies R-3100 – Rough Wear / High Image Accounts, R-4002 – Production In-Service Replacements, R-4005 – Repair Procedure, R-4006 – Product Quality)

### CINTAS' **PROACTIVE** SAMI / PAMI INSPECTION METHOD FOR SHIRTS AND PANTS:

- Patented 16-point inspection is done on each shirt and pant.
  - In accordance with ASTM 1449
- Exclusive equipment is used to inspect garments each week
- Cintas employee-partners are incentivized to pull garments for repair and replacement.
- Local stockroom of garments for same day replacement.
- 100% Customer Satisfaction is guaranteed in our service agreement



### AGED GARMENTS IN NEED OF RETIREMENT:



Garments are considered “aged out” and in need of replacement when they begin to visibly show excessive wear and tear, such as fabric thinning, fading and/or fraying. Aged out garments are:

- Removed from circulation
- A replacement garment is pulled from local stockroom and prepped for delivery.
- The upgraded garment is tagged as “Upgrade” for the Cintas Service Representative to present to the customer contact to gain agreement the garment should be upgraded.
- Any questionable garment is presented to the customer contact for agreement.
- 1-Week turnaround for standard garments

#### **GARMENTS DAMAGED BEYOND REPAIR:**

Cintas maintains the HIGHEST level of textile rental at all times. If a garment damage is deemed too extensive for repair, it is:

- Removed from circulation
- A replacement garment is pulled from local stockroom and prepped for delivery.
- The damaged/upgraded garment is tagged as “Repaired/Replaced” for the Cintas Service Representative to present to the customer contact to gain agreement the garment should be pulled.
- Any questionable garment is presented to the customer contact for agreement.
- 1-Week turnaround for standard garments

#### **SIZE CHANGES / REACTIVE REPAIRS** *(policy R-3605)*

Cintas provides on-site repair TAGS and BAGS as a convenience for employees. Complete the information on the tag/bag. Service Representative will scan it, note and order the request through the Portable Route Computer for automated ordering.

1-Week turnaround for standard garments

#### **Finishing Process**

- After passing inspection station, garments move to steam tunnels.
- 3-minute cycle at 360 degrees sanitizes the garment and produces a wrinkle-free finish.
- Cintas only presses executive garments. All others are subjects to the 3-minute steam tunnel.

#### **Reconciliation & Wrap-Out**

- Garments sorted and put in order by Route, Customer Employee, Shirts and Pants.
- Cintas partner uses “CINTAS SERVICE SUMMARY” report and double checks all scanned garments with finished garments.
- Reconciles any variances.

| CINTAS SERVICE SUMMARY    |                      |            |                 |                   |          |        |
|---------------------------|----------------------|------------|-----------------|-------------------|----------|--------|
| CUSTOMER                  |                      |            |                 |                   |          |        |
| LA SCRAP METALS PROCESSIN |                      |            |                 |                   |          |        |
| DELIVERY DATE             | ACCOUNT NUMBER       | DEPARTMENT | LOC/ROUTE/DAY   |                   |          |        |
| 9/22/15                   | 04903                |            | 543/35/2        |                   |          |        |
| Emp#                      | Employee Name        | Garment    | Pickup<br>09/15 | Delivery<br>09/22 | Variance | Reason |
| 3                         | MORRISON, LANCE      | Pant       | 4               | 4                 |          |        |
|                           |                      | Shirt      | 4               | 4                 |          |        |
| 4                         | THOMAS, LEE          | Pant       | 5               | 5                 |          |        |
|                           |                      | Shirt      | 5               | 5                 |          |        |
| 5                         | VOORHIES, ALLEN      | Pant       | 6               | 6                 |          |        |
|                           |                      | Shirt      | 6               | 6                 |          |        |
| 6                         | MATURIN, CURTIS      | Pant       | 6               | 6                 |          |        |
|                           |                      | Shirt      | 6               | 6                 |          |        |
| 7                         | HANKS, CHUCK         | Pant       | 5               | 5                 |          |        |
|                           |                      | Shirt      | 5               | 5                 |          |        |
| 8                         | PHOMMABOUTH, NOUANSA | Pant       | 6               | 6                 |          |        |
|                           |                      | Shirt      | 6               | 6                 |          |        |
| 10                        | BOUTTE, JOHN         | Pant       | 2               | 2                 |          |        |
|                           |                      | Shirt      | 2               | 2                 |          |        |
| 23                        | TRAHAN, DAVID        | Pant       | 6               | 6                 |          |        |
|                           |                      | Shirt      | 6               | 6                 |          |        |
| 27                        | MATTHEWS, JOHN       | Pant       | 5               | 5                 |          |        |
|                           |                      | Shirt      | 5               | 5                 |          |        |

Reconciliation Report notes any garments missing and why after processing for the Service Rep and Customer to be in the

Thank you for your Business  
www.cintas.com

### Local Stockrooms (policy R4100 – Stockroom operations)

For any missing garment, garment upgrades/replacements and deliver upon **1-week** hire turnarounds.

## LOCAL STOCKROOMS

### ON-SITE STOCKROOM

#### One-week turn with Cintas On-site Stockrooms



With our on-site stockrooms, we can get your uniforms in a week or less

Enhanced portable route computers and over 9 DCs we're able to turn garments quickly

If a garment is truly lost we can quickly replace it

### Finished Garments



Loaded onto the trucks and your SSR counts back to triple check the garments coming back match the reports of what was picked up.

## FINISHED GARMENTS



**READY FOR DELIVERY**

All garments are ready to be loaded on trucks and out for delivery

We will deliver the same number of clean garments as we picked up dirty

The process will start over again

### Technology Solutions

#### PORTABLE ROUTE COMPUTERS

- In field full account access
- Scan 100% of garments ONSITE
- Real Time Access to enter invoice corrections, adjustments, add new hires, quit employees, order garment replacements, etc.
- Secure signature for proof of service

UNIFORM RENTAL PROGRAM

## Portable Route Computers

- ✓ In the field full account access
- ✓ Scan 100% of garments ONSITE
- ✓ Real Time Access to enter invoice corrections, adjustments, Add New Hires, Stop employees who Quit, Order Garment Replacements, etc.
- ✓ Secure signatures for proof of service



- eBilling
  - Payment Processing via ACH (Bank Account)
  - Online Invoice & Statement Viewing
  - Unapplied Credit Viewing & Application
  - Automated Cash Application
  - Additional weekly/monthly reporting customizable to desired inputs
- eService
  - View Rental Products & Services
  - Product Add Shopping Experience
  - Create Service Requests
  - Connect with your Service Team at your convenience for service requests
  - Activity Center
  - TruCount Garment Pick-Up & Service Summary Reports available showing garment tracking
- Invoices emailed automatically 24 hours after servicing
- Additional reports may be customized detailing invoicing, garments tracking, etc.

## Manage your account online

- View & Pay Bills
- Send us a Message
- View & Track Service Requests

HOW CAN WE HELP YOU GET READY FOR THE WORKDAY TODAY?

**BILLING**  
View invoices, statements, credits and pay your bills.

**ACCOUNTS**  
View and manage the accounts linked to your myCintas profile.

**ACCOUNT ACTIVITY**  
View and manage account activity, messages and requests.

**SEND US A MESSAGE**  
Send a new message to Cintas.

**BILL PAYMENT**

OPEN INVOICE TOTAL **\$1,032.68**

PAST DUE INVOICE TOTAL **\$359.08**

**PAY NOW**

**NOTIFICATION LOG**

| TYPE               | DESCRIPTION                                                 | DATE       |
|--------------------|-------------------------------------------------------------|------------|
| Profile Management | ACCOUNT ACTIVITY (BILLING) has been removed to your profile | 03/24/2019 |
| Profile Management | ACCOUNT ACTIVITY (BILLING) has been removed to your profile | 03/24/2019 |
| Profile Management | ACCOUNT ACTIVITY (BILLING) has been removed to your profile | 03/24/2019 |

|                                  |               |                |                                                               |
|----------------------------------|---------------|----------------|---------------------------------------------------------------|
| Open Invoice Total:              | \$247,275.49  | <b>PAY AMT</b> | Auto Pay is Off >> <a href="#">Set Up Auto Payments</a>       |
| Past Due Invoice Total:          | \$125,518.67  | <b>PAY AMT</b> | <a href="#">Questions About Billing</a>                       |
| Credit Available for Use:        | (\$65,386.59) |                | <a href="#">Manage Account Settings</a>                       |
| Total Balance If Credit Applied: | \$181,888.90  |                | <a href="#">View Statements</a>                               |
|                                  |               |                | <a href="#">Manage Payment Methods and Automatic Payments</a> |
|                                  |               |                | <a href="#">View Credit Balance</a>                           |

Open Invoices

From - To

Invoice #, Account #, PO #, Account Name, etc

SEARCH

Viewing 1-10 of 467

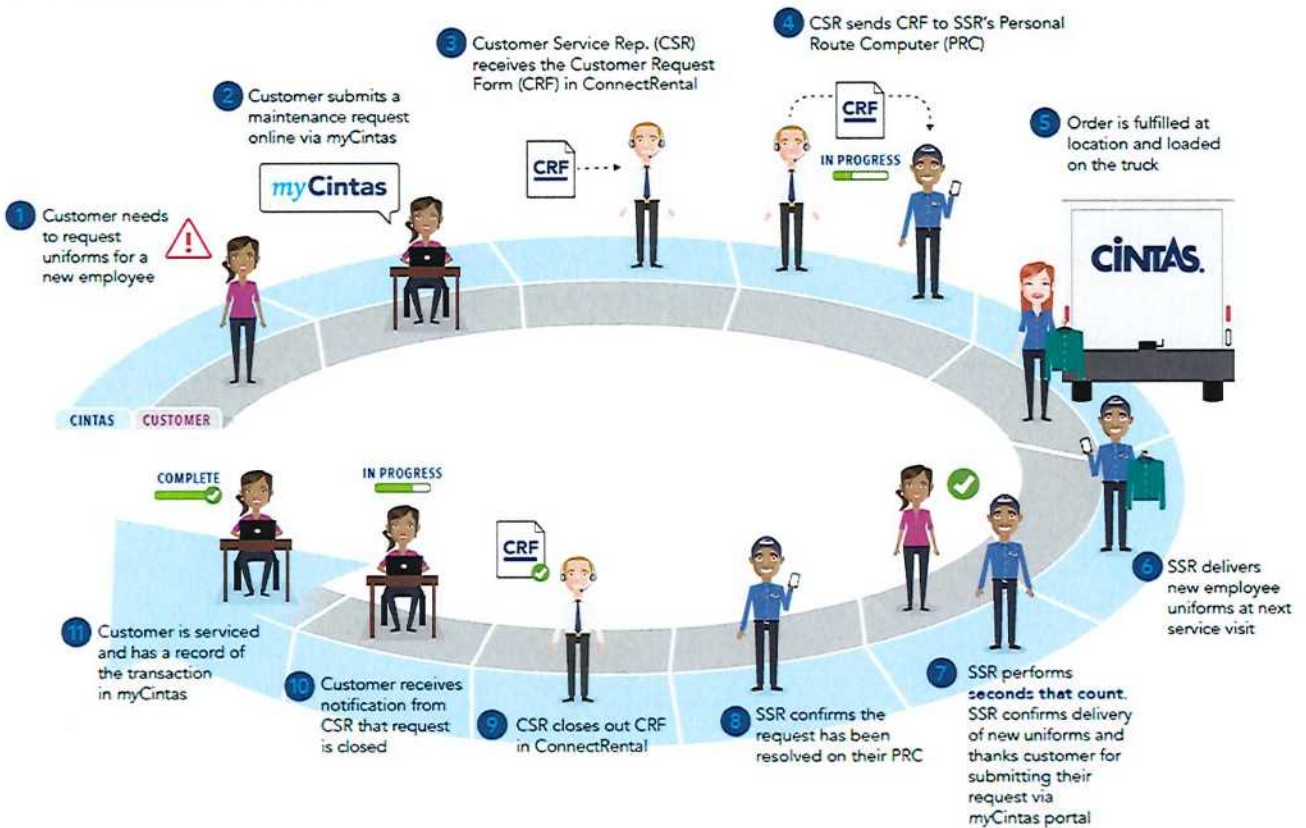
< 1 2 3 4 5 >

DOWNLOAD SELECTED

PAY SELECTED

| <input type="checkbox"/> | Invoice Date ▲▼ | Due ▲▼     | Account ▲▼                                                                                              | Invoice # ▲▼                               | Details                | Org Amt ▲▼ | Open ▲▼ |
|--------------------------|-----------------|------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|------------|---------|
| <input type="checkbox"/> | 04/03/2019      | 06/19/2019 | 0012852170<br>ZIEGLER INC<br>3502 STATE HWY 210<br>W<br>FERGUS FALLS, MN<br>56537-4003<br>UNITED STATES | 8404128810<br><a href="#">Download PDF</a> | PO<br>#72160000<br>2SP | \$29777    | \$29777 |

## myCintas CUSTOMER EXPERIENCE MAP



### Customer Service

- Call / Email Customer Service **OR** use MyCintas.com
- All communication logged into our system with a **CUSTOMER REQUEST FORM (CRF)**.

### Billing Methods

All customers receive a copy of the Garment Pickup Report and Invoice at the weekly time of service. A statement is sent to each customer for the total month's total with invoice numbers & amounts referenced.

- All customers may utilize myCintas.com for an online portal to view/pay bills.
- Additional weekly billing reporting is a capability and completely customizable to your required criteria.
- We accept a wide variety of payment options.



# Enhanced Weekly Invoice

Easy to read invoices  
in a simplified lay-out

- 1 Ship-To: The address that is being serviced
- 2 Bill-To: the address that the invoice is tied to, could be the same as "Ship-To"
- 3 Important phone/fax numbers for billing
- 4 Material numbers representing the Cintas items on the service agreement
- 5 Description of materials on the service agreement
- 6 Unit price of each item
- 7 Invoice totals and taxes



**CINTAS**  
READY FOR THIS WORKDAY™

FOR ALL NON-PAYMENT RELATED CORRESPONDENCE:  
CINTAS CORPORATION 4008  
27 WHITNEY DRIVE  
MILFORD, OH 45110

**INVOICE**

**SHIP TO:** HADDER'S MANUFACTURING  
1234 MAIN STREET  
MADON, OH 45040

**BILL TO:** HADDER'S MANUFACTURING  
1234 MAIN STREET  
MADON, OH 45040

**CUSTOMER SVC/BILLING** 513-555-1212  
**CINTAS FAX #** 513-555-1212  
**PAYMENT INQUIRY** 513-999-1212

**INVOICE #** 1500000581  
**INVOICE DATE** 07/05/2016  
**SOLD TO #** 10625090  
**PAYER #** 10625090  
**PAYMENT TERMS** NET 10 EDM  
**SORT #** 00590000020  
**CINTAS ROUTE** 01 / DAY 1 / STOP 001

| EMP/LOCK#                         | MATERIAL | DESCRIPTION                | FREQ | EXCH | QTY | UNIT PRICE | LINE TOTAL |       |       |
|-----------------------------------|----------|----------------------------|------|------|-----|------------|------------|-------|-------|
|                                   | XD4025   | 3X10 BLACK MAT             | 01   |      | 1   | 3.000      | 3.00       |       |       |
|                                   | XD4325   | 3X9 BLACK MAT              | 01   |      | 1   | 7.000      | 7.00       |       |       |
|                                   | XD4425   | 4X6 BLACK MAT              | 01   |      | 1   | 8.000      | 8.00       |       |       |
| 00001                             | X259     | PROTECT NG SHIRT/RED SS    | 01   |      | 2   | 0.500      | 1.00       |       |       |
| 00001                             | XK35     | UNIFORM SHIRT/NAVY CAPT LS | 01   |      | 6   | 0.400      | 2.40       |       |       |
| 00001                             | X545     | WORK PANTS/D-KAY TWEL      | 01   |      | 6   | 0.600      | 3.60       |       |       |
| <b>BOB SMITH SUBTOTAL - 7.30</b>  |          |                            |      |      |     |            |            |       |       |
| <b>SPECIAL PROGRAMS BREAKDOWN</b> |          |                            |      |      |     |            |            |       |       |
| UNIFORM ADVANTAGE                 |          |                            |      |      |     |            | 01         | 0.080 | 1.12  |
| <b>SUBTOTAL</b>                   |          |                            |      |      |     |            |            |       | 32.92 |
| <b>SERVICE CHARGE</b>             |          |                            |      |      |     |            |            |       | 5.95  |
| <b>SUBTOTAL</b>                   |          |                            |      |      |     |            |            |       | 38.87 |
| <b>RENTAL TAX</b>                 |          |                            |      |      |     |            |            |       | 2.64  |
| <b>TOTAL USD</b>                  |          |                            |      |      |     |            |            |       | 41.41 |
| <b>TOTAL ADJUST.</b>              |          |                            |      |      |     |            |            |       |       |
| <b>TAX ADJUST.</b>                |          |                            |      |      |     |            |            |       |       |
| <b>NET TOTAL</b>                  |          |                            |      |      |     |            |            |       |       |

REMIT PAYMENT TO: CINTAS / PO BOX 631025 / CINCINNATI, OH 45263-1025

Page 1 of 1

## Section 7 – Project Delivery

The Sales Representative and SSR meet with each department at the initial delivery to facilitate a smooth transition. Purpose of a Transition of Trust:

- Introduce the customer to the weekly SSR – Service Representative
- Familiarize the SSR with the account layout
- Confirm Lockers (if applicable) are delivered, set-up and ready for use.
- Confirm all details of the account
- Answer all questions
- Sign off on all documents to verify the conversations occurred.

**Example transition calendar upon execution of contact**

| 2021 April                                                                |                                         |                                                                           |                                                                           |                                                                           |
|---------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| MONDAY                                                                    | TUESDAY                                 | WEDNESDAY                                                                 | THURSDAY                                                                  | FRIDAY                                                                    |
| 29                                                                        | 30                                      | 31                                                                        | 01                                                                        | 02                                                                        |
| 05<br>Contract Approved<br>& In Hand                                      | 06<br>Department color<br>selections    | 07<br>Fitting Event                                                       | 08<br>Fitting Event                                                       | 09                                                                        |
| 12<br>Account Shell<br>Creation & Rules                                   | 13<br>Account Shell<br>Creation & Rules | 14<br>Internal...Account<br>write up, routing,<br>approvals &<br>ordering | 15<br>Internal...Account<br>write up, routing,<br>approvals &<br>ordering | 16<br>Internal...Account<br>write up, routing,<br>approvals &<br>ordering |
| 19<br>Internal...Account<br>write up, routing,<br>approvals &<br>ordering | 20<br>Order Processing<br>at DC         | 21<br>Order Processing<br>at DC                                           | 22<br>Order Processing<br>at DC                                           | 23<br>Order Processing<br>at DC                                           |
| 26<br>Order Processing<br>at DC                                           | 27<br>Order Processing<br>at DC         | 28<br>Order Processing<br>at DC                                           | 29<br>Order Processing<br>at DC                                           | 30<br>Order Processing<br>at DC                                           |

| 2021 May                                                     |                                                              |                                                              |                                                              |                                                  |
|--------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------|
| MONDAY                                                       | TUESDAY                                                      | WEDNESDAY                                                    | THURSDAY                                                     | FRIDAY                                           |
| 03<br>Order Processing<br>at DC                              | 04<br>Order Processing<br>at DC                              | 05<br>Order Processing<br>at DC                              | 06<br>Order Processing<br>at DC                              | 07<br>Order Processing<br>at DC                  |
| 10<br>Garment arriving to<br>plant: unbox, sort &<br>scan in | 11<br>Garment arriving to<br>plant: unbox,<br>sort & scan in | 12<br>Garment arriving to<br>plant: unbox,<br>sort & scan in | 13<br>Garment arriving to<br>plant: unbox,<br>sort & scan in | 14<br>Account<br>reconciliation &<br>Order track |
| 17<br>Account<br>reconciliation &<br>Order track             | 18<br>Garments staged,<br>sorted and staged                  | 19<br>Garments staged,<br>sorted and staged                  | 20                                                           | 21<br>Pre-install lockers                        |
| 24<br>Account ready for<br>delivery                          | 25<br>Account ready for<br>delivery                          | 26<br>Account ready for<br>delivery                          | 27<br>Account ready for<br>delivery                          | 28<br>Account ready for<br>delivery              |

## Section 8: Additional Literature

[www.cintas.com/RENTALLOOKBOOK](http://www.cintas.com/RENTALLOOKBOOK)

### Relevant Awards

- FORTUNE 500
- Recognized by *Forbes* as a:
  - Best Employer for Diversity
  - Best Employer for New Graduates
  - Best Large Employers
- Ranked in the Top 50 Military Spouse-Friendly Employers

Choosing Cintas **saves enough** electricity to heat **5,719 HOMES A YEAR**. That's approximately **1,898,000** gallons of gasoline **every year**.



Cintas saves **UP TO 599 MILLION GALLONS of WATER** every year over home laundry.



We've invested **more than \$4 MILLION** researching **ZERO-DISCHARGE WATER RECYCLING TECHNOLOGY**.

We were **THE FIRST** industrial launderer to use a **CHEMICAL-FREE, EPA-Endorsed Detergent** **ACROSS ALL** of our operations.



We currently **RECYCLE UP TO 50%** of the **WASH WATER** in our laundry operations.

Cintas Industrial Laundry provides approximately **20% WATER savings**, **12% ENERGY savings**, and **75% SOAP savings**, compared to home laundry.

Many of our facilities claim and **RECYCLE UP TO 70%** of their waste water, and **TWO FACILITIES USE 100% RECYCLED WATER**.



We offer **MORE THAN 100 uniform styles** made with recycled polyester as well as our **Regeneration Collection** made from **textiles** created with **PLASTIC BOTTLES**.



CORPORATE RESPONSIBILITY REPORT



## Section 9: Required Documents

| Item Type   | Specifications                 | Inventory Issued | Rental Rate per Piece      | Rental Weekly Rate | Replacement Rate Per Item |
|-------------|--------------------------------|------------------|----------------------------|--------------------|---------------------------|
| Work Shirt  | SS Industrial Men's Shirt      | 11               | 0.15                       | 1.65               | 12.00                     |
| Work Shirt  | LS Industrial Men's Shirt      | 11               | 0.15                       | 1.65               | 12.00                     |
| Work Shirt  | SS Industrial Women's Shirt    | 11               | 0.15                       | 1.65               | 12.00                     |
| Work Shirt  | LS Industrial Women's Shirt    | 11               | 0.15                       | 1.65               | 12.00                     |
| Work shirt  | LS Industrial Striped Shirts   | 11               | 0.33                       | 3.63               | 20.00                     |
| Work Pants  | Industrial Men's Pants         | 11               | 0.18                       | 1.98               | 15.00                     |
| Work Pants  | Industrial Women's Pants       | 11               | 0.18                       | 1.98               | 15.00                     |
| Work Pants  | Industrial Men's Pants Striped | 11               | 0.31                       | 3.41               | 20.00                     |
| Work Pants  | Industrial Men's Cargo Pants   | 11               | 0.28                       | 3.08               | 19.00                     |
| Work Pants  | Industrial Women's Cargo Pants | 11               | 0.28                       | 3.08               | 19.00                     |
| Work Shorts | Industrial Men's Shorts        | 5                | 0.18                       | 1.98               | 15.00                     |
| Executive   | Men's Polo Uniform Shirt       | 11               | 0.19                       | 2.09               | 15.00                     |
| Executive   | Women's Polo Uniform Shirt     | 11               | 0.19                       | 2.09               | 15.00                     |
| Executive   | Men's Uniform Pants            | 11               | 0.18                       | 1.98               | 15.00                     |
| Executive   | Women's Uniform Pants          | 11               | 0.18                       | 1.98               | 15.00                     |
| Work Pants  | Denim Jeans Men's Pants        | 11               | 0.22                       | 2.42               | 19.00                     |
|             |                                |                  | <b>Total Weekly Rental</b> | 36.30              |                           |

## Section B

| Item Type                    | Inventory | Weekly Usage | Unit Rate                  | Weekly Rate | Replacement Rate |
|------------------------------|-----------|--------------|----------------------------|-------------|------------------|
| Welcome Scraper 4x6          | 1         | 1            | 1.95                       | 1.95        | 45.50            |
| Walk-off Mats/Scraper 3x5    | 1         | 1            | 1.10                       | 1.10        | 40.50            |
| County Logo Welcome Mats 4x6 | 1         | 1            | 3.99                       | 3.99        | 140.00           |
|                              |           |              | <b>Total Weekly Rental</b> | 7.04        |                  |



### Section C

Environmental Waste Fees, Energy Surcharges, or Fuel Charges must be detailed in pricing provided.

| Description of weekly single stop fees     | Weekly Rate |
|--------------------------------------------|-------------|
| Fuel Service Charge                        | 0           |
| Environmental Fee                          | 0           |
| Service Charge                             | 0           |
| Other Fees. (please list)                  | 0           |
| <b>Total weekly fees for a single stop</b> | 0           |

### Section D

| Description                                                                             | Fee Charged      |
|-----------------------------------------------------------------------------------------|------------------|
| Uniform Size Upcharge (fee is charged for sizes 2XL+, 46"+, 34"+ inseam, L J, L N)      | 0.12             |
| Name Emblems (sewn on) Screen Print                                                     | 1.00             |
| Name Emblems (sewn on) Embroidered                                                      | 1.85             |
| Direct Embroidery Charges on Executive Polo Shirts                                      | 4.95             |
| Preparation Charges (total set up cost for New Employees)                               | 1.25 per garment |
| Other Charges (Provide Detail) –<br><b>OPTIONAL PROGRAMS TO AVOID<br/>ABOVE 1X FEES</b> | 0.04             |
| Uniform Advantage – Never Pay Damages                                                   | 0.03             |
| Prep Advantage – Never Pay Setup Fees                                                   | 0.03             |
| Emblem Advantage – Never Pay emblem fees                                                |                  |

Services will be evaluated on the cumulative price of one week's rental

|                 |       |
|-----------------|-------|
| Section A Total | 36.30 |
| Section B Total | 7.04  |
| Section C Total | 0     |

|                  |              |
|------------------|--------------|
| <b>Bid Total</b> | <b>43.34</b> |
|------------------|--------------|

VENDOR NAME: Cintas Corporation No. 2

VENDOR SIGNATURE: 

**Request for Proposal 2021-10  
Jackson County Uniform Services  
FINAL RANKING TABULATION**

|                                                                | CINTAS     | UNIFIRST   |  |  |  |  |  |  |  |
|----------------------------------------------------------------|------------|------------|--|--|--|--|--|--|--|
| Karlyn Tidwell<br>Jackson County Deputy Administrator          | 90         | 95         |  |  |  |  |  |  |  |
| Rett Daniels<br>Jackson County Public Works Director           | 98         | 96         |  |  |  |  |  |  |  |
| James Watkins<br>Jackson County Maintenance                    | 100        | 93         |  |  |  |  |  |  |  |
| Scotty Taylor<br>Jackson Co. Public Transportation<br>Director | 100        | 93         |  |  |  |  |  |  |  |
| Judy Austin<br>Jackson County HR Director                      | 85         | 90         |  |  |  |  |  |  |  |
| <b>Total Points</b>                                            | <b>473</b> | <b>467</b> |  |  |  |  |  |  |  |

Person Verifying \_\_\_\_\_ Date \_\_\_\_\_

Person Verifying \_\_\_\_\_ Date \_\_\_\_\_

**TO: The Honorable Chairperson and  
Board of County Commissioners**

**FROM: Hunter Potts, Administration**

---

**SUBJECT: Request: Board discussion on RFP 2021-11 Generator  
Maintenance Services - Hunter Potts, Administrative Services  
Director**

**Background:** The intent of this Request for Proposal's (RFP) is to enter into a continuing service contract with a qualified company/firm to perform professional maintenance, inspection, and testing services for County owned and maintained generators.

This service is intended to advance safe operation of the generators, to minimize the probability of accidents, to promote the efficient, reliable operation and performance of the equipment, to minimize shutdowns and the disruption of service, to ensure that generator safety code requirements are met or exceeded, and to maximize usage of the generators and extend equipment life, through a systematic and documented maintenance control program (MCP).

The County has 11 Generators spread throughout the County that provide emergency power to our facilities. Of those locations the Sherriff's Office and EOC have to have an annual service agreement in place for monthly servicing. This contract would be to provide annual load bank testing and monthly or quarterly inspections/servicing to the generators as needed by department as well as emergency response. The cost of the inspections would be paid by each department. For every generator to be inspected monthly and serviced as outlined in the Request for Proposal, the total cost, per the highest-ranking proposal, would be \$32,072.66. However, not all generators will need the monthly service requirement so the overall cost would be lower than the price outlined.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office: Administration**

**Reviewed By: Nicole Bradley**

**Nicole Bradley**  
**Wilanne Daniels**

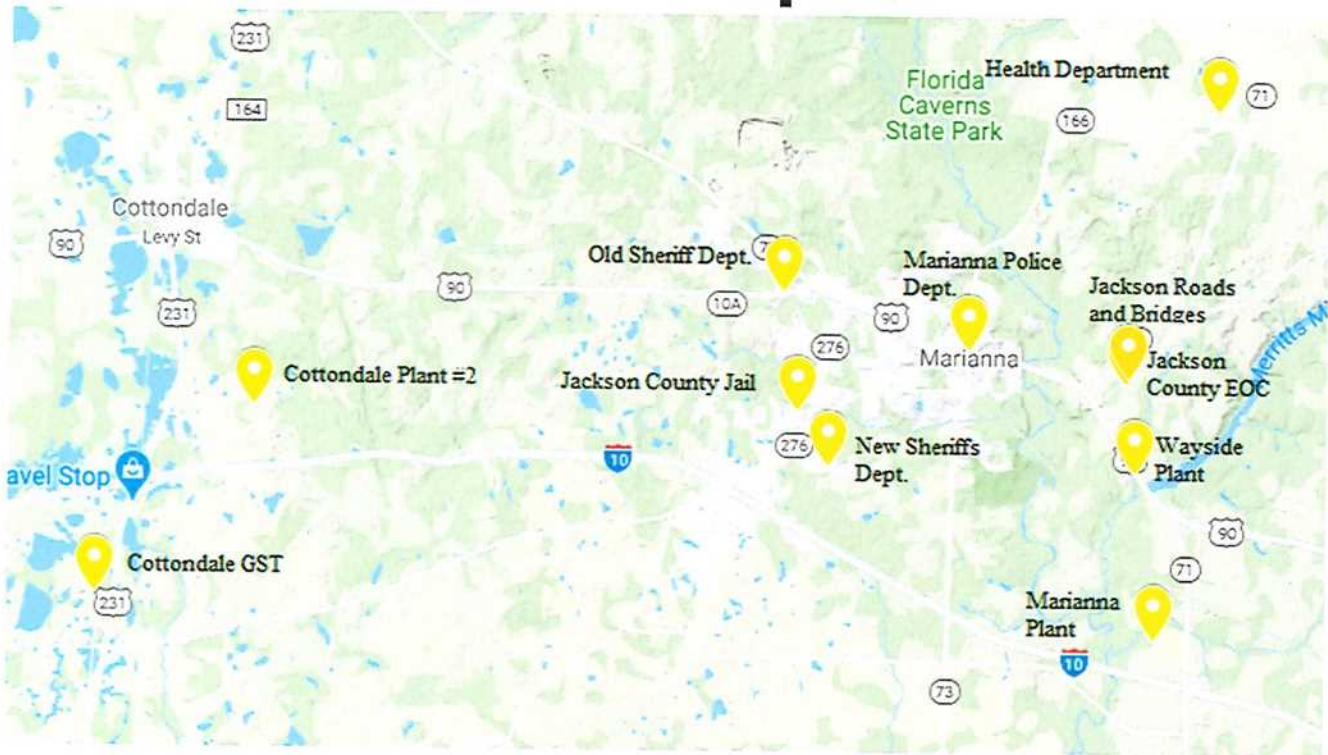
**Recommendation:**

**Accept**

**Potential Motion:**

I move to award RFP2021-11 Generator Maintenance Services to Thompson Tractor Company and authorize County staff to begin Contract negotiations.

## Jackson County Commission Generator Service Proposal



This proposal includes services and load bank testing for eleven generators for the Jackson County Commission. The locations of the generators are shown on the map above. There are a total six different manufacturers of the equipment. Varying in size from 125 KW to 500 KW. Our Panama City service manager has visited all eleven sites to verify make, model, size, and service accessibility. Our master service technician for this region is familiar with several of these unit form past repairs and services. Our Service team has mapped out the most efficient way to service these locations to be able to pass on the savings to Jackson County.

We Appreciate the Opportunity to Serve Our Communities



## Thompson Tractor Recommended Service Plan

| Thompson Tractor Recommended Annual Service Plan for Jackson County Commission Generator Fleet                                              |                                   |                                                |                                                     |                                                                         |                                      |                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------|
| Site Location                                                                                                                               | Annual 365 Service Per Unit       | Semi Annual Inspection performed at 6 months   | Cost Per Month for Monthly Inspection Per Unit      | Annual Cost Per Unit for Semi or Monthly Inspections column 3x11 months | Annual Load Bank Test Cost per unit  | Annual 365 Service + Annual Cost for Semi/Monthly Inspection Per Unit + Annual Load Bank Test Cost |
| Emergency Management 125KW                                                                                                                  | \$ 763.81                         | NA                                             | \$ 255.12                                           | \$ 3,061.44                                                             | \$ 872.50                            | \$ 4,697.75                                                                                        |
| Mariana Plant 180KW                                                                                                                         | \$ 843.23                         | \$ 255.12                                      | NA                                                  | \$ 255.12                                                               | \$ 928.00                            | \$ 2,026.35                                                                                        |
| Wayside Plant 250KW                                                                                                                         | \$ 1,121.88                       | \$ 255.12                                      | NA                                                  | \$ 255.12                                                               | \$ 998.50                            | \$ 2,375.50                                                                                        |
| Cottondale Plant #2 125KW                                                                                                                   | \$ 865.65                         | \$ 283.85                                      | NA                                                  | \$ 255.12                                                               | \$ 872.50                            | \$ 1,993.27                                                                                        |
| Cottondale GST 175KW                                                                                                                        | \$ 954.04                         | \$ 28.85                                       | NA                                                  | \$ 255.12                                                               | \$ 922.50                            | \$ 2,131.66                                                                                        |
| Jackson County Health Dept. 500KW                                                                                                           | \$ 1,359.19                       | \$ 255.12                                      | NA                                                  | \$ 255.12                                                               | \$ 1,589.50                          | \$ 3,203.81                                                                                        |
| Roads and Bridges 125KW                                                                                                                     | \$ 721.31                         | \$ 255.12                                      | NA                                                  | \$ 255.12                                                               | \$ 872.50                            | \$ 1,848.93                                                                                        |
| Sheriffs office New 134KW                                                                                                                   | \$ 836.77                         | NA                                             | \$ 255.12                                           | \$ 3,061.44                                                             | \$ 882.50                            | \$ 4,780.71                                                                                        |
| Sheriff Office old 60KW                                                                                                                     | \$ 622.12                         | \$ 255.12                                      | NA                                                  | \$ 255.12                                                               | \$ 808.50                            | \$ 1,685.74                                                                                        |
| Jackson County Jail 400KW                                                                                                                   | \$ 1,050.15                       | \$ 255.12                                      | NA                                                  | \$ 255.12                                                               | \$ 1,489.50                          | \$ 2,794.77                                                                                        |
| Mariana Police Department 133KW                                                                                                             | \$ 591.23                         | NA                                             | \$ 255.12                                           | \$ 3,061.44                                                             | \$ 881.50                            | \$ 4,534.17                                                                                        |
| Annual Cost Per Service for the Fleet                                                                                                       | \$ 9,729.38                       | \$ 1,843.42                                    | \$ 765.36                                           | \$ 11,225.28                                                            | \$ 11,118.00                         | \$ 32,072.66                                                                                       |
|                                                                                                                                             | Total Annual 365 Service for 2021 | Total Cost of Semi Annual Inspections for 2021 | Total Monthly Inspection Cost for One Month in 2021 | Total Annual cost of Semi/Monthly Inspections for 2021                  | Total Annual Load Bank Cost for 2021 |                                                                                                    |
|                                                                                                                                             |                                   |                                                |                                                     | 2021 credit for January and February monthly services not performed     |                                      | \$ (1,530.72)                                                                                      |
| *2021 Bid Total excludes January and February since they will have already passed. 2021 Contract would run from March 2021 to December 2021 |                                   |                                                |                                                     |                                                                         |                                      | *Bid Total for year 2021 \$ 30,541.94                                                              |
|                                                                                                                                             |                                   |                                                |                                                     |                                                                         |                                      | Bid Total for year 2022 \$ 33,034.84                                                               |
|                                                                                                                                             |                                   |                                                |                                                     |                                                                         |                                      | <b>Total Two Year Bid Amount</b> \$ 63,576.78                                                      |
|                                                                                                                                             |                                   |                                                |                                                     |                                                                         |                                      | Bid Total for year 2023 \$ 34,025.88                                                               |
|                                                                                                                                             |                                   |                                                |                                                     |                                                                         |                                      | Bid Total for year 2024 \$ 35,046.66                                                               |
|                                                                                                                                             |                                   |                                                |                                                     |                                                                         |                                      | Bid Total for year 2025 \$ 36,098.06                                                               |
|                                                                                                                                             |                                   |                                                |                                                     |                                                                         |                                      | <b>Total Five Year Bid Amount</b> \$ 168,747.38                                                    |

All Pricing is for a normal weekday business hour and is valid for 60 days. The above is an estimate based on our initial inspection and does not include any additional parts, labor, overtime, air freight, backorder freight, machining, taxes or environmental fee which may become evident after work has been initiated. Any operation not listed in estimate is additional. Remote asset monitoring is not included in this bid. Thank you for the opportunity to serve you.

The Annual Service plan would start with each unit receiving a full/365 Annual service.

Load Bank Testing will occur within 30 days.

The units on the 911/EOC system would start monthly inspections thirty days after their initial Full/365 service. Units on that system are the Emergency Management Center, New Sheriff's Office, and the Mariana Police Department.

The other eight units will be scheduled for the semi-annual inspections which will occur six months from the initial Full/365 Service. The Units on this list are Mariana Plant, Wayside Plant, Cottondale Plant, Cottondale GST, Roads and Bridges, Sheriff's Office Old, Jackson County Health Department, and the Jackson County Jail.

Please see service definitions on page (4)



## Definitions of Services

**Monthly / Semi Annual Inspection Includes:** Technician will check the oil and coolant levels. Technician will inspect the following: belts (adjust if needed), breakers, hoses, batteries, air filter, radiator for leaks and debris, fuel tank for leaks and possible water intrusion points, and the breaker. The Technician will test run the generator to operating temperature and perform a power transfer test with the owner's permission. This service is being offered at different time intervals from a monthly 30 day inspection to a Semi Annual 180 day inspection.

**Annual Full/365 service Includes:** changing the oil, changing the oil filter, changing the fuel filter, changing the water filter(if applicable and needed), changing the fuel tank pump filter( if applicable and needed), inspecting the air filter, change the air filter if required, inspecting and adjust the belts, inspecting the hoses, inspecting the radiator for fluid level, leaks and debris, check the batteries and fluid battery fluid level(if applicable), inspecting the fuel tank for leaks or possible water intrusion points, inspecting the breakers, and inspect generator for condition and wear, The Technician will test run the generator to operating temperature and perform a power transfer test with the owner's permission. Fluid Analysis Services: oil sample testing, coolant sample testing and fuel sample testing will be performed at our Birmingham Laboratory. A written report will be provided to the customer by email or mail.

### Load Bank Test:

A load bank is a piece of electrical test equipment used to simulate an electrical load on a generator.

Test Procedures: The fuel, oil, and coolant levels are checked. The generator is started and allowed to reach normal operating temperature. The generator is then step loaded with the load bank until the desired load level is reached. The technician monitors the generator while maintaining the same load for the duration of the test. At the end of the test, the loads are gradually removed, and the generator will run under light load for about an hour. All loads are removed five to ten minutes before shutting the generator down.

Thompson Tractor owns the load banks that we use to provide a consistent test result year after year. Rental units are not always serviced and tested properly to provide accurate test results.

## Sample Load Bank Test Results

### LOAD BANK TEST REPORT

Date: 9-4-20  
Location: Panama City  
Customer Name: Sample  
Model: \_\_\_\_\_ Spec: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Rated KW: \_\_\_\_\_ ESN: \_\_\_\_\_  
CPL: \_\_\_\_\_ ENGINE MODEL: \_\_\_\_\_  
Voltage: 208 Phase: 3 Power Factor: 0.8  
Diesel ☒ Natural Gas ☐ Propane ☐ Gasoline ☐  
Technician: \_\_\_\_\_

| Duration |      | A/C Voltage |       |       | A/C Amperage |     |     |    | A/C Load |    | Engine Monitors |              |              |                 |           |
|----------|------|-------------|-------|-------|--------------|-----|-----|----|----------|----|-----------------|--------------|--------------|-----------------|-----------|
| Time     | Hrs. | L1-L2       | L2-L3 | L3-L1 | L1           | L2  | L3  |    | KW       | HZ | Oil PSI         | Coolant Temp | Exhaust Temp | Battery Voltage | % of Load |
| 8:30     | 766  | 210         | 210   | 210   | 56           | 54  | 55  | 20 | 60       | 60 | 50              | 165          | NA           | 13.6            | 50        |
| 8:45     | 766  | 210         | 210   | 210   | 56           | 54  | 55  | 20 | 60       | 60 | 50              | 166          | NA           | 13.6            | 50        |
| 9:00     | 766  | 201         | 210   | 210   | 55           | 55  | 56  | 20 | 60       | 60 | 50              | 166          | NA           | 13.6            | 50        |
| 9:15     | 766  | 210         | 210   | 210   | 55           | 55  | 55  | 20 | 60       | 60 | 50              | 166          | NA           | 13.6            | 50        |
| 9:30     | 767  | 210         | 210   | 210   | 55           | 55  | 55  | 20 | 60       | 60 | 50              | 165          | NA           | 13.6            | 50        |
| 9:45     | 767  | 210         | 210   | 210   | 55           | 56  | 55  | 20 | 60       | 60 | 50              | 166          | NA           | 13.6            | 50        |
| 10:00    | 767  | 210         | 210   | 210   | 55           | 56  | 55  | 20 | 60       | 60 | 49              | 168          | NA           | 13.6            | 50        |
| 10:15    | 767  | 210         | 210   | 210   | 55           | 55  | 56  | 20 | 60       | 60 | 49              | 168          | NA           | 13.6            | 50        |
| 10:30    | 768  | 210         | 210   | 210   | 56           | 55  | 55  | 20 | 60       | 60 | 49              | 167          | NA           | 13.6            | 50        |
| 10:45    | 768  | 210         | 210   | 210   | 56           | 55  | 55  | 20 | 60       | 60 | 49              | 167          | NA           | 13.6            | 50        |
| 11:00    | 768  | 210         | 210   | 210   | 55           | 55  | 56  | 20 | 60       | 60 | 49              | 167          | NA           | 13.6            | 50        |
| 11:15    | 768  | 210         | 210   | 210   | 55           | 55  | 56  | 20 | 60       | 60 | 49              | 167          | NA           | 13.6            | 50        |
| 11:30    | 769  | 209         | 210   | 209   | 111          | 110 | 110 | 40 | 59.3     | 50 | 170             | NA           | NA           | 13.6            | 100       |
| 11:45    | 769  | 210         | 209   | 209   | 111          | 111 | 110 | 40 | 59.3     | 47 | 176             | NA           | NA           | 13.6            | 100       |
| 12:00    | 769  | 210         | 209   | 209   | 111          | 110 | 111 | 40 | 59.3     | 47 | 176             | NA           | NA           | 13.6            | 100       |
| 12:15    | 769  | 210         | 210   | 210   | 111          | 111 | 110 | 40 | 59.3     | 47 | 176             | NA           | NA           | 13.6            | 100       |
| 12:30    | 770  | 209         | 209   | 209   | 111          | 110 | 111 | 40 | 59.3     | 47 | 176             | NA           | NA           | 13.6            | 100       |

Customer Signature: \_\_\_\_\_

Print: \_\_\_\_\_



## Thompson Tractor Fluid Analysis Services

*Thompson Tractor's fluid analysis lab in Birmingham operates with one primary goal in mind -  
Enabling our customers to get the most out of their equipment.*

### Avoid Unplanned Repairs or Catastrophic Failures

Thompson's Fluid Analysis Service is one of the most useful and important maintenance support programs available. Using the Oil and Coolant Analysis service, you can pinpoint trouble early and avoid shut-downs for unplanned repairs or catastrophic failures.

### Early Detection through Fluid Analysis

Early detection delivers peak performance from your equipment. Fluid Analysis Service is a reliable, thorough, and cost-effective preventive maintenance program. It allows you to lower operating costs and to schedule downtime for necessary repairs. Our experience tells us that preventive maintenance and cost-effective before-failure repairs are two important tools that regular oil sampling can provide. Test results are analyzed against previous results to monitor for abnormal wear trends. We give the customer an overall evaluation and recommendation. An oil analysis form is then printed and mailed, faxed, or emailed to the customer. The best oil sample data comes from proper sampling techniques. Consistent hours or mileage on each oil sample submitted, along with the weight of the oil being used enables the best interpretation. Thompson Tractor's lab provides complete lab services - such as particle count testing, oil condition analysis, wear metals analysis, viscosity testing and coolant analysis - to monitor your equipment. This enables you the efficiency of scheduling maintenance and forecasting repairs that optimizes your equipment's productivity.



### Particle Count Testing

Particle count testing detects larger particles in the oil than the ones found in typical wear metal analysis. This provides our customers with another tool for the detection of excessive wear and contamination.

### Oil Condition Analysis

Oil condition analysis compares a customer's current used engine oil sample with a previously recorded sample of their new unused engine oil to detect the amount of lubrication the oil may lose during normal operation. This potential loss of lubrication can be from several sources such as soot, oxidation, and sulfur. Engine oil contamination from fuel, water and coolant entry can also affect the oil's ability to lubricate more. All of these various contaminants are recorded and reported.

### Wear Metals Analysis

Wear metal analysis measures and identifies the amounts and types of metals that wear inside an engine, transmission, final drive, or hydraulic system. Nine different metals are recorded and evaluated in order to monitor the wear inside each of these compartments. The wear metal readings are measured and recorded in parts per million, which is the industry-wide standard for reporting metal analysis results.

Dependent upon the level of metals in the oil, we will determine where the abnormal wear is originating within a compartment. We test for Aluminum, Chrome, Iron, Lead, Potassium, Silicon, Sodium, and Tin.

### Viscosity Testing

Viscosity testing measures the oil's ability to flow and lubricate. Fuel present in the oil will lower the viscosity level, reducing the ability of the oil to lubricate. Viscosity testing will determine if the wrong weight of oil is being used in a particular compartment or an oil transfer between compartments exists.

### Coolant Analysis

Coolant or cooling system problems contribute to more than 50% of all engine failures. These failures can be due to inadequate cooling system maintenance, incorrect coolant concentrations, and poor operational procedures, all of which can cause accelerated oil degradation, insufficient heat transfer, corrosion of liners, water pumps, and seals. Coolant analysis can determine the overall condition of the cooling system and can identify problems with maintenance procedures and practices. Level 1 coolant analysis consists of four analytical tests and three observational tests that not only show major problems with the coolant, but can also predict some major coolant system problems. Cooling system problems will also reduce the life of engine, transmission, and hydraulic components served by coolant heat exchangers. Coolant analysis is as important a tool in early prediction of potential problems, as oil analysis is in oil-lubricated systems.



## Sample Oil Lab Test Results

TTCO Product Support Sales Rep  
SIMON JONES

COMPANY NAME:  
CUSTOMER EQUIP. NO.:  
COMPLIMENT NAME: ENGINE  
SERIAL NUMBER:  
MANUFACTURER:  
MODEL: 48055  
JOB SITE:  
EXT. WARE NUMBER:

SHOP JOB NO.:  
COMP. SERIAL NO.:  
COMPLIMENT MODEL:  
COMP. MANUFACTURER:  
SAMPLE LAB. NO.:  
FLUID BRAND/WEIGHT: 15W40  
FLUID TYPE:  
EXT. WARE/ENGINE DATE:  
FUEL CONTAINED:

**Thompson** **CAT**  
Fluids Analysis Laboratory  
2401 Pinson Hwy.  
Tarrant, AL 35217-0367  
205-244-7868  
www.thompsontractor.com

FAC:  
PROCE:  
SAMPLE TYPE: OIL  
SAMPLE SHOP TIME (days): 4

| LAB CONTROL NUMBER | SAMPLE DATE | PROCESS DATE | EQUIPMENT METER | METER ON FLUID | FLUID CHANGED | MAKE UP FLUID | MAKE UP FLUID UNITS | FILTER CHANGED |
|--------------------|-------------|--------------|-----------------|----------------|---------------|---------------|---------------------|----------------|
| D430-0100-0578     | 16-Jun-2021 | 20-Jun-2021  | 0               | 0              | Yes           |               |                     | Yes            |
| No Action Required |             |              |                 |                |               |               |                     |                |
| D430-0017-0960     | 07-Nov-2020 | 12-Nov-2020  | 0               | 0              | Unknown       |               |                     |                |
| No Action Required |             |              |                 |                |               |               |                     |                |
| D430-0012-0468     | 08-Sep-2020 | 08-Sep-2020  | 0               | 0              | Yes           |               |                     |                |
| No Action Required |             |              |                 |                |               |               |                     |                |
| D430-0002-0913     | 07-Nov-2020 | 22-Nov-2020  | 0               | 0              | Yes           |               |                     | Yes            |
| No Action Required |             |              |                 |                |               |               |                     |                |

| Wear Index (ppm) | Cu | Fe | Cr | Al | Pb | Sn | Si | Ni | K  | S   | Mn  | Na | Ag | Ti | V | Mg | Ca   | Mg  | Zn   | P   | Sa |
|------------------|----|----|----|----|----|----|----|----|----|-----|-----|----|----|----|---|----|------|-----|------|-----|----|
| D430-0100-0578   | 0  | 15 | 1  | A  | 1  | 0  | 3  | 1  | 5  | 281 | 88  | 2  | 0  | 0  | 0 | 0  | 1221 | 423 | 1009 | 911 | 0  |
| D430-0017-0960   | 1  | 20 | 1  | 6  | 2  | 0  | 3  | 1  | 8  | 202 | 109 | 0  | 0  | 0  | 0 | 0  | 1381 | 468 | 810  | 660 | 0  |
| D430-0012-0468   | 1  | 15 | 1  | 5  | 1  | 0  | 6  | 1  | 9  | 235 | 108 | 0  | 0  | 0  | 0 | 0  | 1540 | 467 | 754  | 722 | 0  |
| D430-0002-0913   | 1  | 35 | 2  | 18 | 3  | 1  | 0  | 2  | 25 | 363 | 102 | 0  | 0  | 0  | 0 | 1  | 1585 | 528 | 858  | 581 | 0  |

| Oil Condition / Particle Count (ppm) | ST | QR | NET | SUL | W | A | F | PPC  | V100 |
|--------------------------------------|----|----|-----|-----|---|---|---|------|------|
| D430-0100-0578                       | 24 | 17 | 8   | 23  | N | N | N | 2.09 | 12.1 |
| D430-0017-0960                       | 27 | 17 | 8   | 23  | N | N | N | 1.89 | 10.6 |
| D430-0012-0468                       | 27 | 17 | 8   | 23  | N | N | N | 3.30 | 12.2 |
| D430-0002-0913                       | 30 | 17 | 9   | 23  | N | N | N | 1.22 | 11.8 |

Ag = Silver, Al = Aluminum, B = Boron, Ca = Calcium, Cr = Chromium, Cu = Copper, Fe = Iron, P = Phosphorus, K = Potassium, Li = Lithium, Mg = Magnesium, Na = Sodium, Ni = Nickel, Pb = Lead, Si = Silicon, Sn = Tin, S = Sulfur, V = Vanadium, Zn = Zinc, A = Antimony, F = Fuel, W = Water, B = Bismuth, T = Tantalum, E = Exhaust, NT = Nitrogen, Cl = Chlorine, ST = Soot, SUL = Sulfur, CO = Carbon, PFC = Percent Fuel Content, PPC = Particle Counting Index, Net = Net Value, P = Part, T = Total, TBN = Total Base Number, TCO = Total Oil Content, V100 = Viscosity 100C, V40 = Viscosity 40C, PVI = Particle Volume Indicator

Note: This analysis is intended as an aid in predicting mechanical wear. No guarantee, expressed or implied, is made against failure of this piece of equipment or a component thereof.

## About Thompson Tractor

Founded by Hall W. Thompson in 1957, the Company is headquartered in Birmingham, AL. The Company's history has been distinguished by a dedication to excellence and a commitment to service. From its origin as the Caterpillar dealer for the northern thirty-nine counties in Alabama operating out of three Alabama locations in Birmingham, Decatur and Tuscaloosa, Thompson Tractor is now the full-line Caterpillar dealer for Alabama and northwest Florida. We employ nearly 1,300 people in almost thirty locations throughout our territory. Many of the Thompson Tractor employees are from the Marianna area. Thompson Tractor celebrated a major milestone in 2019 with the succession of Lucy Thompson Marsh as the fourth generation of the Thompson family to serve as a Caterpillar Dealer-Principal. Moreover, Lucy is one of only five female Caterpillar Dealer-Principals in the United States.

In the 2020 Thompson Tractor's Generator service team completed an estimated 4,500 generator service calls.

Emergency service calls will get priority in the scheduling of our technicians. We can provide weekend, after hour, and holiday service at an increased labor rate.

Response to emergency is usually in within 6 hours.



## References

### Jackson County Generator Maintenance Services

**RFP 2021-11**

#### SAMPLE EXPERIENCE STATEMENT

**TO BE SUBMITTED WITH RESPONSE PACKET**

**Bid Number : 2021-11**

**Bid Name: Jackson County Generator Maintenance Services**

List at least three different references for work of similar nature performed within the last three years.

| Description of Work                                                               | Year of Project | Dollar amount of project | Company Name: Waste Management         |
|-----------------------------------------------------------------------------------|-----------------|--------------------------|----------------------------------------|
| Annual Service, Battery and Starter Replacement                                   | 2021            | \$4,700                  | Contact Name: Jennifer Graham          |
|                                                                                   |                 |                          | Phone Number: 850-244-7642             |
|                                                                                   |                 |                          |                                        |
| Description of Work                                                               | Year of Project | Dollar amount of project | Company Name: Honda Manufacturing      |
| Provided 100 PM services and repair calls for 20 Units over the last three years. | 2017-2021       | Confidential             | Contact Name: Mark Wimpee              |
|                                                                                   |                 |                          | Phone Number: 205-355-5000             |
|                                                                                   |                 |                          |                                        |
| Description of Work                                                               | Year of Project | Dollar amount of project | Company Name: ABM - Mercedes           |
| Provided 70 PM Service and Repairs calls on 21 units in 2020                      | 2020            | Confidential             | Contact Name: Stephanie Bishop         |
|                                                                                   |                 |                          | Phone Number: 205-534-2654             |
|                                                                                   |                 |                          |                                        |
| Description of Work                                                               | Year of Project | Dollar amount of project | Company Name: Mobile County Commission |
| 111 Service Calls for PM service and repairs in 2020 on 16 units                  | 2020            | Confidential             | Contact Name: Luke Cannon              |
|                                                                                   |                 |                          | Phone Number: 251-656-2793             |
|                                                                                   |                 |                          |                                        |
| Description of Work                                                               | Year of Project | Dollar amount of project | Company Name: Baldwin County 911       |
| 24 Service calls on multiple units                                                | 2019-2021       | Confidential             | Contact Name: Joby Smith, Director     |
|                                                                                   |                 |                          | Phone Number: (251) 228-6030           |
|                                                                                   |                 |                          |                                        |

In 2020 Thompson Tractor's Generator service team completed an estimated 4,500 generator service calls.

From Large Repair Projects to PM Service Agreements Thompson Tractor has got you covered.

**SCORE SHEET**  
**2021-11 - Request for Proposals**  
**Jackson County Generator Maintenance Services**

|                                                     | <b>ATS</b> | <b>TAW</b> | <b>METRO<br/>POWER</b> | <b>THOMPSON<br/>TRACTOR CO.</b> | <b>STANDBY<br/>SYSTEM<br/>SERVICES</b> | <b>ALL ABOUT<br/>GENERATORS</b> | <b>CJ'S SALES<br/>AND SERVICE</b> | <b>TAYLOR<br/>SUDDEN<br/>SERVICE</b> |
|-----------------------------------------------------|------------|------------|------------------------|---------------------------------|----------------------------------------|---------------------------------|-----------------------------------|--------------------------------------|
| Renee Scurlock<br>Emergency Management<br>Director  | 68         | 73         | 59                     | 87                              | 72                                     | 87                              | 55                                | 87                                   |
| Hunter Potts<br>Administrative Services<br>Director | 76         | 93         | 96                     | 85                              | 86                                     | 76                              | 49                                | 79                                   |
| Rett Daniels<br>Public Works Director               | 88         | 96         | 100                    | 86                              | 86                                     | 74                              | 30                                | 75                                   |
| James Watkins<br>Facilities Director                | 93         | 93         | 91                     | 95                              | 93                                     | 97                              | 84                                | 91                                   |
| Judy Austin<br>Human Resources Director             | 70         | 80         | 75                     | 85                              | 90                                     | 70                              | 45                                | 65                                   |
| Total Points<br>(100 possible points)               | <b>395</b> | <b>435</b> | <b>421</b>             | <b>438</b>                      | <b>427</b>                             | <b>404</b>                      | <b>263</b>                        | <b>397</b>                           |

Person Ranking \_\_\_\_\_

Print Name

Signature \_\_\_\_\_

Date \_\_\_\_\_

SCORE SHEET TO BE USED BY RANKING COMMITTEE  
2021-11 - Request for Proposals  
Jackson County Generator Maintenance Services

|                                                                      | ATS | TAW | METRO<br>POWER | THOMPSON<br>TRACTOR CO. | STANDBY<br>SYSTEM<br>SERVICES | ALL ABOUT<br>GENERATORS | CJ'S SALES<br>AND SERVICE | TAYLOR<br>SUDDEN<br>SERVICE |
|----------------------------------------------------------------------|-----|-----|----------------|-------------------------|-------------------------------|-------------------------|---------------------------|-----------------------------|
| Overall Response:<br>Qualifications and Capabilities<br>(15 points)  | 10  | 12  | 13             | 14                      | 10                            | 13                      | 10                        | 13                          |
| Experience with Similar<br>Generator Service Projects<br>(15 points) | 8   | 13  | 8              | 14                      | 12                            | 13                      | 10                        | 12                          |
| Client References for<br>Similar Projects (15 points)                | 8   | 13  | 8              | 14                      | 13                            | 13                      | 10                        | 12                          |
| Proposed Fee Schedule - Price<br>(55 points)                         | 42  | 35  | 30             | 45                      | 37                            | 48                      | 25                        | 50                          |
| Total Points<br>(100 possible points)                                | 68  | 73  | 59             | 87                      | 72                            | 87                      | 55                        | 87                          |

Person Ranking Benee' Scurlock-Lowe

Print Name

Signature Benee' Lowe

Date 2/23/2021



SCORE SHEET TO BE USED BY RANKING COMMITTEE  
2021-11 - Request for Proposals  
Jackson County Generator Maintenance Services

|                                                                      | ATS | TAW | METRO<br>POWER   | THOMPSON<br>TRACTOR CO. | STANDBY<br>SYSTEM<br>SERVICES | ALL ABOUT<br>GENERATORS | CJ'S SALES<br>AND SERVICE | TAYLOR<br>SUDDEN<br>SERVICE |
|----------------------------------------------------------------------|-----|-----|------------------|-------------------------|-------------------------------|-------------------------|---------------------------|-----------------------------|
| Overall Response:<br>Qualifications and Capabilities<br>(15 points)  | 10  | 14  | <del>15</del> 14 | 15                      | 14                            | 14                      | 13                        | 15                          |
| Experience with Similar<br>Generator Service Projects<br>(15 points) | 14  | 15  | 14               | 15                      | 14                            | 14                      | 14                        | 14                          |
| Client References for<br>Similar Projects (15 points)                | 12  | 14  | 13               | 15                      | 13                            | 13                      | 12                        | 15                          |
| Proposed Fee Schedule - Price<br>(55 points)                         | 40  | 50  | 55               | 40                      | 45                            | 35                      | 10                        | 35                          |
| Total Points<br>(100 possible points)                                | 76  | 93  | 96               | 85                      | 76<br>86                      | 74<br>76                | 49                        | 79                          |

Person Ranking Hunter Potts  
Print Name

Signature Hunter Potts

Date 2-22-2021

SCORE SHEET TO BE USED BY RANKING COMMITTEE  
2021-11 - Request for Proposals  
Jackson County Generator Maintenance Services

|                                                                      | ATS | TAW | METRO<br>POWER | THOMPSON<br>TRACTOR CO. | STANDBY<br>SYSTEM<br>SERVICES | ALL ABOUT<br>GENERATORS | CJ'S SALES<br>AND SERVICE | TAYLOR<br>SUDDEN<br>SERVICE |
|----------------------------------------------------------------------|-----|-----|----------------|-------------------------|-------------------------------|-------------------------|---------------------------|-----------------------------|
| Overall Response:<br>Qualifications and Capabilities<br>(15 points)  | 10  | 15  | 15             | 15                      | 12                            | 15                      | 15                        | 15                          |
| Experience with Similar<br>Generator Service Projects<br>(15 points) | 15  | 15  | 15             | 15                      | 12                            | 15                      | 0                         | 15                          |
| Client References for<br>Similar Projects (15 points)                | 15  | 15  | 15             | 10                      | 12                            | 15                      | 0                         | 15                          |
| Proposed Fee Schedule - Price<br>(55 points)                         | 48  | 51  | 55             | 46                      | 50                            | 29                      | 15                        | 30                          |
| Total Points<br>(100 possible points)                                | 88  | 96  | 100            | 86                      | 86                            | 74                      | 30                        | 75                          |

Person Ranking Rett Daniels  
Print Name

Signature Rett

Date 2-26-21

SCORE SHEET TO BE USED BY RANKING COMMITTEE  
2021-11 - Request for Proposals  
Jackson County Generator Maintenance Services

|                                                                      | ATS | TAW | METRO<br>POWER | THOMPSON<br>TRACTOR CO. | STANDBY<br>SYSTEM<br>SERVICES | ALL ABOUT<br>GENERATORS | CJ'S SALES<br>AND SERVICE | TAYLOR<br>SUDDEN<br>SERVICE |
|----------------------------------------------------------------------|-----|-----|----------------|-------------------------|-------------------------------|-------------------------|---------------------------|-----------------------------|
| Overall Response:<br>Qualifications and Capabilities<br>(15 points)  | 15  | 15  | 13             | 15                      | 15                            | 15                      | 15                        | 15                          |
| Experience with Similar<br>Generator Service Projects<br>(15 points) | 14  | 13  | 12             | 15                      | 15                            | 15                      | 15                        | 14                          |
| Client References for<br>Similar Projects (15 points)                | 13  | 12  | 12             | 15                      | 15                            | 15                      | 14                        | 13                          |
| Proposed Fee Schedule - Price<br>(55 points)                         | 51  | 53  | 54             | 50                      | 52                            | 48                      | 40                        | 49                          |
| Total Points<br>(100 possible points)                                | 93  | 93  | 91             | 95                      | 97                            | 93                      | 84                        | 91                          |

Person Ranking James Watkins  
Print Name

Signature James Watkins

Date 3/1/21

SCORE SHEET TO BE USED BY RANKING COMMITTEE  
2021-11 - Request for Proposals  
Jackson County Generator Maintenance Services

|                                                                      | ATS | TAW | METRO<br>POWER | THOMPSON<br>TRACTOR CO. | STANDBY<br>SYSTEM<br>SERVICES | ALL ABOUT<br>GENERATORS | CJ'S SALES<br>AND SERVICE | TAYLOR<br>SUDDEN<br>SERVICE |
|----------------------------------------------------------------------|-----|-----|----------------|-------------------------|-------------------------------|-------------------------|---------------------------|-----------------------------|
| Overall Response:<br>Qualifications and Capabilities<br>(15 points)  | 10  | 10  | 5              | 15                      | 15                            | 10                      | 10                        | 15                          |
| Experience with Similar<br>Generator Service Projects<br>(15 points) | 10  | 10  | 5              | 15                      | 15                            | 15                      | 10                        | 10                          |
| Client References for<br>Similar Projects (15 points)                | 10  | 10  | 10             | 15                      | 15                            | 10                      | 15                        | 10                          |
| Proposed Fee Schedule - Price<br>(55 points)                         | 40  | 50  | 55             | 40                      | 45                            | 35                      | 10                        | 30                          |
| Total Points<br>(100 possible points)                                | 70  | 80  | 75             | 85                      | 90                            | 70                      | 45                        | 65                          |

Person Ranking Judy Austin  
Print Name

Signature 

Date 2/3/1/21



**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Hunter Potts, Administration

---

**SUBJECT:** Request: Board approval to award RFP 2021-13 Health Dept.  
Generator Repair to lowest bidder - **Hunter Potts**, Administrative  
Services Director

**Background:** Requesting Board approval to award RFP 2021-13 Health  
Department Generator Repair and electrical upgrades to the lowest  
bidder Universal Electric in the amount of \$25,875.00. The project  
adds four (4) breakers to the existing emergency power panel and  
refeeding existing circuits from the main switchboard to this panel to  
allow the Generator to service the entire building in the event of an  
outage rather than roughly 75% currently.

Generator used to be on the Sikes building (computer call center) in  
Marianna until a tornado hit the building at which point it was removed  
stored and eventually installed at Health Department when it was  
built. Upon installation of Generator the electrical components were  
not set up to the entire building; most likely as the load bank  
requirements were unknown and they did not want to risk hooking  
generator to entire building. The Health Department has already  
conducted the Load Bank test with Watford Engineering and Watford  
Engineering is the Engineer of Record for the project and completed  
the Project design plans.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:** \$25,875.00

**Source of Funds:** Health Dep. / CARES Act Reimbursement

**Originating Office:** Administration

**Reviewed By:** Nicole Bradley  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to approve the bid award for RFP 2021-13 to Universal



Electric and authorize County Purchasing Office to issue P.O.  
Number.

**Jackson County Board of County Commissioners**  
**Purchasing Division - Bid Tabulation Sheet**  
**2021-13**

**Bid Name:** Health Department Generator Repair

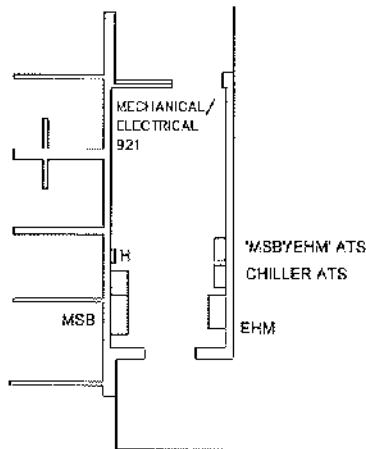
**Date:** Thursday, February 25, 2021 2:00PM CST

|                                        | Vendor #1                  | Vendor #2                | Vendor #3                 | Vendor #4                   | Vendor #5 |
|----------------------------------------|----------------------------|--------------------------|---------------------------|-----------------------------|-----------|
| <b>Company/Vendor Name:</b>            | <b>Kenny Strange Elec.</b> | <b>Suncoast Electric</b> | <b>Universal Electric</b> | <b>All About Generators</b> |           |
| <u>Items Included:</u>                 |                            |                          |                           |                             |           |
| Bid Form                               | Yes                        | Yes                      | Yes                       | Yes                         |           |
| Addendum Acknowledgement               | Yes                        | Yes                      | Yes                       | Yes                         |           |
| Public Entity Crimes                   | Yes                        | Yes                      | Yes                       | Yes                         |           |
| New Vendor Information                 | Yes                        | Yes                      | Yes                       | Yes                         |           |
| Drug Free Workplace                    | Yes                        | Yes                      | Yes                       | Yes                         |           |
| Subcontractors                         | n/a                        | n/a                      | n/a                       | n/a                         |           |
| Certification Regarding Lobbying       | Yes                        | Yes                      | Yes                       | Yes                         |           |
| Experience Statement                   | Yes                        | Yes                      | Yes                       | Yes                         |           |
| Liability Insurance                    | Yes                        | Yes                      | Yes                       | Yes                         |           |
| Bid Bond                               | n/a                        | n/a                      | n/a                       | n/a                         |           |
| Meets Specifications                   | Yes                        | Yes                      | Yes                       | Yes                         |           |
|                                        |                            |                          |                           |                             |           |
| <b>Bid Amount:</b>                     |                            |                          |                           |                             |           |
| Contract Price (base bid)              | \$ 34,413.00               | \$ 30,694.00             | \$ 25,875.00              | \$ 28,192.41                |           |
|                                        |                            |                          |                           |                             |           |
| <b>Total Contract Price (Base bid)</b> | <b>\$ 34,413.00</b>        | <b>\$ 30,694.00</b>      | <b>\$ 25,875.00</b>       | <b>\$ 28,192.41</b>         |           |

**Opened By:** \_\_\_\_\_

**Tabulated By:** \_\_\_\_\_

**Verified By:** \_\_\_\_\_



**GENERAL NOTE(S)**

1. WORK TO BE PERFORMED AFTER-HOURS OTHER AS NOTED ON VENDORAL. PRIOR TO CONSTRUCTION, SEE TO COORDINATE WITH FACILITY MANAGER (FMS) IN-CHARGE TO SCHEDULE REQUIRED CHANGES.

**ELECTRICAL LOAD ANALYSIS**

1. (UPPER FLOOR) UTILITIES (FLOOR) REDUCED THE PEAK DEMAND ON THE EXISTING ELECTRICAL SERVICE FROM 12,000/2000 TO 10,000/2000 TO BE 7700/1000 (100 AMP). THE DEMAND IS INCLUSIVE OF THE BUILDING DEMAND PLUS THE CHILLER DEMAND AS WELL. ALL SUPPLEMENTAL LOAD IS DERIVED FROM THE EXISTING SERVICE/FEEDER AT A 1000/2000 BETWEEN THE 800A AND THE CHILLER BY A 3000A BREAKER FOR 300A AMP. THE 1000/2000 IS 1000/2000 IN 1000/2000. BASED ON THE PEAK DEMAND AFTER-LOAD ANALYSIS, THE EXISTING 1000/2000 AND ASSOCIATE COMPANIES HAS A MAXIMUM CAPACITY THAN THE 1000/2000 IT WILL CLASH WITH COMPLETION OF CONSTRUCTION.

**KEYNOTES:**

① EXISTING BREAKER TO REMAIN AND LABELED AS '3000A'  
 ② FURNISH NEW ADJUSTABLE BREAKER AT 1000/2000. AS TO WORK DURING RISING OF 300A.  
 ③ IS TO FURNISH/INSTALL INSULATED POLE/POLE LUGS SIZED ACCORDINGLY FOR CONNECTION OF EXISTING/3000/2000 TO NEW 1000/2000. TO BE 1000/2000. EXISTING CABLE TO BE REMOVED FROM 1000/2000 OF EXISTING FEEDER AND RE-ROUTED INTO JUNCTION BOX FOR CONNECTION TO NEW FEEDER.  
 ④ 1000/2000 IN 200  
 ⑤ 1000/2000/1000 IN 300  
 ⑥ 1000/2000/2000 IN 2-1/2/200  
 ⑦ 1000/2000/1000 IN 400  
 ⑧ SQUARE D 1000A MCB, 200/1000/30, 40, 50, 60, 70, 80, 90, 100, 110, 120, 130, 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260, 270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 370, 380, 390, 400, 410, 420, 430, 440, 450, 460, 470, 480, 490, 500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600, 610, 620, 630, 640, 650, 660, 670, 680, 690, 700, 710, 720, 730, 740, 750, 760, 770, 780, 790, 800, 810, 820, 830, 840, 850, 860, 870, 880, 890, 900, 910, 920, 930, 940, 950, 960, 970, 980, 990, 1000, 1010, 1020, 1030, 1040, 1050, 1060, 1070, 1080, 1090, 1100, 1110, 1120, 1130, 1140, 1150, 1160, 1170, 1180, 1190, 1200, 1210, 1220, 1230, 1240, 1250, 1260, 1270, 1280, 1290, 1300, 1310, 1320, 1330, 1340, 1350, 1360, 1370, 1380, 1390, 1400, 1410, 1420, 1430, 1440, 1450, 1460, 1470, 1480, 1490, 1500, 1510, 1520, 1530, 1540, 1550, 1560, 1570, 1580, 1590, 1600, 1610, 1620, 1630, 1640, 1650, 1660, 1670, 1680, 1690, 1700, 1710, 1720, 1730, 1740, 1750, 1760, 1770, 1780, 1790, 1800, 1810, 1820, 1830, 1840, 1850, 1860, 1870, 1880, 1890, 1900, 1910, 1920, 1930, 1940, 1950, 1960, 1970, 1980, 1990, 2000, 2010, 2020, 2030, 2040, 2050, 2060, 2070, 2080, 2090, 2100, 2110, 2120, 2130, 2140, 2150, 2160, 2170, 2180, 2190, 2200, 2210, 2220, 2230, 2240, 2250, 2260, 2270, 2280, 2290, 2300, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 2420, 2430, 2440, 2450, 2460, 2470, 2480, 2490, 2500, 2510, 2520, 2530, 2540, 2550, 2560, 2570, 2580, 2590, 2600, 2610, 2620, 2630, 2640, 2650, 2660, 2670, 2680, 2690, 2700, 2710, 2720, 2730, 2740, 2750, 2760, 2770, 2780, 2790, 2800, 2810, 2820, 2830, 2840, 2850, 2860, 2870, 2880, 2890, 2900, 2910, 2920, 2930, 2940, 2950, 2960, 2970, 2980, 2990, 3000, 3010, 3020, 3030, 3040, 3050, 3060, 3070, 3080, 3090, 3100, 3110, 3120, 3130, 3140, 3150, 3160, 3170, 3180, 3190, 3200, 3210, 3220, 3230, 3240, 3250, 3260, 3270, 3280, 3290, 3300, 3310, 3320, 3330, 3340, 3350, 3360, 3370, 3380, 3390, 3400, 3410, 3420, 3430, 3440, 3450, 3460, 3470, 3480, 3490, 3500, 3510, 3520, 3530, 3540, 3550, 3560, 3570, 3580, 3590, 3600, 3610, 3620, 3630, 3640, 3650, 3660, 3670, 3680, 3690, 3700, 3710, 3720, 3730, 3740, 3750, 3760, 3770, 3780, 3790, 3800, 3810, 3820, 3830, 3840, 3850, 3860, 3870, 3880, 3890, 3900, 3910, 3920, 3930, 3940, 3950, 3960, 3970, 3980, 3990, 4000, 4010, 4020, 4030, 4040, 4050, 4060, 4070, 4080, 4090, 4100, 4110, 4120, 4130, 4140, 4150, 4160, 4170, 4180, 4190, 4200, 4210, 4220, 4230, 4240, 4250, 4260, 4270, 4280, 4290, 4300, 4310, 4320, 4330, 4340, 4350, 4360, 4370, 4380, 4390, 4400, 4410, 4420, 4430, 4440, 4450, 4460, 4470, 4480, 4490, 4500, 4510, 4520, 4530, 4540, 4550, 4560, 4570, 4580, 4590, 4600, 4610, 4620, 4630, 4640, 4650, 4660, 4670, 4680, 4690, 4700, 4710, 4720, 4730, 4740, 4750, 4760, 4770, 4780, 4790, 4800, 4810, 4820, 4830, 4840, 4850, 4860, 4870, 4880, 4890, 4900, 4910, 4920, 4930, 4940, 4950, 4960, 4970, 4980, 4990, 5000, 5010, 5020, 5030, 5040, 5050, 5060, 5070, 5080, 5090, 5100, 5110, 5120, 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10582, 10583, 10584, 10585, 10586, 10587, 10588, 10589, 10590, 10591, 10592, 10593, 10594, 10595, 10596, 10597, 10598, 10599, 10600, 10601, 10602, 10603, 10604, 10605, 10606, 10607, 10608, 10609, 10610, 10611, 10612, 10613, 10614, 10615, 10616, 10617, 10618, 10619, 10620, 10621, 10622, 10623, 10624, 10625, 10626, 10627, 10628, 10629, 10630, 10631, 10632, 10633, 10634, 10635, 10636, 10637, 10638, 10639, 10640, 10641, 10642, 10643, 10644, 10645, 10646, 10647, 10648, 10649, 10650, 10651, 10652, 10653, 10654, 10655, 10656, 10657, 10658, 10659, 10660, 10661, 10662, 10663, 10664, 10665, 10666, 10667, 10668, 10669, 10670, 10671, 10672, 10673, 10674, 10675, 10676, 10677, 10678, 10679, 10680, 10681, 10682, 10683, 10684, 10685, 10686, 10687, 10688, 10689, 10690, 10691, 10692, 10693, 10694, 10695, 10696, 10697, 10698, 10699, 10700, 10701, 10702, 10703, 10704, 10705, 10706, 10707, 10708, 10709, 10710, 10711, 10712, 10713, 10714, 10715, 10716, 10717, 10718, 10719, 10720, 10721, 10722, 10723, 10724, 10725, 10726, 10727, 10728, 10729, 10730, 10731, 10732, 10733, 10734, 10735, 10736, 10737, 10738, 10739, 10740, 10741, 10742, 10743, 10744, 10745, 10746, 10747, 10748, 10749, 10750, 10751, 10752, 10753, 10754, 10755, 10756, 10757, 10758, 10759, 10760, 10761, 10762, 10763, 10764, 10765, 10766, 10767, 10768, 10769, 10770, 10771, 10772, 10773, 10774, 10775, 10776, 10777, 10778, 10779, 10780, 10781, 10782, 10783, 10784, 10785, 10786, 10787, 10788, 10789, 10790, 10791, 10792, 10793, 10794, 10795, 10796, 10797, 10798, 10799, 10800, 10801, 10802, 10803, 10804

**AGENDA ITEM # 332022-470**  
**AGENDA DATE: 3/9/2021**

**TO: The Honorable Chairperson and  
Board of County Commissioners**

**FROM: Hunter Potts, Administration**

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**SUBJECT: Request: Board approval of Cleaning Service Contract from RFP  
2021-09 - Hunter Potts, Administrator Services Director**

**Background:** Previously, at the 2-23-2021 the board awarded the RFP to Globo Maintenance at which point County staff was authorized to move forward with contract negotiations with Globo. Currently, we are requesting board approval of this Cleaning Service Contract with Globo Maintenance Cleaning Service, LLC arising from RFP 2021-09.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested: \$101,676.00**

**Source of Funds: County: CARES Act Reimbursement Funds**

**Originating Office: Administration**

**Reviewed By: Hunter Potts**

**Recommendation: Accept**

**Potential Motion:** I make a motion for the board to approve the cleaning service contract and authorize the Chairman to sign.

**INDEPENDENT CONTRACTOR'S AGREEMENT – JANITORIAL SERVICES  
JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS**

THIS AGREEMENT is entered into this 9<sup>th</sup> day of March, 2021, between JACKSON COUNTY, FLORIDA, a political subdivision of the State of Florida (referred to as the County herein), and GLOBO Maintenance Cleaning Service, LLC (referred to as CONTRACTOR herein), for the purposes herein expressed.

WHEREAS, the County desires to utilize the services of an independent contractor for the purposes of providing CLEANING AND JANITORIAL SERVICES AT JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS VARIOUS FACILITIES AS LISTED IN ATTACHMENT A, LOCATED IN JACKSON COUNTY, FLORIDA; and

WHEREAS, CONTRACTOR has the licensure, training, manpower, equipment, financial resources and financial ability, experience, and qualifications necessary to provide such services;

NOW, THEREFORE, in consideration of the recitals above and mutual agreements and covenants set forth below, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the County and CONTRACTOR agree as follows:

1. Obligation of CONTRACTOR. CONTRACTOR will follow all of the County's lawful policies regarding the administration of CONTRACTOR's services hereunder; provided, however, that the CONTRACTOR shall be the sole arbiter of the manner and means by which those services are provided. For all purposes under this Agreement and otherwise, CONTRACTOR shall be deemed an independent contractor and not an employee of the County. CONTRACTOR will be required to and shall properly perform and supply his services at the above location. Services will be provided in accordance with the specifications provided in Exhibit A, for cleaning of County facilities that are open to the public (all of the terms and conditions of which are incorporated herein by reference).

2. Term. This agreement shall be effective April 1, 2021, and shall be for a period of a one-year term ending March 31, 2022; PROVIDED, that this agreement may be terminated by the County without cause by the giving of at least one months' written notice. Unless otherwise renewed by the County this agreement shall expire after one year.

3. Services and standards of performance. CONTRACTOR hereby agrees to provide such services in accordance with all applicable law and regulation, including (but not limited to) all regulations and restrictions imposed by the County and Health Department guidelines.

4. No Taxes and Benefits. For all purposes under this Agreement and otherwise, CONTRACTOR and CONTRACTOR's employees shall be deemed an independent contractor and not an employee of the County. The County will not



withhold or pay any state or federal income tax (either any employer's or employee's portion), social security tax, Medicare/Medicaid tax or assessment, group or individual medical, dental and life insurance coverage, sick pay, vacation pay, personal leave, unemployment compensation (or insurance for such), or workers compensation (or insurance for such) for CONTRACTOR or for any of CONTRACTOR's employees. CONTRACTOR and CONTRACTOR's employees waive absolutely any right of recovery against the County or its officers, shareholders, directors, or insurers for any of the above-mentioned benefits or for any other matter, other than compensation due to CONTRACTOR as set forth in this agreement.

5. Compensation of CONTRACTOR. As compensation for the services to be performed pursuant to this Agreement, the County shall pay the contractor for services in accordance with Exhibit B: Fee Schedule and Service Locations. Each invoice will list the dates of service, location and address of each facility cleaned, and the cost per each location. In addition, at least monthly, a list of each agent or employee of CONTRACTOR providing services at the Facility shall be provided to the County.

6. Misrepresentations. Any misrepresentation or failure by CONTRACTOR to disclose a material fact, including (but not limited to) CONTRACTOR's licensure, equipment, manpower, and financial resources and financial ability status, whether before or after the date of this Agreement, shall, at the County's option, be grounds for the immediate termination of this Agreement.

7. CONTRACTOR's ability to perform. CONTRACTOR hereby represents that to the best of its knowledge, there are no physical, chemical dependency, financial, legal, mental or emotional conditions which would interfere with its ability to fully perform all of its obligations under this Agreement for the Full Term of this Agreement.

8. No assignment. The CONTRACTOR shall not be entitled to and shall not assign or subcontract any of the CONTRACTOR's duties or obligations hereunder, and any such assignment or subcontract shall be void as against the County. Any attempted assignment or subcontracting in violation of this provision shall give the County the right to terminate this Agreement immediately, upon written notice to CONTRACTOR. All of CONTRACTOR's services hereunder shall be performed only by employees of CONTRACTOR.

9. Notices. Any notices or payments permitted or required by this Agreement shall be deemed made on the day personally delivered in writing or mailed by certified or registered mail, postage prepaid, to the other party at the address set forth below or to such other persons and address as either party may designate in writing:

If to CONTRACTOR:

Roy Bush  
Globo Maintenance Cleaning Service, LLC  
4369 South Street  
Marianna, FL 32448

If to the County: James Peacock, Board Chairman  
Jackson County Board of County Commissioners  
2864 Madison Street  
Marianna, FL, 32448

with a copy to: Michelle Blankenship Jordan, Esq.,  
1512 Highway 90  
Chipley, Florida 32428.

10. No Implied Waiver. Any waiver of enforcement of any provision or waiver of any breach of this Agreement, whether or not recurring, shall not be construed as a waiver of any subsequent enforcement or breach.

11. Severability. The invalidity or unenforceability of any provisions of this Agreement will not affect the validity or enforceability of any other provision.

12. Amendments and Additions to Contract. Any amendment and/or addition to this Contract will be effective only if in writing and signed by the Chairman of the Board of County Commissioners after approval in an open, public meeting and by the CONTRACTOR. The County reserves the right to remove or add new items and locations to the contract. The procedure for such additions shall be as follows: The County Purchasing Office will send the vendor a letter requesting pricing for the Service Location to be added. The vendor, within three working days, should respond in writing and include the bid number, contract period and the price for each item or service to be provided. Upon receipt, the County shall issue a Change Order adding the service or product(s) to the Contract. The County reserves the right to accept or reject prices and obtain bids on the open market for these add-ons.

13. Interpretation. The defined terms and paragraph titles used herein are for convenience only and do not limit the contents of this Agreement. When applicable, the use of the singular form of any word shall mean or apply to the plural, and the masculine or neuter gender as the case may be.

14. CONTRACTOR agrees to indemnify the County (and the County's commissioners, officers, employees, and attorneys) and hold all of them harmless from and against and pay the cost of defense of any and all of them against any and all damages, claims, administrative and judicial proceedings and orders, judgments, remedial action requirements, enforcement actions of any kind, repair work, and all costs and expenses incurred in connection therewith (including but not limited to attorneys' fees, paralegal charges and expenses), arising out of or related to, directly or indirectly, CONTRACTOR's performance of or failure to perform his services under this agreement. This indemnification shall apply whether the claim or occurrence happened or began prior to, during, or after any services by CONTRACTOR. The scope of this indemnification shall include, but not be limited to, any and all claims of CONTRACTOR

, of any utility companies or providers, or of any other person, firm or corporation. In addition, CONTRACTOR agrees to maintain in full force and effect public and professional liability insurance in the minimum amount of \$1,000,000 during the term of this agreement or any extension hereof, and to furnish copies of each certificate of insurance to the County at any time on request by the County.

15. Entire Agreement. This is entire agreement of the parties with respect to the subject matter hereof. There are no promises, representations or warranties, other than those set forth expressly herein. This agreement is not intended to and shall not be construed to effect any waiver of any immunity accruing under law to the County, or to create any rights or benefits in favor of any other person, firm or corporation or any other third party beneficiary. No duty or obligation imposed hereunder shall be deemed to run in favor or for the benefit of any person, firm or corporation, other than the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

WITNESSES:

\_\_\_\_\_

\_\_\_\_\_  
Globo Maintenance Cleaning Service, LLC  
CONTRACTOR

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
James Peacock, Chairman,  
Board of County Commissioners,  
Jackson County, Florida

\_\_\_\_\_  
Date

## **EXHIBIT A**

### **General Scope of Work/Services**

The managing authority for this project shall be the County Administrative Services Director Hunter Potts, or his authorized designee.

Contractor shall furnish all necessary labor, materials and equipment necessary to perform cleaning of the facility, including but not limited to floors, carpeting, base boards, trash removal, windows, furniture etc.

### **Specific Requirements**

- Contractor must be knowledgeable, experienced, and responsible for determining all proper cleaning methods to use for purposes of disinfecting surfaces related to coronaviruses and COVID19.
- All floor care including carpets, tile shall be done during normal business hours with the least possible interference to County offices routine.
- Carpets shall be cleaned in a manner acceptable to the trade and accomplished with the least possible interference to County office routine.
- The contractor shall be responsible for moving chairs, trash containers, all small items, when vacuuming floors.
- The contractor must be available and capable to perform cleaning for special emergency cleanup situations resulting from flood, wind etc.,
- The contractor will provide proof of liability insurance and workman's compensation insurance both in sufficient amounts to the County Purchasing Agent at the first meeting after award notification.
- Contractor must submit in written form a description of the entire janitorial process they will provide, also this description will include a listing of all chemicals to be used for all cleaning processes.

## Section 1

Various facilities will have different schedules. The facilities under this contract are provided in Exhibit B. The Courthouse will be cleaned Monday through Friday. The Courtrooms and public bathrooms will be cleaned after each Court session. All other facilities will be cleaned Monday, Wednesday and Friday. The details of what the contractor is required to perform are as follows:

### **DAILY – MONDAY THRU FRIDAY AS SCHEDULED FOR COURTHOUSE. OTHER JCBOCC FACILITIES TO BE CLEANED MONDAY, WEDNESDAY AND FRIDAY.**

1. All Bathrooms:
  - A. Clean toilets and basin.
  - B. Clean all urinals.
  - C. Clean all sinks.
  - D. Clean all mirrors.
  - E. Clean and refill all paper dispensers and toilet paper.
  - F. Clean and replace bag in sanitary napkin holders.
  - G. Clean door handles [entrance door and stall doors].
  - H. Sweep and mop floors.
  - I. Empty all garbage receptacles and change all bags.
  - J. Clean and sanitize baby changing tables.
  - K. Clean and fill soap dispensers.
  - L. Replace Air Fresheners, when needed.
2. Main Lobby/Waiting Areas:
  - A. Sweep and mop floors. No dirt shall be left in corners or near baseboards, behind doors or under furniture. This pertains to all areas of each facility.
  - B. Vacuum all rugs. There dirt shall not be left in corners or near baseboard, behind doors or under furniture. This pertains to all areas of each facility.
  - C. Empty garbage cans and change all bags.
  - D. Pick up trash.
  - E. Clean glass entrance doors and door handles.
  - F. Clean glass windows, clean counters and dividers.
  - G. Clean and sanitize water fountains.
  - H. Clean children's table and chairs.
  - I. Wipe down waiting room chairs.
3. Offices, Intake/Interview Rooms, Courtrooms, Reception Areas including Hallways:
  - A. Sweep and mop floors.
  - B. Vacuum all rugs/carpets.
  - C. Empty garbage cans and change all bags, dispose of trash
  - D. Pickup trash.
  - E. Clean door handles.



4. Break Rooms/Kitchens:
  - A. Sweep and mop floors.
  - B. Empty garbage cans and change all bags.
  - C. Clean sinks and counters.
  - D. Clean tables and wipe down chairs.
  - E. Clean door handles.
  - F. Fill soap dispensers and paper dispensers.
5. Conference Rooms:
  - A. Empty garbage cans and change all bags.
  - B. Clean door handles.
  - C. Wipe conference Tables
6. All JCBOCC Facilities -Outside Garbage:
  - A. Empty outside garbage and change all bags.

## **WEEKLY**

1. All Bathrooms:
  - A. Wipe down all doors.
  - B. Wipe down all walls including stalls.
  - C. Clean and sanitize garbage cans.
2. Main Lobby/Waiting Areas:
  - A. Wipe down all doors.
  - B. Wipe down all walls.
  - C. Clean and sanitize garbage cans.
  - D. Wipe down all ledges.
3. Offices, Intake/Interview Rooms and Reception Areas including Hallways:
  - A. Clean interior glass windows.
  - B. Wipe down all ledges.
  - C. Clean and sanitize garbage cans.
  - D. Dust desks, counters and window ledges without disturbing papers lying on desks.
  - E. Disinfect telephone ear and mouthpieces.
4. Break Rooms/Kitchens:
  - A. Wipe down all doors.
  - B. Wipe down walls.
  - C. Wipe down all ledges.
  - D. Clean and sanitize garbage cans.
5. Conference Rooms:
  - A. Vacuum carpet.

- B. Clean sink and counter.
  - C. Wipe down tables.
  - D. Wipe down chairs.
  - E. Clean and sanitize garbage cans.
6. Outside Courthouse
- A. Pick up trash outside.
  - B. Clean and sanitize garbage cans.
  - C. Wipe down doors.
  - D. Empty and clean butt cans.
  - E. Sweep entrance areas.

## **Section 2**

Secured Areas – Special arrangements need to be made for access. Security Training is required of all contracted employees. This will be conducted by a member of the County staff prior to commencement of services. The Contractor will make their employees available to attend the security training for each Facility as required.

## **Section 3**

The Contractor shall furnish all equipment and cleaning supplies to complete the terms of the contract. A bacterial disinfectant cleaner is required due to COVID19. All products must be OSHA approved. A copy of the MSDS sheets must be furnished. JCBOCC will provide trash can liners/bags, paper towels, toilet paper, sanitary paper holders and hand soap for the dispensers.

## **Section 4**

The Contractor must perform a monthly quality control visit. The Contractor will meet with a representative of JCBOCC Facilities not less than monthly, or as required to address any discrepancies that need to be addressed.

## **Section 5**

The Contractor shall provide a listing of all names of employees who will be servicing our facilities on at least a monthly basis.

## **Section 6**

A cleaning log will be left in a designated place for the Contractor's on-site supervisor to leave minor issues for the Facilities Director or their designated individual. The Facilities Director or their designated individual at JCBOCC will use the log to leave minor issues for the Contractor. This shall be checked daily. Any issues other than routine should be brought to the JCBOCC Facilities Director's attention by phone or in person.

## **Section 7**

Contractor shall maintain professional liability insurance in the amounts of \$1,000,000 per incident and \$2,000,000 in the aggregate.

EXHIBIT B

Fee Schedule and Service Locations

| #               | Building                                        | Address                                       | Weekly Price                      | Monthly Price | Annual Price  |
|-----------------|-------------------------------------------------|-----------------------------------------------|-----------------------------------|---------------|---------------|
| 1               | Administration Building                         | 2864 Madison Street Marianna, FL 32448        | \$ 107.50                         | \$ 430.00     | \$ 5,160.00   |
| 2               | Ag Complex Building                             | 2741 Pennsylvania Ave Marianna, FL 32448      | \$ 300.00                         | \$ 1,200.00   | \$ 14,400.00  |
| 3               | Ag Center Building                              | 3631 HWY 90 Marianna, FL 32448                | \$ 100.00                         | \$ 400.00     | \$ 4,800.00   |
| 4               | Animal Control Building (Maintenance)           | 4797 Pelt Street Marianna, FL 32446           | \$ 100.00                         | \$ 400.00     | \$ 4,800.00   |
| 5               | County Courthouse <i>*Cleaned Daily</i>         | 4445 Lafayette Street Marianna, FL 32448      | \$ 450.00                         | \$ 1,800.00   | \$ 21,600.00  |
|                 | <i>Property Appraiser's Office - Courthouse</i> |                                               |                                   |               |               |
|                 | <i>Tax Collector's Office - Courthouse</i>      |                                               |                                   |               |               |
|                 | <i>Court Administration - Courthouse</i>        |                                               |                                   |               |               |
|                 | <i>Judge Mercer's Office - Courthouse</i>       |                                               |                                   |               |               |
|                 | <i>Clerk of Court - Courthouse</i>              |                                               |                                   |               |               |
| 6               | Emergency Operations Center                     | 2819 Panhandle Rd Marianna, FL 32448          | \$ 107.50                         | \$ 430.00     | \$ 5,160.00   |
| 7               | Finance Office - Lewis Bldg.                    | 2862 Madison Street Marianna, FL 32448        | <i>(Included in Admin. Bldg.)</i> |               |               |
| 8               | Fire Rescue Main Station                        | 3555 HWY 71 N Marianna, FL 32448              | \$ 106.25                         | \$ 425.00     | \$ 5,100.00   |
| 9               | Fire Rescue Commercial Park                     | 2411 Commercial Park Drive Marianna, FL 32446 | \$ 107.50                         | \$ 430.00     | \$ 5,160.00   |
| 10              | Green Street Building                           | 2863 Green Street Marianna, FL 32448          | \$ 145.00                         | \$ 580.00     | \$ 6,960.00   |
|                 | <i>State Attorney's - 2nd Floor</i>             |                                               |                                   |               |               |
|                 | <i>Veteran's Service Office - 2nd Floor</i>     |                                               |                                   |               |               |
| 11              | Parks & Recycling Main                          | 3530 Wiley Drive Marianna, FL 32446           | \$ 112.50                         | \$ 450.00     | \$ 5,400.00   |
| 12              | Public Defender's Office                        | 4437 Jackson Street Marianna, FL 32448        | \$ 100.00                         | \$ 400.00     | \$ 4,800.00   |
| 13              | Tax Collector's Office - Graceville             | 5422 Cliff Street Graceville, FL 32440        | \$ 145.00                         | \$ 580.00     | \$ 6,960.00   |
|                 | <i>Fire Rescue Graceville Station</i>           |                                               |                                   |               |               |
| 14              | Tax Collector's Office - Driver's License       | 3613 Hwy 90 Marianna, FL 32446                | \$ 92.00                          | \$ 368.00     | \$ 4,416.00   |
| 15              | Tax Collector's Office - Sneads                 | 8087 HWY 90 Sneads, FL 32460                  | \$ 145.00                         | \$ 580.00     | \$ 6,960.00   |
|                 | <i>Fire Rescue - Sneads</i>                     |                                               |                                   |               |               |
| Total Cost (\$) |                                                 |                                               | \$ 2,118.25                       | \$ 8,473.00   | \$ 101,676.00 |

\*Buildings with italicized names are cases where one building holds several offices. For example the Green Street Building houses the Attorney and Veteran's Service Office

**AGENDA ITEM #** 322022-466  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Hunter Potts, Administration

---

**SUBJECT:** Request: Board approval to sign owner's certification regarding eminent domain for Economic Development Administration project - Hunter Potts, Administrative Services Director

**Background:** The Economic Development Administration is requiring the County to certify that it will not use Eminent Domain to acquire property for project "Blue Sky" on the Endeavor property. The purpose is to show we have title to the property and any required easements and will not be using Eminent Domain at the site.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Administration

**Reviewed By:** Sydney Armstrong  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to approve owner's certification regarding eminent domain for Economic Development Administration project and authorize the Chairman to sign.

Part Two  
**Title Opinion**

I, Michelle Blankenship Jordan, Attorney-at-Law, representing  
(Name of Attorney-at-Law)  
Jackson County Board of County Comm. (hereinafter the "Owner") do hereby certify that:

1. I have examined the public records Jackson County, State  
of Florida from the \_\_\_\_\_ period of \_\_\_\_\_,  
to \_\_\_\_\_, 20 \_\_\_\_\_ (which period of time should be at  
least 40 years). Based upon said examination, I find and am of the opinion that \_\_\_\_\_  
\_\_\_\_\_ is vested with marketable, fee simple title to the land  
referenced in Part One hereof as being required in fee, subject only to the following liens,  
encumbrances, and objections.

(If additional space is needed, please attach additional documentation and mark each page  
"Exhibit 2A." If there are no encumbrances on the Owner's fee simple title, please write  
"None").

None

Any encumbrances or objections to the fee simple title listed above will not, in my opinion,  
restrict or interfere with the contemplated construction, use or purpose of the aforesaid EDA  
Project.

2. This is to further certify that: (i) all long-term leases needed for the Project as described in  
Part One above have been acquired by the Owner; and (ii) all easements or rights-of-way  
needed for the Project as described in Part One above have been entered into by the Owner.  
In addition, I have examined the instruments creating the long-term leases, easements, and/or  
rights-of-way described in Part One; and it is my opinion that said instruments are valid as to  
form and substance for the purposes intended and provide the Owner with sufficient interest  
to construct and maintain the Project facilities.

I certify that I have examined the public records to ascertain that said easements and/or rights-of-  
way have been obtained from the record owner(s).

3. The extent of said title examination and/or public record search is sufficient for the purpose of  
establishing the validity of the title to said property and for the purpose of determining  
outstanding restrictions, liens, encumbrances, and ownership interests pertaining thereto.
4. All permits required for the Project as described in Part One above have been obtained. I  
have examined all of said permits and am of the further opinion that said permits are valid as  
to form and substance for the purposes intended.

5. Remarks and Explanations. (If additional space is needed, please attach additional documentation and ~~mark~~ each page "Exhibit 2B").

*Based on Exhibit 1C provided by engineer, all permits will be obtained prior to the commencement of construction.*

WITNESS MY HAND, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Telephone

◆ It is the sole responsibility of the Recipient of the EDA Award to provide a legal opinion verifying that the Recipient has good title to all property required for completion of the Project as defined by the grant award.

◆ A long term leasehold interest is acceptable only if held by the Recipient of the EDA Award for a period not less than the estimated useful life of the Project and only if lease provisions adequately safeguard EDA's interest in the Project.

◆ Only legal descriptions of the property described herein should be attached to this form.

◆ If this title opinion is based on a title insurance policy, any exceptions listed on the policy should be explained and resolved in #5 above.

◆ EDA relies on this title opinion and does not make independent findings regarding title to the property described herein.



Part Three  
**Owner's Certification Regarding Eminent Domain**

I, James Peacock the undersigned  
(Insert Name)  
Chairman, Jackson County Board of County Commissioners of the Owner,  
(Insert Title)

referenced in Part One above, do hereby certify and confirm that:

1. The Owner will not use any available power of eminent domain (including the commencement of eminent domain proceedings) for the purpose of advancing the economic interests of private parties in connection with any property comprising the Project.
2. To the best of my knowledge and belief, prior to the Effective Date of this Certification, the Owner has not exercised any available power of eminent domain (including the commencement of eminent domain proceedings) for the purpose of advancing the economic interests of private parties in connection with any property comprising the Project.
3. The Owner was or will be required to properly use an available power of eminent domain in connection with the following aspects of the Project. (If more space is needed, please attach additional documentation describing the location and purpose of the Owner's proper use of eminent domain as an attachment and label each additional page "Exhibit 3A". If the use of eminent domain is not anticipated, please mark this section "N/A").  
Eminent domain will not be used.
4. If an available power of eminent domain may be used in connection with the Project, the Owner will immediately contact the EDA regional office.
5. I am authorized on behalf of the Applicant to make this Certification which is binding on the Applicant.

WITNESS MY HAND, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner's Signature

2864 Madison Street

\_\_\_\_\_  
Address

Marianna

FL

\_\_\_\_\_  
City

\_\_\_\_\_  
State

850-482-9633

\_\_\_\_\_  
Telephone

**AGENDA ITEM # 2172022-440**  
**AGENDA DATE: 3/9/2021**

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Scotty Taylor, Road and Bridge

---

**SUBJECT:** Request: Board approval of awarding RFP #2021-ENG-RFP-001  
CEI Services for CR 167(Fairview Rd) Pavement Markings  
Project to the highest ranked firm, Melvin Engineering - **Scotty  
Taylor**, Public Transportation Director

**Background:** Board approval of awarding RFP #2021-ENG-RFP-001 CEI Services  
for CR 167(Fairview Rd) Pavement Markings Project to the highest  
ranked firm, Melvin Engineering . This project is federally funded and  
had to be put out to bid instead of using continuing services contract.  
Funding is from FDOT at no cost to the County.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Road and Bridge

**Reviewed By:** Scotty Taylor  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to approve the request to award CEI Services for CR 167  
(Fairview Road) Pavement Markings Project to Melvin Engineering  
and authorize the chairman to sign

**RFP 2021-ENGRFP-001**  
**Score Sheet**

Date: 2/16/21

| Reviewer                  |  | Melvin Eng |  | Alday Howell |
|---------------------------|--|------------|--|--------------|
| Commissioner Jim Peacock  |  | 100        |  | 99           |
| Commissioner Paul Donofro |  | 94         |  | 91           |
| Rett Daniels              |  | 100        |  | 87           |
| Kenny Jones               |  | 91         |  | 84           |
| Scotty Taylor             |  | 100        |  | 96           |
| <b>Total Score</b>        |  | 485        |  | 457          |

Reviewer score sheets were tabulated and entered on this worksheet to total the scores. Reviewer score sheets are attached to this sheet. Melvin Engineering is the highest ranked and will be recommended to the Jackson County BOCC.

**JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS  
STANDARD PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT (the "Agreement") is made as of the \_\_\_\_ day of \_\_\_\_\_, 2021 (the "Effective Date"), by and between Jackson County, a political subdivision of the State of Florida, whose address is 2846 Madison St, Marianna, FL 32448 (the "County") and \_\_\_\_\_, a Florida corporation authorized to transact business in the State of Florida, whose address is \_\_\_\_\_ (the "Contractor").

WHEREAS, the County has been awarded funding under the Florida Department of Transportation ("FDOT") Local Agency Program ("LAP") the CR167 Signage and Pavement Project, FPN: 405679-3-58-01 (the "Project"), as more specifically set forth in the LAP Agreement (including all attachments and exhibits, the "LAP Agreement") attached hereto and by reference incorporated herein and made a part hereof for all purposes;

WHEREAS, the County has the authority to contract with professionals in the performance of the LAP Agreement;

WHEREAS, the County has competitively bid the construction engineering and inspection (CEI) services required for the Project under the LAP Agreement, and has met the requirements of the Consultants' Competitive Negotiation Act in section 287.055, Florida Statutes, as amended;

WHEREAS, the County has awarded the CEI services required for the Project to the Contractor;

WHEREAS this Agreement is intended to define the terms under which the Contractor shall provide CEI services to the County for the Project under the terms of the LAP Agreement;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged, the County and the Contractor agree as follows:

1. **INCORPORATION OF RECITALS AND ATTACHMENTS.** The parties expressly incorporate the recitals of this Agreement as a part hereof for all purposes. The parties also expressly incorporate the LAP Agreement and Program Requirements, FDOT Form 375-040-84, Jackson County Request for Proposals No. 2021-ENG-02 and Contractor's Proposal in response to Jackson County Request for Proposals No. 2021-ENG-02. In the event of any inconsistency, the LAP Agreement and Program Requirements and FDOT Form 375-040-84 shall control, followed by the body of this Agreement, RFP No. 2021-ENG-02 and Contractor's Proposal in response to RFP No. 2021-ENG-02. The Contractor is expressly bound by the terms of this Agreement, including all attachments and exhibits, and all applicable State and Federal laws, rules and regulations. The terms of this Agreement, including all attachments and exhibits, and all applicable State and Federal laws, rules and regulations, shall be incorporated into all subcontracts and lower tier subcontracts. The Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor.
2. **SERVICES AND PERFORMANCE.** The Contractor agrees to provide the following services to the County: CEI services in connection with the Project pursuant to and in accordance with the terms of this Agreement, including all attachments and exhibits, and all applicable State and Federal laws, rules and regulations, subject to the following conditions. The Contractor shall be responsible for completion of all CEI services related to the Project to

the satisfaction of the County and FDOT as set forth above. At the end of the contract, the County shall evaluate the Contractor's performance. This evaluation will occur within 30 days of the completion of this project. The Contractor shall cooperate with this evaluation. The evaluation will become a public record.

A. The Contractor shall execute and be bound by all documents in such form and substance as the County or FDOT may require for the County and the Contractor to comply with the terms and conditions of the terms of this Agreement, including all attachments and exhibits, and all applicable State and Federal laws, rules and regulations. Such documents may impose reasonable material covenants, terms, conditions, obligations, and other requirements of the Contractor in addition to, but not inconsistent with, those set forth herein.

B. The Contractor shall perform all services in accordance with the schedule set forth in RFP No. 2021-ENG-02 and in the LAP Agreement and shall promptly notify the County of any delays or anticipated delays in the performance of such services.

C. All services will be performed by the Contractor to the satisfaction of the Jackson County Administrator, or assign, who will decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution and fulfillment of the services hereunder, and the character, quality, amount and value thereof; and the decision upon all claims, questions, and disputes will be final and binding on the parties hereto.

D. In the performance of professional services, the Contractor will use that degree of care and skill ordinarily exercised by other similar professionals in the field under similar conditions in similar locations. The Contractor shall use due care in performing its services and will have due regard for acceptable engineering standards and principles. The Contractor's standard of care shall not be altered by the application, interpretation, or construction or any other provision of this Agreement.

E. All plans, proposal developments, materials, computer files and/or reports prepared or obtained for the County under this Agreement will be considered works made for hire and will become the property of the County without restriction or limitation on their use and will be made available, upon request, to the County at any time during the performance of such services and/or upon completion or termination of this Agreement. Upon delivery to the County of said document(s), the County will become the custodian thereof. The Contractor will not copyright any materials.

F. The Contractor shall be responsible for all reports and records required under the terms of the LAP Agreement. The Contractor shall provide to the County all reports and records required by the LAP Agreement in accordance with the schedule established by the LAP Agreement or otherwise by FDOT. In addition, written updates will be provided to County staff on a monthly basis and presentations will be made before the Jackson County Board of Commissioners when requested by the County Administrator or assign/designee.

G. Before making any additions or deletions to the work described in this Agreement, and before undertaking any changes or revisions to such work, the parties will negotiate any necessary cost changes and will enter into a supplemental agreement covering such work and compensation. Reference herein to the Agreement will be considered to include the supplemental agreement.

H. The Contractor shall permit, and shall require its subcontractors to permit, the County or FDOT to inspect all work, workmanship, materials, payrolls, and records, and to audit the books, records, and accounts pertaining to the financing and development of the Project.

3. **TERM.** The term of this Agreement shall commence upon execution by both parties and shall be completed in 75 Calendar Days unless earlier terminated in accordance with the terms of this Agreement or the LAP Agreement or extended by written amendment or supplemental agreement. All services shall be performed in accordance with the schedule set forth in and during the term of the LAP Agreement. No payment shall be made for any services which are not performed in accordance with the schedule set forth in and during the term of the LAP Agreement, unless an extension is granted by written amendment or supplemental agreement.

4. **COMPENSATION.** The Contractor agrees that it shall receive payment for services performed upon satisfactory completion of the services, as determined by the County Administrator and FDOT, subject to the following conditions.

A. The County agrees to pay the Contractor the total sum of \$\_\_\_\_\_ for the services performed. The complete breakdown of personnel and rates with the total contract amount has been attached as Attachment-J. Contractor will submit monthly invoices based on hours worked for each classification multiplied by the hourly rate. Invoices will include the contract total, a running total to date, and the current invoice amount. Contractor will only be paid for work performed under this contract and this is NOT a Lump Sum Contract. The Contractor shall be responsible for all expenses related to services provided under this Agreement and shall not be reimbursed for any expenses whatsoever.

B. The Contractor must provide the specific deliverables and/or perform the specific services required under this Agreement and the LAP Agreement to the satisfaction of the County and FDOT before any scheduled payment becomes due. The Contractor shall not be entitled to any scheduled payment before the corresponding work is completed to the satisfaction of the County and FDOT.

C. The payments under this Agreement are funded solely with the funds awarded to the County for the completion of the Project under the LAP Agreement. The performance of Jackson County of any of its obligations under this Agreement shall be subject to and contingent upon the appropriation of funds for the completion of the Project under the LAP Agreement and the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the proposal requirements, and the County shall not be liable for any amounts which are not so available. Nothing herein will prevent the County from entering into the Agreement prior to the adoption of a budget for any fiscal year or for a term exceeding one year, but the Agreement shall be executory only for any amounts which are not available for lawful expenditure. The County's disbursement of funds which were not budgeted or otherwise available for lawful expenditure shall not constitute a waiver of the County's rights hereunder and shall not make the County liable for any further payment.

D. Bills for fees or other compensation for services or expenses must be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

E. Any adjustments to compensation due to changes in the scope of the services



rendered because of any changes in the work must be approved by supplemental agreement covering such work and compensation.

F. Payment of approved bills submitted in accordance with the terms hereof shall be due and made in accordance with the Local Government Prompt Payment Act in section 218.70 et seq., Florida Statutes.

G. Records of costs incurred shall be maintained and made available to the County and FDOT upon request at all times during the term of this Agreement and for five years after final payment for the work pursuant to this Agreement is made. Copies of all documents and records shall be furnished to the County and FDOT upon request.

H. Records of costs incurred shall include the Contractor's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary and proper by the County for a proper audit of Project costs.

I. The Contractor shall retain sufficient records demonstrating its compliance with the terms of this Agreement and the LAP Agreement for a period of at least 5 years after the work is completed and shall allow the County and the FDOT access to such records upon request.

J. The Contractor shall not be entitled to any fringe benefits in connection with services performed under this Agreement.

K. A determination of allowable costs in accordance with federal principles will be performed for services rendered under this contract.

## **5. INDEMNITY AND PAYMENT FOR CLAIMS.**

A. LIABILITY; INDEMNIFICATION; HOLD HARMLESS. The Contractor shall be liable for all damages caused by or resulting from the breach of this Agreement by the Contractor or due to any act or occurrence of omission or commission of the Contractor, its delegates, agents or employees, related to the performance of this Agreement. The Contractor agrees to indemnify, defend and hold harmless FDOT and the County, their officers, employees, attorneys, and agents from and against all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this Agreement by the Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor in the performance of this Agreement, including but not limited to costs and reasonable attorneys' fees, whether or not there is litigation and including those incurred on appeal. The County may, at its sole option, defend itself or allow the Contractor to provide the defense. Whether it elects to defend itself or allow the Contractor to provide the defense, the County shall have the right to select the counsel of its choice to provide the defense and the Contractor shall be responsible for all costs and reasonable attorneys' fees incurred in the defense, whether or not there is litigation and including those incurred on appeal. The indemnity obligations of the Contractor under this Agreement shall continue in full force and effect subsequent to and notwithstanding the expiration or termination of this Agreement. By entering into this Agreement, FDOT and the County do not intend and in no way waive any sovereign immunity rights that they possess.

The Contractor agrees that such indemnification by the Contractor relating to any matter which is the subject of this Agreement shall extend throughout the term of this Agreement and any statutes of limitations thereafter. Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Contract.

B. PAYMENT FOR CLAIMS. Contractor guaranties the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Contractor or any subcontractor, in connection with the services provided under this Agreement, and Contractor shall be solely responsible for payment of all such claims. Final acceptance and payment does not constitute county approval and will not relieve the contractor of the responsibility for subsequent corrections of any errors and or omissions and the clarification of ambiguities. The contractor shall make all necessary revisions or corrections resulting from errors and or omissions on the part of the contractor without additional compensation.

6. **COMPLIANCE WITH LAWS.**

A. The Contractor and any subcontractors shall comply with all federal, state and local laws, rules, regulations, and ordinances applicable to the work or payment for the work, and shall not discriminate on the grounds of race, color, religion, sex, national origin, age, or disability in the performance of work under this Agreement.

B. All final plans, documents, reports, studies, and other data prepared by the Contractor shall bear the professional's seal and signature in accordance with law.

C. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and has not paid or agreed to pay any person, company, or firm any fee, commission, or other consideration contingent upon or resulting from the award of making of this Agreement.

D. The Contractor shall allow public access to all documents, papers, letters, and other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Contractor in conjunction with this Agreement.

E. The Contractor and its employees shall be bound by the standards of conduct provided in the applicable Florida Statutes and rules of the Department of Business and Professional Regulation as they relate to the work performed under this Agreement.

F. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor,

supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

G. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

H. No member, officer, or employee of the County or of the locality during his tenure or for two years thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

I. Throughout the duration of this Agreement, the Contractor will serve as an independent contractor of the County. As such, the Contractor will obey all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, worker's compensation insurance, and all other applicable state and federal laws and regulations.

7. **INSURANCE.** The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The Contractor shall be responsible for the cost of such insurance.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage (Non-owned, Hired Car).
3. Workers' Compensation and Employers' Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$100,000 per accident and \$100,000 per employee, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation In lieu of Additional Insured is required.
4. Professional Liability/Errors or Omissions Coverage: All types necessary to protect the County from any professional liability or errors or omissions arising under this agreement with a minimum \$1,000,000 liability per occurrence. The deductible shall not exceed \$25,000 and if greater than \$1,000 must be guaranteed by the Contractor for the difference between the deductible and \$1,000. The professional liability insurance coverage for the services provided under this Agreement shall be maintained in force from the effective date of the

contract through at least one year following the actual completion of the provision of any services under the terms of this Agreement.

The Contractor shall provide evidence of the insurance and the evidence shall provide for thirty (30) days' notice in writing to the County prior to cancellation, expiration, or non-renewal.

#### B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

##### 1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.

d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

##### 2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

a. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A: VII.

b. Verification of Coverage. Contractor shall furnish the County with certificates

of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

c. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

8. **SUBJECT TO FUNDING.** This Agreement is subject to funding from FDOT under the LAP Agreement. In the event that FDOT does not disburse funds to the County for any reason, including a default under the terms of the LAP Agreement, the County will have no obligation to disburse any funds for any reason. In the event that FDOT terminates funding for the Project under the LAP Agreement, this Agreement will automatically terminate. In addition, this Agreement is subject to the amounts budgeted by the County as amounts available for expenditure during the current fiscal year. The County shall not be liable for any amounts for which an appropriation is not made by any entity for any reason. Nothing herein will prevent the County from entering into contracts for periods exceeding one year, but any such contract shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. The County's disbursement of funds which were not available for disbursement shall not constitute a waiver of the County's rights hereunder and shall not make the County liable for any further payment.
9. **RETURN OF FUNDS.** In the event that FDOT requires the repayment of any funds disbursed under the LAP Agreement for any reason, the Contractor shall be solely responsible for the repayment of all such funds. This obligation shall survive the termination and expiration of this Agreement.
10. **SURETY BOND.** The Contractor shall maintain a bond on behalf of the County in the full amount of the funding under the LAP Agreement. The bond shall be issued by a company authorized to issue bonds in the State of Florida and approved by the County. The County shall be entitled to recover from the bond any damages incurred as a result of the Contractor's default under or non-performance of this Agreement or the LAP Agreement.
11. **SUBCONTRACTORS.** The Contractor will maintain an adequate and competent professional staff so as to enable the Contractor to timely perform under this Agreement and must be authorized to do business within the State of Florida and may associate with it such subcontractors, for the purpose of its services hereunder, without additional cost to the County, other than those costs negotiated within the limits and terms of this Agreement. All subcontractors and other persons retained by the Contractor to perform any work under this Agreement shall be the Contractor's agents, and the Contractor shall be fully responsible for satisfactory completion of all such work. The Contractor, however, will not sublet, assign or transfer any work under this Agreement to other than subcontractors specified in the Agreement without the written consent of the County.
12. **TERMINATION AND DEFAULT.**
  - A. This Agreement may be terminated by the County in whole or in part at any time, with or without cause. Termination by the County without cause or for convenience shall not constitute a default hereunder and shall not subject the County to any penalty or claim for damages. The County also has the right to terminate this Agreement for cause, including but

not limited to, the Contractor's default or failure to perform hereunder, or the Contractor's voluntary or involuntary bankruptcy or in the event an assignment is made for the benefit of creditors. This Agreement may be terminated by the Contractor only by mutual consent of both parties.

B. If the County determines, in its sole discretion, that the performance of the Contractor is not satisfactory, the County shall have the option of (a) immediately terminating the Agreement, or (b) notifying the Contractor of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time, or (c) take whatever action is deemed appropriate by the County.

C. If the County decides to terminate this Agreement for reasons other than unsatisfactory performance of the Contractor, the County shall notify the Contractor of such termination, with instructions as to the effective date of termination, or specify the stage of work at which the Agreement is to be terminated.

D. If the Agreement is terminated before performance is completed, the Contractor shall be paid only for that work satisfactorily performed. All work in progress will become the property of the County and will be turned over promptly by the Contractor.

E. The County may issue a verbal or written Stop Work order to the Contractor at any time, and the Contractor shall immediately cease all performance under this Agreement until otherwise instructed. The Contractor shall have no claim for delay or other damages associated with the Stop Work order and shall be compensated only for services performed to the satisfaction of the County.

F. The County may elect, in its sole and absolute discretion, to enforce this Agreement and exercise any and all remedies available under applicable law. Neither a delay in exercising a remedy, nor the exercise of remedies in any particular order, shall be deemed an election of a single remedy or a waiver of any remedy or right by the County.

### **13. AUDITS, RECORDS, AND RECORDS RETENTION.**

For the services performed under this Agreement, the Contractor shall maintain books, records, documents, and other evidence according to generally accepted governmental accounting principles, procedures, and practices which sufficiently and properly reflect all costs and expenditures of any nature incurred by the Contractor in connection with the services performed under this Agreement.

**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 (850-482-9633), [tidwellk@jacksoncountyfl.gov](mailto:tidwellk@jacksoncountyfl.gov) or 2864 Madison Street, Marianna, FL 32448.**

The Contractor must comply with the public records laws, Chapter 119, F.S.; specifically, the Contractor shall:



- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement and following completion of the Agreement if the Contractor does not transfer the records to the County.
- d. Upon completion of the contract, at the County's sole and absolute discretion, either transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain the public records required by the County to perform the service. If the Contractor transfers all public records to the County upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the County, upon the request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

The County shall have the right from time to time at its sole expense to audit the compliance by the Contractor with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of five (5) years after termination of this Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement. However, notwithstanding the above, no books, records, documents, or other evidence reflecting all costs and expenditures incurred under this Agreement shall be destroyed until proper authorization for the disposal has been received pursuant to Florida law.

14. **CONFIDENTIAL INFORMATION.** The Contractor shall not, at any time during or following expiration or termination of its engagement hereunder (regardless of the manner, reason, time or cause thereof) directly or indirectly disclose or furnish to any person not entitled to receive the same for the immediate benefit of the County any trade secrets or confidential information as determined by the County in writing.
15. **COVENANTS.** The Contractor agrees to (a) faithfully and diligently do and perform the acts and duties required in connection with its engagement hereunder, and (b) not engage in any activity which is or likely is contrary to the welfare, interest or benefit of the business now or hereafter conducted by the County.
16. **BINDING EFFECT.** This Agreement will inure to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns.
17. **ASSIGNMENT.** The Contractor shall not sublet, assign or transfer any work under this Agreement without the prior written consent of the County.
18. **NOTICES.** All notices required to be given under the terms of this Agreement or which any of the parties desires to give hereunder shall be in writing and personally delivered or sent by registered or certified mail, return receipt requested, or sent by facsimile transmission, addressed as follows:

A. If to the Contractor, addressed to:

\_\_\_\_\_  
Attention: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. If to the County, addressed to:

Jackson County Board of County Commissioners  
Attention: County Administrator  
2864 Madison St  
Marianna, FL 32448

Any party may designate a change of address at any time by giving written notice thereof to the other parties.

19. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with Florida law.

20. **VENUE.** Venue in any legal action related to this Agreement shall be in Jackson County.

21. **ENTIRE AGREEMENT.** This Agreement, including all attachments and exhibits, which are incorporated herein, constitutes the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding on either party except to the extent incorporated in this Agreement. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

22. **CONTRACTUAL RELATIONSHIP.**

A. The relationship between the County and the Contractor is such that the Contractor shall be independent contractor for all purposes. Neither the Contractor nor any agent or employee thereof shall be an agent or employee of the County for any reason. Nothing in this Agreement shall be deemed to create a partnership or joint venture between the Contractor and the County, or between the County and any other party, or cause the County to be liable or responsible for in any way for the actions, liabilities, debts, or obligations of the Contractor or any other party.

B. The following provision shall be inserted in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts:

“No member, officer or employee of the Recipient or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.”

23. **TRUTH-IN-NEGOTIATION CERTIFICATE.** The Contractor hereby certifies that wage rates and other factual unit costs supporting the compensation under this Agreement are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year after the expiration of this Agreement.

24. **CONFLICT OF INTEREST.** The Contractor hereby certifies that it shall completely disclose to the County all facts bearing upon any possible conflicts, direct or indirect, with the performance of this Agreement which it believes that any officer, employee, or agent of the Contractor now has or will have. Such disclosure shall be made contemporaneously with the execution of this Agreement and at any time thereafter that such facts become known to the Contractor.

25. **MISCELLANEOUS.**

A. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in either gender shall extend to and include the other gender.

B. It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid.

C. This Agreement may be amended, modified or supplemented only by a written instrument executed by all of the parties.

D. In the event either party seeks to enforce any or all of the terms of this Agreement, the party which prevails by order, judgment, stipulation, decree, settlement, voluntary action or otherwise, shall receive all reasonable attorneys' fees, costs, any other expenses, whether or not there is litigation, and whether any such litigation is judicial or administrative, including any appeals, from the losing party.

E. This Agreement may be executed in multiple counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Execution of this Agreement by the parties hereto may be evidenced by the transmission of facsimile or electronic pdf copies.

F. Paragraph headings used herein are for convenience only and shall not be construed as controlling the scope of any provision.

G. This Agreement has been duly authorized by all necessary action.

26. **INSPECTOR GENERAL REQUIREMENT-**

Inspector General: Following clause is required to be incorporated in all contracts with the consultant and consultant's subcontractor's: The Consultant agrees to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes. "(5) It is the duty of every state office, employee, agency, special district, board, commission, contract, and subcontract to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section.

27. **TERMS FOR FEDERAL-AID CONTRACTS-**

This project is a Federal Aid Contract. All terms included in Attachment shall be incorporated into this contract and project design.

**28. FORMS AND ATTACHMENTS-**

The following attachments are hereby incorporated as part of the contract documents.

Attachment A – Federal Form W-9 ([www.irs.gov](http://www.irs.gov))

Attachment B – Local Agency Program Federal-Aid Terms for Professional Services Contracts (FDOT Form 375-040-084)

Attachment C – DBE Bid Package Information (FDOT Form 275-030-11)

Attachment D – Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts (FDOT Form #375-030-32)

Attachment E – Certification for Disclosure of Lobbying Activities on Federal Aid Contracts (FDOT Form #375- 030-33 and if necessary #375-030-034)

Attachment F – Truth in Negotiation Certification (FDOT Form #375-030-30)

Attachment G – U.S. Department of Homeland Security's E-Verify form (<https://www.uscis.gov/i-9>)

Attachment H – Conflict of Interest/Confidentiality Certification (FDOT Form #375-030-50)

Attachment I – Drug Free Workplace Program Certification

Attachment J – Complete Breakdown of Total Contract Amount Showing Contractor Staff with Approved Hourly Rates

**[THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK –  
SIGNATURES APPEAR ON THE FOLLOWING PAGE]**

**AGENDA ITEM #** 332022-469  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Scotty Taylor, Road and Bridge

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**SUBJECT:** Request: Board approval of Change Order #1, Contractor Final Pay Application, CEI Final Pay Application, and sign Certificate of Completion for CR 162 HMGP project. - **Scotty Taylor**, Public Transportation Director

**Background:** Board approval of Change Order #1, Contractor Final Pay Application, CEI Final Pay Application, and sign Certificate of Completion for CR 162 HMGP project. This project was completed in January and Gulf Coast Utility Contractors contracted with Anderson Columbia to perform the final paving of the roadway, therefore this pay application was held to ensure that there were no issues with the final placement of the pavement.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:** \$74,390.38  
\$4,917.00

**Source of Funds:**

**Originating Office:** Road and Bridge

**Reviewed By:** Scotty Taylor  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to approve Change Order #1, Contractor Final Pay Application, CEI Final Pay Application, and sign Certificate of Completion for CR 162 HMGP project and authorize the Chairman to sign.

# MEMO



**TO:** Scotty Taylor, Public Transportation Director  
Jackson County Road Dept.

**FROM:** Jake Mathis, Project Administrator

**RE:** CR162 Project

**DATE:** January 4, 2021

---

Enclosed is a scanned copy of Pay Request #5-Final submitted by Gulf Coast Utility Contractors, LLC in the amount of \$74,390.38 for the CR 162 HMGP project. This pay request has been reviewed and is recommended for payment. Upon execution, please return one copy for our records.

Also included is a DHM invoice for CEI services.

Do not hesitate to contact me if you have any questions.

4428 Lafayette St  
Marianna  
Florida 32446

2541-1 Barrington Circle  
Tallahassee  
Florida 32308

Phone  
(850) 482-3045  
Fax  
(850) 482-3957

[melvineng.com](http://melvineng.com)





# INVOICE

Post Office Box 840, Marianna, FL 32447

Voice: 850-482-3045

Fax: 850-482-3957

|                     |
|---------------------|
| <b>To:</b>          |
| Mr. Scotty Taylor   |
| Jackson County      |
| 2864 Madison Street |
| Marianna, FL 32448  |

|                  |             |
|------------------|-------------|
| Invoice Number   | 2021-003    |
| Invoice Date     | 1/4/2021    |
| Project Number   | JAC20CR162  |
| Previous Invoice | 2020-152    |
| Project Manager  | Jake Mathis |

RE: CR 162 Elevation and Drainage HMPG Project #4177-31-A

Period of Service: 12/1/2020 through 12/31/2020

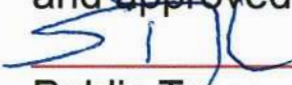
| Task                          | Contract Amount | Percent Complete | Total Amount Earned | Previous Billing | Amount Billed This Period |
|-------------------------------|-----------------|------------------|---------------------|------------------|---------------------------|
| CEI Services                  | \$61,462.50     | 100%             | \$61,462.50         | \$56,545.50      | \$4,917.00                |
| TOTAL AMOUNT DUE THIS INVOICE |                 |                  |                     |                  | \$4,917.00                |

Please make checks payable to: DAVID H. MELVIN, INC.

Remit Payment to: Post Office Box 840, Marianna, Florida 32447

FEIN 59-2990336

This invoice has been reviewed  
and approved for payment.

  
Public Transportation Director

3/3/21  
Date

# Change Order

## No. 1 and Final

Date of Issuance: January 4, 2021

Effective Date: January 4, 2021

|                                                          |                       |                         |
|----------------------------------------------------------|-----------------------|-------------------------|
| Project: Jackson County HMGP CR<br>162 Elevation Project | Owner: Jackson County | Owner's Contract No.    |
| Contract: HMGP DR 4177-31                                |                       | Date of Contract:       |
| Contractor: Gulf Coast Utility Contractors               |                       | Engineer's Project No.: |

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: Change Order #1 will reduce the contract by \$8,200.00 to zero out the contract. Plans called for 164 lf of 24" RCP and only 64 lf was needed for the cross drain construction.

Attachments (list documents supporting change):

| CHANGE IN CONTRACT PRICE:                                                                                                                       | CHANGE IN CONTRACT TIMES:                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Original Contract Price:<br><br>\$ <u>477,808.50</u>                                                                                            | Original Contract Times: <input type="checkbox"/> Working <input checked="" type="checkbox"/> Calendar days<br>Substantial completion (days or date): <u>120</u><br>Ready for final payment (days or date): <u>150</u> |
| [Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> :<br><br>\$ <u>0</u>                                  | [Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> :<br>Substantial completion (days): <u>0</u><br>Ready for final payment (days): <u>0</u>                                     |
| Contract Price prior to this Change Order:<br><br>\$ <u>477,808.50</u>                                                                          | Contract Times prior to this Change Order:<br>Substantial completion (days or date): <u>120</u><br>Ready for final payment (days or date): <u>150</u>                                                                  |
| [Increase] [ <u>Decrease</u> ] of this Change Order No. 1:<br><br>\$ <u>8,200.00</u>                                                            | [Increase] [Decrease] of this Change Order:<br>Substantial completion (days or date): <u>0</u><br>Ready for final payment (days or date): <u>0</u>                                                                     |
| Contract Price incorporating this Change Order:<br><br>\$ <u>469,608.50</u>                                                                     | Contract Times with all approved Change Orders:<br>Substantial completion (days or date): <u>120</u><br>Ready for final payment (days or date): <u>150</u>                                                             |
| RECOMMENDED:<br>By: <u>[Signature]</u><br>Engineer (Authorized Signature)<br>Date: <u>1/5/21</u><br>Approved by Funding Agency (if applicable): | ACCEPTED:<br>By: _____<br>Owner (Authorized Signature)<br>Date: _____<br>ACCEPTED:<br>By: <u>[Signature]</u><br>Contractor (Authorized Signature)<br>Date: <u>1-4-2021</u>                                             |

This invoice has been reviewed  
and approved for payment.

[Signature]  
Public Transportation Director





ENGINEERS JOINT CONTRACT  
DOCUMENTS COMMITTEE

# Contractor's Application for Payment No.

5 FINAL

|                                                                         |                                                           |                                         |
|-------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------|
| Application Period: 12/01/20 thru 12/22/20                              |                                                           | Application Date: 12/31/2020            |
| To<br>(Owner):<br>Jackson County<br>2864 Madison St, Marianna, FL 32448 | From (Contractor):<br>Gulf Coast Utility Contractors, LLC | Via (Engineer):<br>David H Melvin, Inc. |
| Project:<br>CR162 HMGP                                                  | Contract:<br>GOK20                                        |                                         |
| Owner's Contract No.:                                                   | Contractor's Project No.:                                 | Engineer's Project No.:                 |

## Application For Payment Change Order Summary

| Approved Change Orders         |             |            |
|--------------------------------|-------------|------------|
| Number                         | Additions   | Deductions |
| 1.00                           |             | \$8,200.00 |
|                                |             |            |
|                                |             |            |
|                                |             |            |
|                                |             |            |
|                                |             |            |
|                                |             |            |
|                                |             |            |
| TOTALS                         | \$0.00      | \$8,200.00 |
| NET CHANGE BY<br>CHANGE ORDERS | -\$8,200.00 |            |

|                                                                                                      |    |              |
|------------------------------------------------------------------------------------------------------|----|--------------|
| 1. ORIGINAL CONTRACT PRICE.....                                                                      | \$ | \$477,808.50 |
| 2. Net change by Change Orders.....                                                                  | \$ | -\$8,200.00  |
| 3. Current Contract Price (Line 1 ± 2).....                                                          | \$ | \$469,608.50 |
| 4. TOTAL COMPLETED AND STORED TO DATE<br>(Column F total on Progress Estimates).....                 | \$ | \$469,608.50 |
| 5. RETAINAGE:                                                                                        |    |              |
| a. 10% X \$ - Work Completed.....                                                                    | \$ | \$0.00       |
| b. 10% X \$0.00 Stored Material.....                                                                 | \$ | \$0.00       |
| c. Total Retainage (Line 5.a + Line 5.b).....                                                        | \$ | \$0.00       |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....                                                  | \$ | \$469,608.50 |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....                                       | \$ | \$395,218.12 |
| 8. AMOUNT DUE THIS APPLICATION.....                                                                  | \$ | \$74,390.38  |
| 9. BALANCE TO FINISH, PLUS RETAINAGE<br>(Column G total on Progress Estimates + Line 5.c above)..... | \$ | \$0.00       |

### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

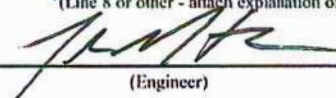
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

### Contractor Signature

By:  Date: 12-31-2020

Payment of: \$ 74,390.38  
(Line 8 or other - attach explanation of the other amount)

is recommended by:  (Engineer) (Date)

Payment of: \$ 74,390.38  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) (Date)

Approved by: \_\_\_\_\_ Funding or Financing Entity (if applicable) (Date)

This invoice has been reviewed  
and approved for payment.

 3/3/21  
Public Transportation Director

CONTRACTOR: PROJECT NAME:  
GULF COAST UTILITY CONTRACTORS CR 162 HMGCP  
13938 Hwy 77  
Panama City, FL 32409

**CONTRACT DATE: 10/10/2019**

|               |               |
|---------------|---------------|
| TOTAL WORK    | \$ 469,608.50 |
| LESS RET      | \$ -          |
| DUE TOTAL     | \$ 469,608.50 |
|               |               |
| LESS REQUEST  | \$ 395,218.12 |
| DUE THIS EST. | \$ 74,390.38  |



SECTION 00641

CERTIFICATE OF FINAL COMPLETION

Project: CR 162 HMGP Roadway Elevation Project

FPID No.: (HMGP) DR 4177-31 Engineer's No.:

This Certificate of Final Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

**All Work except final lift of asphalt and thermoplastic striping. Due to overlapping schedule with the Jackson County CR 162 paving project the final lift of asphalt and the thermoplastic striping was delayed until the CR 162 project was ready for final lift of asphalt paving**

The work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, and ENGINEER, and that work is hereby declared to be complete in accordance with the Contract Documents on

4/28/20  
Date of Final Completion

Notice to Proceed: 10/8/19 (DATE)

Original Contract Time: 150 CALENDAR DAYS)

Additional Contract Time

Approved by Change Order: 0 CALENDAR DAYS)

Total Approved Contract Time: 150 (CALENDAR DAYS)

Actual Contract Time: 148 (CALENDAR DAYS)

Unapproved Construction Time: 0 (CALENDAR DAYS)

A warranty inspection will be held on: 3/28/21

The Warranty will expire on: 4/28/21

The following documents are attached to and made a part of this Certificate: N/A

*This cert of completion was held due to  
Anderson Columbia paved the project for GCUC.  
STL*

SECTION 00650  
RELEASE OF LIEN  
STATE OF FLORIDA

JACKSON COUNTY OF FLORIDA

I, Chris Corbin, having been first duly sworn, do now depose and say:  
That all person, firms, and corporations, who have furnished services, labor, or materials for  
use on the CR 278 Peacock Bridge Road SCOP, FPID No. 438355-0-54-01 have fully  
completed their respective work, and it has been accepted by the Owner of said real estate;  
and there are no bills for labor or materials or appliances in connection with such  
construction which have not been paid.

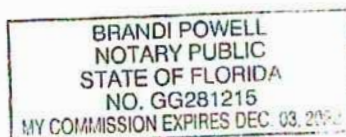
  
Contractor's Representative

(SEAL)

Subscribed and sworn to before the undersigned, a Notary Public for the State of Florida, this  
5 day of Jan, 2021.

  
Notary Public

My commission expires Dec. 3, 2022





**AGENDA ITEM # 332022-472**  
**AGENDA DATE: 3/9/2021**

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Karlyn Tidwell, Administration

---

**SUBJECT:** Request: Board Approval of the Out-of-County Transport Policy -  
Karlyn Tidwell, Deputy County Administrator

**Background:** This item is for Board approval of policy for the County payment for transportation services as required by statute.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Administration

**Reviewed By:** Karlyn Tidwell  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Adopt

**Potential Motion:** I move to approve the Policy for Out-of-County Transportation Services.



## **Jackson County BOCC Out-of-County TRANSPORT POLICY**

### **A. Purpose and Intent.**

It is the purpose of this policy to clearly outline the responsibilities of the Jackson County Board of County Commissioners when families of the deceased select a funeral home that is not located in Jackson County to pick up a body for transport from the Medical Examiners Office in Bay County.

### **B. Scope of Policy.**

Florida Statute 406 establishes a statewide Medical Examiner system of death investigation. The state is divided into 24 districts with a medical examiner assigned to each one. The County of Jackson is designated District 14. Specifically, in section 406.11, Examinations, investigations, and autopsies, states:

*(1) In any of the following circumstances involving the death of a human being, the medical examiner of the district in which the death occurred, or the body was found shall determine the cause of death and shall, for that purpose, make or have performed such examinations, investigations, and autopsies as he or she shall deem necessary or as shall be requested by the state attorney.*

Per this requirement, an Interlocal Agreement, signed March 3, 2015, exists for District 14 and the Medical Examiner. Under Article VII. Equipment and Facilities, states:

*B. The Medical Examiner shall provide direction to the Counties for the transport of deceased persons but shall be responsible to take direction and control only upon their arrival at the Facility. The transportation of the deceased persons to and from the Facility shall not be an expense of the Medical Examiner but shall be an expense of the Counties.*

The Medical Examiner for District 14 has agreed to make every possible attempt in speaking with public safety staff in directing services to local Jackson County Funeral Homes but cannot account for instances where individuals make a specific selection for personal reasons as they are within their rights to do. In light of the requirement by statute and other outlying factors, the language in this policy will coincide and stipulate that bodies, who for whatever reason, have been directed to be picked up by a Funeral Home that is outside of the County limits will still receive payment as required by statute for services rendered. These services will be paid at the same rate as same/like In-County services.

**AGENDA ITEM # 2182022-448**  
**AGENDA DATE: 3/9/2021**

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Wendy Schlesinger, Community Development

---

**SUBJECT:** Request: Set a Public Hearing for a General Development Order  
for Wendelta Property Holdings, LLC, Wendy Schlesinger,  
Community Development Director

**Background:** A request to set a public hearing for a General Development Order to  
construct 2,258 square foot building to be known as Wendy's  
Restaurant and construction of 28,626 square foot vehicular use  
area. This project will be located at 2200 Hwy 71 South in  
unincorporated Jackson County.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Community Development

**Reviewed By:** Amber Barnes  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

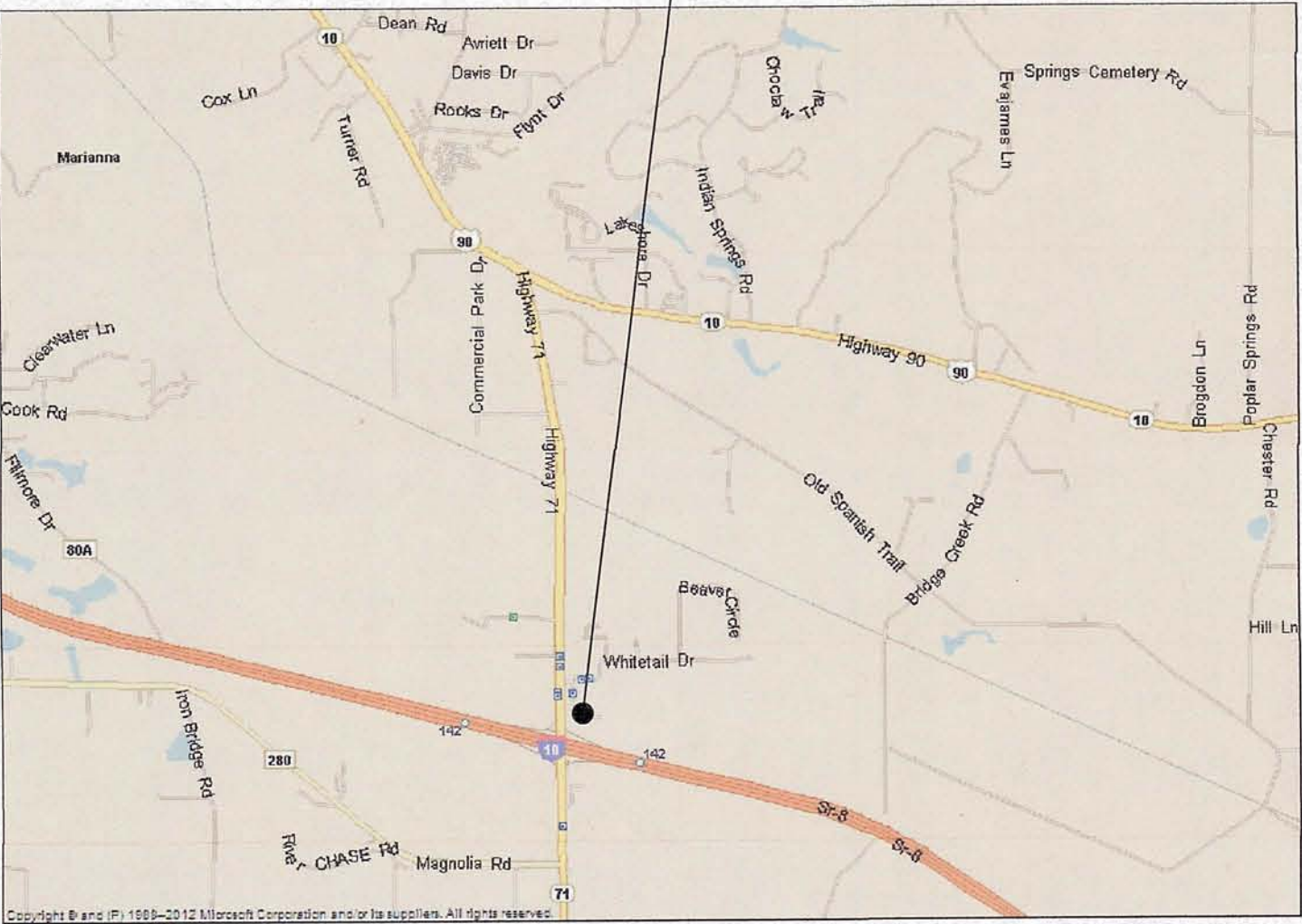
**Potential Motion:** Motion to approve request to set a public hearing for the Board of  
County Commission meeting scheduled for March 23, 2021 at 6:00  
p.m.



SITE DEVELOPMENT PLANS  
FOR  
**WENDY'S**  
**RESTAURANT**  
**MARIANNA, FL**

FEBRUARY 2021

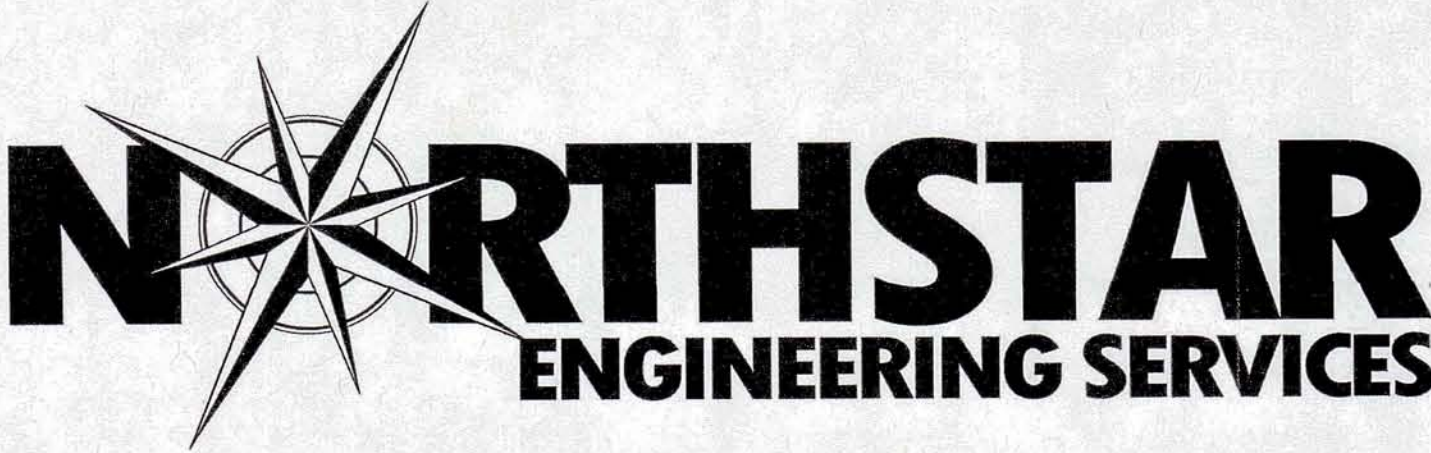
**PROJECT LOCATION**



**VICINITY MAP**  
NOT TO SCALE

CARLISLE DEVELOPMENT COMPANY  
WENDY'S  
119 S. MAIN STREET, SUITE 800  
MEMPHIS, TN 38103

PROJECT NO. FL 0001-20



2431 HARTFORD HIGHWAY DOTHAN, ALABAMA 36305 (P) 334.673.9895 (F) 334.673.1846

**INDEX TO SHEETS**

|                           |      |
|---------------------------|------|
| COVER SHEET/INDEX         | 1    |
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| EX. CONDITIONS/DEMO. PLAN | 3    |
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| UTILITIES PLAN            | 7    |
| LANDSCAPING PLAN          | 8    |
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GENERAL NOTES

- Existing conditions and utilities shown are from field observations at the time of survey and available records. No guarantee is made that other underground utilities do not exist.
- The Contractor shall be responsible for contacting the appropriate municipal authorities and utility companies to obtain their assistance in locating underground utilities. The Contractor shall be responsible for the protection of all utilities throughout the construction period. The costs for repairing utilities damaged by construction activities shall be the responsibility of the Contractor.
- All debris and organic materials shall be removed from areas receiving fill and the owner's engineer shall be notified before beginning any backfill operations. An inspection shall be performed to determine stability of existing material. Reference NOVA Engineering Geotechnical Project #10111-2021003 for project requirements, particularly the undercutting & remediation of weak soils, fill material requirements and compaction methods. Embankment fill shall be accomplished in lifts as noted in the geotechnical report. All fill shall be compacted to a minimum of 98% standard proctor density (ASTM D-1557). Embankment fill is any fill placed to obtain finish sub-grade elevation.
- The Contractor shall be responsible for construction stake out and field engineering.
- The Contractor shall protect existing control points and benchmarks, whether public or private. The owners of control points and benchmarks that will be disturbed by construction activities shall be contacted prior to disturbance of the markers.
- Traffic control devices shall be installed and maintained in accordance with Florida Department of Transportation specifications and the "Manual on Uniform Traffic Control Devices."
- The Contractor shall be responsible for the repair of any roadways or haul routes damaged by construction operations.
- Prior to beginning earthwork operations, the site grading area shall be cleared and grubbed and stripped of any topsoil. Any topsoil shall be stockpiled on site to be reused in landscaped areas, and/or areas outside pavements and building structures.
- Debris from clearing and grubbing operations may be utilized for erosion control, and shall be removed from the project site and legally disposed of by the Contractor. Burning on site will not be allowed without approval and permits from all authorities having jurisdiction.
- All debris and organic materials shall be removed from areas receiving fill and the owner's engineer shall be notified before beginning any backfill operations. An inspection shall be performed to determine stability of existing material. Should unsuitable material be encountered, the contractor shall remove same, at the direction of the engineer, and replace with embankment material. Fill material shall be suitable on-site material or a locally approved mixture suitable for structural fill. Embankment fill shall be accomplished in lifts of 8 inch maximum compacted thickness. Each lift shall be compacted to a minimum of 98% Standard Proctor Density (AASHTO T-99). The top 6" layer of fill in structural areas, and the top 6" of sub-grade in cut areas shall be processed and compacted to 100% Standard Proctor Density (AASHTO T-99).
- The Contractor shall employ an approved independent testing laboratory approved by the Owner's representative to perform density tests. Testing will be required as follows:
  - test every 700 S.Y. per lift of fill, subgrade, and base processed or placed.
  - There shall be no subsequent layers placed before the underlying layer has all passing density tests.Test locations shall be approved by the Owner's Representative and a Jackson County, Florida representative must be present for all tests within public right of ways or as required for building permit approval.
- Concrete shall develop a minimum 28-day compressive strength of 3,000 psi unless noted otherwise.
- The Contractor shall be responsible for compliance with all OSHA guidelines and regulations.
- The utility Contractor shall notify the Jackson County, Florida water, sewer, and electric departments of the start date of construction and schedule a pre-construction meeting to discuss potential conflicts and verify compliance with material standards and installations.
- The final grades of all appurtenances, i.e. manholes, valve boxes, cleanouts, etc., shall be adjusted to match final grades.
- The Jackson County, Florida Engineering Department shall be notified prior to beginning work. The contractor shall secure city approval and schedule work before making taps on existing lines or working around existing utilities.
- The contractor is responsible for all drainage and erosion control during construction.
- Fire Hydrants and manhole rings and covers (including markings) shall be types approved by Jackson County, Florida.
- The Developer shall be responsible for the relocation of any conflicting utilities within or related to the development of this property.
- It is the contractor's responsibility to restrict public access to this site during construction.
- The Contractor shall notify the Jackson County, Florida Water Department concerning the temporary use of water in the development during construction. Any use of water from the Jackson County, Florida Utilities System must be regulated and billed either through a meter set installed by Jackson County, Florida or from a fire hydrant whose usage has been granted by Jackson County, Florida Utilities and its procedures and billings are followed by the contractor.
- The site contractor shall refer to architectural plans furnished by the owner for dimensions of the building, and shall coordinate and verify layout dimensions prior to construction.
- All received permits for the site must be submitted to the Jackson County, Florida Division of Planning and Economic Development.

EROSION & SEDIMENT CONTROL NOTES

- AN NPDES GENERIC PERMIT FOR STORMWATER DISCHARGE FROM CONSTRUCTION ACTIVITIES FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) SHALL BE OBTAINED BY THE OWNER PRIOR TO ANY CONSTRUCTION OR LAND DISTURBANCE.
- COPIES OF ALL ENVIRONMENTAL PERMITS SHALL BE POSTED ONSITE AND A RAIN GAUGE SHALL BE INSTALLED ONSITE.
- A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SHALL BE PREPARED BY THE PROJECT ENGINEER AND A COPY OF THE SWPPP SHALL BE KEPT ONSITE DURING CONSTRUCTION.
- ALL EROSION AND SEDIMENT CONTROL DEVICES SHALL BE INSTALLED IN ACCORDANCE WITH THE FLORIDA STORMWATER EROSION AND SEDIMENT CONTROL MANUAL AND AS PER MANUFACTURER RECOMMENDATIONS.
- SEDIMENT CONTROL DEVICES SHALL BE INSTALLED AT THE BEGINNING OF SITE GRADING AS SOON AS PRACTICAL. THESE DEVICES WILL REQUIRE PERIODIC MAINTENANCE AND REPAIR AND SHALL REMAIN IN PLACE AND FUNCTIONAL UNTIL SITE HAS BEEN ADEQUATELY STABILIZED WITH VEGETATION. THE EROSION AND SEDIMENT CONTROL MEASURES REPRESENTED IN THESE DRAWINGS SHALL BE CONSIDERED MINIMUM REQUIREMENTS, AND ADDITIONAL MEASURES COULD BE REQUIRED DEPENDING ON SITE CONDITIONS, WEATHER, CONSTRUCTION METHODS, ETC...
- INSPECTION OF EROSION AND SEDIMENT CONTROL DEVICES SHALL BE DONE AT LEAST ONCE EVERY SEVEN (7) DAYS AND WITHIN 24 HOURS OF A STORM EVENT THAT HAS 0.50" OR GREATER RAINFALL ACCUMULATIONS.
- CONTRACTOR SHALL MAINTAIN A LOG OF ALL RAINFALL MEASUREMENTS DURING CONSTRUCTION.
- SITE INSPECTIONS SHALL BE PERFORMED BY A QUALIFIED INSPECTOR THAT HAS SUCCESSFULLY COMPLETED THE FLORIDA DEP STORMWATER, EROSION, AND SEDIMENTATION CONTROL INSPECTOR CERTIFICATION. COPIES OF THE INSPECTION REPORTS SHALL BE KEPT ONSITE AT THE TEMPORARY CONSTRUCTION OFFICE AND SHALL BE AVAILABLE FOR REVIEW BY FDEP PERSONNEL.
- MODIFICATIONS OF THE EROSION AND SEDIMENT CONTROL PLAN CAN BE EXPECTED AS THE PROJECT IS CONSTRUCTED & ADDITIONAL MEASURES SHALL BE IDENTIFIED IF NEEDED AS A RESULT OF SITE INSPECTIONS.
- FOLLOW MANUFACTURER SPECIFICATIONS FOR INSTALLATION OF EROSION & SEDIMENT CONTROL DEVICES.
- MINIMIZE DISTURBANCE BY RESTRICTING CLEARING LIMITS TO NECESSARY CONSTRUCTION/GRADING AREAS ONLY.
- PROVIDE AND MAINTAIN A 30 FOOT NATURAL RIPARIAN BUFFER AROUND SURFACE WATERS.
- INSTALL 50'X20' (MINIMUM) GRAVEL PAD AT CONSTRUCTION ENTRANCE/EXIT TO REDUCE OFF-SITE VEHICLE TRACKING.
- INSTALL SILT FENCE AT TOE OF SLOPES ON PERIMETER OF CONSTRUCTION AREAS PRIOR TO EARTHWORK.
- PROVIDE INLET PROTECTION USING SILT FENCE DROP INLET PROTECTION OR "SILT SAVER" DOMES FOR EXCAVATED DROP INLET PROTECTION. INSTALL BLOCK AND GRAVEL OR "SILT SAVER" CURB INLET PROTECTION AROUND EXISTING CURB INLETS. INLET PROTECTION SHALL BE ADEQUATELY MAINTAINED.
- ALL DISTURBED AREAS AND SLOPES NOT CURRENTLY UNDERGOING GRADING/CONSTRUCTION FOR A PERIOD GREATER THAN 7 DAYS SHALL BE STABILIZED WITH TEMPORARY OR PERMANENT VEGETATION. ALL DISTURBED AREAS THAT HAVE BEEN GRADED AND NOT RECEIVING PAVEMENT OR OTHER PERMANENT IMPROVEMENTS SHALL RECEIVE TOPSOIL, SEEDING, AND MULCHING. ALL DISTURBED AREA WITHIN BAY COUNTY RIGHT OF WAY TO BE SODDED.
- PROTECT ALL TREES THAT ARE NOT TO BE REMOVED FROM SITE. DO NOT PARK VEHICLES, CONSTRUCTION EQUIPMENT, OR STOCKPILE MATERIALS WITHIN DRIP LINE OF TREES.
- MINIMIZE THE GENERATION OF DUST THROUGH THE APPROPRIATE APPLICATION OF WATER OR OTHER DUST SUPPRESSION TECHNIQUES.
- WASTEWATER FROM WASHOUT OF CONCRETE TRUCKS OR EQUIPMENT SHALL BE PROPERLY MANAGED. A CONCRETE WASHOUT PIT SHALL BE CONSTRUCTED ONSITE AND ALL CONCRETE WASTE MATERIALS SHALL BE ADEQUATELY CONTAINED.
- ALL EROSION CONTROL MEASURES SHALL BE IN PLACE AS REQUIRED BY THE ENGINEER, PLANS AND CITY REPRESENTATIVE. SILT FENCING SHALL BE MEASURED AND DATED ON EACH RUN. AN INSPECTION LOG WILL BE REQUIRED TO BE SUBMITTED TO THE CITY. SILTATION CONTROL MEASURES SHALL BE INSPECTED AFTER EACH RAIN EVENT AND AT MINIMUM ONCE A MONTH. ANY DEFICIENCIES SHALL BE CORRECTED IMMEDIATELY AND NO FURTHER WORK WILL PROCEED UNTIL SAID DEFICIENCIES ARE CORRECTED AS PER THE CITY OR ENGINEER'S APPROVAL.
- ANY BMP DEFICIENCIES NOTED DURING INSPECTIONS SHALL BE CORRECTED WITHIN 5 DAYS OF THE INSPECTION UNLESS PREVENTED BY UNSAFE WEATHER CONDITIONS. IF UNSAFE WEATHER CONDITIONS ARE PRESENT, THEY SHOULD BE DOCUMENTED WITHIN THE DAILY INSPECTION LOG.
- THE CONTRACTOR SHALL PROMPTLY TAKE ALL STEPS TO REMOVE, TO THE MAXIMUM EXTENT PRACTICAL, SEDIMENT ACCUMULATIONS OR OTHER POLLUTANTS DEPOSITED OFFSITE OR IN ANY WATERBODY OR STORMWATER CONVEYANCE STRUCTURE.

NOTE:  
CONTRACTOR SHALL STRICTLY ADHERE TO THE NOVA ENGINEERING GEOTECHNICAL REPORT #10111-2021003 FOR ALL UNDERCUT, FILL, COMPACTION AND PAVING REQUIREMENTS..

UTILITY OWNERS

WATER & SANITARY SEWER  
MARIANNA PUBLIC WORKS DEPARTMENT  
4168 SOUTH ST  
MARIANNA, FL 32448  
(850) 482-4129

ELECTRIC  
FLORIDA PUBLIC UTILITIES  
2825 PENN AVE  
MARIANNA, FL 32448  
(800) 427-7712

GAS  
CHIPOLA PROPANE GAS CO  
4055 OLD COTTONDALE RD  
MARIANNA, FL 32448  
(850) 526-2651

TELEPHONE & CABLE SERVICES  
COMCAST  
2918 PENN AVE SUITE D  
MARIANNA, FL 32448  
(800) 266-2278

|                            |
|----------------------------|
| PROJECT No.<br>FL 0001-20  |
| DATE: FEB. 2021            |
| SCALE: NTS                 |
| DRAWN BY:<br>M. AMAN       |
| APPROVED BY:<br>P. SANTORA |
| REVISIONS:                 |
| SURVEY DATE:<br>12/30/2020 |
| FB: 111, PG: 12            |

SITE CONSTRUCTION PLANS FOR  
WENDY'S RESTURANT  
JACKSON COUNTY, FLORIDA  
GENERAL NOTES

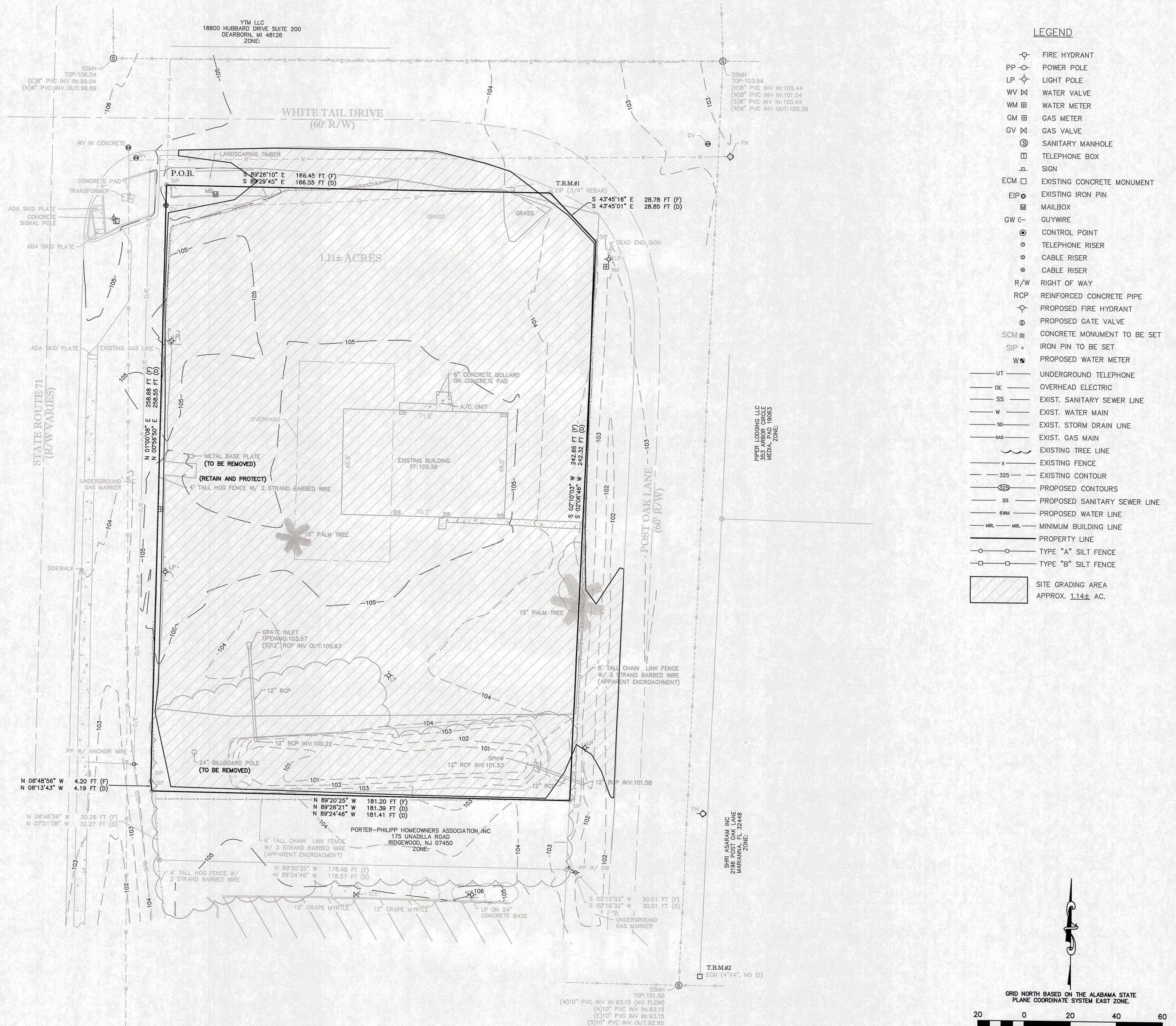


|                                          |
|------------------------------------------|
| AL CERT. OF AUTH.<br>CA-1896E, CA-0621LS |
| FL CERT. OF AUTH.<br>26312-E, 7858-S     |
| GA CERT. OF AUTH.<br>003129, LSF001156   |
| MS CERT. OF AUTH.<br>E-00001825          |



EXISTING IRON PAVEMENT  
(1/2" PIPE) LOCATED AT THE NORTHWEST  
CORNER OF THE PROPERTY  
N=341834.5790  
E=714901.5403  
ELEV=297.012

EXISTING IRON PIN (CA 0621LS) LOCATED  
AT THE LOCATED NORTHEAST CORNER OF  
THE PROPERTY  
N=341749.7070  
E=715269.6640  
ELEV=295.008



PROJECT No.  
FL 0001-20

DATE: FEB. 2021

SCALE: 1"=20'

DRAWN BY:  
M. AMAN

APPROVED BY:  
P. SANTORA

REVISIONS:

SURVEY DATE:  
12/30/2020

FB: 111, PG: 12

**SITE CONSTRUCTION PLANS FOR  
WENDY'S RESTURANT  
JACKSON COUNTY, FLORIDA  
EX. CONDITIONS/DEMO. PLAN**

**NORTHSTAR**  
  
**ENGINEERING SERVICES**

(P) 334-673-9895 (F) 334-673-1846  
2431 Hartford Hwy Dothan, AL 36605  
web: [www.northstarengineering.com](http://www.northstarengineering.com)

AL CERT. OF AUTH.  
A-1896E, CA-0621LS

FL CERT. OF AUTH.  
26312-E, 7858-S

GA CERT. OF AUTH.  
003129, LSF001156

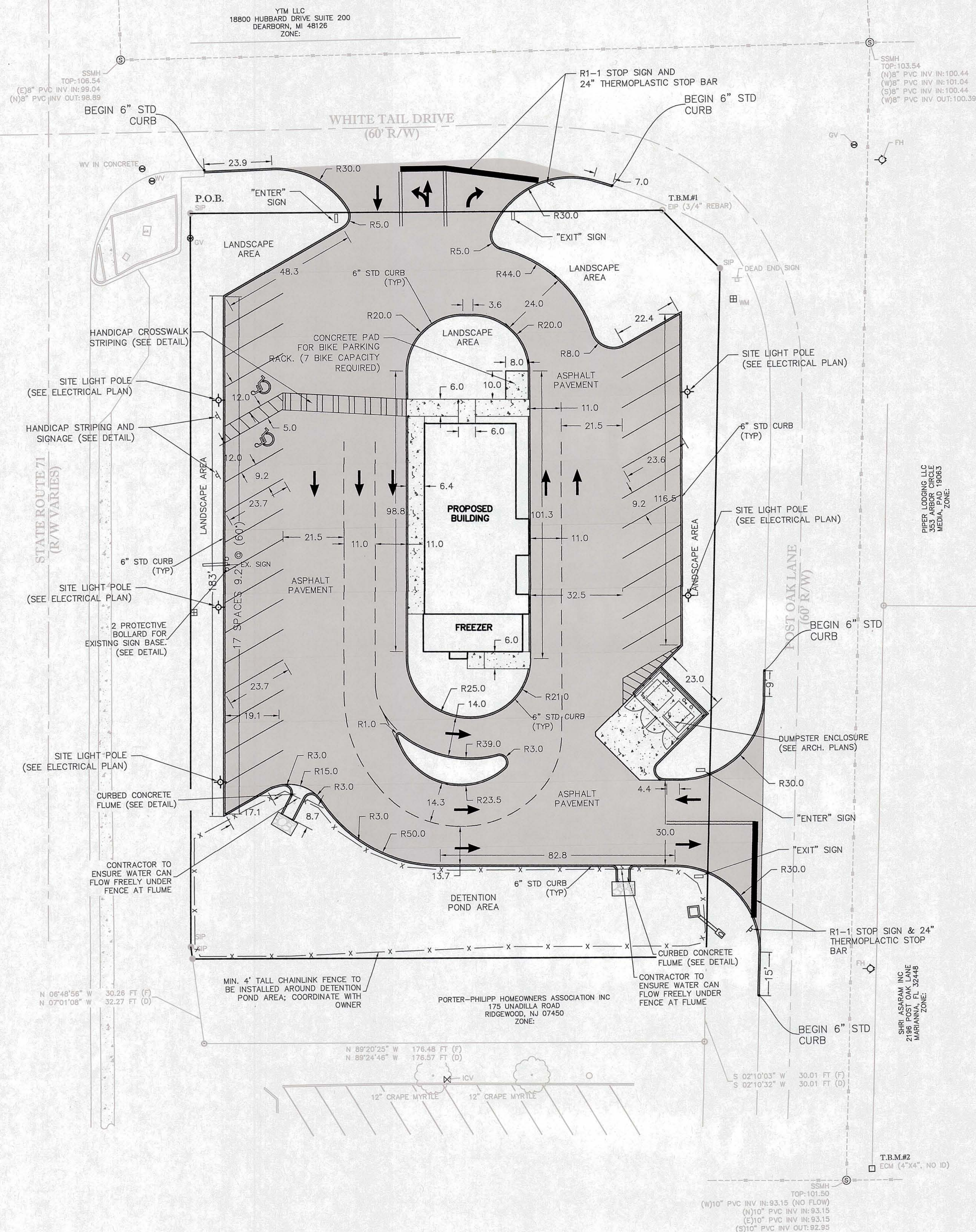
MS CERT. OF AUTH.  
E-00001825

SHEET **3**  
OF **10**



EXISTING IRON PAVEMENT  
( 1/2" PIPE) LOCATED AT THE NORTHWEST  
CORNER OF THE PROPERTY  
N=341834.5790  
E=714901.5403  
ELEV=297.012

EXISTING IRON PIN (CA 0621LS) LOCATED  
AT THE LOCATED NORTHEAST CORNER OF  
THE PROPERTY  
N=341749.7070  
E=715269.6640  
ELEV=295.008



|                                                                                         |                              |
|-----------------------------------------------------------------------------------------|------------------------------|
|      | FIRE HYDRANT                 |
| PP   | POWER POLE                   |
| LP   | LIGHT POLE                   |
| WV   | WATER VALVE                  |
| WM   | WATER METER                  |
| GM   | GAS METER                    |
| GV   | GAS VALVE                    |
|      | SANITARY MANHOLE             |
|      | TELEPHONE BOX                |
|      | SIGN                         |
| ECM  | EXISTING CONCRETE MONUMENT   |
| EIP  | EXISTING IRON PIN            |
|      | MAILBOX                      |
| GW   | GUYWIRE                      |
|      | CONTROL POINT                |
|      | TELEPHONE RISER              |
|      | CABLE RISER                  |
|      | CABLE RISER                  |
| R/W                                                                                     | RIGHT OF WAY                 |
| RCP                                                                                     | REINFORCED CONCRETE PIPE     |
|      | PROPOSED FIRE HYDRANT        |
|      | PROPOSED GATE VALVE          |
| SCM  | CONCRETE MONUMENT TO BE SET  |
| SIP  | IRON PIN TO BE SET           |
|      | PROPOSED WATER METER         |
|  UT  | UNDERGROUND TELEPHONE        |
|  OE  | OVERHEAD ELECTRIC            |
|  SS  | EXIST. SANITARY SEWER LINE   |
|  W   | EXIST. WATER MAIN            |
|  SD  | EXIST. STORM DRAIN LINE      |
|  GAS | EXIST. GAS MAIN              |
|      | EXISTING TREE LINE           |
|  x   | EXISTING FENCE               |
|  325 | EXISTING CONTOUR             |
|  525 | PROPOSED CONTOURS            |
|  SS  | PROPOSED SANITARY SEWER LINE |
|  6WM | PROPOSED WATER LINE          |
|  MBL | MINIMUM BUILDING LINE        |
|     | PROPERTY LINE                |
|    | TYPE "A" SILT FENCE          |
|    | TYPE "B" SILT FENCE          |

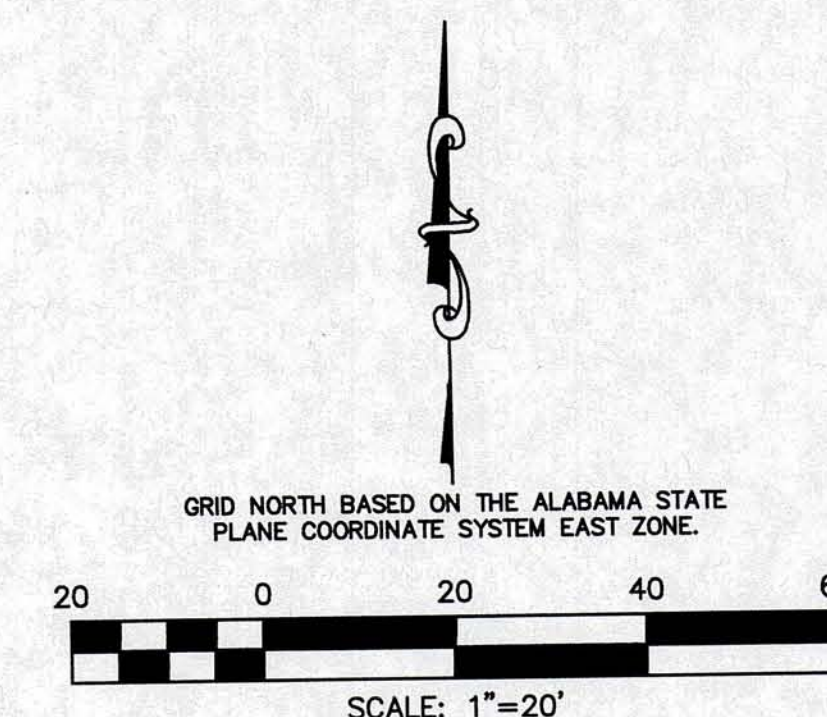
|                       |   |             |
|-----------------------|---|-------------|
| ZONING CLASSIFICATION | = | COMMERCIAL  |
| FRONT YARD SETBACK    | = | 40 FT       |
| REAR YARD SETBACK     | = | 20 FT       |
| SIDE YARD SETBACK     | = | 20 FT       |
| PARCEL AREA           | = | 1.11± ACRES |
| DISTURBED AREA        | = | 1.11± ACRES |
| BUILDING AREA         | = | 2,258 SF    |
| OTHER IMPERVIOUS AREA | = | 28,626 SF   |

PARKING SPACES REQUIRED:  
 - FAST FOOD - 1 SPACE / 100 SF (2,258 SF / 100) = 23 SPACES  
 23 SPACES \* 25% COMPACT = 6 COMPACT SPACES  
 23 SPACES \* 75% FULL SIZE = 17 FULL SIZE SPACES

TOTAL SPACES REQUIRED = 23 SPACES

TOTAL SPACES PROVIDED = 27 SPACES

ACCESSIBLE SPACES REQUIRED / PROVIDED = 2 SPACES



PROJECT No.  
FL 0001-20

DATE: FEB. 2021

SCALE: 1"=20'

DRAWN BY:  
M. AMAN

---

APPROVED BY:  
P. SANTORA

REVISIONS:

SURVEY DATE:  
12/30/2020

FB: 111, PG: 12

**SITE CONSTRUCTION PLANS FOR  
WENDY'S RESTURANT  
JACKSON COUNTY, FLORIDA  
LAYOUT PLAN**

**NORTHSTAR**  
**ENGINEERING SERVICES**

(P)334.673.9895 (F)334.673.1846  
2431 Hartford Hwy Dothan, AL 36305  
web: [www.northstarengineering.com](http://www.northstarengineering.com)

|                                          |
|------------------------------------------|
| AL CERT. OF AUTH.<br>CA-1896E, CA-0621LS |
| FL CERT. OF AUTH.<br>26312-E, 7858-S     |
| GA CERT. OF AUTH.<br>003129, LSF001156   |
| MS CERT. OF AUTH.<br>F-00001825          |

SHEET 4  
OF 10

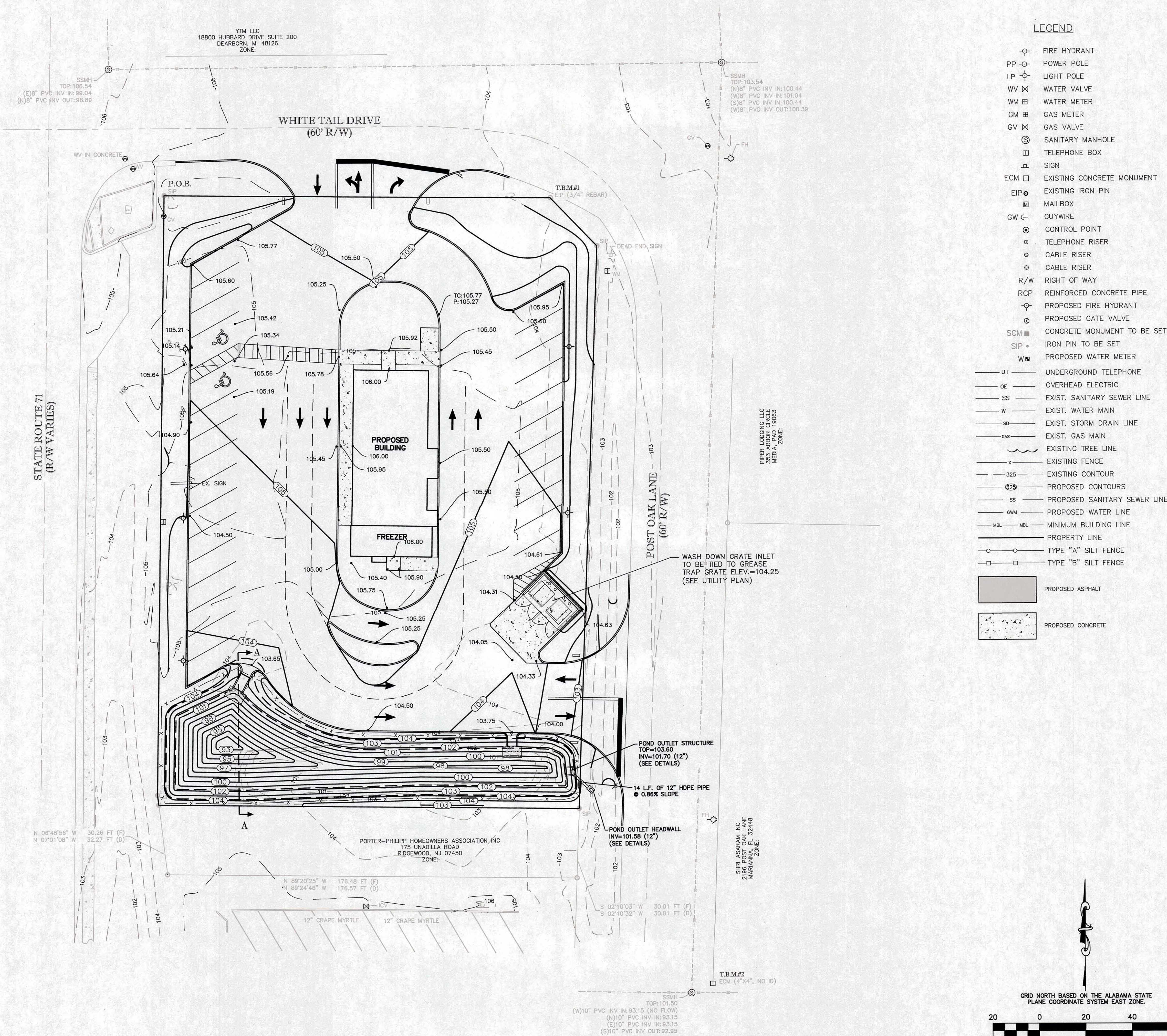


TBM #1

EXISTING IRON PAVEMENT  
(1/2" PIPE) LOCATED AT THE NORTHWEST  
CORNER OF THE PROPERTY  
N=341834.5790  
E=714901.5403  
ELEV=297.012

TBM #2

EXISTING IRON PIN (CA 0621LS) LOCATED  
AT THE LOCATED NORTHEAST CORNER OF  
THE PROPERTY  
N=341749.7070  
E=715269.6640  
ELEV=295.008



LEGEND

- FIRE HYDRANT
- PP- POWER POLE
- LP- LIGHT POLE
- WV- WATER VALVE
- WM- WATER METER
- GM- GAS METER
- GV- GAS VALVE
- SM- SANITARY MANHOLE
- TE- TELEPHONE BOX
- SG- SIGN
- ECM- EXISTING CONCRETE MONUMENT
- EIP- EXISTING IRON PIN
- MB- MAILBOX
- GW- GUYWIRE
- CP- CONTROL POINT
- TR- TELEPHONE RISER
- CR- CABLE RISER
- CR- CABLE RISER
- R/W- RIGHT OF WAY
- RCP- REINFORCED CONCRETE PIPE
- PH- PROPOSED FIRE HYDRANT
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- OE- OVERHEAD ELECTRIC
- SS- EXIST. SANITARY SEWER LINE
- W- EXIST. WATER MAIN
- SD- EXIST. STORM DRAIN LINE
- GAS- EXIST. GAS MAIN
- ET- EXISTING TREE LINE
- X- EXISTING FENCE
- 325- EXISTING CONTOUR
- 325- PROPOSED CONTOURS
- SS- PROPOSED SANITARY SEWER LINE
- 6WM- PROPOSED WATER LINE
- MBL- MINIMUM BUILDING LINE
- PROPERTY LINE
- TYPE "A" SILT FENCE
- TYPE "B" SILT FENCE
- PROPOSED ASPHALT
- PROPOSED CONCRETE

PROJECT No.  
FL 0001-20

DATE: FEB. 2021

SCALE: 1"=20'

DRAWN BY:  
M. AMAN

APPROVED BY:  
P. SANTORA

REVISIONS:

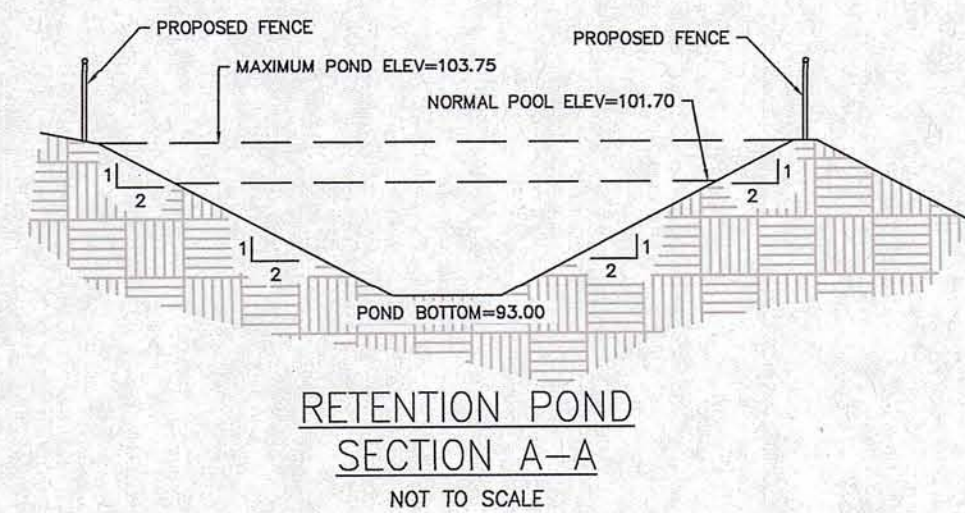
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| SURVEY DATE:    | 12/30/2020 |
| FB: 111, PG: 12 |            |

SITE CONSTRUCTION PLANS FOR  
WENDY'S RESTAURANT  
JACKSON COUNTY, FLORIDA  
GRADING PLAN

**NORTHSTAR**  
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2431 Hartford Hwy Dothan, AL 36305  
web: www.northstarengineering.com

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003129, LSF001156  
MS CERT. OF AUTH.  
E-00001825

SHEET 5  
OF 10

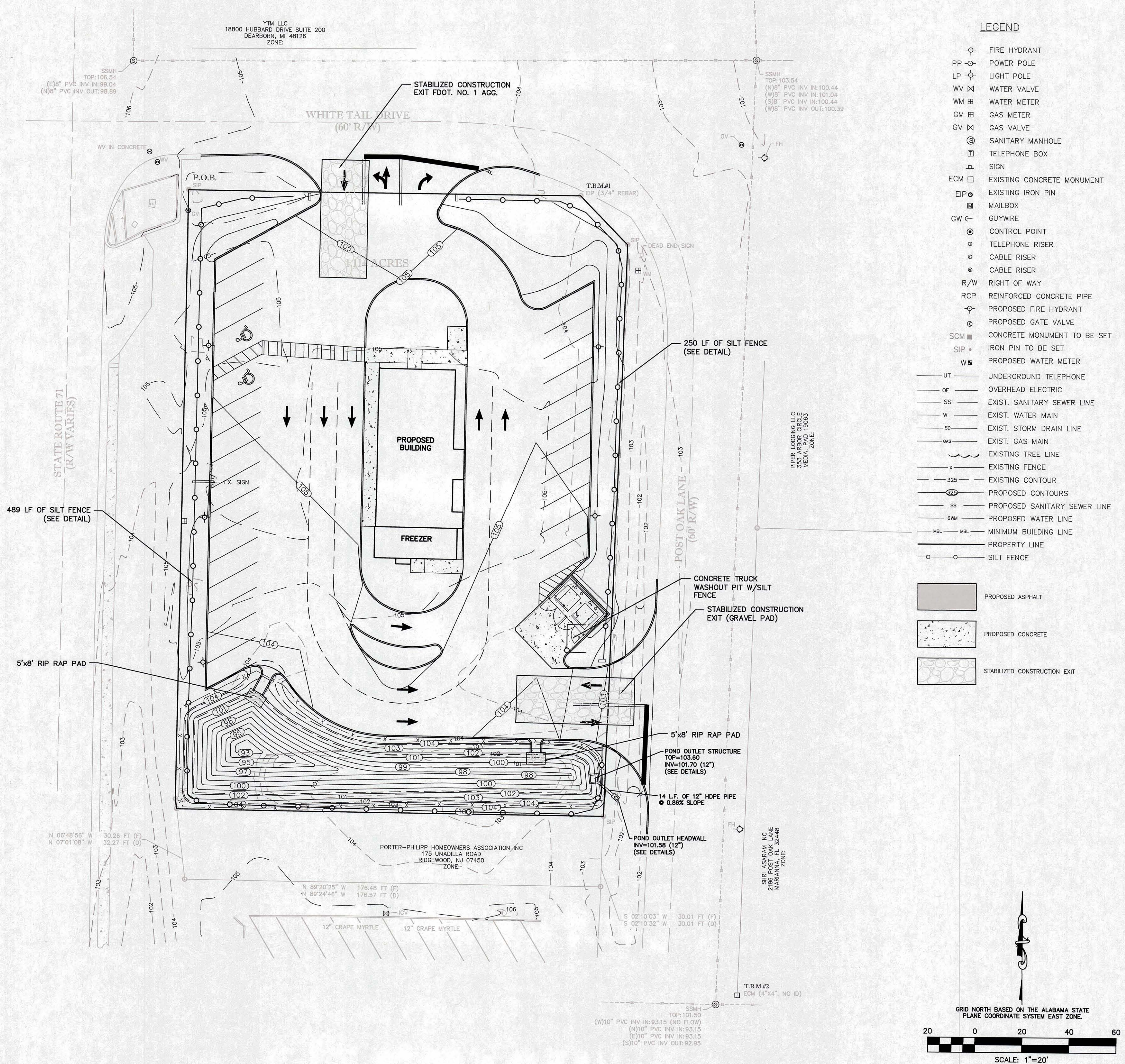




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N=341834.5790  
E=714901.5403  
ELEV=297.012

EXISTING IRON PIN (CA 0621LS) LOCATED  
AT THE LOCATED NORTHEAST CORNER OF  
THE PROPERTY  
N=341749.7070  
E=715269.6640  
ELEV=295.008

1. AN NPDES GENERIC PERMIT FOR STORMWATER DISCHARGE FROM CONSTRUCTION ACTIVITIES FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION ("FDEP") SHALL BE OBTAINED BY THE OWNER PRIOR TO ANY CONSTRUCTION OR LAND DISTURBANCE.
2. COPIES OF ALL ENVIRONMENTAL PERMITS SHALL BE POSTED ONSITE AND A RAIN GAUGE SHALL BE INSTALLED ONSITE.
3. A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SHALL BE PREPARED BY THE PROJECT ENGINEER AND A COPY OF THE SWPPP SHALL BE KEPT ONSITE DURING CONSTRUCTION.
4. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE DEVELOPED IN ACCORDANCE WITH THE FLORIDA STORMWATER EROSION AND SEDIMENT CONTROL MANUAL AND AS PER MANUFACTURER RECOMMENDATIONS.
5. SEDIMENT CONTROL DEVICES SHALL BE INSTALLED AT THE BEGINNING OF SITE GRADING AS SOON AS PRACTICAL. THESE DEVICES WILL REQUIRE PERIODIC MAINTENANCE AND REPAIR AND SHALL REMAIN IN PLACE AND FUNCTIONAL UNTIL SITE HAS BEEN ADEQUATELY STABILIZED WITH VEGETATION. THE EROSION AND SEDIMENT CONTROL MEASURES REPRESENTED IN THESE DRAWINGS SHALL CONSIDER MINIMUM REQUIREMENTS, AND ADDITIONAL MEASURES COULD BE REQUIRED DEPENDING ON THE SLOPE, SOIL TYPE, AND WEATHER CONDITIONS.
6. INSPECTION OF EROSION AND SEDIMENT CONTROL DEVICES SHALL BE DONE AT LEAST ONCE EVERY SEVEN (7) DAYS AND WITHIN 24 HOURS OF A STORM EVENT THAT HAS 0.50" OR GREATER RAINFALL ACCUMULATIONS.
7. CONTRACTOR SHALL MAINTAIN A LOG OF ALL RAINFALL MEASUREMENTS DURING CONSTRUCTION.
8. SITE INSPECTIONS SHALL BE PERFORMED BY A QUALIFIED INSPECTOR THAT HAS SUCCESSFULLY COMPLETED THE FLORIDA DEP STORMWATER, EROSION, AND SEDIMENTATION CONTROL INSPECTOR TRAINING COURSE. THE INSPECTION REPORTS SHALL BE KEPT ONSITE AT THE PROJECT OFFICE, TEMPORARY CONSTRUCTION OFFICE AND SHALL BE AVAILABLE FOR FDEP PERSONNEL.
9. MODIFICATIONS OF THE EROSION AND SEDIMENT CONTROL PLAN CAN BE EXPECTED AS THE PROJECT IS CONSTRUCTED & ADDITIONAL MEASURES SHALL BE IDENTIFIED IF NEEDED AS A RESULT OF THE SITE INSPECTIONS.
10. FOLLOW MANUFACTURER SPECIFICATIONS FOR INSTALLATION OF EROSION & SEDIMENT CONTROL DEVICES.
11. MINIMIZE DISTURBANCE BY RESTRICTING CLEARING LIMITS TO NECESSARY CONSTRUCTION/GRADING AREAS ONLY.
12. PROVIDE AND MAINTAIN A 30 FOOT NATURAL RIPARIAN BUFFER AROUND SURFACE WATERS.
13. INSTALL 50'X20' (MINIMUM) GRAVEL PAD AT CONSTRUCTION ENTRANCE/EXIT TO REDUCE OFF-SITE WHEEL TRACKING.
14. INSTALL SILT FENCE AT TOP OF SLOPES ON PERIMETER OF CONSTRUCTION AREAS PRIOR TO EARTHWORK.
15. PROVIDE INLET PROTECTION USING SILT FENCE DROP INLET PROTECTION OR "SILT SAVER" DOMES FOR EXCAVATED DROP INLET PROTECTION. INSTALL BLOCK AND GRAVEL OR "SILT SAVER" CURB INLET PROTECTION AROUND EXISTING CURB INLETS. INLET PROTECTION SHALL BE ADEQUATELY MAINTAINED.
16. ALL DISTURBED AREAS AND SLOPES NOT CURRENTLY UNDERGOING GRADING/CONSTRUCTION FOR A PERIOD GREATER THAN 7 DAYS SHALL BE STABILIZED WITH TEMPORARY OR PERMANENT VEGETATION. ALL DISTURBED AREAS THAT HAVE BEEN GRADED AND NOT RECEIVING PAVEMENT OR OTHER PERMANENT STABILIZATION SHALL BE COVERED WITH MULCHING AND MULCHING.
17. PROTECT ALL TREES THAT ARE NOT TO BE REMOVED FROM SITE. DO NOT PARK VEHICLES OR EQUIPMENT WITHIN 10 FEET OF ANY TREE. PROTECT ALL TREES WITHIN DRIP LINE OF TREES.
18. MINIMIZE THE GENERATION OF DUST THROUGH THE APPROPRIATE APPLICATION OF WATER OR OTHER DUST SUPPRESSION TECHNIQUES.
19. WASTEWATER FROM WASHOUT OF CONCRETE TRUCKS OR EQUIPMENT SHALL BE PROPERLY COLLECTED IN A CONCRETE PIT AND SHALL BE DISPOSED ONSITE AND ALL CONCRETE WASTE MATERIALS SHALL BE ADEQUATELY CONTAINED.
20. ALL EROSION CONTROL MEASURES SHALL BE IN PLACE AS REQUIRED BY THE ENGINEER, PLANS AND CITY REPRESENTATIVE. SILT FENCING SHALL BE MEASURED AND DATED ON EACH RUN. AN INSPECTION LOG WILL BE REQUIRED TO BE SUBMITTED TO THE CITY. SILTATION CONTROL MEASURES SHALL BE INSPECTED AFTER EACH RAIN EVENT AND AT MINIMUM ONCE A MONTH. ANY DEFICIENCIES SHALL BE CORRECTED IMMEDIATELY AND NO FURTHER WORK WILL PROCEED UNTIL SUCH DEFICIENCIES ARE CORRECTED AS PER THE CITY OR ENGINEER'S APPROVAL.
21. ANY TEMPORARY EROSION OR SEDIMENTATION CONTROL MEASURES SHALL BE MAINTAINED 5 DAYS OF THE INSPECTION UNLESS PREVENTED BY UNSAFE WEATHER CONDITIONS. IF UNSAFE WEATHER CONDITIONS ARE PRESENT, THEY SHOULD BE DOCUMENTED WITHIN THE DAILY INSPECTION LOG.
22. THE CONTRACTOR SHALL PROMPTLY TAKE ALL STEPS TO REMOVE, TO THE MAXIMUM EXTENT PRACTICAL, SEDIMENT ACCUMULATIONS OR OTHER POLLUTANTS DEPOSITED OFFSITE OR IN ANY WATERBODY OR STORMWATER CONVEYANCE STRUCTURE.



|                           |           |
|---------------------------|-----------|
| PROJECT No.<br>FL 0001-20 |           |
| DATE:                     | FEB. 2021 |
| SCALE:                    | 1"=20'    |

DRAWN BY:  
M. AMAN

APPROVED BY:  
P. SANTORA

|                            |
|----------------------------|
| REVISIONS:                 |
|                            |
| SURVEY DATE:<br>12/30/2020 |
| FB: 111, PG: 12            |

**SITE CONSTRUCTION PLANS FOR  
WENDY'S RESTURANT  
JACKSON COUNTY, FLORIDA  
EROSION CONTROL PLAN**

**NORTHSTAR**  
**ENGINEERING SERVICES**

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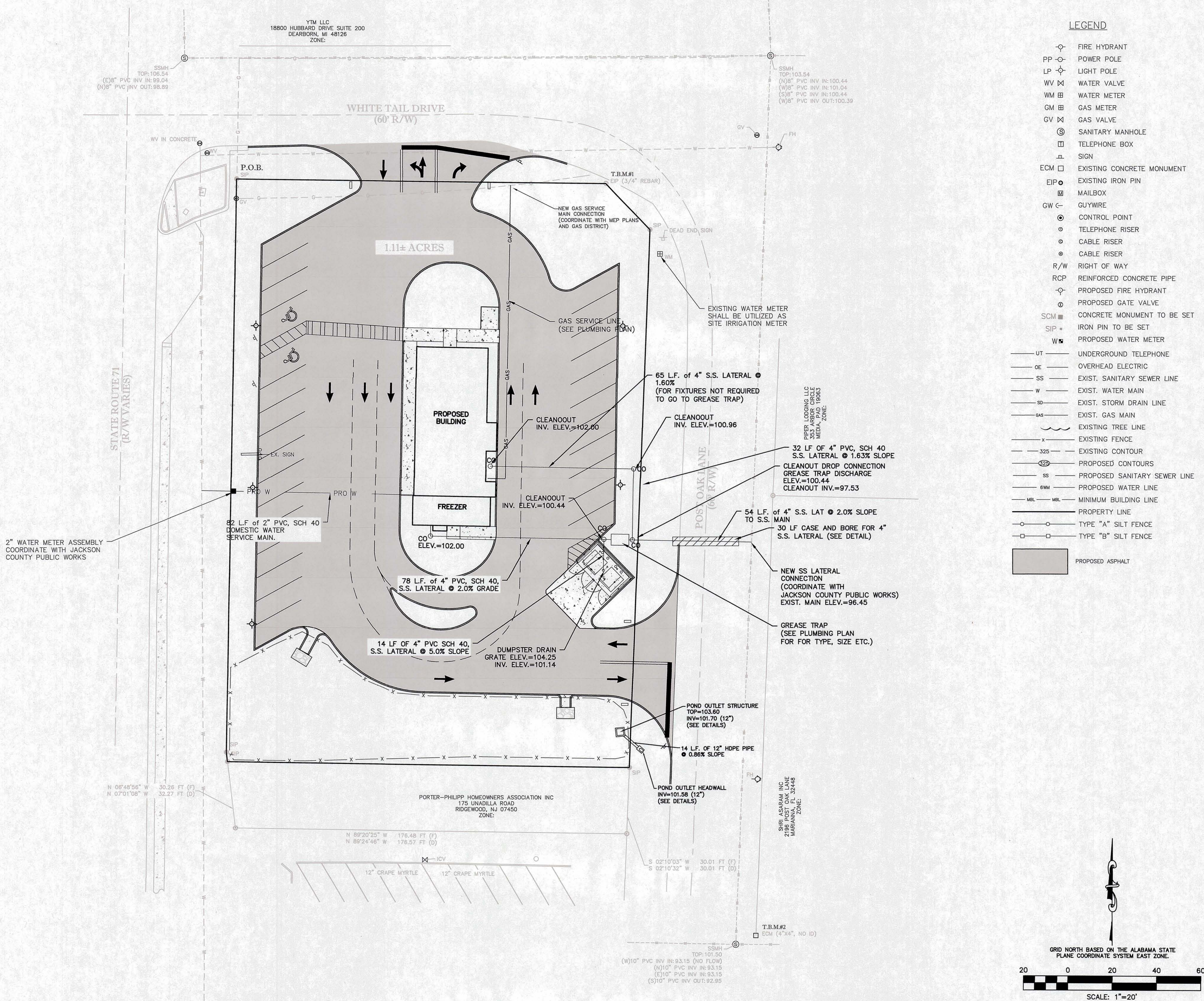
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|------------------------------------------|
| AL CERT. OF AUTH.<br>CA-1896E, CA-0621LS |
| FL CERT. OF AUTH.<br>26312-E, 7858-S     |
| GA CERT. OF AUTH.<br>003129, LSF001156   |
| MS CERT. OF AUTH.<br>E-00001825          |

SHEET 6  
OF 10



**TBM #1**  
EXISTING IRON PAVEMENT  
(1/2" PIPE) LOCATED AT THE NORTHWEST  
CORNER OF THE PROPERTY  
N=341834.5790  
E=714901.5403  
ELEV=297.012

**TBM #2**  
EXISTING IRON PIN (CA 0621LS) LOCATED  
AT THE LOCATED NORTHEAST CORNER OF  
THE PROPERTY  
N=341749.7070  
E=715269.6640  
ELEV=295.008



PROJECT No.  
FL 0001-20

DATE: FEB. 2021

SCALE: 1"=20'

DRAWN BY:  
M. AMAN

APPROVED BY:  
P. SANTORA

REVISIONS:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

SURVEY DATE:  
12/30/2020

FB: 111, PG: 12

SITE CONSTRUCTION PLANS FOR  
WENDY'S RESTURANT  
JACKSON COUNTY, FLORIDA  
UTILITIES PLAN

**NORTHSTAR**  
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003129, LSF001156

MS CERT. OF AUTH.  
E-00001825

SHEET **7**  
OF **10**



## TBM #1

EXISTING IRON PAVEMENT  
(1/2" PIPE) LOCATED AT THE NORTHWEST  
CORNER OF THE PROPERTY  
N=341834.5790  
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## TBM #2

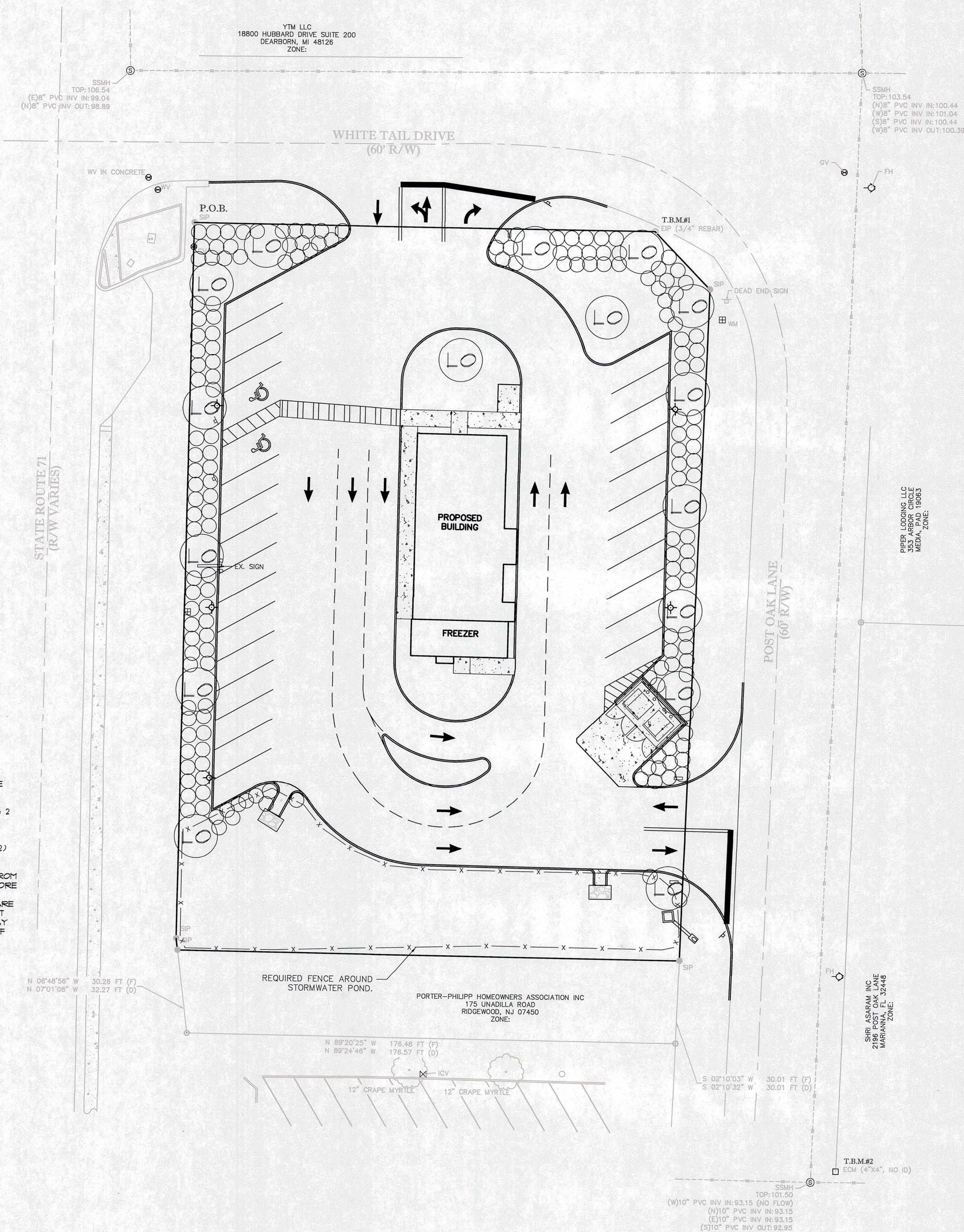
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AT THE LOCATED NORTHEAST CORNER OF  
THE PROPERTY  
N=341749.7070  
E=715269.6640  
ELEV=295.008

### NOTES

- 1) THE LANDSCAPE CONTRACTOR SHALL OBTAIN ALL PERMITS & LICENSES NECESSARY TO PERFORM WORK AT THIS JOB SITE.
- 2) IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO LOCATE & PROTECT ALL UTILITIES.
- 3) THE LANDSCAPE CONTRACTOR SHALL COORDINATE HIS WORK WITH THE OTHER TRADES.
- 4) ANY VARIATION IN THE SITE CONDITIONS SHALL BE VERIFIED WITH THE LANDSCAPE ARCHITECT OR OWNER BEFORE PROCEEDING.
- 5) ANY DISCREPANCIES IN THE PLANTING PLAN & THE PLANT MATERIALS LIST - THE PLANTING PLAN HAS PRECEDENT.
- 6) THE LANDSCAPE CONTRACTOR IS TO PROVIDE "AS BUILT" DRAWINGS TO THE OWNER UPON COMPLETION OF WORK.
- 7) ALL R.O.W. AREA AND DISTURBED AREAS OUTSIDE OF R.O.W. ARE TO BE SODDED.

### LANDSCAPING REQUIREMENTS:

1. CANOPY TREES:
  - ONE CANOPY TREE PER EVERY 50 LF OF STREET FRONTAGE
  - = 1 CANOPY TREE / 50 LF \* 111 LF STREET FRONTAGE = 14
  - ONE CANOPY TREE PER EVERY 15 OPEN PARKING SPACES
  - = 1 CANOPY TREE / 15 OPEN SPACES \* 26 TOTAL SPACES = 2
2. SHRUBS:
  - TWELVE SHRUBS PER EVERY 50 LF OF STREET FRONTAGE
  - = 12 LF OF STREET FRONTAGE (111 LF \* 12 SHRUBS / 50 LF = 172)
3. INTERIOR PLANTING AREA:
  - NO PARKING SPACE SHALL BE FURTHER THAN 50 FT AWAY FROM ONE CANOPY TREE OR FURTHER THAN 15 FT FROM TWO OR MORE CANOPY TREES
  - A MINIMUM OF A THREE-FOOT RADIUS OF PERVIOUS URFACE ARE SHALL BE ESTABLISHED AROUND ALL TREES AND ONE FOOT AROUND OTHER PLANTS. SOME TREES, SUCH AS LIVE OAK, MAY REQUIRE A LARGER FIVE FOOT RADIUS IF REQUIRED BY STAFF DURING REVIEW.

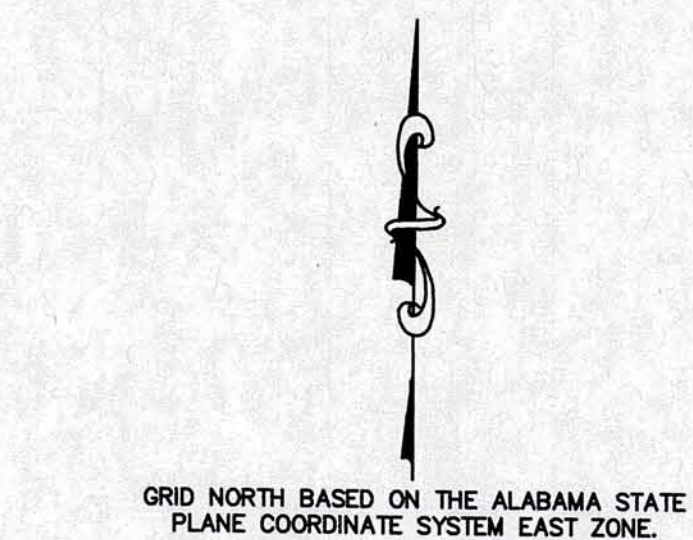


### LEGEND

- FIRE HYDRANT
- PP POWER POLE
- LP LIGHT POLE
- WV WATER VALVE
- WM WATER METER
- GM GAS METER
- GV GAS VALVE
- SANITARY MANHOLE
- TELEPHONE BOX
- SIGN
- EXISTING CONCRETE MONUMENT
- EIP EXISTING IRON PIN
- MAILBOX
- GW GUYWIRE
- CONTROL POINT
- TELEPHONE RISER
- CABLE RISER
- CABLE RISER
- R/W RIGHT OF WAY
- RCP REINFORCED CONCRETE PIPE
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- PROPOSED GATE VALVE
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- PROPOSED WATER LINE
- MINIMUM BUILDING LINE
- PROPERTY LINE
- TYPE "A" SILT FENCE
- TYPE "B" SILT FENCE

### PLANT MATERIALS LIST (SHRUBS, & GRASS)

| KEY   | QUAN.      | BOTANICAL/COMMON NAME                          | SIZE                  |
|-------|------------|------------------------------------------------|-----------------------|
| LO    | 14         | QUERCUS VIGINIANA<br>LIVE OAK                  | 10'-12' HT<br>2" CAL. |
| IH    | 172        | RAPHIOLEPSIS INDICUM<br>INDIAN HAWTHORNE       | 18" HT<br>15" SPREAD  |
| SOD   | 1,768 S.Y. | MISCANTHUS PURPURASCENS<br>PURPLE MAIDEN GRASS | SOLID                 |
| MULCH | C.Y.       | CYPRESS MULCH                                  | 3" THICK              |



PROJECT No.  
FL 0001-20

DATE: FEB. 2021

SCALE: 1"=20'

DRAWN BY:  
M. AMAN

APPROVED BY:  
P. SANTORA

REVISIONS:

SURVEY DATE:  
12/30/2020

FB: 111, PG: 12

SITE CONSTRUCTION PLANS FOR  
WENDY'S RESTURANT  
JACKSON COUNTY, FLORIDA  
LANDSCAPING PLAN

**NORTHSTAR**  
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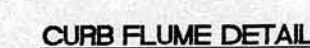
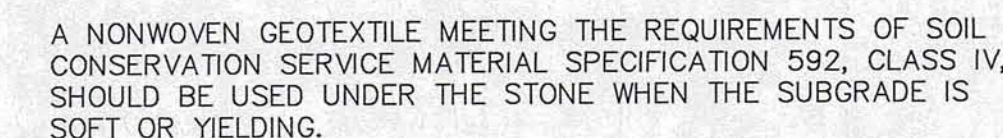
SHEET 8  
OF 10







## EROSION CONTROL BLANKET

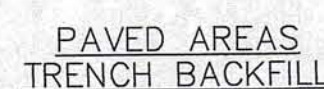


| NOM. PIPE SIZE<br>(DIAMETER-INCHES) | MIN. CASING SIZE<br>(INSIDE DIAMETER) | SPACER PLACEMENT<br>REQUIRED |
|-------------------------------------|---------------------------------------|------------------------------|
| 06-----14-----6                     |                                       | (3 PER PIPE JOINT)           |
| 08-----16-----6                     |                                       | (3 PER PIPE JOINT)           |
| 10-----18-----6                     |                                       | (3 PER PIPE JOINT)           |
| 12-----20-----6                     |                                       | (3 PER PIPE JOINT)           |
| 16-----24-----6                     |                                       | (3 PER PIPE JOINT)           |
| 20-----30-----6                     |                                       | (3 PER PIPE JOINT)           |

12/15/11



1. BASE SERVICE CONNECTION SHALL INCLUDE GATE VALVE AND METER BOX AT RIGHT-OF-WAY (LOCATION POINT)
2. THE METER BOXES SHALL BE BROOKS #1220 JUMBO SERIES (IRON READER) OR CITY APPROVED EQUAL.
3. GATE VALVE SHALL BE AMERICAN #3GW WWF-54 TYPE 1 CLASS B ONLY.
4. WATER SERVICE SHALL BE CLEARLY AND ACCURATELY MARKED ON THE CURB LINE.
5. THE SERVICE LINE SHALL HAVE BRONZE COMPRESSION TYPE FITTINGS.
6. TAPPING SADES SHALL BE MUELLER #H10536-2 OR ROCKWELL 313-143215-02 OR CITY APPROVED EQUAL.
7. CORPORATION STOP SHALL BE McDONALD 4701T-2 OR MUELLER H15008-2 OR CITY APPROVED EQUAL.
8. MALE IRON-MCDONALD 4753T-2
9. SERVICE SET OUTSIDE OF RIGHT-OF-WAY.
10. ALL BRASS USED IN METER SET TO BE WATER WORKS BRASS (DOMESTIC ONLY)



NOTE: 1.) TESTING IS TO BE PERFORMED EVERY 200 L.F. PER 12" LIFT PLACED UNDER PAVING. A CITY OF EUFAULA REPRESENTATIVE MUST BE PRESENT FOR ALL TESTS ON R.O.W.

2.) EACH LIFT MUST HAVE ALL PASSING DENSITY TESTS BEFORE SUBSEQUENT LAYERS MAY BE PLACED.



REVISIONS:

**SITE CONSTRUCTION PLANS FOR  
WENDY'S RESTURANT  
JACKSON COUNTY, FLORIDA  
MISC CONSTRUCTION PLANS**

**NORTHSTAR**  
ENGINEERING SERVICES



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|                                          |
|------------------------------------------|
| AL CERT. OF AUTH.<br>CA-1896E, CA-0621LS |
| FL CERT. OF AUTH.<br>26312-E, 7858-S     |
| GA CERT. OF AUTH.<br>003129, LSF001156   |
| MS CERT. OF AUTH.<br>E-00001825          |

SHEET 10  
OF 10



**AGENDA ITEM #** 322022-465  
**AGENDA DATE:** 3/9/2021

**TO:** The Honorable Chairperson and  
Board of County Commissioners

**FROM:** Wendy Schlesinger, Community Development

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**SUBJECT:** Request approval of two separate Affidavits for Accessory  
Structures for Building Services and Planning Division - Wendy  
Schlesinger, Director

**Background:** Request approval of two separate affidavits for accessory structures  
for Building Services and the Planning Division of the department.  
The applicants attest to the fact that accessory structures are not  
habitable structures when applying for a development order and  
permits.

**Previous Action:**

**Amount of Funds to Be  
Expended or Requested:**

**Source of Funds:**

**Originating Office:** Community Development

**Reviewed By:** Wendy Schlesinger  
Nicole Bradley  
Wilanne Daniels

**Recommendation:** Accept

**Potential Motion:** I move to approve the affidavits for Building Services and the  
Planning Division of Community Development.





## JACKSON COUNTY BUILDING SERVICES

4979 Healthy Way, Suite B  
Marianna, FL 32446  
Phone – (850)482-9805  
Fax – (850)718-0029

### AFFIDAVIT FOR NON-HABITABLE ACCESSORY BUILDINGS

Permit Number: \_\_\_\_\_  
Service Connected to: \_\_\_\_\_  
Power Company: \_\_\_\_\_

**PERSONALLY APPEARED** before me, the undersigned Notary Public, \_\_\_\_\_,  
who after being first duly sworn, deposes and says that is in the process of constructing a shed, barn or other  
structure for storage purposes only, and that said structure will not be used for either temporary or permanent  
living or camping quarters or for public assembly or meeting, including places conducting any business  
transaction.

Affiant further says that he understands that if he fails to abide by the terms of this affidavit and commences to  
use any part of the structure for living, dwelling, public assembly or business transaction, or if he moves in a  
mobile home or other living quarters, and hooks it up to the electric source and/or public water or sewer utilities  
for the purpose of living, camping, assembling or doing business there either temporarily or permanently, the  
County Building Inspector or County Commission shall have the right to direct the utility provider power-  
company involved to disconnect the electric service from the premises until such time as all relevant county  
ordinances have been fully complied with.

**IN WITNESS WHEREOF**, the undersigned affiant has set his hand and seals this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**PROPERTY OWNER - AFFIANT**

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_\_ physical presence or \_\_\_\_ online notarization,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_



# Accessory Structure Residential Development Order Application

Development Order Ref. ID#:



Page 3

## AFFIDAVIT FOR SHEDS, POLE BARNs, STORAGE BUILDING, AND OTHER ACCESSORY STRUCTURES

*Jackson County Code of Ordinances Section 74-91 Definitions. Accessory building/structure means a building or structure which is clearly incidental or subordinate to and customarily utilized in connection with a principal building located on the same lot. **Such buildings or structures may not be used for human habitation.** Examples of accessory structures are detached garages, carports, storage sheds, pole barns, and hay sheds.*

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

Parcel #: \_\_\_\_\_

**I am the property owner/authorized agent.** I have read and understand **Section 74-91 Definitions Accessory Building/Structure** of the Jackson County Code of Ordinances. I am attesting to the following facts and accept and acknowledge the following terms, conditions and standards:

The shed, pole barn, or other storage structure will be **a non-habitable** detached building. It will be primarily used for storing tools, mechanical equipment, lawn and garden equipment, home accessories, personal belongings and other similar objects.

**I understand** that providing false or misleading information in a development order or permit application is grounds to deny the application or revoke the permit, and further that the use of the structure for human habitation (residence) is a violation of the Jackson County Code of Ordinances and will be prosecuted against me to the fullest extent of the law."

The above information is true and correct; **I understand** the conditions, under which my application is being accepted.

PLEASE SIGN HERE



Applicant Signature: \_\_\_\_\_

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

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