WILDWOOD
FLORIDA
EST. 1877

CITY COMMISSION - CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1
Mayor Pro Tem/Commissioner – Pamala Harrison-Bivins – Seat 2
Joe Elliott – Seat 3
Marcos Flores – Seat 4
Julian Green – Seat 5
Jason McHugh – City Manager

Agenda
Regular Meeting
June 12, 2023 9:00 AM
City Hall Commission Chamber
100 N Main Street

Persons with disabilities or language barriers needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 102, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105A - If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Wildwood DOES NOT provide this verbatim record.

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1. Call to Order

2. Consent Agenda/Informational Items

(A consent agenda may be presented by the Mayor at the beginning of a meeting. Items may be removed from the consent agenda at the request of any one Commissioner. Items not removed may be adopted by general consent without debate. Removed items may be either taken up immediately after the consent agenda or placed later on the agenda at the discretion of the Commission.)

A. *MINUTES FOR APPROVAL: MAY 22, 2023 REGULAR COMMISSION MEETING*

B. *EXPENDITURE REPORT*

C. *CONTINUING URBAN PLANNING SERVICES CONTRACT - AYRES ASSOCIATES*

D. *CONTINUING URBAN PLANNING SERVICES CONTRACT - GAI CONSULTANTS*

E. *CONTINUING URBAN PLANNING SERVICES CONTRACT - INSPIRE PLACEMAKING COLLECTIVE*

3. Presentations and/or Proclamations

A. *PROCLAIM JUNE 12, 2023 AS OMARI "MARI" JACKSON DAY*

4. Public Hearings - Timed - Legislative

5. Public Hearings - Timed - Quasi-Judicial

6. Public Forum - 4 minute time limit

7. Ordinances First Reading Only (No Vote)

8. Resolutions for Approval

A. ***RESOLUTION NO. R2023-11 -*** *A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA DECLARING CERTAIN EQUIPMENT AS SURPLUS; DETERMINING THAT CERTAIN EQUIPMENT IS TO BE DISPOSED OF THROUGH ONLINE AUCTION, DONATION TO A NON-PROFIT ORGANIZATION, RETAINED FOR PARTS, EMPLOYEE PURCHASE, OR JUNK TO BE DISPOSED OF AS TRASH; PROVIDING FOR AN EFFECTIVE DATE.*

Surplus Computers and Other Equipment June 2023

Staff recommends approval.

9. Financial & Contracts & Agreements

A. *KIMLEY-HORN AMENDMENT #2 TO WORK AUTHORIZATION #34 FOR JACKSON ST IMPROVEMENTS IN THE AMOUNT OF $27,021*

B. *AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH LAWN ENFORCEMENT AGENCY, INC.*

C. *APPROVAL TO INCREASE WATER METER BLANKET PURCHASE ORDER BY $165,000*

D. *CR 209 WATER MAIN EXTENSION PHASE I FINAL PAY APP NO. 7 IN THE AMOUNT OF $257,984.52*

E. *WWTP EXPANSION PAY APPLICATION NO. 1 FOR PC CONSTRUCTION IN THE AMOUNT OF $200,596.00*

10. **General Items for Consideration/Discussion and Other Business**

11. **Appointments**

    A. *DESIGNATION OF THE CITY OF WILDWOOD'S VOTING DELEGATE FOR THE FLC 2023 ANNUAL BUSINESS SESSION*

    B. *APPROVAL TO PROMOTE JESSICA BARNES TO CITY CLERK*

12. **City Manager Reports**

13. **Other Department Reports**

    A. *PHYSICAL ENVIRONMENT DEPARTMENT REPORT*

14. **Commission Members Reports**

15. **City Attorney Reports**

16. **Adjournment**

Upcoming Events

June 26, 2023 - City Commission Meeting at City Hall at 7pm

July 3, 2023 - Happy Birthday America Event at Millennium Park from 5pm to 9pm

July 4, 2023 - Independence Day - City Offices Closed

July 10, 2023 - City Commission Meeting at City Hall at 9am

June 12, 2023 9:00 AM

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
May 22, 2023 7:00 PM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

ATTENDANCE	TITLE	STATUS
Ed Wolf	Mayor	Present
Pamala Harrison Bivins	Mayor Pro Tem	Present
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Cassandra Smith	Asst. City Manager/CFO	Present
John Walker	Police Captain	Present
Ashley Hunt	City Attorney	Present
Joshua Bills	City Attorney	Present
Jeremy Hockenbury	Public Works Director	Present
Jason Martin	Utility Supervisor	Present
Amanda Salazar	Parks & Recreation Director	Present

Mayor Wolf brought the meeting to order, followed by Commissioner Bivins invocation and the Pledge of Allegiance.

2. Consent Agenda/Informational Items

Consent Agenda Items A thru F were voted on together. No comments were offered or received. Vote 5-0.

RESULT:	**Adopted**
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

A. Minutes for Approval: April 10, 2023 Regular Commission Meeting

B. Minutes for Approval: April 24, 2023 Regular Commission Meeting

C. Minutes for Approval: May 1, 2023 Special Commission Meeting

D. Minutes for Approval: May 8, 2023 Regular Commission Meeting

E. Expenditure Report

F. State of Florida CyberSecurity Grant Agreement

3. Presentations and/or Proclamations

None.

4. Public Hearings - Timed - Legislative

None.

5. Public Hearings - Timed - Quasi-Judicial

None.

6. Public Forum - 4 minute time limit

John Snipes stated that he would like to have speed bumps on Warfield between the hours of 8 a.m. and 9 a.m. They use the road as a race track. Pastor John Christian stated his support for the recreation center. Peyton Perry of the AFGE CPL-33 Local 506 spoke about the concerns of understaffing at the Federal Prison in Coleman and potential dangers to the surrounding communities because of understaffing.

7. Ordinances First Reading Only (No Vote)

None.

8. Resolutions for Approval

None.

9. Financial & Contracts & Agreements

A. OLC Architectural Services Design Contract for the MLK Rec. Center in the Amount of $977,850

Parks & Recreation Amanda Salazar presented a request to approve the Architectural Services Design Contract for the MLK Recreation Center. Mayor Wolf stated that there is a need for it but opposed it due to funding and ongoing operational expenses. No other comments were offered or received. Vote 3-2.

RESULT:	**Adopted**
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Flores,

	Commissioner Green
NAYES:	Mayor Wolf, Commissioner Elliott

B. Bay Window Restoration Project for the Baker House in the Amount of $32,993

Parks & Recreation Director Amanda Salazar presented a request for the Bay Window Restoration Project for the Baker House. No comments were offered or received. Vote 5-0.

RESULT:	**Adopted**
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. Replacement and Upgrade of Six Lift Station Panels in the Amount of $208,439.00

Utility Supervisor Jason Martin presented a request for the Replacement and Upgrade of Six Lift Station Panels. Commissioner Elliott questioned if there would be compatibility with training. Martin stated that there would be two different types of controls so that multiple vendors would be able to bid on them, but everything else would be the same. No other comments were offered or received. Vote 5-0.

RESULT:	**Adopted**
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

D. Powell Street Steel Water Main Replacement in the Amount of $31,375.00

Utility Supervisor Jason Martin presented a request for Powell Street Steel Water Main Replacement. No comments were offered or received. Vote 5-0.

RESULT:	**Adopted**
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

E. Kimley-Horn Work Authorization #46 for the Huey Street Sanitary Sewer Reroute Project in the Amount of $104,000.00

Utility Supervisor Jason Martin presented a request for Kimley Horn Work Authorization #46 for the Huey Street Sanitary Sewer Reroute Project. Martin stated that this would alleviate flow and increase capacity in the current line flow. No comments were offered or received.

Vote 5-0.

F. Utility Line Replacement on the Chitty Chatty Bridge in the Amount of $205,840.00

Utility Supervisor Jason Martin presented a request for the Utility Line Replacement on the Chitty Chatty Bridge.

RESULT:	**Adopted**
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

G. Millennium Park Reuse Extension Phase 1 Project Award in the Amount of $404,414.61

Utility Supervisor Jason Martin presented a request for Pave-Rite to begin the Millennium Park Reuse Extension Phase 1 Project. No comments were offered or received. Vote 5-0.

H. Municipal Services Complex Pay App #21 in the Amount of $133,684.84

Public Works Director Jeremy Hockenbury presented a request for Municipal Services Complex Pay App # 21. No comments were offered or received.

RESULT:	**Adopted**
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

I. RFQ #2023-11 Urban Planning Continuing Services

Assistant City Manager/CFO Cassandra Smith presented a request for approval for the City Manager to enter into negotiations with the top three firms, Ayres, GAI Consultants, and Inspire Placemaking Collective for the Urban Planning Continuing Services Agreement. Commissioner Elliott asked by picking three instead of one, if there would be any anticipated cost increase for the city. Smith stated that she did not anticipate an increase in costs. Commissioner Green questioned whether at this point the item would not be brought back to the Commission and that staff would be deciding which vendor was suited to which contract. Smith stated yes that was correct. City Manager Jason McHugh stated that staff would make that decision and then present the contracts for approval to the Commission. No other comments were offered or received. Vote 5-0.

RESULT:	**Adopted**
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

10. General Items for Consideration/Discussion and Other Business

A. Request for Decision to Move Forward with Broken Oak Drive Improvement Project

City Manager Jason McHugh presented a request for a decision to move forward with the Broken Oak Drive Improvement Project. McHugh stated that the city had been working with Kimley-Horn to assess the project. McHugh stated the utility lines will need to be improved. McHugh stated that the project will improve the road and create a partial one-way path on Broken Oak. McHugh stated that various opinions were presented at the community meeting that was held, some desired the one-way route to go the other way. Kimley-Horn, at that time, re-evaluated the one-way to go westbound and found the original recommendation to be the most appropriate. McHugh stated he is seeking the Commission's direction on whether to proceed with the project or to not make any changes at all. Mayor Wolf stated that he would hate to see the local residents navigate a one-way street. Mayor Wolf feels that there is not enough traffic to warrant the change. Mayor Wolf feels it would be a temporary fix and improvements would likely happen through future development and feels that if the one tree was removed it would be sufficient for the current situation. Commissioner Elliott stated that he feels a resolution could be reached between doing nothing and taking the tree down. Commissioner Elliott feels we should look at options for taking the tree down and not implementing the full plan. McHugh stated that he would request to move forward with the reuse line installation. Nick Mora of Kimley-Horn spoke as to the reasoning and benefits of implementing the full plan, and the design standards require either widening or converting it to a one-way roadway. The plan as presented was designed for the increased traffic which is anticipated. The Commission's direction to the City Manager was to review options and bring them back to the Commission.

RESULT:	**Review Options**
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

11. Appointments

None.

12. City Manager Reports

A. Irrigation Meter Update

City Manager Jason McHugh recommends that the moratorium on irrigation meters be allowed to lapse on the 23rd.

B. Request City Commission Workshop for June 5th at 9am

City Manager Jason McHugh requested a Workshop on June 5, 2023, at 9 a.m. for a Code Enforcement update by Tara Tradd and City Attorney Hunt. McHugh stated that the Lake

Deaton Boat Ramp is closed due to damage to the ramp and that it would be dangerous to launch a boat. City Attorney Hunt recommends not allowing a sign "Launch at Your Own Risk". McHugh stated that the Huey Street water tank cleaning went well with only a few rusty water complaints.

13. Other Department Reports

None.

14. Commission Members Reports

Commissioner Elliott attended the Women's League of Voters where City Manager McHugh spoke. Commissioner Elliott also attended the play at the Municipal Services Complex and stated that it went over very well. Commissioner Elliott also suggested a time capsule be put in the new building across the street and asked if any had been found in the demolition and asked the City Manager to look into the possibility. Commissioner Green mentioned a previous owner of a deli that had been there and had memorabilia. Commissioner Green stated that the Regional Planning Committee would be having their second annual Diamond Awards and submissions are due in June and would like to have Wildwood enter. Commissioner Bivins stated that there had been complaints at the intersection of Fourth and Ross Street and asked for more stop signs. Mayor Wolf congratulated all the upcoming graduates.

15. City Attorney Reports

None.

16. Adjournment

The meeting was adjourned at 7:55 p.m. No comments were offered or received. Vote 5-0

RESULT:	**Adjourned**
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: ________________________
Susan Patterson, City Clerk

BY: ________________________
Ed Wolf, Mayor

CITY OF WILDWOOD

YEAR TO DATE REVENUE-EXPENDITURE REPORT

COMMISSION MEETING JUNE 12 2023

06/07/2023
11:17 AM

Revenue Account Range: *First to Last* **Include Non-Anticipated:** *No* **Year To Date As Of:** *06/30/23*

Expend Account Range: *First to Last* **Include Non-Budget:** *No* **Current Period:** *06/01/23 to 06/30/23*

Print Zero YTD Activity: *No* **Prior Year:** *06/01/22 to 06/30/22*

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
001-311-1000	AD VALOREM TAXES	9,513,015.23	12,767,400.00	0.00	12,823,189.86	55,789.86	100
001-312-4100	LOCAL OPTION GAS TAX	521,726.98	550,510.00	0.00	408,708.79	141,801.21 -	74
001-312-6000	DISCRETIONARY/LOCAL GOVT. INFRA	3,000,973.76	2,912,630.00	0.00	2,357,859.12	554,770.88 -	81
001-313-1000	FRANCHISE TAX-/PROGRESS ENERGY SVCS	914,818.57	800,000.00	0.00	663,951.09	136,048.91 -	83
001-313-1010	FRANCHISE TAX- SECO	1,109,792.58	1,071,605.00	0.00	927,844.93	143,760.07 -	87
001-313-4080	LEESBURG ELECTRIC FRANCHISE FEE	56,759.18	35,000.00	0.00	54,829.76	19,829.76	157
001-313-4160	FRANCHISE TAX- TECO/PEOPLES GAS	252,232.71	250,000.00	0.00	195,899.71	54,100.29 -	78
001-313-4170	FENNEY WATER CONS AUTHORITY-UTILITY TAX	53,537.52	45,000.00	0.00	37,641.19	7,358.81 -	84
001-313-4180	LEESBURG GAS FRANCHISE FEE	50,945.56	45,000.00	0.00	41,819.18	3,180.82 -	93
001-313-4190	SOUTH SUMTER UTILITY COMPANY FRANCHISE	370,207.76	275,000.00	0.00	209,071.57	65,928.43 -	76
001-313-5000	FRANCHISE TAX- WASTE MGMNT-REFUSE SVCS	191,455.95	190,000.00	0.00	133,456.48	56,543.52 -	70
001-313-5001	TRI-COUNTY SANITATION FRANCHISE FEE	239,734.08	250,000.00	0.00	206,212.67	43,787.33 -	82
001-313-5003	FRANCHISE FEE - SEWWC	228,541.29	245,000.00	0.00	195,529.22	49,470.78 -	80
001-314-1000	UTILITY TAX-PROGRESS ENERGY SVCS.	800,587.31	690,000.00	0.00	535,902.45	154,097.55 -	78
001-314-1010	UTILITY TAX-SUMTER ELECTRIC	1,022,299.81	930,000.00	0.00	714,519.33	215,480.67 -	77
001-314-3000	UTILITY TAX-WATER SALES	116,647.62	110,000.00	0.00	73,865.55	36,134.45 -	67
001-314-3002	THE VILLAGES-5% WATER UTILITY TAX	226,690.03	250,000.00	0.00	147,931.94	102,068.06 -	59
001-314-3003	CENTRAL SUMTER UTILIITY CO. LLC	112,364.85	125,000.00	0.00	117,553.79	7,446.21 -	94
001-314-4000	UTILITY TAX-SUBURBAN PROPANE	14,947.69	15,000.00	0.00	11,288.53	3,711.47 -	75
001-314-4030	FERRELLGAS LP	1,603.55	1,000.00	0.00	1,078.73	78.73	108
001-314-4040	CIRCLE K STORES	210.93	200.00	0.00	254.92	54.92	127
001-314-4080	LEESBURG ELECTRIC UTILITY TAX	42,831.63	30,000.00	0.00	35,344.81	5,344.81	118
001-314-4081	LEESBURG GAS UTILITY TAX	75,244.67	60,000.00	0.00	59,470.56	529.44 -	99
001-314-4100	INTERCONN RESOURCES LLC	27,549.71	30,000.00	0.00	9,589.61	20,410.39 -	32
001-314-4150	CVS	389.42	200.00	0.00	222.48	22.48	111

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
001-314-4151	AMERIGAS PROPANE	9,864.39	8,000.00	0.00	5,752.51	2,247.49 -	72
001-314-4152	LOWE'S PROPANE TAX	2,426.64	1,500.00	0.00	1,694.63	194.63	113
001-314-4153	BLOSSMAN COMPANIES PROPANE TAX	0.00	0.00	0.00	229.31	229.31	0
001-314-4160	TECO-PEOPLES GAS	262,582.16	250,000.00	0.00	240,121.75	9,878.25 -	96
001-314-4162	GAS SOUTH UTILITY TAX	335.05	300.00	0.00	527.49	227.49	176
001-314-4190	SOUTH SUMTER UTILITY CO UTILITY TAX	148,810.50	85,000.00	0.00	81,801.33	3,198.67 -	96
001-314-4191	PUBLIX UTILITY TAX	932.43	500.00	0.00	774.50	274.50	155
001-314-9010	STATE COMMUNICATIONS TAX	499,413.36	500,000.00	0.00	430,001.99	69,998.01 -	86
001-331-5000	FEMA GRANT	0.00	0.00	0.00	65,810.15	65,810.15	0
001-335-1200	STATE REVENUE SHARING	628,683.58	652,660.00	0.00	425,066.60	227,593.40 -	65
001-335-1400	MOBILE HOME LICENSES	16,437.90	10,000.00	0.00	12,086.49	2,086.49	121
001-335-1600	STATE BEVERAGE LICENSES	7,462.21	8,500.00	0.00	7,609.04	890.96 -	90
001-335-1800	1/2 CENT SALES TAX	1,478,361.37	1,508,170.00	0.00	1,142,138.34	366,031.66 -	76
001-339-1000	SOUTH SUMTER UTILITY PILOT FEES	5,582.80	0.00	0.00	0.00	0.00	0
001-341-2006	COMMUNITY DEVELOPMENT SERVICES	844,761.41	500,000.00	1,000.00 -	415,353.13	84,646.87 -	83
001-341-2010	TREE MITIGATION PERMITS	25,584.00	0.00	0.00	750.00	750.00	0
001-347-5300	BUILDING RENTAL-WILDWOOD COMMUNITY CENTE	75,282.78	50,000.00	0.00	63,564.08	13,564.08	127
001-347-5304	COMMUNITY CENTER STAFF FEES	150.00 -	100.00	0.00	100.00	0.00	100
001-347-5305	BUILDING RENTAL-OXFORD COMMUNITY CENTER	7,747.58	5,000.00	0.00	8,824.85	3,824.85	176
001-347-5306	BUILDING RENTAL-MLK JR COMMUNITY CENTER	1,693.87	1,500.00	0.00	1,283.14	216.86 -	86
001-347-5307	OUTDOOR BUILDING RENTALS	46.10	100.00	0.00	56.88	43.12 -	57
001-347-5308	OPEN SPACE RENTALS	354.97	100.00	0.00	1,190.30	1,090.30	***
001-350-1000	FINES	27,251.97	20,000.00	0.00	25,337.96	5,337.96	127
001-351-1002	CODE ENFORCEMENT	1,825.29	1,000.00	0.00	1,540.68	540.68	154
001-351-3000	POLICE-2ND DOLLAR FUND	2,900.28	1,500.00	0.00	7,094.75	5,594.75	473
001-361-0000	INTEREST EARNINGS	85,937.51	5,000.00	0.00	125,450.97	120,450.97	***
001-369-0000	OTHER MISCELLANEOUS REVENUE	6,413.14	10,000.00	0.00	12,165.86	2,165.86	122
001-369-0010	STATE HIGHWAY LIGHTING AGREEMENT	17,247.78	17,765.00	0.00	0.00	17,765.00 -	0
001-369-0012	FDOT HIGHWAY MAINTENANCE AGREEMENT	15,500.08	13,440.00	0.00	4,202.25	9,237.75 -	31

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
001-369-0050	AUCTION PROCEEDS	9,972.00	10,000.00	0.00	25,262.67	15,262.67	253
001-369-0052	SPONSORSHIPS	1,265.00	1,000.00	0.00	0.00	1,000.00 -	0
001-369-0058	DONATIONS	17,515.70	0.00	0.00	15,081.00	15,081.00	0
001-369-0075	MULTI-PURPOSE FIELD RENTAL	0.00	100.00	0.00	0.00	100.00 -	0
001-369-0076	BASEBALL FIELD RENTAL	3,329.84	1,000.00	0.00	3,213.94	2,213.94	321
001-369-0078	FIELD PREPARATION FEES	345.00	100.00	0.00	479.24	379.24	479
001-369-0792	PROGRAM REGISTRATION FEES	29,002.57	15,000.00	50.00 -	37,233.41	22,233.41	248
001-369-0794	CONCESSION / VENDOR FEES	100.00	100.00	0.00	0.00	100.00 -	0
001-369-0796	SPECIAL EVENT REGISTRATION FEES	1,330.00	1,500.00	10.00 -	4,676.50	3,176.50	312
001-369-2100	POLICE DEPT MISCELLANEOUS REVENUE	4,794.00	1,500.00	0.00	3,407.13	1,907.13	227
001-369-3700	MISCELLANEOUS POLICE DONATIONS	0.00	100.00	0.00	0.00	100.00 -	0
001-369-3748	MISC. GRANTS/VESTS	2,325.00	0.00	0.00	2,800.00	2,800.00	0
001-369-4000	FUEL TAX REFUND	11,470.88	6,500.00	0.00	3,839.20	2,660.80 -	59
001-380-1000	OTHR FINANCING SOURCE-INSURANCE PROCEEDS	67,736.50	0.00	0.00	0.00	0.00	0
001-380-1001	OTHER FINANCING SOURCE-COUNTY REIMBURSE	90,804.00	0.00	0.00	0.00	0.00	0
001-382-1010	TRANSFER FROM INDUSTRIAL PARK	10,000.00	10,000.00	0.00	0.00	10,000.00 -	0
001-382-1013	TRANSFER FROM LAW ENFORCEMENT IMP FEES	412,800.00	412,800.00	0.00	0.00	412,800.00 -	0
001-389-5000	NON-OPERATIONAL CASH FORWARD-GEN FUND	0.00	5,806,015.00	0.00	0.00	5,806,015.00 -	0
	GENERAL FUND Revenue Totals	**23,781,188.03**	**31,594,395.00**	**1,060.00 -**	**23,139,558.34**	**8,454,836.66 -**	**73**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-511-00-0000	LEGISLATIVE- CITY COMMISSION:	0.00	0.00	0.00	0.00	0.00	0
001-511-10-1200	SALARIES	42,528.84	48,910.00	4,141.26	36,993.11	11,916.89	76
001-511-10-2100	FICA EXPENSE	3,253.32	3,750.00	316.79	2,829.85	920.15	75
001-511-10-2200	RETIREMENT	22,461.75	27,880.00	2,360.51	20,334.16	7,545.84	73
001-511-10-2300	LIFE & HEALTH INSURANCE	285.00	350.00	23.75	398.24	48.24 -	114
001-511-10-2600	WORKERS COMPENSATION INSURANCE	133.96	150.00	0.00	151.57	1.57 -	101
001-511-30-3100	PROFESSIONAL SERVICES	2,200.00	6,000.00	0.00	200.00	5,800.00	3
001-511-30-4000	TRAVEL & PER DIEM	6,205.44	7,000.00	0.00	573.96	6,426.04	8

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-511-30-4100	TELEPHONE EXPENSE	1,196.00	2,000.00	0.00	634.12	1,365.88	32
001-511-30-4110	IT LICENSING / EQUIPMENT	4,807.20	8,470.00	0.00	4,857.81	3,612.19	57
001-511-30-4600	REPAIR & MAINTENANCE	0.00	500.00	0.00	0.00	500.00	0
001-511-30-4900	MISC. EXPENSE & OTHER CURRENT	66.37	2,500.00	0.00	2,691.45	191.45 -	108
001-511-30-5100	OFFICE SUPPLIES	39.00	150.00	0.00	0.00	150.00	0
001-511-30-5200	OPERATING SUPPLIES	98.66	400.00	0.00	23.15	376.85	6
001-511-30-5400	SUBSCRIPTIONS/DUES	2,680.00	5,300.00	0.00	4,167.00	1,133.00	79
001-511-30-5500	TRAINING	1,650.00	2,650.00	0.00	0.00	2,650.00	0
001-511-60-6300	CAPITAL IMPROVEMENT-OTHER	5,698.00	0.00	0.00	0.00	0.00	0
	511 LEGISLATIVE- CITY COMMISSION:	**93,303.54**	**116,010.00**	**6,842.31**	**73,854.42**	**42,155.58**	**64**
001-512-00-0000	EXECUTIVE- CITY MANAGER:	0.00	0.00	0.00	0.00	0.00	0
001-512-10-1200	SALARIES	283,686.15	448,710.00	15,448.34	280,979.39	167,730.61	63
001-512-10-1300	OVERTIME	69.81	0.00	0.00	0.00	0.00	0
001-512-10-1500	SICK LEAVE	6,172.52	0.00	0.00	2,309.33	2,309.33 -	0
001-512-10-1600	VACATION PAY	12,418.17	0.00	64.46	14,900.51	14,900.51 -	0
001-512-10-1800	HOLIDAY PAY	12,853.78	0.00	1,918.14	13,568.12	13,568.12 -	0
001-512-10-2100	FICA EXPENSE	24,024.10	34,330.00	1,325.82	23,214.61	11,115.39	68
001-512-10-2200	RETIREMENT	84,211.65	110,900.00	4,306.79	77,284.46	33,615.54	70
001-512-10-2210	BENEFIT ADMIN FEES	58.50	0.00	0.00	94.50	94.50 -	0
001-512-10-2300	LIFE & HEALTH INSURANCE	24,071.20	46,800.00	1,750.50	30,948.50	15,851.50	66
001-512-10-2600	WORKERS COMPENSATION INSURANCE	446.58	500.00	0.00	505.29	5.29 -	101
001-512-30-3100	PROFESSIONAL SERVICES	53,952.16	125,000.00	0.00	38,172.90	86,827.10	31
001-512-30-3450	CLOTHING AND UNIFORMS	0.00	500.00	0.00	183.96	316.04	37
001-512-30-4000	TRAVEL & PER DIEM	7,309.05	10,600.00	500.00	4,613.53	5,986.47	44
001-512-30-4100	TELEPHONE EXPENSE	2,788.94	4,500.00	0.00	2,491.69	2,008.31	55
001-512-30-4110	IT LICENSING / EQUIPMENT	2,890.83	11,840.00	0.00	11,526.42	313.58	97
001-512-30-4150	ADVERTISING/RECORDING EXPENSE	0.00	4,000.00	0.00	1,492.72	2,507.28	37
001-512-30-4200	POSTAGE/TRANSPORTATION FEES	7.29	500.00	0.00	87.62	412.38	18
001-512-30-4600	REPAIR & MAINTENANCE	946.22	5,800.00	0.00	703.85	5,096.15	12

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-512-30-4900	MISC. EXPENSE & OTHER CURRENT	501.71	1,000.00	0.00	414.79	585.21	41
001-512-30-5100	OFFICE SUPPLIES	338.18	2,000.00	0.00	1,062.43	937.57	53
001-512-30-5200	OPERATING SUPPLIES	593.17	7,250.00	0.00	5,670.76	1,579.24	78
001-512-30-5400	SUBSCRIPTIONS/DUES	3,846.24	5,650.00	0.00	2,176.75	3,473.25	39
001-512-30-5500	TRAINING	2,137.51	9,000.00	0.00	1,960.00	7,040.00	22
001-512-60-6400	CAP. IMPROVEMENT-MACHINERY	0.00	5,200.00	0.00	4,633.40	566.60	89
	512 EXECUTIVE- CITY MANAGER:	**523,323.76**	**834,080.00**	**25,314.05**	**518,995.53**	**315,084.47**	**62**
001-513-00-0000	CLERK/FINANCE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-513-10-1200	SALARIES	221,653.11	283,920.00	8,675.24	146,502.72	137,417.28	52
001-513-10-1300	OVERTIME	24.88	500.00	0.00	0.00	500.00	0
001-513-10-1500	SICK LEAVE	6,549.71	0.00	88.10	4,588.51	4,588.51 -	0
001-513-10-1600	VACATION PAY	16,092.88	0.00	999.44	8,746.41	8,746.41 -	0
001-513-10-1800	HOLIDAY PAY	10,401.00	0.00	1,084.76	6,655.19	6,655.19 -	0
001-513-10-2100	FICA EXPENSE	19,486.82	21,760.00	829.82	12,736.51	9,023.49	59
001-513-10-2200	RETIREMENT	32,712.84	37,280.00	1,459.10	22,808.35	14,471.65	61
001-513-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	0.00	0.00	0
001-513-10-2300	LIFE & HEALTH INSURANCE	35,524.88	46,800.00	1,787.63	24,835.63	21,964.37	53
001-513-10-2500	UNEMPLOYMENT COMPENSATION	0.00	500.00	0.00	0.00	500.00	0
001-513-10-2600	WORKERS COMPENSATION INSURANCE	893.14	1,000.00	0.00	1,010.57	10.57 -	101
001-513-30-3100	PROFESSIONAL SERVICES	13,361.60	17,750.00	0.00	25.00	17,725.00	0
001-513-30-3200	ACCOUNTING/AUDITING FEE	18,500.00	19,250.00	16,500.00	16,500.00	2,750.00	86
001-513-30-3400	OTHER CONTRACTUAL SERVICES	2,720.05	14,800.00	1,045.17	9,031.32	5,768.68	61
001-513-30-4000	TRAVEL & PER DIEM	0.00	2,000.00	0.00	55.56	1,944.44	3
001-513-30-4100	TELEPHONE EXPENSE	3,480.22	6,300.00	0.00	3,371.20	2,928.80	54
001-513-30-4110	IT LICENSING / EQUIPMENT	32,428.68	37,540.00	0.00	29,323.02	8,216.98	78
001-513-30-4150	ADVERTISING/RECORDING EXPENSE	2,857.35	1,580.00	0.00	171.10	1,408.90	11
001-513-30-4200	POSTAGE/TRANSPORTATION FEES	5,000.62	3,150.00	0.00	2,240.66	909.34	71
001-513-30-4300	UTILITIES EXPENSE	18,321.51	27,300.00	0.00	10,495.38	16,804.62	38
001-513-30-4400	RENTAL & LEASING	2,995.45	3,900.00	0.00	2,175.55	1,724.45	56

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-513-30-4500	GENERAL INSURANCE	149,199.14	190,000.00	0.00	185,308.13	4,691.87	98
001-513-30-4600	REPAIR & MAINTENANCE	12,369.37	22,470.00	0.00	5,172.09	17,297.91	23
001-513-30-4900	MISC. EXPENSE & OTHER CURRENT	5,655.83	6,000.00	340.93	3,513.37	2,486.63	59
001-513-30-4910	ELECTION EXPENSES	0.00	500.00	0.00	0.00	500.00	0
001-513-30-5100	OFFICE SUPPLIES	4,216.10	3,600.00	0.00	2,793.68	806.32	78
001-513-30-5200	OPERATING SUPPLIES	7,147.80	7,050.00	0.00	4,001.66	3,048.34	57
001-513-30-5400	SUBSCRIPTIONS/DUES	432.50	1,180.00	0.00	187.50	992.50	16
001-513-30-5500	TRAINING	1,818.00	3,360.00	0.00	799.00	2,561.00	24
001-513-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	7,560.00	0.00	0.00	7,560.00	0
001-513-70-7100	DEBT SERVICE/CITY HALL-PRINCIPAL	109,873.75	112,595.00	0.00	55,952.53	56,642.47	50
001-513-70-7200	DEBT SERVICE/CITY HALL-INTEREST	24,553.79	21,835.00	0.00	11,261.25	10,573.75	52
001-513-70-7500	DEBT SERVICE/POLICE STATION-PRINCIPAL	223,552.49	229,425.00	0.00	113,969.00	115,456.00	50
001-513-70-7550	DEBT SERVICE/POLICE STATION-INTEREST	68,058.21	62,185.00	0.00	31,836.35	30,348.65	51
001-513-70-7600	DEBT SERV/2018 GEN FUND PROJ LOAN-PRINCP	327,167.69	333,315.00	0.00	333,314.33	0.67	100
001-513-70-7650	DEBT SERV/2018 GEN FUND PROJ LOAN-INTRST	95,401.31	89,270.00	0.00	89,263.05	6.95	100
	513 CLERK/FINANCE DEPARTMENT:	**1,472,504.72**	**1,615,675.00**	**32,810.19**	**1,138,644.62**	**477,030.38**	**70**
001-516-00-0000	DEVELOPMENT SERVICES:	0.00	0.00	0.00	0.00	0.00	0
001-516-10-1200	SALARIES	477,983.17	707,050.00	19,529.78	343,238.88	363,811.12	49
001-516-10-1300	OVERTIME	1,684.41	1,000.00	88.64	717.77	282.23	72
001-516-10-1500	SICK LEAVE	10,237.69	0.00	241.51	9,708.61	9,708.61 -	0
001-516-10-1600	VACATION PAY	29,637.20	0.00	1,583.03	12,844.94	12,844.94 -	0
001-516-10-1800	HOLIDAY PAY	19,472.89	0.00	2,857.55	16,181.42	16,181.42 -	0
001-516-10-2100	FICA EXPENSE	41,234.27	54,170.00	1,859.01	29,275.97	24,894.03	54
001-516-10-2200	RETIREMENT	77,619.65	105,520.00	3,399.49	54,469.19	51,050.81	52
001-516-10-2210	BENEFIT ADMIN FEES	211.50	0.00	0.00	58.50	58.50 -	0
001-516-10-2300	LIFE & HEALTH INSURANCE	70,554.20	107,640.00	3,682.97	54,943.87	52,696.13	51
001-516-10-2600	WORKERS COMPENSATION INSURANCE	1,339.72	1,500.00	0.00	1,515.86	15.86 -	101
001-516-30-3100	PROFESSIONAL SERVICES	502,781.20	525,000.00	0.00	269,927.87	255,072.13	51
001-516-30-3400	OTHER CONTRACTUAL SERVICES	1,361.24	14,500.00	0.00	596.75	13,903.25	4

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-516-30-3450	CLOTHING AND UNIFORMS	981.46	2,000.00	0.00	456.92	1,543.08	23
001-516-30-4000	TRAVEL & PER DIEM	4,014.91	24,650.00	55.28	766.38	23,883.62	3
001-516-30-4100	TELEPHONE EXPENSE	9,092.98	8,000.00	0.00	4,662.63	3,337.37	58
001-516-30-4110	IT LICENSING / EQUIPMENT	15,689.09	55,100.00	0.00	28,421.00	26,679.00	52
001-516-30-4150	ADVERTISING/RECORDING EXPENSE	33,762.20	25,000.00	0.00	18,471.24	6,528.76	74
001-516-30-4200	POSTAGE/TRANSPORTATION FEES	1,849.68	8,000.00	0.00	971.65	7,028.35	12
001-516-30-4600	REPAIR & MAINTENANCE	3,417.08	6,000.00	0.00	1,189.21	4,810.79	20
001-516-30-4900	MISC. EXPENSE & OTHER CURRENT	273.06	10,000.00	0.00	1,392.21	8,607.79	14
001-516-30-4950	CODE ENFORCEMENT	2,738.41	51,500.00	0.00	3,240.57	48,259.43	6
001-516-30-5100	OFFICE SUPPLIES	2,250.71	10,000.00	0.00	1,471.09	8,528.91	15
001-516-30-5200	OPERATING SUPPLIES	15,236.35	10,000.00	0.00	3,275.74	6,724.26	33
001-516-30-5250	FUEL EXPENSE	1,957.56	2,500.00	0.00	823.29	1,676.71	33
001-516-30-5400	SUBSCRIPTIONS/DUES	2,383.95	3,980.00	0.00	665.17	3,314.83	17
001-516-30-5500	TRAINING	7,497.85	19,460.00	0.00	4,413.79	15,046.21	23
001-516-30-5550	LICENSING	10,961.10	0.00	0.00	0.00	0.00	0
001-516-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	18,000.00	0.00	11,128.33	6,871.67	62
001-516-60-6330	JPA COMP PLAN AMENDMENTS	15,033.63	0.00	0.00	0.00	0.00	0
001-516-60-6400	CAPITAL IMPROV.-MACHINERY/EQUIPMENT	39,090.00	0.00	0.00	0.00	0.00	0
	516 DEVELOPMENT SERVICES:	**1,400,347.16**	**1,770,570.00**	**33,297.26**	**874,828.85**	**895,741.15**	**49**
001-518-00-0000	INFORMATION TECHNOLOGY DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
001-518-10-1200	SALARIES	112,674.55	190,330.00	5,915.92	94,952.93	95,377.07	50
001-518-10-1300	OVERTIME	41.47	0.00	0.00	0.00	0.00	0
001-518-10-1500	SICK LEAVE	6,520.75	0.00	169.23	1,154.03	1,154.03 -	0
001-518-10-1600	VACATION PAY	6,969.13	0.00	0.00	4,456.59	4,456.59 -	0
001-518-10-1800	HOLIDAY PAY	5,224.00	0.00	488.10	2,507.14	2,507.14 -	0
001-518-10-2100	FICA EXPENSE	10,054.87	14,570.00	502.85	7,884.94	6,685.06	54
001-518-10-2200	RETIREMENT	14,627.63	22,670.00	782.88	12,275.71	10,394.29	54
001-518-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	31.50	31.50 -	0
001-518-10-2300	LIFE & HEALTH INSURANCE	15,172.20	28,080.00	1,013.26	13,538.24	14,541.76	48

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-518-10-2600	WORKERS COMPENSATION INSURANCE	178.65	200.00	0.00	202.10	2.10 -	101
001-518-30-3100	PROFESSIONAL SERVICES	375.00	145,320.00	0.00	25.00	145,295.00	0
001-518-30-3400	OTHER CONTRACTUAL SERVICES	988.66	15,160.00	329.33	2,918.64	12,241.36	19
001-518-30-4000	TRAVEL & PER DIEM	0.00	7,500.00	0.00	0.00	7,500.00	0
001-518-30-4100	TELEPHONE EXPENSE	5,873.59	5,000.00	0.00	4,444.69	555.31	89
001-518-30-4110	IT LICENSING / EQUIPMENT	8,595.85	21,700.00	0.00	6,626.28	15,073.72	31
001-518-30-4200	POSTAGE/TRANSPORTATION FEES	8.26	250.00	0.00	0.00	250.00	0
001-518-30-4300	UTILITIES EXPENSE	1,758.96	2,300.00	0.00	732.81	1,567.19	32
001-518-30-4400	RENTAL & LEASING	0.00	500.00	0.00	0.00	500.00	0
001-518-30-4600	REPAIR & MAINTENANCE	75.01	4,000.00	0.00	20.15	3,979.85	0
001-518-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	8,000.00	0.00	397.91	7,602.09	5
001-518-30-5100	OFFICE SUPPLIES	203.59	900.00	0.00	352.48	547.52	39
001-518-30-5200	OPERATING SUPPLIES	7,769.60	15,000.00	0.00	1,743.16	13,256.84	12
001-518-30-5400	SUBSCRIPTIONS/DUES	355.00	2,500.00	0.00	200.00	2,300.00	8
001-518-30-5500	TRAINING	1,552.98	8,000.00	0.00	1,255.91	6,744.09	16
001-518-30-5550	LICENSING	47,110.77	30,000.00	0.00	12,565.34	17,434.66	42
001-518-60-6300	CAPITAL IMPROVEMENT-OTHER	13,771.91	0.00	0.00	0.00	0.00	0
001-518-60-6400	CAP. IMPROVEMENTS-MACHINERY/EQUIP	17,215.00	16,000.00	0.00	0.00	16,000.00	0
	518 INFORMATION TECHNOLOGY DEPARTMENT	**277,171.43**	**537,980.00**	**9,201.57**	**168,285.55**	**369,694.45**	**31**
001-519-00-0000	HUMAN RESOURCE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-519-10-1200	SALARIES	106,595.87	130,420.00	3,704.19	83,076.33	47,343.67	64
001-519-10-1300	OVERTIME	298.61	0.00	0.00	0.00	0.00	0
001-519-10-1500	SICK LEAVE	2,327.18	0.00	0.00	1,529.67	1,529.67 -	0
001-519-10-1600	VACATION PAY	5,570.61	0.00	987.00	4,031.33	4,031.33 -	0
001-519-10-1800	HOLIDAY PAY	4,608.81	0.00	576.08	4,098.04	4,098.04 -	0
001-519-10-2100	FICA EXPENSE	9,134.78	9,980.00	402.94	7,094.29	2,885.71	71
001-519-10-2200	RETIREMENT	13,266.32	15,540.00	627.33	11,044.81	4,495.19	71
001-519-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	27.00	27.00 -	0
001-519-10-2300	LIFE & HEALTH INSURANCE	15,291.36	18,720.00	717.87	12,279.79	6,440.21	66

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-519-10-2600	WORKERS COMPENSATION INSURANCE	98.26	110.00	0.00	111.17	1.17 -	101
001-519-30-3100	PROFESSIONAL SERVICES	2,216.00	60,000.00	0.00	21,620.00	38,380.00	36
001-519-30-3400	OTHER CONTRACTUAL SERVICES	863.04	6,400.00	329.33	2,928.64	3,471.36	46
001-519-30-4000	TRAVEL & PER DIEM	3,484.89	4,800.00	0.00	455.16	4,344.84	9
001-519-30-4100	TELEPHONE EXPENSE	5,005.64	4,750.00	0.00	2,851.11	1,898.89	60
001-519-30-4110	IT LICENSING / EQUIPMENT	19,496.92	20,530.00	0.00	20,036.69	493.31	98
001-519-30-4150	ADVERTISING/RECRUITING	4,730.00	4,700.00	0.00	1,305.25	3,394.75	28
001-519-30-4200	POSTAGE/TRANSPORTATION FEES	176.50	500.00	0.00	127.13	372.87	25
001-519-30-4300	UTILITIES EXPENSE	2,073.75	2,300.00	0.00	960.83	1,339.17	42
001-519-30-4400	RENTAL & LEASING	10.40	60.00	0.00	0.00	60.00	0
001-519-30-4600	REPAIR & MAINTENANCE	2,925.88	3,000.00	0.00	2,019.12	980.88	67
001-519-30-4800	EMPLOYEE PROGRAMS	6,724.51	8,000.00	0.00	5,442.51	2,557.49	68
001-519-30-4900	MISC. EXPENSE & OTHER CURRENT	519.40	1,000.00	0.00	365.37	634.63	37
001-519-30-5100	OFFICE SUPPLIES	1,076.85	2,900.00	0.00	875.70	2,024.30	30
001-519-30-5200	OPERATING SUPPLIES	1,034.38	2,800.00	0.00	1,960.65	839.35	70
001-519-30-5250	FUEL EXPENSE	533.82	700.00	0.00	248.30	451.70	35
001-519-30-5400	SUBSCRIPTIONS/DUES	1,023.24	2,380.00	0.00	1,451.92	928.08	61
001-519-30-5500	TRAINING	4,574.94	4,850.00	0.00	4,305.14	544.86	89
001-519-30-5501	STAFF TRAINING PROGRAMS	1,780.05	5,000.00	0.00	1,685.13	3,314.87	34
	519 HUMAN RESOURCE DEPARTMENT:	**215,496.01**	**309,440.00**	**7,344.74**	**191,931.08**	**117,508.92**	**62**
001-521-00-0000	POLICE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-521-10-1200	SALARIES	2,027,045.38	3,539,580.00	95,456.07	1,606,715.33	1,932,864.67	45
001-521-10-1220	UNIFORM ALLOWANCE	13,980.00	14,820.00	0.00	9,080.00	5,740.00	61
001-521-10-1250	ON CALL	7,050.00	10,400.00	225.00	4,425.00	5,975.00	43
001-521-10-1260	SHIFT DIFFERENTIAL	14,061.06	20,080.00	538.80	8,614.87	11,465.13	43
001-521-10-1300	OVERTIME	117,487.00	157,000.00	2,261.62	87,460.63	69,539.37	56
001-521-10-1500	SICK LEAVE	72,320.99	0.00	1,138.19	38,839.53	38,839.53 -	0
001-521-10-1600	VACATION PAY	101,695.36	0.00	2,659.14	74,890.07	74,890.07 -	0
001-521-10-1700	INCENTIVE PAY	20,290.00	56,000.00	40.00	14,650.00	41,350.00	26

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-521-10-1800	HOLIDAY PAY	83,822.11	0.00	11,915.50	73,335.58	73,335.58 -	0
001-521-10-1820	HOLIDAY PREMIUM	73,753.36	82,000.00	7,659.76	58,748.54	23,251.46	72
001-521-10-2100	FICA EXPENSE	194,120.65	295,680.00	9,324.89	151,138.57	144,541.43	51
001-521-10-2200	RETIREMENT	629,058.51	1,103,850.00	31,827.78	515,923.43	587,926.57	47
001-521-10-2210	BENEFIT ADMIN FEES	243.00	0.00	0.00	243.00	243.00 -	0
001-521-10-2300	LIFE & HEALTH INSURANCE	317,222.69	547,560.00	14,929.63	245,510.73	302,049.27	45
001-521-10-2500	UNEMPLOYMENT COMP. REIMBURSEMENT	2,817.24	0.00	0.00	4,608.24	4,608.24 -	0
001-521-10-2600	WORKERS COMPENSATION INSURANCE	58,053.22	65,000.00	0.00	65,685.95	685.95 -	101
001-521-30-3100	PROFESSIONAL SERVICES	10,888.21	48,000.00	800.00	11,714.99	36,285.01	24
001-521-30-3400	OTHER CONTRACTUAL SERVICES	12,915.35	26,800.00	1,399.66	23,562.19	3,237.81	88
001-521-30-3450	CLOTHING AND UNIFORMS	10,568.31	12,000.00	0.00	8,329.13	3,670.87	69
001-521-30-3500	INVESTIGATIONS	7,924.44	15,000.00	0.00	4,718.09	10,281.91	31
001-521-30-4000	TRAVEL & PER DIEM	4,507.60	9,000.00	207.00	3,634.02	5,365.98	40
001-521-30-4100	TELEPHONE EXPENSE	63,838.47	80,000.00	0.00	37,749.54	42,250.46	47
001-521-30-4110	IT LICENSING / EQUIPMENT	231,419.52	191,600.00	0.00	197,843.88	6,243.88 -	103
001-521-30-4200	POSTAGE/TRANSPORTATION FEES	288.24	3,000.00	0.00	93.09	2,906.91	3
001-521-30-4300	UTILITIES EXPENSE	61,711.43	54,000.00	0.00	34,080.86	19,919.14	63
001-521-30-4400	RENTAL & LEASING	2,115.43	10,500.00	0.00	1,345.66	9,154.34	13
001-521-30-4600	REPAIR & MAINTENANCE	56,916.32	70,000.00	279.45	49,931.36	20,068.64	71
001-521-30-4900	MISC. EXPENSE & OTHER CURRENT	876.65 -	4,000.00	0.00	65.64	3,934.36	2
001-521-30-4960	BOOT ALLOWANCE	2,127.90	4,600.00	0.00	1,029.79	3,570.21	22
001-521-30-5100	OFFICE SUPPLIES	773.09	5,000.00	0.00	1,096.20	3,903.80	22
001-521-30-5200	OPERATING SUPPLIES	57,147.52	83,000.00	0.00	36,602.44	46,397.56	44
001-521-30-5250	FUEL EXPENSE	161,988.94	195,000.00	0.00	69,540.65	125,459.35	36
001-521-30-5400	SUBSCRIPTIONS/DUES	1,343.48	3,000.00	0.00	620.05	2,379.95	21
001-521-30-5500	TRAINING	30,853.06	40,000.00	0.00	21,258.34	18,741.66	53
001-521-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	320,000.00	0.00	7,600.00	312,400.00	2
001-521-60-6400	CAP. IMPROVEMENT-MACHINERY	185,188.49	222,840.00	0.00	116,625.00	106,215.00	52
001-521-70-7100	2018 POLICE CARS CAP LEASE-PRINCIPAL	57,524.09	0.00	0.00	0.00	0.00	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-521-70-7200	2018 POLICE CARS CAP LEASE-INTEREST	4,170.32	0.00	0.00	0.00	0.00	0
	521 POLICE DEPARTMENT:	**4,696,354.13**	**7,289,310.00**	**180,662.49**	**3,587,310.39**	**3,701,999.61**	**49**
001-541-00-0000	PUBLIC WORKS/STREET DEPT.	0.00	0.00	0.00	0.00	0.00	0
001-541-10-1200	SALARIES	823,617.11	1,256,900.00	31,256.55	646,579.71	610,320.29	51
001-541-10-1250	ON CALL	3,900.00	3,900.00	150.00	2,700.00	1,200.00	69
001-541-10-1300	OVERTIME	12,544.80	12,000.00	346.08	6,869.92	5,130.08	57
001-541-10-1500	SICK LEAVE	39,374.25	0.00	4,782.02	28,739.18	28,739.18 -	0
001-541-10-1600	VACATION PAY	45,392.03	0.00	2,069.59	41,704.69	41,704.69 -	0
001-541-10-1800	HOLIDAY PAY	35,068.54	0.00	4,652.08	29,609.28	29,609.28 -	0
001-541-10-2100	FICA EXPENSE	73,460.10	97,370.00	3,307.94	57,900.04	39,469.96	59
001-541-10-2200	RETIREMENT	112,253.47	172,760.00	6,271.44	110,406.69	62,353.31	64
001-541-10-2210	BENEFIT ADMIN FEES	27.00	0.00	0.00	0.00	0.00	0
001-541-10-2300	LIFE & HEALTH INSURANCE	137,294.00	234,000.00	7,029.48	113,281.79	120,718.21	48
001-541-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,000.00	0.00	39.50	1,960.50	2
001-541-10-2600	WORKERS COMPENSATION INSURANCE	17,862.46	20,000.00	0.00	20,211.06	211.06 -	101
001-541-30-3100	PROFESSIONAL SERVICES	93,620.80	211,580.00	0.00	55,611.18	155,968.82	26
001-541-30-3400	OTHER CONTRACTUAL SERVICES	100,675.83	433,100.00	926.24	135,634.43	297,465.57	31
001-541-30-3440	RIGHT-OF-WAY MAINTENANCE	108,099.00	265,000.00	0.00	73,402.57	191,597.43	28
001-541-30-3450	CLOTHING AND UNIFORMS	8,393.87	8,000.00	0.00	5,127.47	2,872.53	64
001-541-30-4000	TRAVEL & PER DIEM	591.73	5,500.00	0.00	1,435.34	4,064.66	26
001-541-30-4100	TELEPHONE EXPENSE	17,623.27	24,600.00	0.00	12,334.45	12,265.55	50
001-541-30-4110	IT LICENSING / EQUIPMENT	29,537.40	80,400.00	0.00	21,422.13	58,977.87	27
001-541-30-4200	POSTAGE/TRANSPORTATION FEES	49.14	100.00	0.00	61.22	38.78	61
001-541-30-4300	UTILITIES EXPENSE	24,202.35	23,200.00	0.00	13,191.82	10,008.18	57
001-541-30-4350	VILLAGES STREET LIGHTING	446,207.51	470,000.00	0.00	291,635.38	178,364.62	62
001-541-30-4400	RENTAL & LEASING	1,685.87	7,575.00	0.00	3,236.38	4,338.62	43
001-541-30-4600	REPAIR & MAINTENANCE	32,147.82	51,200.00	0.00	38,156.02	13,043.98	75
001-541-30-4601	REPAIR & MAINTENANCE - BUILDINGS	11,562.67	25,000.00	0.00	2,410.81	22,589.19	10
001-541-30-4900	MISC. EXPENSE & OTHER CURRENT	18.92	3,000.00	0.00	322.10	2,677.90	11

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-541-30-4940	LANDFILL DISPOSAL FEES	2,446.05	5,000.00	0.00	3,234.53	1,765.47	65
001-541-30-4960	BOOT ALLOWANCE	2,493.28	4,025.00	0.00	2,041.66	1,983.34	51
001-541-30-5100	OFFICE SUPPLIES	2,389.14	3,000.00	0.00	1,962.04	1,037.96	65
001-541-30-5200	OPERATING SUPPLIES	59,736.59	70,000.00	0.00	47,416.46	22,583.54	68
001-541-30-5250	FUEL EXPENSE	38,832.19	45,000.00	0.00	14,696.32	30,303.68	33
001-541-30-5400	SUBSCRIPTIONS/DUES	1,349.87	9,225.00	0.00	5,204.03	4,020.97	56
001-541-30-5500	TRAINING	13,759.37	19,080.00	0.00	6,884.60	12,195.40	36
001-541-60-6115	CITY HALL / ANNEX REHAB	60,663.05	50,000.00	0.00	2,104.42	47,895.58	4
001-541-60-6210	PUBLIC WORKS BUILDING	0.00	9,700.00	0.00	6,308.00	3,392.00	65
001-541-60-6400	CAP. IMPROVEMENT-MACHINERY	106,377.50	369,608.00	0.00	303,139.02	66,468.98	82
001-541-60-6681	PRINCIPAL-EQUIPMENT LEASE	46,316.72	28,200.00	0.00	28,171.17	28.83	100
001-541-60-6691	INTEREST-EQUIPMENT LEASE	4,091.49	2,165.00	0.00	2,160.33	4.67	100
	541 PUBLIC WORKS/STREET DEPT.	**2,513,665.19**	**4,022,188.00**	**60,791.42**	**2,135,345.74**	**1,886,842.26**	**53**
001-549-00-0000	FLEET MAINTENANCE DEPT:	0.00	0.00	0.00	0.00	0.00	0
001-549-10-1200	SALARIES	165,584.51	245,440.00	8,261.37	150,378.51	95,061.49	61
001-549-10-1210	SPECIAL PAY	0.00	1,500.00	0.00	0.00	1,500.00	0
001-549-10-1500	SICK LEAVE	3,984.32	0.00	0.00	4,418.92	4,418.92 -	0
001-549-10-1600	VACATION PAY	12,787.72	0.00	708.29	9,335.04	9,335.04 -	0
001-549-10-1800	HOLIDAY PAY	7,001.01	0.00	996.63	7,084.34	7,084.34 -	0
001-549-10-2100	FICA EXPENSE	14,485.54	18,900.00	762.41	13,098.09	5,801.91	69
001-549-10-2200	RETIREMENT	21,027.95	29,420.00	1,186.99	20,391.94	9,028.06	69
001-549-10-2210	BENEFIT ADMIN FEES	0.00	0.00	0.00	13.50	13.50 -	0
001-549-10-2300	LIFE & HEALTH INSURANCE	30,260.16	46,800.00	1,781.89	28,349.46	18,450.54	61
001-549-10-2600	WORKERS COMPENSATION INSURANCE	6,966.43	7,800.00	0.00	7,882.36	82.36 -	101
001-549-30-3100	PROFESSIONAL SERVICES	0.00	500.00	0.00	25.00	475.00	5
001-549-30-3400	OTHER CONTRACTUAL SERVICES	220.00	2,800.00	0.00	1,565.64	1,234.36	56
001-549-30-3450	CLOTHING AND UNIFORMS	2,338.53	3,500.00	0.00	956.44	2,543.56	27
001-549-30-4000	TRAVEL & PER DIEM	70.90	100.00	0.00	0.00	100.00	0
001-549-30-4100	TELEPHONE EXPENSE	2,354.52	3,500.00	0.00	2,039.45	1,460.55	58

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-549-30-4110	IT LICENSING / EQUIPMENT	15,463.45	31,500.00	0.00	9,398.84	22,101.16	30
001-549-30-4200	POSTAGE/TRANSPORTATION FEES	0.00	100.00	0.00	0.00	100.00	0
001-549-30-4300	UTILITIES EXPENSE	4,388.52	5,000.00	0.00	3,288.84	1,711.16	66
001-549-30-4400	RENTAL & LEASING	1,580.89	2,500.00	0.00	1,300.05	1,199.95	52
001-549-30-4600	REPAIR & MAINTENANCE	2,896.45	5,000.00	0.00	2,731.38	2,268.62	55
001-549-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	100.00	0.00	0.00	100.00	0
001-549-30-4960	BOOT ALLOWANCE	235.37	700.00	0.00	447.34	252.66	64
001-549-30-5100	OFFICE SUPPLIES	645.01	1,500.00	0.00	1,185.32	314.68	79
001-549-30-5200	OPERATING SUPPLIES	26,334.32	35,000.00	0.00	19,870.29	15,129.71	57
001-549-30-5250	FUEL EXPENSE	3,990.54	3,500.00	0.00	1,806.79	1,693.21	52
001-549-30-5400	SUBSCRIPTIONS/DUES	1,069.99	500.00	0.00	0.00	500.00	0
001-549-30-5500	TRAINING	400.00	2,500.00	0.00	1,234.00	1,266.00	49
001-549-60-6400	CAP. IMPROVEMENTS-MACHINERY/EQUIP	23,626.15	85,900.00	0.00	75,254.74	10,645.26	88
	549 FLEET MAINTENANCE DEPT:	**347,712.28**	**534,060.00**	**13,697.58**	**362,056.28**	**172,003.72**	**68**
001-572-00-0000	PARKS & RECREATION:	0.00	0.00	0.00	0.00	0.00	0
001-572-10-1200	SALARIES	438,703.66	711,530.00	19,438.21	342,626.70	368,903.30	48
001-572-10-1250	ON CALL	3,900.00	3,500.00	150.00	2,700.00	800.00	77
001-572-10-1300	OVERTIME	11,767.52	2,000.00	181.35	6,261.50	4,261.50 -	313
001-572-10-1500	SICK LEAVE	15,073.16	0.00	774.25	9,769.35	9,769.35 -	0
001-572-10-1600	VACATION PAY	21,229.69	0.00	795.80	12,732.46	12,732.46 -	0
001-572-10-1800	HOLIDAY PAY	16,704.26	0.00	2,308.91	15,188.59	15,188.59 -	0
001-572-10-1820	HOLIDAY PREMIUM	166.00	0.00	0.00	0.00	0.00	0
001-572-10-2100	FICA EXPENSE	38,827.68	54,860.00	1,809.13	30,070.07	24,789.93	55
001-572-10-2200	RETIREMENT	54,034.36	85,405.00	2,789.39	46,336.03	39,068.97	54
001-572-10-2210	BENEFIT ADMIN FEES	0.00	0.00	0.00	4.50	4.50 -	0
001-572-10-2300	LIFE & HEALTH INSURANCE	78,852.42	131,040.00	4,517.43	74,855.12	56,184.88	57
001-572-10-2500	UNEMPLOYMENT COMPENSATION	37.41	0.00	0.00	0.00	0.00	0
001-572-10-2600	WORKERS COMPENSATION INSURANCE	5,358.78	6,000.00	0.00	6,063.35	63.35 -	101
001-572-30-3100	PROFESSIONAL SERVICES	20,650.50	15,750.00	0.00	11,738.39	4,011.61	75

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-572-30-3400	OTHER CONTRACTUAL SERVICES	96,812.20	131,900.00	0.00	58,055.57	73,844.43	44
001-572-30-3450	CLOTHING AND UNIFORMS	3,842.07	7,550.00	0.00	1,405.94	6,144.06	19
001-572-30-4000	TRAVEL & PER DIEM	1,012.59	3,900.00	0.00	19.28	3,880.72	0
001-572-30-4100	TELEPHONE EXPENSE	19,695.91	18,000.00	0.00	13,313.21	4,686.79	74
001-572-30-4110	IT LICENSING / EQUIPMENT	28,329.62	38,500.00	0.00	36,600.77	1,899.23	95
001-572-30-4150	ADVERTISING AND PROMOTIONS	23,045.57	34,000.00	0.00	24,090.16	9,909.84	71
001-572-30-4200	POSTAGE/TRANSPORTATION FEES	31.27	200.00	0.00	2.31	197.69	1
001-572-30-4300	UTILITIES EXPENSE	16,082.05	25,100.00	0.00	19,403.98	5,696.02	77
001-572-30-4400	RENTAL & LEASING	4,148.21	6,900.00	0.00	1,965.58	4,934.42	28
001-572-30-4600	REPAIR & MAINTENANCE	38,063.27	103,620.00	0.00	26,088.72	77,531.28	25
001-572-30-4601	REPAIR & MAINTENANCE - BUILDINGS	2,955.18	38,500.00	0.00	1,134.74	37,365.26	3
001-572-30-4610	BAKER HOUSE MAINTENANCE	2,506.91	10,000.00	0.00	425.78	9,574.22	4
001-572-30-4620	BAKER HOUSE OPERATIONS-OTHER MISC.	6,702.16	7,070.00	0.00	4,161.81	2,908.19	59
001-572-30-4630	BAKER HOUSE SPECIAL EVENTS	7,474.65	10,000.00	0.00	10,814.53	814.53 -	108
001-572-30-4900	MISC. EXPENSE & OTHER CURRENT	777.87	5,000.00	0.00	424.19	4,575.81	8
001-572-30-4910	SPECIAL EVENTS	123,526.80	118,500.00	379.57 -	89,438.78	29,061.22	75
001-572-30-4915	PROGRAMS, ACTIVITIES & LEAGUES	76,459.67	110,100.00	0.00	59,793.23	50,306.77	54
001-572-30-4920	SUMMER RECREATION PROGRAM	15,547.80	42,500.00	0.00	2,518.28	39,981.72	6
001-572-30-4960	BOOT ALLOWANCE	1,122.58	1,575.00	0.00	312.77	1,262.23	20
001-572-30-5100	OFFICE SUPPLIES	2,015.73	2,000.00	0.00	2,586.51	586.51 -	129
001-572-30-5200	OPERATING SUPPLIES	71,356.54	95,600.00	0.00	53,943.72	41,656.28	56
001-572-30-5250	FUEL EXPENSE	25,357.37	30,000.00	0.00	9,655.24	20,344.76	32
001-572-30-5280	LANDSCAPING	18,306.97	30,000.00	0.00	17,262.73	12,737.27	58
001-572-30-5400	SUBSCRIPTIONS/DUES	410.10	2,610.00	0.00	174.78	2,435.22	7
001-572-30-5500	TRAINING	4,105.00	10,600.00	0.00	1,614.00	8,986.00	15
001-572-60-6200	CAP. IMPROVEMENT-BUILDINGS	0.00	39,100.00	0.00	38,696.00	404.00	99
001-572-60-6300	CAPITAL IMPROVEMENT-OTHER	18,647.65	25,000.00	0.00	0.00	25,000.00	0
001-572-60-6351	MLK PARK PROJECT	224,643.64	103,240.96	0.00	77,018.69	26,222.27	75
001-572-60-6400	CAP. IMPROVEMENT-MACHINERY	75,786.00	149,690.52	0.00	106,759.91	42,930.61	71

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
	572 PARKS & RECREATION:	**1,614,070.82**	**2,210,841.48**	**32,384.90**	**1,216,027.27**	**994,814.21**	**55**
001-575-00-0000	COMMUNITY CENTER:	0.00	0.00	0.00	0.00	0.00	0
001-575-10-1200	SALARIES	11,311.43	87,450.00	1,758.16	24,258.82	63,191.18	28
001-575-10-1300	OVERTIME	55.69	0.00	0.00	0.00	0.00	0
001-575-10-2100	FICA EXPENSE	869.65	6,690.00	134.51	1,855.84	4,834.16	28
001-575-10-2200	RETIREMENT	1,318.13	10,420.00	201.58	2,875.95	7,544.05	28
001-575-10-2300	LIFE & HEALTH INSURANCE	0.00	200.00	0.00	4.75	195.25	2
001-575-30-3100	PROFESSIONAL SERVICES	849.85	3,000.00	0.00	499.85	2,500.15	17
001-575-30-3400	OTHER CONTRACTUAL SERVICES	1,134.70	8,440.00	0.00	1,345.00	7,095.00	16
001-575-30-3450	CLOTHING AND UNIFORMS	220.48	1,200.00	0.00	0.00	1,200.00	0
001-575-30-4100	TELEPHONE EXPENSE	2,835.02	6,680.00	0.00	2,947.13	3,732.87	44
001-575-30-4200	POSTAGE/TRANSPORTATION FEES	17.07	250.00	0.00	131.79	118.21	53
001-575-30-4300	UTILITIES EXPENSE	45,205.90	24,800.00	0.00	23,971.99	828.01	97
001-575-30-4400	RENTAL & LEASING	1,912.19	2,600.00	0.00	677.15	1,922.85	26
001-575-30-4600	REPAIR & MAINTENANCE	12,029.48	30,000.00	0.00	1,843.32	28,156.68	6
001-575-30-5100	OFFICE SUPPLIES	425.01	1,000.00	0.00	809.96	190.04	81
001-575-30-5200	OPERATING SUPPLIES	7,528.12	15,000.00	0.00	2,492.85	12,507.15	17
001-575-30-5400	SUBSCRIPTIONS/DUES	100.00	0.00	0.00	75.00	75.00 -	0
	575 COMMUNITY CENTER:	**85,812.72**	**197,730.00**	**2,094.25**	**63,789.40**	**133,940.60**	**32**
001-580-90-0000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0
001-580-90-9901	CONTINGENCY RESERVE-GEN FUND	0.00	1,858,780.52	0.00	0.00	1,858,780.52	0
001-581-00-1040	TRANSFER TO EXPANDED CRA	185,870.00	197,730.00	0.00	0.00	197,730.00	0
001-581-90-3010	TRANSFER TO CAPITAL PROJECT FUND	18,650,000.00	10,100,000.00	0.00	2,100,000.00	8,000,000.00	21
	581 Total	**18,835,870.00**	**10,297,730.00**	**0.00**	**2,100,000.00**	**8,197,730.00**	**20**
	GENERAL FUND Expenditure Totals	**32,075,631.76**	**31,594,395.00**	**404,440.76**	**12,431,069.13**	**19,163,325.87**	**39**

001 GENERAL FUND

	Prior	Current	YTD
Revenues:	**23,781,188.03**	**1,060.00 -**	**23,139,558.34**
Expenditures:	**32,075,631.76**	**404,440.76**	**12,431,069.13**

	Prior	Current	YTD
Net Income:	**8,294,443.73 -**	**405,500.76 -**	**10,708,489.21**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
101-361-1350	INTEREST EARNED	521.29	200.00	0.00	259.31	59.31	130
101-364-1000	CEMETERY LOT SALES	2,100.00	2,100.00	0.00	1,400.00	700.00 -	67
101-366-1350	CONTRIBUTIONS/DUES	2,430.00	2,000.00	0.00	480.00	1,520.00 -	24
101-366-1360	GRAVE OPENING PERMITS	600.00	600.00	0.00	600.00	0.00	100
101-369-0000	OTHER MISCELLANEOUS REVENUE	0.00	100.00	0.00	0.00	100.00 -	0
101-389-5000	NON-OPER/ CEMETERY RESERVES FORWARD	0.00	57,400.00	0.00	0.00	57,400.00 -	0
	CEMETERY FUND Revenue Totals	**5,651.29**	**62,400.00**	**0.00**	**2,739.31**	**59,660.69 -**	**4**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
101-569-00-0000	GREENWOOD CEMETERY:	0.00	0.00	0.00	0.00	0.00	0
101-569-30-3100	PROFESSIONAL SERVICES	0.00	8,450.00	0.00	0.00	8,450.00	0
101-569-30-4600	REPAIR & MAINTENANCE	0.00	500.00	0.00	0.00	500.00	0
101-569-30-4900	MISC. EXPENSE & OTHER CURRENT	61.37	200.00	0.00	0.00	200.00	0
101-569-30-5200	OPERATING SUPPLIES	0.00	100.00	0.00	0.00	100.00	0
	569 GREENWOOD CEMETERY:	**61.37**	**9,250.00**	**0.00**	**0.00**	**9,250.00**	**0**
101-580-90-9999	CONTINGENCY	0.00	53,150.00	0.00	0.00	53,150.00	0
	CEMETERY FUND Expenditure Totals	**61.37**	**62,400.00**	**0.00**	**0.00**	**62,400.00**	**0**

101 CEMETERY FUND

	Prior	Current	YTD
Revenues:	**5,651.29**	**0.00**	**2,739.31**
Expenditures:	**61.37**	**0.00**	**0.00**
Net Income:	**5,589.92**	**0.00**	**2,739.31**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
104-361-0000	INTEREST	8,461.61	0.00	0.00	7,652.11	7,652.11	0
104-369-9000	TAX INCREMENT FINANCING - SUM CTY	369,830.00	368,670.00	0.00	0.00	368,670.00 -	0
104-382-0010	TRANSFER FROM GENERAL	185,870.00	197,730.00	0.00	0.00	197,730.00 -	0
104-389-5006	CASH FORWARD - CRA DISTRICT	0.00	1,007,900.00	0.00	0.00	1,007,900.00 -	0

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING JUNE 12 2023

06/07/2023
11:17 AM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
	COMMUNITY REDEVELOPMENT Revenue Totals	**564,161.61**	**1,574,300.00**	**0.00**	**7,652.11**	**1,566,647.89 -**	**0**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
104-550-00-0000	COMM REDEVELOPMENT DEPT.:	0.00	0.00	0.00	0.00	0.00	0
104-550-10-1200	SALARIES	31,654.31	42,210.00	856.73	26,165.27	16,044.73	62
104-550-10-1500	SICK LEAVE	599.30	0.00	0.00	438.97	438.97 -	0
104-550-10-1600	VACATION PAY	2,697.94	0.00	685.38	2,162.94	2,162.94 -	0
104-550-10-1800	HOLIDAY PAY	1,265.58	0.00	171.35	1,156.69	1,156.69 -	0
104-550-10-2100	FICA EXPENSE	2,770.52	3,230.00	131.08	2,289.20	940.80	71
104-550-10-2200	RETIREMENT	4,330.56	5,030.00	540.94	9,446.98	4,416.98 -	188
104-550-10-2300	LIFE & HEALTH INSURANCE	3,524.49	3,600.00	145.92	2,495.84	1,104.16	69
104-550-30-3100	PROFESSIONAL SERVICES	6,875.00	135,000.00	0.00	0.00	135,000.00	0
104-550-30-4000	TRAVEL & PER DIEM	0.00	1,500.00	0.00	0.00	1,500.00	0
104-550-30-5400	SUBSCRIPTIONS/DUES	175.00	175.00	0.00	200.00	25.00 -	114
104-550-30-5500	TRAINING	0.00	4,000.00	0.00	0.00	4,000.00	0
104-550-60-6330	FACADE IMPROVEMENT GRANT	0.00	80,000.00	0.00	0.00	80,000.00	0
104-550-70-7303	DEMOLITIONS	0.00	20,000.00	0.00	0.00	20,000.00	0
104-550-70-7307	MISC. OTHER PROJECTS	70,653.62	55,925.00	0.00	9,825.00	46,100.00	18
104-550-70-7308	DOWNTOWN PARKING IMPROVEMENTS	167,101.15	50,000.00	0.00	0.00	50,000.00	0
	550 COMM REDEVELOPMENT DEPT.:	**291,647.47**	**400,670.00**	**2,531.40**	**54,180.89**	**346,489.11**	**14**
104-580-90-9904	CONTINGENCY - CRA DISTRICT	0.00	1,173,630.00	0.00	0.00	1,173,630.00	0
	COMMUNITY REDEVELOPMENT Expenditure Tot	**291,647.47**	**1,574,300.00**	**2,531.40**	**54,180.89**	**1,520,119.11**	**3**

104 COMMUNITY REDEVELOPMENT

	Prior	Current	YTD
Revenues:	**564,161.61**	**0.00**	**7,652.11**
Expenditures:	**291,647.47**	**2,531.40**	**54,180.89**
Net Income:	**272,514.14**	**2,531.40 -**	**46,528.78 -**

105-361-0000	INTEREST	162.35	100.00	0.00	54.10	45.90 -	54

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
105-369-0058	DONATIONS	14,697.00	15,000.00	0.00	23,062.00	8,062.00	154
105-389-5010	CASH FORWARD - BAKER HOUSE	0.00	27,400.00	0.00	0.00	27,400.00 -	0
	BAKER HOUSE Revenue Totals	**14,859.35**	**42,500.00**	**0.00**	**23,116.10**	**19,383.90 -**	**54**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
105-576-00-0000	BAKER HOUSE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
105-576-30-4620	BAKER HOUSE OPERATIONS	103.38	30,000.00	0.00	46.00	29,954.00	0
105-580-90-9910	CONTINGENCY - BAKER HOUSE	0.00	12,500.00	0.00	0.00	12,500.00	0
	BAKER HOUSE Expenditure Totals	**103.38**	**42,500.00**	**0.00**	**46.00**	**42,454.00**	**0**

105 BAKER HOUSE

	Prior	Current	YTD
Revenues:	**14,859.35**	**0.00**	**23,116.10**
Expenditures:	**103.38**	**0.00**	**46.00**
Net Income:	**14,755.97**	**0.00**	**23,070.10**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
106-589-5010	CARRY FORWARD - HISTORICAL FUND	0.00	45.00	0.00	0.00	45.00 -	0
	WILDWOOD AREA HISTORICAL ASSOCIATION Revenue Totals	**0.00**	**45.00**	**0.00**	**0.00**	**45.00 -**	**0**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
106-577-00-0000	WILDWOOD AREA HISTORICAL ASSN	0.00	0.00	0.00	0.00	0.00	0
106-580-90-9911	CONTINGENCY - HISTORICAL ACCT	0.00	45.00	0.00	0.00	45.00	0
	WILDWOOD AREA HISTORICA Expenditure Tot	**0.00**	**45.00**	**0.00**	**0.00**	**45.00**	**0**

106 WILDWOOD AREA HISTORICAL ASSOCIATION

	Prior	Current	YTD
Revenues:	**0.00**	**0.00**	**0.00**
Expenditures:	**0.00**	**0.00**	**0.00**
Net Income:	**0.00**	**0.00**	**0.00**

107-341-3004	RECREATION IMPACT FEES	241,018.02	225,000.00	0.00	276,078.53	51,078.53	123

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
107-361-0000	INTEREST	2,318.59	0.00	0.00	3,637.54	3,637.54	0
107-389-5004	CASH FORWARD - P & R IMPACT FEE	0.00	275,000.00	0.00	0.00	275,000.00 -	0
	RECREATION IMPACT FEES Revenue Totals	**243,336.61**	**500,000.00**	**0.00**	**279,716.07**	**220,283.93 -**	**55**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
107-572-00-0000	RECREATION IMPACT FEES:	0.00	0.00	0.00	0.00	0.00	0
107-580-90-9903	CONTINGENCY - P&R IMPACT FEES	0.00	500,000.00	0.00	0.00	500,000.00	0
	RECREATION IMPACT FEES Expenditure Tota	**0.00**	**500,000.00**	**0.00**	**0.00**	**500,000.00**	**0**

107 RECREATION IMPACT FEES

	Prior	Current	YTD
Revenues:	**243,336.61**	**0.00**	**279,716.07**
Expenditures:	**0.00**	**0.00**	**0.00**
Net Income:	**243,336.61**	**0.00**	**279,716.07**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
108-341-3001	LAW ENFORCEMENT IMPACT FEES	1,416,256.93	1,100,000.00	0.00	460,100.41	639,899.59 -	42
108-361-0000	INTEREST	153.73	0.00	0.00	113.56	113.56	0
108-389-5002	CASH FORWARD - POLICE IMPACT FEE	0.00	1,540,500.00	0.00	0.00	1,540,500.00 -	0
	LAW ENFORCEMENT IMPACT FEES Revenue Totals	**1,416,410.66**	**2,640,500.00**	**0.00**	**460,213.97**	**2,180,286.03 -**	**17**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
108-521-00-0000	LAW ENFORCEMENT IMPACT FEES:	0.00	0.00	0.00	0.00	0.00	0
108-521-30-4900	MISC. EXPENSE & OTHER CURRENT	389.02	0.00	0.00	229.32	229.32 -	0
108-521-60-6400	CAP. IMPROVEMENT- MACHINERY & EQUIPMENT	215,588.32	710,400.00	3,848.00	130,114.52	580,285.48	18
108-521-70-9105	TRANSFER TO GENERAL FUND - LOAN PAYMENT	412,800.00	412,800.00	0.00	0.00	412,800.00	0
	521 LAW ENFORCEMENT IMPACT FEES:	**628,777.34**	**1,123,200.00**	**3,848.00**	**130,343.84**	**992,856.16**	**12**
108-580-90-9902	CONTINGENCY -LAW ENFORCEMENT IMPACT FEES	0.00	1,517,300.00	0.00	0.00	1,517,300.00	0
	LAW ENFORCEMENT IMPACT Expenditure Tota	**628,777.34**	**2,640,500.00**	**3,848.00**	**130,343.84**	**2,510,156.16**	**5**

108 LAW ENFORCEMENT IMPACT FEES

Prior	Current	YTD

Revenues:	1,416,410.66	0.00	460,213.97
Expenditures:	628,777.34	3,848.00	130,343.84
Net Income:	787,633.32	3,848.00 -	329,870.13

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
301-361-0000	INTEREST	77,499.22	100.00	0.00	80,900.27	80,800.27	***
301-382-0010	TRANSFER FROM GENERAL FUND	18,650,000.00	10,100,000.00	0.00	0.00	10,100,000.00 -	0
301-389-5000	NON-OPERATIONAL CASH FORWARD-CAP.IMPR	0.00	13,357,100.00	0.00	0.00	13,357,100.00 -	0
	CAPITAL IMPROVEMENT FUND Revenue Totals	**18,727,499.22**	**23,457,200.00**	**0.00**	**80,900.27**	**23,376,299.73 -**	**0**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
301-500-00-0000	CAPITAL IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0
301-513-60-6201	CITY HALL HVAC PROJECT	349,579.75	91,581.50	0.00	55,153.13	36,428.37	60
301-516-60-6301	DOWNTOWN MASTER PLAN PROJECTS	53,856.05	125,000.00	0.00	12,426.95	112,573.05	10
301-516-60-6302	CITY PARKING FACILITIES REHAB	14,406.65	0.00	0.00	0.00	0.00	0
301-516-60-6303	CITY SIGN AT TRAILWINDS	171,231.00	0.00	0.00	0.00	0.00	0
	516 Total	**239,493.70**	**125,000.00**	**0.00**	**12,426.95**	**112,573.05**	**10**
301-521-60-6301	POLICE DEPARTMENT HQ MONUMENT SIGN	0.00	50,000.00	0.00	0.00	50,000.00	0
301-541-60-6101	DRAINAGE PROJECT LAND ACQUISITION	4,247.17	0.00	0.00	14,434.00	14,434.00 -	0
301-541-60-6201	PW BUILDING METAL ROOF REHAB	98,082.26	0.00	0.00	0.00	0.00	0
301-541-60-6202	MUNICIPAL SERVICES COMPLEX PROJECT	3,246,835.17	570,445.37	0.00	528,042.64	42,402.73	93
301-541-60-6203	PW POLE BARN	0.00	111,000.00	0.00	118,900.00	7,900.00 -	107
301-541-60-6204	PW BUILDING HVAC UPGRADES	0.00	80,000.00	0.00	4,687.50	75,312.50	6
301-541-60-6205	MSC HVAC UPGRADES	0.00	40,000.00	0.00	39,064.60	935.40	98
301-541-60-6301	PLEASANTDALE REHAB	22,550.00	1,316,375.00	0.00	11,675.00	1,304,700.00	1
301-541-60-6302	BARWICK REHAB	99,665.90	366,675.80	0.00	50,660.00	316,015.80	14
301-541-60-6303	OAK GROVE VILLAGE DRAINAGE IMPROVEMENTS	6,000.00	948,200.00	0.00	95,778.28	852,421.72	10
301-541-60-6304	PW PARKING FACILITIES REHAB	19,773.35	0.00	0.00	0.00	0.00	0
301-541-60-6305	PAVEMENT PRESERVATION PLAN	635,922.82	1,000,000.00	0.00	37,200.00	962,800.00	4

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
301-541-60-6306	CLAY DRAIN ROAD DESIGN	157,058.00	614,815.00	0.00	75,386.00	539,429.00	12
301-541-60-6307	JACKSON ST IMPROVEMENTS	0.00	200,000.00	0.00	0.00	200,000.00	0
301-541-60-6308	HUEY ST IMPROVEMENTS	0.00	280,000.00	0.00	30,720.00	249,280.00	11
301-541-60-6309	ST CLAIR STREET IMPROVEMENTS	0.00	200,000.00	0.00	0.00	200,000.00	0
301-541-60-6310	DOWNTOWN PARKING GARAGE	0.00	0.00	0.00	185,132.00	185,132.00 -	0
	541 Total	**4,290,134.67**	**5,727,511.17**	**0.00**	**1,191,680.02**	**4,535,831.15**	**21**
301-572-60-6201	MLK PARK CONCESSION STAND/RESTROOMS	21,973.94	328,763.00	0.00	198,958.69	129,804.31	61
301-572-60-6202	BAKER HOUSE RESTROOMS	139,425.64	37,135.00	0.00	42,082.63	4,947.63 -	113
301-572-60-6203	LAKE DEATON RESTROOMS	109,499.41	0.00	0.00	0.00	0.00	0
301-572-60-6204	MILLENNIUM PARK STORAGE BARN	7,069.50	0.00	0.00	0.00	0.00	0
301-572-60-6205	RECREATION CENTER AT MLK PARK	0.00	150,000.00	0.00	29,789.68	120,210.32	20
301-572-60-6206	OXFORD PARK BATHROOMS	0.00	115,000.00	0.00	0.00	115,000.00	0
301-572-60-6207	OUTREACH CENTER RE-ROOF	0.00	45,000.00	0.00	15,590.00	29,410.00	35
301-572-60-6301	LAKE DEATON PARKING FACILITIES REHAB	10,213.15	0.00	0.00	0.00	0.00	0
301-572-60-6302	MILLENNIUM PARK IMPROVEMENTS	189,928.98	4,044,385.00	0.00	148,070.37	3,896,314.63	4
301-572-60-6303	MLK PARK BASKETBALL COURT REHAB	0.00	112,000.00	7,814.40	15,628.80	96,371.20	14
301-572-60-6304	LAKE DEATON PIER IMPROVEMENTS	0.00	132,000.00	0.00	24.40	131,975.60	0
301-572-60-6305	CITY HALL COURTYARD REHAB	0.00	100,000.00	0.00	29,622.69	70,377.31	30
	572 Total	**478,110.62**	**5,064,283.00**	**7,814.40**	**479,767.26**	**4,584,515.74**	**9**
301-575-60-6201	COMMUNITY CENTER HVAC UPGRADES	0.00	400,000.00	0.00	28,447.50	371,552.50	7
301-575-60-6301	COMMUNITY CENTER PARKING REHAB	21,834.35	0.00	0.00	0.00	0.00	0
	575 Total	**21,834.35**	**400,000.00**	**0.00**	**28,447.50**	**371,552.50**	**7**
301-580-90-9901	CONTINGENCY-CAP.IMPROVEMENT FUND	0.00	11,998,824.33	0.00	0.00	11,998,824.33	0
	CAPITAL IMPROVEMENT FUN Expenditure Tot	**5,379,153.09**	**23,457,200.00**	**7,814.40**	**1,767,474.86**	**21,689,725.14**	**8**

301 CAPITAL IMPROVEMENT FUND

	Prior	Current	YTD
Revenues:	**18,727,499.22**	**0.00**	**80,900.27**
Expenditures:	**5,379,153.09**	**7,814.40**	**1,767,474.86**
Net Income:	**13,348,346.13**	**7,814.40 -**	**1,686,574.59 -**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
401-343-3100	WATER SALES-OPERATING INCOME	3,134,128.65	3,210,000.00	0.00	1,989,884.53	1,220,115.47 -	62
401-343-3500	WATER- METER INSTALLATIONS	140,063.34	180,000.00	0.00	220,215.58	40,215.58	122
401-343-3510	WATER- OTHER (ON/OFF FEES)	37,125.00	30,000.00	0.00	24,180.00	5,820.00 -	81
401-343-3520	WATER INCOME-OTHER	14,266.69	10,000.00	0.00	12,069.66	2,069.66	121
401-343-3550	WATER UTILITY TAX	273.60 -	0.00	0.00	0.00	0.00	0
401-343-4151	RE-ROUTE FEE	28.75 -	0.00	0.00	0.00	0.00	0
401-343-5100	SEWER OPERATING INCOME-BILLINGS	4,708,612.04	4,710,000.00	0.00	2,994,311.46	1,715,688.54 -	64
401-343-5510	SEWER OTHER MISC	0.00	12,000.00	0.00	0.00	12,000.00 -	0
401-343-5511	LAND LEASE-TURTLE MOUNT(TOWER)	15,795.50	15,000.00	0.00	11,828.00	3,172.00 -	79
401-343-5520	TSS/COD WASTEWATER FEES	783,061.15	800,000.00	0.00	474,352.03	325,647.97 -	59
401-343-6100	REUSE WATER OPERATIONS	108,490.53	100,000.00	0.00	26,327.89	73,672.11 -	26
401-361-0000	INTEREST EARNINGS	87,671.83	75,000.00	0.00	71,741.91	3,258.09 -	96
401-381-1008	TRANSFER FROM WATER CONNECTION FEE FUND	13,820.00	0.00	0.00	0.00	0.00	0
401-381-1011	TRANSFER FROM WATER SDC FUND	219,080.26	0.00	0.00	0.00	0.00	0
401-381-1014	TRANSFER FROM SEWER SDC FUND	357,517.36	0.00	0.00	0.00	0.00	0
401-389-4000	STATE APPROPRIATIONS	0.00	0.00	0.00	100,000.00	100,000.00	0
401-389-5000	Non-Operational-Cash Forward- W/S	0.00	9,170,000.00	0.00	0.00	9,170,000.00 -	0
	UTILITY FUND Revenue Totals	**9,619,330.00**	**18,312,000.00**	**0.00**	**5,924,911.06**	**12,387,088.94 -**	**32**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-530-00-0000	PHYSICAL ENVIRONMENT/ADMIN:	0.00	0.00	0.00	0.00	0.00	0
401-530-10-1200	SALARIES	129,571.91	162,800.00	4,321.71	99,344.32	63,455.68	61
401-530-10-1300	OVERTIME	0.00	1,000.00	0.00	0.00	1,000.00	0
401-530-10-1500	SICK LEAVE	6,659.06	0.00	321.67	4,590.86	4,590.86 -	0
401-530-10-1600	VACATION PAY	7,634.30	0.00	1,174.17	6,022.80	6,022.80 -	0
401-530-10-1800	HOLIDAY PAY	5,638.77	0.00	646.39	4,765.21	4,765.21 -	0
401-530-10-2100	FICA EXPENSE	11,417.42	12,540.00	493.73	8,762.61	3,777.39	70
401-530-10-2200	RETIREMENT	16,612.60	19,350.00	769.85	13,663.51	5,686.49	71

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-530-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	31.50	31.50 -	0
401-530-10-2300	LIFE & HEALTH INSURANCE	30,150.00	37,440.00	1,368.52	24,416.84	13,023.16	65
401-530-10-2500	UNEMPLOYMENT COMPENSATION	0.00	1,500.00	0.00	0.00	1,500.00	0
401-530-10-2600	WORKERS COMPENSATION INSURANCE	893.14	1,000.00	0.00	1,010.56	10.56 -	101
401-530-30-3100	PROFESSIONAL SERVICES	772.50	4,125.00	0.00	0.00	4,125.00	0
401-530-30-3200	ACCOUNTING & AUDITING FEES	18,500.00	19,250.00	16,500.00	16,500.00	2,750.00	86
401-530-30-3400	OTHER CONTRACTUAL SERVICES	14,475.67	32,410.00	2,265.19	19,488.91	12,921.09	60
401-530-30-4000	TRAVEL & PER DIEM	0.00	1,000.00	0.00	0.00	1,000.00	0
401-530-30-4100	TELEPHONE EXPENSE	4,717.93	5,250.00	0.00	2,940.92	2,309.08	56
401-530-30-4110	IT LICENSING / EQUIPMENT	17,010.09	25,300.00	0.00	25,065.11	234.89	99
401-530-30-4200	POSTAGE/TRANSPORTATION FEES	26,543.62	33,000.00	0.00	15,818.73	17,181.27	48
401-530-30-4300	UTILITIES EXPENSE	17,714.36	25,000.00	0.00	9,028.91	15,971.09	36
401-530-30-4400	RENTAL & LEASING	2,995.44	3,200.00	0.00	1,997.33	1,202.67	62
401-530-30-4500	GENERAL INSURANCE	145,449.13	190,000.00	0.00	185,308.12	4,691.88	98
401-530-30-4600	REPAIR & MAINTENANCE	9,145.94	21,000.00	0.00	2,545.64	18,454.36	12
401-530-30-4900	MISC. EXPENSE & OTHER CURRENT	16,173.73	12,300.00	0.00	7,223.07	5,076.93	59
401-530-30-5100	OFFICE SUPPLIES	887.68	2,000.00	0.00	393.69	1,606.31	20
401-530-30-5200	OPERATING SUPPLIES	4,677.81	5,600.00	0.00	2,732.04	2,867.96	49
401-530-30-5400	SUBSCRIPTIONS/DUES	37.50	450.00	0.00	37.50	412.50	8
401-530-30-5500	TRAINING	2,808.00	2,000.00	0.00	702.00	1,298.00	35
	530 PHYSICAL ENVIRONMENT/ADMIN:	**490,540.60**	**617,515.00**	**27,861.23**	**452,390.18**	**165,124.82**	**73**
401-533-00-0000	WATER DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
401-533-10-1200	SALARIES	578,503.25	873,990.00	21,485.77	441,852.44	432,137.56	51
401-533-10-1250	ON CALL	7,950.00	7,800.00	300.00	5,475.00	2,325.00	70
401-533-10-1300	OVERTIME	10,948.00	15,000.00	781.28	8,868.52	6,131.48	59
401-533-10-1500	SICK LEAVE	19,901.90	0.00	305.42	16,780.21	16,780.21 -	0
401-533-10-1600	VACATION PAY	27,997.90	0.00	1,121.42	28,007.04	28,007.04 -	0
401-533-10-1800	HOLIDAY PAY	23,228.01	0.00	2,370.14	18,654.51	18,654.51 -	0
401-533-10-1820	HOLIDAY PREMIUM	3,128.30	5,000.00	0.00	1,757.44	3,242.56	35

Expenditure Account	*Description*	*Prior Yr Expd*	*Budgeted*	*Current Expd*	*YTD Expended*	*Balance*	*% Expd*
401-533-10-2100	FICA EXPENSE	51,381.52	68,990.00	2,016.84	40,097.03	28,892.97	58
401-533-10-2200	RETIREMENT	74,766.51	107,410.00	3,139.96	62,375.97	45,034.03	58
401-533-10-2210	BENEFIT ADMIN FEES	189.00	0.00	0.00	63.00	63.00 -	0
401-533-10-2300	LIFE & HEALTH INSURANCE	90,475.94	168,480.00	4,051.92	79,172.56	89,307.44	47
401-533-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,500.00	0.00	0.00	2,500.00	0
401-533-10-2600	WORKERS COMPENSATION INSURANCE	13,396.92	15,000.00	0.00	15,158.30	158.30 -	101
401-533-30-3100	PROFESSIONAL SERVICES	62,113.51	61,890.00	0.00	43,055.12	18,834.88	70
401-533-30-3400	OTHER CONTRACTUAL SERVICES	50,109.22	180,000.00	943.75	44,163.13	135,836.87	25
401-533-30-3450	CLOTHING AND UNIFORMS	5,029.71	9,000.00	0.00	3,729.39	5,270.61	41
401-533-30-4000	TRAVEL & PER DIEM	3,402.39	4,500.00	0.00	5,194.59	694.59 -	115
401-533-30-4100	TELEPHONE EXPENSE	26,647.03	38,600.00	0.00	20,097.34	18,502.66	52
401-533-30-4110	IT LICENSING / EQUIPMENT	14,033.94	64,200.00	0.00	37,316.90	26,883.10	58
401-533-30-4200	POSTAGE/TRANSPORTATION FEES	2,045.46	2,500.00	0.00	51.82	2,448.18	2
401-533-30-4300	UTILITIES EXPENSE	151,616.77	130,000.00	0.00	113,059.63	16,940.37	87
401-533-30-4400	RENTAL & LEASING	8,001.54	9,000.00	0.00	5,075.61	3,924.39	56
401-533-30-4600	REPAIR & MAINTENANCE	162,692.01	150,000.00	0.00	51,892.91	98,107.09	35
401-533-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	5,000.00	0.00	0.00	5,000.00	0
401-533-30-4960	BOOT ALLOWANCE	1,024.79	2,400.00	0.00	780.17	1,619.83	33
401-533-30-5010	BAD DEBT EXPENSE	0.00	0.00	0.00	60.19	60.19 -	0
401-533-30-5100	OFFICE SUPPLIES	3,980.89	4,000.00	0.00	4,919.45	919.45 -	123
401-533-30-5200	OPERATING SUPPLIES	319,165.14	250,000.00	0.00	248,483.21	1,516.79	99
401-533-30-5220	WATER METERS	0.00	460,000.00	0.00	242,905.43	217,094.57	53
401-533-30-5250	FUEL EXPENSE	49,450.92	45,000.00	0.00	21,087.63	23,912.37	47
401-533-30-5260	CHEMICALS	205,896.28	225,000.00	6,050.00	160,810.69	64,189.31	71
401-533-30-5270	LABORATORY SAMPLES	14,140.00	50,000.00	0.00	27,375.00	22,625.00	55
401-533-30-5400	SUBSCRIPTIONS/DUES	5,264.00	9,000.00	0.00	1,808.80	7,191.20	20
401-533-30-5500	TRAINING	4,644.09	7,600.00	0.00	3,030.00	4,570.00	40
401-533-60-6200	CAP. IMPROVEMENT-BUILDINGS	4.00	25,334.00	0.00	25,334.00	0.00	100
401-533-60-6300	CAPITAL IMPROVEMENT-OTHER	33,999.55	123,000.00	0.00	24,569.35	98,430.65	20

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-533-60-6301	METER CHANGE OUT PROGRAM	18,396.00	206,600.00	0.00	81,600.00	125,000.00	40
401-533-60-6350	LOOP/UPGRADE WATER MAINS	122,750.39	350,000.00	0.00	23,880.00	326,120.00	7
401-533-60-6400	CAP. IMPROVEMENT-MACHINERY	15,939.00	178,000.00	0.00	0.00	178,000.00	0
401-533-60-6681	LEASE PURCHASE PRINCIPAL PMT	0.00	18,450.00	0.00	18,446.55	3.45	100
401-533-60-6691	LEASE PURCHASE INTEREST PMT	0.00	3,155.00	0.00	3,151.86	3.14	100
401-533-70-7319	CR 209 WATER MAIN EXTENSION	3,543.84	540,213.81	0.00	435,244.61	104,969.20	81
	533 WATER DEPARTMENT:	**2,185,757.72**	**4,416,612.81**	**42,566.50**	**2,365,385.40**	**2,051,227.41**	**54**
401-535-00-0000	WASTEWATER DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
401-535-10-1200	SALARIES	698,401.38	1,126,740.00	32,585.41	512,613.93	614,126.07	46
401-535-10-1250	ON CALL	11,325.00	11,700.00	450.00	8,025.00	3,675.00	69
401-535-10-1300	OVERTIME	11,504.15	15,000.00	726.95	11,421.37	3,578.63	76
401-535-10-1500	SICK LEAVE	41,969.86	0.00	152.12	13,404.91	13,404.91 -	0
401-535-10-1600	VACATION PAY	47,271.59	0.00	1,902.92	33,938.55	33,938.55 -	0
401-535-10-1800	HOLIDAY PAY	28,565.32	0.00	3,504.29	19,360.70	19,360.70 -	0
401-535-10-1820	HOLIDAY PREMIUM	7,594.27	9,000.00	848.95	7,968.32	1,031.68	89
401-535-10-2100	FICA EXPENSE	65,544.19	88,930.00	3,073.04	46,625.29	42,304.71	52
401-535-10-2200	RETIREMENT	97,095.04	138,450.00	4,784.31	73,279.89	65,170.11	53
401-535-10-2210	BENEFIT ADMIN FEES	184.50	0.00	0.00	58.50	58.50 -	0
401-535-10-2300	LIFE & HEALTH INSURANCE	121,399.96	215,280.00	5,892.02	91,737.61	123,542.39	43
401-535-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,500.00	0.00	0.00	2,500.00	0
401-535-10-2600	WORKERS COMPENSATION INSURANCE	26,793.74	30,000.00	0.00	30,316.61	316.61 -	101
401-535-30-3100	PROFESSIONAL SERVICES	85,900.40	82,087.50	0.00	48,717.78	33,369.72	59
401-535-30-3400	OTHER CONTRACTUAL SERVICES	70,454.05	175,000.00	0.00	68,422.47	106,577.53	39
401-535-30-3450	CLOTHING AND UNIFORMS	7,867.83	11,000.00	0.00	3,942.53	7,057.47	36
401-535-30-4000	TRAVEL & PER DIEM	998.89 -	4,500.00	0.00	2,284.04	2,215.96	51
401-535-30-4100	TELEPHONE EXPENSE	13,811.03	15,000.00	0.00	11,622.98	3,377.02	77
401-535-30-4110	IT LICENSING / EQUIPMENT	24,462.53	57,900.00	0.00	30,999.41	26,900.59	54
401-535-30-4200	POSTAGE/TRANSPORTATION FEES	416.05	1,500.00	0.00	801.26	698.74	53
401-535-30-4300	UTILITIES EXPENSE	340,898.82	270,000.00	0.00	240,563.45	29,436.55	89

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-535-30-4400	RENTAL & LEASING	2,594.22	2,000.00	0.00	1,216.49	783.51	61
401-535-30-4600	REPAIR & MAINTENANCE	382,839.96	360,200.00	0.00	275,153.72	85,046.28	76
401-535-30-4900	MISC. EXPENSE & OTHER CURRENT	1,740.11	5,000.00	0.00	353.36	4,646.64	7
401-535-30-4940	LANDFILL DISPOSAL FEES	88,413.44	115,000.00	0.00	111,494.76	3,505.24	97
401-535-30-4960	BOOT ALLOWANCE	1,179.46	3,500.00	0.00	792.35	2,707.65	23
401-535-30-5100	OFFICE SUPPLIES	3,766.83	4,000.00	0.00	3,091.86	908.14	77
401-535-30-5200	OPERATING SUPPLIES	190,152.02	200,000.00	0.00	161,495.87	38,504.13	81
401-535-30-5250	FUEL EXPENSE	40,619.27	50,000.00	0.00	34,025.44	15,974.56	68
401-535-30-5260	CHEMICALS	96,327.40	200,000.00	0.00	126,800.09	73,199.91	63
401-535-30-5270	LABORATORY SAMPLES	45,002.42	65,000.00	0.00	36,500.00	28,500.00	56
401-535-30-5400	SUBSCRIPTIONS/DUES	370.00	4,000.00	0.00	1,146.85	2,853.15	29
401-535-30-5500	TRAINING	1,440.00	7,600.00	0.00	1,317.83	6,282.17	17
401-535-60-6200	CAP. IMPROVEMENT-BUILDINGS	6,830.00	30,000.00	0.00	21,562.00	8,438.00	72
401-535-60-6250	LIFT STATION UPGRADES	261,846.00	576,420.00	0.00	48,760.00	527,660.00	8
401-535-60-6300	CAPITAL IMPROVEMENT-OTHER	193,432.00	227,000.00	0.00	142,489.35	84,510.65	63
401-535-60-6310	MILLENNIUM PARK PROJECT	0.00	243,100.00	0.00	44,750.00	198,350.00	18
401-535-60-6400	CAP. IMPROVEMENT-MACHINERY	4,324.00	1,036,207.00	0.00	481,122.31	555,084.69	46
401-535-60-6610	SEWER SYSTEM RENEWAL AND REPLACEMENT	400,175.10	374,700.00	0.00	218,835.00	155,865.00	58
401-535-60-6681	LEASE PURCHASE PRINCIPAL PMT	0.00	75,620.00	0.00	75,617.58	2.42	100
401-535-60-6691	LEASE PURCHASE INTEREST PMT	13,107.50	8,985.00	0.00	8,981.09	3.91	100
401-535-60-6770	SR 44 FM / CCC DECOMMISSIONING	136,242.25	2,500,000.00	0.00	13,786.25	2,486,213.75	1
401-535-70-7302	BUENA VISTA FORCEMAIN	0.00	350,000.00	0.00	300,270.00	49,730.00	86
401-535-70-7303	WILDWOOD ESTATES LS	0.37 -	338,301.37	0.00	265,344.97	72,956.40	78
	535 WASTEWATER DEPARTMENT:	**3,570,862.43**	**9,031,220.87**	**53,920.01**	**3,631,011.77**	**5,400,209.10**	**40**
401-580-90-0000	CONTINGENCY:	0.00	0.00	0.00	0.00	0.00	0
401-580-90-9912	CONTIN- WATER SEWER-REFUSE	0.00	3,552,121.32	0.00	0.00	3,552,121.32	0
401-582-00-0000	DEBT SERVICE:	0.00	0.00	0.00	0.00	0.00	0
401-582-30-5900	DEPRECIATION	2,457,368.00	0.00	0.00	0.00	0.00	0
401-582-30-5920	BAD DEBT EXPENSE	29,120.00	0.00	0.00	0.00	0.00	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-582-70-7100	SUMTER SCHOOL BOARD LEASE PURCHASE	0.00	170,000.00	0.00	170,000.00	0.00	100
401-582-70-7103	DBT SRV.-SRF LOAN PRIN-2007	0.00	340,810.00	0.00	169,523.38	171,286.62	50
401-582-70-7106	DEBT SERV-2016 CONTINENTAL LOAN (BB&T)	0.00	107,755.00	0.00	107,755.08	0.08 -	100
401-582-70-7204	INT EXP.-SRF LOAN-3 (2007)	46,084.86	39,105.00	0.00	20,434.06	18,670.94	52
401-582-70-7205	DEBT SVC.-INTEREST-2013 REFINANCE	2,315.30	0.00	0.00	0.00	0.00	0
401-582-70-7206	DEBT SERV-INTERST-2016 CONTINENTAL (BBT)	29,566.42	26,860.00	0.00	26,859.96	0.04	100
	582 DEBT SERVICE:	**2,564,454.58**	**684,530.00**	**0.00**	**494,572.48**	**189,957.52**	**72**
	UTILITY FUND Expenditure Totals	**8,811,615.33**	**18,302,000.00**	**124,347.74**	**6,943,359.83**	**11,358,640.17**	**38**

401 UTILITY FUND

	Prior	Current	YTD
Revenues:	**9,619,330.00**	**0.00**	**5,924,911.06**
Expenditures:	**8,811,615.33**	**124,347.74**	**6,943,359.83**
Net Income:	**807,714.67**	**124,347.74 -**	**1,018,448.77 -**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
402-334-3102	STATE APPROPRIATION - CR 209 WATER MAIN	197,033.60	0.00	0.00	0.00	0.00	0
402-361-0000	INTEREST	24,160.51	1,000.00	0.00	35,127.25	34,127.25	***
402-389-5000	CASH FORWARD	0.00	4,000,000.00	0.00	0.00	4,000,000.00 -	0
	CAPITAL PROJECTS (LOAN/GRANT) Revenue Totals	**221,194.11**	**4,001,000.00**	**0.00**	**35,127.25**	**3,965,872.75 -**	**1**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
402-536-70-7352	MILLENNIUM PARK REUSE PROJECT	0.00	3,000,000.00	0.00	0.00	3,000,000.00	0
402-580-90-9913	CONTINGENCY - CONSTRUCTION FUND	0.00	1,001,000.00	0.00	0.00	1,001,000.00	0
	CAPITAL PROJECTS (LOAN/ Expenditure Tot	**0.00**	**4,001,000.00**	**0.00**	**0.00**	**4,001,000.00**	**0**

402 CAPITAL PROJECTS (LOAN/GRANT)

	Prior	Current	YTD
Revenues:	**221,194.11**	**0.00**	**35,127.25**
Expenditures:	**0.00**	**0.00**	**0.00**
Net Income:	**221,194.11**	**0.00**	**35,127.25**

403-361-0000	INTEREST EARNINGS	557.21	100.00	0.00	403.77	303.77	404
403-389-5000	NON-OPERATIONAL-CASH FORWARD	0.00	72,500.00	0.00	0.00	72,500.00 -	0
	INDUSTRIAL FUND Revenue Totals	**557.21**	**72,600.00**	**0.00**	**403.77**	**72,196.23 -**	**1**

Expenditure Account	*Description*	*Prior Yr Expd*	*Budgeted*	*Current Expd*	*YTD Expended*	*Balance*	*% Expd*
403-552-00-0000	INDUSTRIAL PARK:	0.00	0.00	0.00	0.00	0.00	0
403-552-30-3100	PROFESSIONAL SERVICES	0.00	1,000.00	0.00	0.00	1,000.00	0
403-552-30-4900	MISC. EXPENSE & OTHER CURRENT	13.19	0.00	0.00	0.00	0.00	0
403-552-30-4980	DEPRECIATION EXPENSE	6,607.00	0.00	0.00	0.00	0.00	0
	552 INDUSTRIAL PARK:	**6,620.19**	**1,000.00**	**0.00**	**0.00**	**1,000.00**	**0**
403-580-90-9999	CONTINGENCY	0.00	61,600.00	0.00	0.00	61,600.00	0
403-581-00-0000	INDUSTRIAL PARK:	0.00	0.00	0.00	0.00	0.00	0
403-581-00-0100	TRANSFER TO GENERAL FUND	10,000.00	10,000.00	0.00	0.00	10,000.00	0
	INDUSTRIAL FUND Expenditure Totals	**16,620.19**	**72,600.00**	**0.00**	**0.00**	**72,600.00**	**0**

403 INDUSTRIAL FUND

	Prior	**Current**	**YTD**
Revenues:	**557.21**	**0.00**	**403.77**
Expenditures:	**16,620.19**	**0.00**	**0.00**
Net Income:	**16,062.98 -**	**0.00**	**403.77**

Revenue Account	*Description*	*Prior Yr Rev*	*Anticipated*	*Curr Rev*	*YTD Rev*	*Excess/Deficit*	*% Real*
404-343-3501	WATER SYSTEM CONNECTION FEES	7,412.21	7,000.00	0.00	0.00	7,000.00 -	0
404-361-0000	INTEREST	49.41	0.00	0.00	27.08	27.08	0
404-389-5002	CASH FORWARD - WATER CONNECTIONS	0.00	383,800.00	0.00	0.00	383,800.00 -	0
	WATER CONNECTION FEES Revenue Totals	**7,461.62**	**390,800.00**	**0.00**	**27.08**	**390,772.92 -**	**0**

Expenditure Account	*Description*	*Prior Yr Expd*	*Budgeted*	*Current Expd*	*YTD Expended*	*Balance*	*% Expd*
404-533-30-4900	MISC. EXPENSE & OTHER CURRENT	361.77	0.00	0.00	210.57	210.57 -	0
404-533-70-7352	ASHLEY WTP PROJECT	0.25	390,000.00	0.00	67,028.05	322,971.95	17
	533 Total	**362.02**	**390,000.00**	**0.00**	**67,238.62**	**322,761.38**	**17**
404-580-90-9909	CONTINGENCY - WATER CONNECTION FEES	0.00	800.00	0.00	0.00	800.00	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
404-581-90-9101	TRANSFER TO W/S FUND	13,820.00	0.00	0.00	0.00	0.00	0
	WATER CONNECTION FEES Expenditure Total	**14,182.02**	**390,800.00**	**0.00**	**67,238.62**	**323,561.38**	**17**

404 WATER CONNECTION FEES

	Prior	Current	YTD
Revenues:	**7,461.62**	**0.00**	**27.08**
Expenditures:	**14,182.02**	**0.00**	**67,238.62**
Net Income:	**6,720.40 -**	**0.00**	**67,211.54 -**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
406-343-5500	SEWER TAP CONNECTION FEES	15,731.69	5,000.00	0.00	0.00	5,000.00 -	0
406-361-0000	INTEREST	38.24	0.00	0.00	18.53	18.53	0
406-389-5006	CASH FORWARD - WASTEWATER CONNECTION FEE	0.00	383,950.00	0.00	0.00	383,950.00 -	0
	WASTEWATER CONNECTION FEES Revenue Totals	**15,769.93**	**388,950.00**	**0.00**	**18.53**	**388,931.47 -**	**0**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
406-535-00-0000	SEWER TAP CONNECTION FEES:	0.00	0.00	0.00	0.00	0.00	0
406-535-30-4900	MISC. EXPENSE & OTHER CURRENT	361.20	0.00	0.00	210.38	210.38 -	0
406-535-60-6392	WWTF CLARIFIER DEMO/CONSTRUCTION-DESIGN	0.00	100,000.00	0.00	0.00	100,000.00	0
406-535-60-6393	WILDWOOD ESTATES LS	0.00	228,589.90	0.00	199,623.00	28,966.90	87
	535 SEWER TAP CONNECTION FEES:	**361.20**	**328,589.90**	**0.00**	**199,833.38**	**128,756.52**	**61**
406-580-90-5006	CONTINGENCY - WASTEWATER CONNECTION FEES	0.00	60,360.10	0.00	0.00	60,360.10	0
	WASTEWATER CONNECTION F Expenditure Tot	**361.20**	**388,950.00**	**0.00**	**199,833.38**	**189,116.62**	**51**

406 WASTEWATER CONNECTION FEES

	Prior	Current	YTD
Revenues:	**15,769.93**	**0.00**	**18.53**
Expenditures:	**361.20**	**0.00**	**199,833.38**
Net Income:	**15,408.73**	**0.00**	**199,814.85 -**

408-343-3560	WATER SDC FEES	1,717,366.25	1,500,000.00	0.00	768,290.68	731,709.32 -	51
408-361-0000	INTEREST EARNED	306.43	100.00	0.00	231.76	131.76	232

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
408-389-5012	CASH FORWARD - WATER SDC	0.00	3,427,000.00	0.00	0.00	3,427,000.00 -	0
	WATER SDC FEES Revenue Totals	**1,717,672.68**	**4,927,100.00**	**0.00**	**768,522.44**	**4,158,577.56 -**	**16**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
408-533-30-4900	MISC. EXPENSE & OTHER CURRENT	378.48	0.00	0.00	222.11	222.11 -	0
408-533-70-7352	ASHLEY WTP UPGRADES	0.00	80,000.00	0.00	0.00	80,000.00	0
408-533-70-7354	CR 209 WATER MAIN EXT PHASE 1	0.00	800,000.00	0.00	0.00	800,000.00	0
	533 Total	**378.48**	**880,000.00**	**0.00**	**222.11**	**879,777.89**	**0**
408-580-90-9914	CONTINGENCY - WATER SDC FUND	0.00	3,791,070.00	0.00	0.00	3,791,070.00	0
408-581-90-9101	TRANSFER TO W/S FUND	219,080.26	0.00	0.00	0.00	0.00	0
408-582-70-7107	SRF PRINCIPAL - OXFORD WTP	0.00	221,015.00	0.00	110,263.62	110,751.38	50
408-582-70-7207	SRF INTEREST - OXFORD WTP	36,949.34	35,015.00	0.00	17,751.18	17,263.82	51
	582 Total	**36,949.34**	**256,030.00**	**0.00**	**128,014.80**	**128,015.20**	**50**
	WATER SDC FEES Expenditure Totals	**256,408.08**	**4,927,100.00**	**0.00**	**128,236.91**	**4,798,863.09**	**3**

408 WATER SDC FEES

	Prior	Current	YTD
Revenues:	**1,717,672.68**	**0.00**	**768,522.44**
Expenditures:	**256,408.08**	**0.00**	**128,236.91**
Net Income:	**1,461,264.60**	**0.00**	**640,285.53**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
409-343-5560	WASTEWATER SDC FEES	3,022,260.92	2,650,000.00	0.00	2,123,102.12	526,897.88 -	80
409-361-0000	INTEREST EARNED	615.64	100.00	0.00	462.32	362.32	462
409-389-5013	CASH FORWARD	0.00	6,890,000.00	0.00	0.00	6,890,000.00 -	0
	WASTEWATER SDC FEES Revenue Totals	**3,022,876.56**	**9,540,100.00**	**0.00**	**2,123,564.44**	**7,416,535.56 -**	**22**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
409-535-30-4900	MISC. EXPENSE & OTHER CURRENT	385.11	0.00	0.00	225.54	225.54 -	0
409-535-70-7346	WWTP FACILITY PLAN	0.25	7,821,443.75	0.00	387,731.65	7,433,712.10	5
409-535-70-7349	MISC CAPACITY IMPROVEMENTS	124,293.00	0.00	0.00	0.00	0.00	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
409-535-70-7355	BRIDGE CROSSING PROJECT	0.00	788,600.00	0.00	0.00	788,600.00	0
409-535-70-7359	GRAVITY COLLECTION SYS CONDITION ASSESS	0.00	250,000.00	0.00	0.00	250,000.00	0
	535 Total	**124,678.36**	**8,860,043.75**	**0.00**	**387,957.19**	**8,472,086.56**	**4**
409-580-90-9915	CONTINGENCY - WASTEWATER SDC FUND	0.00	604,471.25	0.00	0.00	604,471.25	0
409-581-90-9101	TRANSFER TO W/S REVENUE FUND	357,517.36	0.00	0.00	0.00	0.00	0
409-582-70-7101	DBT SERV-SRF CRC09 FORCEMAIN DESIGN PRIN	0.00	4,390.00	0.00	2,186.42	2,203.58	50
409-582-70-7102	DBT SRV-SRF CR209 FM CONSTRUCTION PRIN	0.00	69,788.00	0.00	34,891.53	34,896.47	50
409-582-70-7200	INTEREST EXPENSE-CR209 FM SRF CONSTRUCTN	351.43	332.00	0.00	167.87	164.13	51
409-582-70-7202	INT EXP.-SRF DESIGN LOAN-CR209 FORCEMAIN	1,147.23	1,075.00	0.00	546.69	528.31	51
	582 Total	**1,498.66**	**75,585.00**	**0.00**	**37,792.51**	**37,792.49**	**50**
	WASTEWATER SDC FEES Expenditure Totals	**483,694.38**	**9,540,100.00**	**0.00**	**425,749.70**	**9,114,350.30**	**4**

409 WASTEWATER SDC FEES

	Prior	Current	YTD
Revenues:	**3,022,876.56**	**0.00**	**2,123,564.44**
Expenditures:	**483,694.38**	**0.00**	**425,749.70**
Net Income:	**2,539,182.18**	**0.00**	**1,697,814.74**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
601-351-2000	CONFISCATED PROPERTY	0.00	1,500.00	0.00	0.00	1,500.00 -	0
601-361-0000	INTEREST	352.92	10.00	0.00	209.72	199.72	***
	LAW ENFORCEMENT FUND Revenue Totals	**352.92**	**1,510.00**	**0.00**	**209.72**	**1,300.28 -**	**14**

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
601-521-00-0000	LAW ENFORCEMENT TRUST:	0.00	0.00	0.00	0.00	0.00	0
601-521-30-4900	MISC. EXPENSE & OTHER CURRENT	36.22	0.00	0.00	0.00	0.00	0
601-580-90-9999	CONTINGENCY	0.00	51,695.00	0.00	0.00	51,695.00	0
	LAW ENFORCEMENT FUND Expenditure Totals	**36.22**	**51,695.00**	**0.00**	**0.00**	**51,695.00**	**0**

601 LAW ENFORCEMENT FUND

	Prior	Current	YTD
Revenues:	**352.92**	**0.00**	**209.72**

Expenditures:	36.22	0.00	0.00
Net Income:	316.70	0.00	209.72

Grand Totals

	Prior	Current	YTD
Revenues:	59,358,321.80	1,060.00 -	32,846,680.46
Expenditures:	47,958,291.83	542,982.30	22,147,533.16
Net Income:	11,400,029.97	544,042.30 -	10,699,147.30

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: **Continuing Urban Planning Services Contract - Ayres Associates**

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity: Ayres Associates
Effective Date: June 12, 2023 Termination Date:
Managing Division/Department: Executive

BUDGET IMPACT: Funding will be allocated in project accounts and/or professional services in various departments.

HISTORY/FACTS/ISSUES:

In April 2023, the city issued RFQ #2023-10 for Urban Planning Continuing Professional Services. At the May 22nd meeting, the Commission approved the Selection Committee's ranking of the six firms that submitted qualifications packages and authorized the City Manager to enter into negotiations with the top three ranked firms, Ayres Associates, GAI Consultants, and Inspire Placemaking Collective. The City Manager is requesting that the Commission approve this continuing services agreement with Ayres Associates, Inc. The initial term of the agreement is for three years, with the ability to extend the contract in one-year increments upon agreement of both parties.

CONTRACT
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this __12th_ day of __June___ , 2023, by and between City of Wildwood (hereafter referred to as "City"), whose address is 100 N Main Street, Wildwood, Florida 34785, and Ayres Associates Inc (hereafter referred to as "Consultant"), whose address is 8875 Hidden River Pkwy., Suite 200, Tampa, FL 33637.

RECITALS

WHEREAS, the City has need of professional services for Engineering Services, and,

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Consultant, based on the Consultant's response to RFQ # 2023-11 – Request for Urban Planning Continuing Services,

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. The relationship of the Consultant to the City will be that of a professional consultant to provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to the Consultant's profession, and Consultant will endeavor to provide to the City prompt and efficient consulting services to the best of its ability.

2. Consultant is hereby retained and employed as the Urban Planning Consultant, and will work with the City to provide said services in accordance with the scope of services outlined in RFQ # 2023-11.

3. Consultant agrees to prepare and complete a report to the City, detailing the status of services provided pursuant to this Agreement at least ninety (90) days prior to the expiration of the term of this Agreement, or at least ninety (90) days prior to the expiration of any renewal term of this Agreement. Consultant may be asked to present the deliverables in person for review by staff or for discussion at a scheduled City Commission meeting.

4. The term of this Agreement shall commence on _June 12, 2023_ and continue in full force through _June 11, 2026____, unless otherwise terminated as provided in paragraph five (5) of this Agreement. This Agreement may be renewed on an annual basis for additional consecutive one year periods, if agreed to in writing by both parties, at least sixty (60) days prior to the expiration of this Agreement, including any periods of renewal. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph eight (8) of this Agreement.

5. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this agreement is terminated, Consultant shall be authorized to receive payment for all work performed up to the date of termination.

6. With regard to compensation paid to Consultant, Consultant shall furnish to the City on a monthly basis an itemized invoice detailing all of Consultants hours, services, expenses and any other services utilized by the City during the preceding month. Invoice shall be itemized pursuant to and in accordance with the attached Fee Schedule. Consultant shall compute the total amount due for the preceding month and all amounts due Consultant shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.
   a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Consultant and presented to the City pursuant to this Agreement are and remain the property of the City as instruments of service.

b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant shall be made available to the City upon request and shall be considered public records, pursuant to F.S. 119.0701.

c. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The City shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. The right to audit, inspect, and copy records shall include all of the records of sub-consultants (if any).

d. Consultant shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.

e. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFQ # 2023-07, naming City as an additional insured in each such policy.

f. Upon Consultant's written request, the City will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and City mutually deem necessary, and Consultant may rely upon same in performing the services required under this agreement.

g. The City and Consultant each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the City nor Consultant shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the City which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be agreed upon in advance by the parties hereto. The Consultant may be required to provide additional services to the City on challenges, public protests, administrative hearings or similar matters. The consultant shall be available to represent the City, serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between City and Consultant and which are further incorporated herein by reference, consist of the following:

a. Request for Qualifications (RFQ)
b. Vendor's RFQ Documents
c. Permits / Licenses
d. All RFQ Addenda Issued Prior to RFQ Opening Date
e. All Modifications and Change Orders Issued
f. Architects/Engineers hourly rates, as attached to this contract.

10. Consultant shall indemnify and hold harmless the City, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of the contract.

11. Consultant, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the City and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the City, except as provided in the scope of services called for herein. Consultant is hereby designated as an independent contractor to the City and none of the employees, agents or servants of the Consultant shall have, or be entitled to, any of the fringe benefits applicable to employees of the City.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing it's rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. Consultant does hereby waive any and all “venue privilege” and or “diversity of citizenship privileges” and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Sumter County, Florida, and Consultant hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the City in any other State Court, Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Consultant shall comply with all federal, state and local laws and regulations. Consultant shall be responsible for identifying and applying for all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.

17. Consultant shall immediately notify City in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the City.

18. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.

19. Any public or private entity or official and any member of the public shall have access to any books, documents, papers, and records of the CITY and CONSULTANT which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions. CONSULTANT agrees to comply with the Florida Public Records Law.

In addition to other contract requirements provided by law, the CONSULTANT must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

A. Keep and maintain public records that ordinarily and necessarily would be required by the CITY in order to perform the service to the CITY under this agreement;
B. Upon request from the CITY’S custodian of public records, provide the CITY with a copy of any 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 contract term and following completion of the contract if the CONSULTANT does not transfer the records to the public agency; and
D. Meet all requirements for retaining public records and transfer, at no cost, to the CITY all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.

Failure of the CONSULTANT to abide by the terms of this provision shall be deemed a material breach of this Agreement and the CITY may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all attorney’s fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY CLERK AS CUSTODIAN OF PUBLIC RECORDS AT 352-330-1330.

20. Any notices required by this Agreement shall be mailed to the following individual(s), by Certified Mail, Return Receipt requested:

FOR THE CITY	FOR THE CONSULTANT
Name: Jason McHugh	Name: Subrata Bandy
Address: 100 N Main Street, Wildwood, FL 34785	Address: 8875 Hidden River Parkway, suite 200
Title: City Manager	Title: Vice President
Date: ________________	Date: 06-05-2023

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

By: ________________________________

CITY OF WILDWOOD

____

By: Ed Wolf, Mayor

Date Signed: ______________________

ATTEST:

By: Binoy Panicker

Consultant

Subrata

By: Subrata Bandy

Date Signed: 06-05-2023

AYRES
Ingenuity, Integrity, and Intelligence.

City Wildwood, FL
Urban Planning Continuing Services

Hourly Rate Schedule June 2023

Classification/Role	Hourly Rate
PM/ Principal Urban Planner/Designer	$200
Principal Transportation Engineer – Design	$240
Principal Transportation Engineer – Complete Streets Design	$260
Sr. Transportation Engineer - Design	$180
Transportation Engineer - Design	$140
Transportation Designer / Sr. CAD	$150
Principal Transportation Engineer - Traffic	$240
Sr. Transportation Engineer- Traffic	$200
Principal Transportation Engineer - Structures	$270
Sr. Transportation Engineer - Structures	$150
Certified Bridge Inspector	$205
Site Inspector / Surveyor	$105
Principal Utilities Engineer – Civil Infrastructure and Drainage	$195
Sr. Utilities Engineer – Civil Infrastructure and Drainage	$155
Principal Planner – Housing and Economic Development	$205
Sr. Urban Planner - Housing	$170
Sr. Urban Planner – Policy Specialist	$180
Sr. Landscape Architect	$165
Landscape Designer - Visualization	$105
Landscape Designer - Arborist	$150
Public Engagement Specialist	$135
Grants/Funding Specialist	$225
GIS and Data Visualization Specialist	$125
Urban Planner – Plan Graphics	$105
Jr. Urban Planner - Intern	$70
Administrative Assistant	$90

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Continuing Urban Planning Services Contract - GAI Consultants**

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity: GAI Consultants

Effective Date: June 12, 2023   Termination Date:

Managing Division/Department: Executive

BUDGET IMPACT: Funding will be allocated in project accounts and/or professional services in various departments.

HISTORY/FACTS/ISSUES:

In April 2023, the city issued RFQ #2023-10 for Urban Planning Continuing Professional Services. At the May 22nd meeting, the Commission approved the Selection Committee's ranking of the six firms that submitted qualifications packages and authorized the City Manager to enter into negotiations with the top three ranked firms, Ayres Associates, GAI Consultants, and Inspire Placemaking Collective. The City Manager is requesting that the Commission approve this continuing services agreement with GAI Consultants, Inc. The initial term of the agreement is for three years, with the ability to extend the contract in one-year increments upon agreement of both parties.

CONTRACT

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this __12th__ day of __June___ , 2023, by and between City of Wildwood (hereafter referred to as "City"), whose address is 100 N Main Street, Wildwood, Florida 34785, and GAI Consultants, Inc (hereafter referred to as "Consultant"), whose address is 618 E South Street, Suite 700, Orlando, FL 32801.

RECITALS

WHEREAS, the City has need of professional services for Engineering Services, and,

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Consultant, based on the Consultant's response to RFQ # 2023-11 – Request for Urban Planning Continuing Services,

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. The relationship of the Consultant to the City will be that of a professional consultant to provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to the Consultant's profession, and Consultant will endeavor to provide to the City prompt and efficient consulting services to the best of its ability.

2. Consultant is hereby retained and employed as the Urban Planning Consultant, and will work with the City to provide said services in accordance with the scope of services outlined in RFQ # 2023-11.

3. Consultant agrees to prepare and complete a report to the City, detailing the status of services provided pursuant to this Agreement at least ninety (90) days prior to the expiration of the term of this Agreement, or at least ninety (90) days prior to the expiration of any renewal term of this Agreement. Consultant may be asked to present the deliverables in person for review by staff or for discussion at a scheduled City Commission meeting.

4. The term of this Agreement shall commence on _June 12, 2023_ and continue in full force through _June 11, 2026____, unless otherwise terminated as provided in paragraph five (5) of this Agreement. This Agreement may be renewed on an annual basis for additional consecutive one year periods, if agreed to in writing by both parties, at least sixty (60) days prior to the expiration of this Agreement, including any periods of renewal. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph eight (8) of this Agreement.

5. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this agreement is terminated, Consultant shall be authorized to receive payment for all work performed up to the date of termination.

6. With regard to compensation paid to Consultant, Consultant shall furnish to the City on a monthly basis an itemized invoice detailing all of Consultants hours, services, expenses and any other services utilized by the City during the preceding month. Invoice shall be itemized pursuant to and in accordance with the attached Fee Schedule. Consultant shall compute the total amount due for the preceding month and all amounts due Consultant shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.
   a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Consultant and presented to the City pursuant to this Agreement are and remain the property of the City as instruments of service.

b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant shall be made available to the City upon request and shall be considered public records, pursuant to F.S. 119.0701.

c. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The City shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. The right to audit, inspect, and copy records shall include all of the records of sub-consultants (if any).

d. Consultant shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.

e. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFQ # 2023-07, naming City as an additional insured in each such policy.

f. Upon Consultant's written request, the City will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and City mutually deem necessary, and Consultant may rely upon same in performing the services required under this agreement.

g. The City and Consultant each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the City nor Consultant shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the City which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be agreed upon in advance by the parties hereto. The Consultant may be required to provide additional services to the City on challenges, public protests, administrative hearings or similar matters. The consultant shall be available to represent the City, serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between City and Consultant and which are further incorporated herein by reference, consist of the following:

a. Request for Qualifications (RFQ)
b. Vendor's RFQ Documents
c. Permits / Licenses
d. All RFQ Addenda Issued Prior to RFQ Opening Date
e. All Modifications and Change Orders Issued
f. Architects/Engineers hourly rates, as attached to this contract.

10. Consultant shall indemnify and hold harmless the City, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of the contract.

11. Consultant, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the City and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the City, except as provided in the scope of services called for herein. Consultant is hereby designated as an independent contractor to the City and none of the employees, agents or servants of the Consultant shall have, or be entitled to, any of the fringe benefits applicable to employees of the City.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing it's rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. Consultant does hereby waive any and all “venue privilege” and or “diversity of citizenship privileges” and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Sumter County, Florida, and Consultant hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the City in any other State Court, Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Consultant shall comply with all federal, state and local laws and regulations. Consultant shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.

17. Consultant shall immediately notify City in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the City.

18. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.

19. Any public or private entity or official and any member of the public shall have access to any books, documents, papers, and records of the CITY and CONSULTANT which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions. CONSULTANT agrees to comply with the Florida Public Records Law.

In addition to other contract requirements provided by law, the CONSULTANT must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

A. Keep and maintain public records that ordinarily and necessarily would be required by the CITY in order to perform the service to the CITY under this agreement;
B. Upon request from the CITY’S custodian of public records, provide the CITY with a copy of any 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 contract term and following completion of the contract if the CONSULTANT does not transfer the records to the public agency; and
D. Meet all requirements for retaining public records and transfer, at no cost, to the CITY all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.

Failure of the CONSULTANT to abide by the terms of this provision shall be deemed a material breach of this Agreement and the CITY may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all attorney’s fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY CLERK AS CUSTODIAN OF PUBLIC RECORDS AT 352-330-1330.

20. Any notices required by this Agreement shall be mailed to the following individual(s), by Certified Mail, Return Receipt requested:

FOR THE CITY	FOR THE CONSULTANT
Name: Jason McHugh	Name:_______________________________________
Address: 100 N Main Street, Wildwood, FL 34785	Address:_____________________________________
Title: City Manager	Title:____
Date: ________________	Date:__________________

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:	CITY OF WILDWOOD
By: _______________________________	_________________________________
	By: Ed Wolf, Mayor
	Date Signed: ______________________
ATTEST:	Consultant
By: _______________________________	_________________________________
	By: ______________________________
	Date Signed: ______________________

2023 Community Development Rate Schedule

Professionals include Economists, Planners, Designers, Landscape Architects, and Engineers.
Any changes in hourly rates to reflect increases in cost of living, taxes, benefits, etc. will take effect on January 1, 2024. Rates in the below table are "loaded" hourly rates and include all overhead, costs, and benefits per hourly unit rate.

Labor Classification	Invoice Rate
CSG Senior Director / VP	$325.00
CSG Senior Director	$265.00
CSG Director	$235.00
CSG Assistant Director	$215.00
CSG Senior Manager	$205.00
CSG Economic and Real Estate Advisory Services Director	$195.00
CSG Manager	$185.00
CSG Assistant Manager	$165.00
CSG Senior Project Professional	$145.00
CSG Project Professional	$130.00
CSG Senior Professional	$115.00
CSG Professional	$110.00
CSG Senior Technician	$95.00
CSG Technician 2	$85.00
CSG Technician 1	$65.00
Environmental Manager	$175.00
Project Environmental Specialist	$105.00
Expert Witness	$350.00
Principal	$345.00
Technical/Professional 30	$330.00
Technical/Professional 29	$315.00
Technical/Professional 28	$305.00
Technical/Professional 27	$295.00
Technical/Professional 26	$280.00
Technical/Professional 25	$275.00
Technical/Professional 24	$265.00
Technical/Professional 23	$250.00
Technical/Professional 22	$235.00
Technical/Professional 21	$225.00
Technical/Professional 20	$215.00
Technical/Professional 19	$210.00
Technical/Professional 18	$200.00
Technical/Professional 17	$190.00
Technical/Professional 16	$185.00
Technical/Professional 15	$175.00
Technical/Professional 14	$170.00
Technical/Professional 13	$160.00
Technical/Professional 12	$150.00
Technical/Professional 11	$140.00
Technical/Professional 10	$135.00
Technical/Professional 09	$130.00
Technical/Professional 08	$120.00
Technical/Professional 07	$110.00
Technical/Professional 06	$105.00
Technical/Professional 05	$100.00
Technical/Professional 04	$95.00
Technical/Professional 03	$90.00
Technical/Professional 02	$85.00
Technical/Professional 01	$80.00
Technical/Support 2	$80.00
Technical/Support 1	$65.00

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Continuing Urban Planning Services Contract - Inspire Placemaking Collective**

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity: Inspire Placemaking Collective

Effective Date: June 12, 2023 Termination Date:

Managing Division/Department: Executive

BUDGET IMPACT: Funding will be allocated in project accounts and/or professional services in various departments.

HISTORY/FACTS/ISSUES:

In April 2023, the city issued RFQ #2023-10 for Urban Planning Continuing Professional Services. At the May 22nd meeting, the Commission approved the Selection Committee's ranking of the six firms that submitted qualifications packages and authorized the City Manager to enter into negotiations with the top three ranked firms, Ayres Associates, GAI Consultants, and Inspire Placemaking Collective. The City Manager is requesting that the Commission approve this continuing services agreement with Inspire Placemaking Collective. The initial term of the agreement is for three years, with the ability to extend the contract in one-year increments upon agreement of both parties.

CONTRACT

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this __12th__ day of __June___ , 2023, by and between City of Wildwood (hereafter referred to as "City"), whose address is 100 N Main Street, Wildwood, Florida 34785, and Inspire Placemaking Collective, Inc (hereafter referred to as "Consultant"), whose address is 4767 New Broad Street, Orlando, FL 32814.

RECITALS

WHEREAS, the City has need of professional services for Engineering Services, and,

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Consultant, based on the Consultant's response to RFQ # 2023-11 – Request for Urban Planning Continuing Services,

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. The relationship of the Consultant to the City will be that of a professional consultant to provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to the Consultant's profession, and Consultant will endeavor to provide to the City prompt and efficient consulting services to the best of its ability.

2. Consultant is hereby retained and employed as the Urban Planning Consultant, and will work with the City to provide said services in accordance with the scope of services outlined in RFQ # 2023-11.

3. Consultant agrees to prepare and complete a report to the City, detailing the status of services provided pursuant to this Agreement at least ninety (90) days prior to the expiration of the term of this Agreement, or at least ninety (90) days prior to the expiration of any renewal term of this Agreement. Consultant may be asked to present the deliverables in person for review by staff or for discussion at a scheduled City Commission meeting.

4. The term of this Agreement shall commence on _June 12, 2023_ and continue in full force through _June 11, 2026____, unless otherwise terminated as provided in paragraph five (5) of this Agreement. This Agreement may be renewed on an annual basis for additional consecutive one year periods, if agreed to in writing by both parties, at least sixty (60) days prior to the expiration of this Agreement, including any periods of renewal. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph eight (8) of this Agreement.

5. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this agreement is terminated, Consultant shall be authorized to receive payment for all work performed up to the date of termination.

6. With regard to compensation paid to Consultant, Consultant shall furnish to the City on a monthly basis an itemized invoice detailing all of Consultants hours, services, expenses and any other services utilized by the City during the preceding month. Invoice shall be itemized pursuant to and in accordance with the attached Fee Schedule. Consultant shall compute the total amount due for the preceding month and all amounts due Consultant shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.
    a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Consultant and presented to the City pursuant to this Agreement are and remain the property of the City as instruments of service.

b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant shall be made available to the City upon request and shall be considered public records, pursuant to F.S. 119.0701.

c. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The City shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. The right to audit, inspect, and copy records shall include all of the records of sub-consultants (if any).

d. Consultant shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.

e. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFQ # 2023-07, naming City as an additional insured in each such policy.

f. Upon Consultant's written request, the City will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and City mutually deem necessary, and Consultant may rely upon same in performing the services required under this agreement.

g. The City and Consultant each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the City nor Consultant shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the City which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be agreed upon in advance by the parties hereto. The Consultant may be required to provide additional services to the City on challenges, public protests, administrative hearings or similar matters. The consultant shall be available to represent the City, serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between City and Consultant and which are further incorporated herein by reference, consist of the following:

a. Request for Qualifications (RFQ)
b. Vendor's RFQ Documents
c. Permits / Licenses
d. All RFQ Addenda Issued Prior to RFQ Opening Date
e. All Modifications and Change Orders Issued
f. Architects/Engineers hourly rates, as attached to this contract.

10. Consultant shall indemnify and hold harmless the City, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of the contract.

PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, THE CONSULTANT'S CORPORATION IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDE UNDER THIS AGREEMENT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, DIRECTOR, OFFICER, OR PRINCIPAL SHALL BE INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF THIS CONTRACT.

11. Consultant, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the City and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the City, except as provided in the scope of services called for herein. Consultant is hereby designated as an independent contractor to the City and none of the employees, agents or servants of the Consultant shall have, or be entitled to, any of the fringe benefits applicable to employees of the City.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing it's rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. Consultant does hereby waive any and all "venue privilege" and or "diversity of citizenship privileges" and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Sumter County, Florida, and Consultant hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the City in any other State Court, Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Consultant shall comply with all federal, state and local laws and regulations. Consultant shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.

17. Consultant shall immediately notify City in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the City.

18. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.

19. Any public or private entity or official and any member of the public shall have access to any books, documents, papers, and records of the CITY and CONSULTANT which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions. CONSULTANT agrees to comply with the Florida Public Records Law.

In addition to other contract requirements provided by law, the CONSULTANT must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

A. Keep and maintain public records that ordinarily and necessarily would be required by the CITY in order to perform the service to the CITY under this agreement;
B. Upon request from the CITY'S custodian of public records, provide the CITY with a copy of any 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 contract term and following completion of the contract if the CONSULTANT does not transfer the records to the public agency; and
D. Meet all requirements for retaining public records and transfer, at no cost, to the CITY all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All

records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.

Failure of the CONSULTANT to abide by the terms of this provision shall be deemed a material breach of this Agreement and the CITY may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY CLERK AS CUSTODIAN OF PUBLIC RECORDS AT 352-330-1330.

20. Any notices required by this Agreement shall be mailed to the following individual(s), by Certified Mail, Return Receipt requested:

FOR THE CITY	FOR THE CONSULTANT
Name: Jason McHugh	Name:____
Address: 100 N Main Street, Wildwood, FL 34785	Address:______________________________________
Title: City Manager	Title:____
Date: _________________	Date:___________________

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:	CITY OF WILDWOOD
By: _________________________________	___________________________________
	By: Ed Wolf, Mayor
	Date Signed: _______________________
ATTEST:	Consultant
By: _________________________________	___________________________________
	By: ________________________________
	Date Signed: _______________________

SCHEDULE OF HOURLY RATES

2023

Classification	Hourly Rates
Principal	$ 200.00 to $ 350.00
Project Manager	$ 165.00 to $ 225.00
Deputy Project Manager	$ 130.00 to $ 165.00
Senior Landscape Architect/Senior Planner	$ 145.00 to $ 210.00
Senior Graphic Designer	$ 135.00 to $185.00
Landscape Architect/Urban Designer/Planner	$ 100.00 to $ 165.00
Landscape Designer/Planning Technician	$ 90.00 to $ 130.00
Graphic Designer	$ 75.00 to $ 130.00
Professional Interns	$70.00 to $90.00
Administrative	$ 55.00 to $ 85.00

Hourly Rate Schedule is Effective October 1, 2022, through September 30, 2023.

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Proclaim June 12, 2023 as Omari "Mari" Jackson Day**

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Please see the attached proclamation in honor of Omari Jackson. His family will attend the meeting to receive the proclamation.

Proclamation

WHEREAS, the City of Wildwood wishes to honor Omari Tyreese Jackson and his family; and,

WHEREAS, Omari passed away in May of 2021 after a tragic accident; and,

WHEREAS, he was a loving son, brother, father, and resident of the City of Wildwood; and,

WHEREAS, Omari was a graduate of Wildwood Middle High School where he was a student athlete in baseball and football; and,

WHEREAS, Omari had a passion for working with children in our community with athletic programs; and,

WHEREAS, he was also an organ donor and was able to save six lives after his passing.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Wildwood, Florida, that the 12th day of June 2023, be, and is hereby proclaimed as

OMARI "MARI" JACKSON DAY

and we further encourage residents to join the City of Wildwood in remembering him and his love for our beautiful Wildwood community.

IN WITNESS WHEREOF, we have PASSED and DULY ADOPTED this 12th day of June 2023.

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

____
Ed Wolf, Mayor

ATTEST: ______________________________
Susan Patterson, City Clerk

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: **Surplus Computers and Other Equipment June 2023**

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity: Stream Recycling

Effective Date:6/12/2023 Termination Date:

Managing Division/Department: Information Technology

BUDGET IMPACT: Revenue from employee purchases of equipment and public auction of property.

HISTORY/FACTS/ISSUES:

This Resolution declares certain computers, cell phones, and peripheral equipment as surplus and provides for methods of disposal of said equipment (including some smaller, non-electronic items transferred to the city from the Police Department for auction or disposal). Any equipment deemed to be of continued use may be offered for employee purchase, listed on publicsurplus.com, or donated. Items available for employee purchase are noted in the "Sell" category; items to be sold to the public are listed under the "Auction" category; items to be donated are noted in the "Donate" category; and all remaining items to be disposed of are listed under the "Junk" category.

Stream Recycling will haul away all junk electronic equipment at no charge to the city. The service includes pickup on-site, destruction of hard drives through a physical shredding process, and provision of certificates of destruction for all equipment recycled to meet records management guidelines.

RESOLUTION NO. R2023-11

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA DECLARING CERTAIN EQUIPMENT AS SURPLUS; DETERMINING THAT CERTAIN EQUIPMENT IS TO BE DISPOSED OF THROUGH ONLINE AUCTION, DONATION TO A NON-PROFIT ORGANIZATION, RETAINED FOR PARTS, EMPLOYEE PURCHASE, OR JUNK TO BE DISPOSED OF AS TRASH; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Wildwood is the owner of certain equipment identified by attached Exhibit A, and

WHEREAS, the City Commission of the City of Wildwood has determined that the equipment is surplus because the equipment is no longer of use by or a benefit to the City.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF WILDWOOD, THAT:

1. The Property identified in attached Exhibit A is hereby declared surplus.

2. The property may be auctioned through an on-line auction company, donated to another nonprofit agency that has a need, disassembled for parts, sold to employees through the Employee Purchase Policy, or considered junk and disposed of as trash / recycled.

3. This Resolution shall take effect immediately upon its final adoption by the City Commission of the City of Wildwood, Florida.

DONE AND RESOLVED, this ______ day of __________________, 2023, in regular session, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION,
CITY OF WILDWOOD, FLORIDA

SEAL

____
Ed Wolf, Mayor

ATTEST:______________________________
Susan Patterson, City Clerk

CITY OF WILDWOOD
DEPARTMENT SURPLUS LIST

NOTE: ALL Equipment/vehicles/furnishings/property must be declared Surplus by Resolution of the City Commission.
Please log items with all information requested and state if the item should be for auction/bid/sale/donation or junk to be trashed.
Provide the location where the equipment is being held. Resolutions will be prepared in the City Clerk's office for presentation to the Commission as lists are accumulated. Upon declaration The City Clerk Dept will assist in providing Cost.
Items for auction/bid/sale will be listed by Fleet Services or Clerk/Finance on the Public Group website, which is open to anyone to register and bid.

CITY ASSET#	Condition	Donate-Sell-Auction-Parts-Junk	Date	Dept	Description	Serial Number	Cost	Original or Replacement or Disposal value
PD0745	Junk	Auction	10/14/2022	PD	Dell / Latitude E5430	D0RLTZ1	N/A	N/A
PD0746	Junk	Auction	10/14/2022	PD	Dell / Latitude E5430	32RLTZ1	N/A	N/A
PD0747	Junk	Auction	10/14/2022	PD	Dell / Latitude E5430	7ZQLTZ1	N/A	N/A
PD0749	Junk	Auction	10/14/2022	PD	Dell / Latitude E5440	51RLTZ1	N/A	N/A
PD0751	Junk	Auction	10/14/2022	PD	Dell / Latitude E5430	11ZSTZ1	N/A	N/A
PD0756	Junk	Auction	10/14/2022	PD	Dell / Latitude E5440	60T5XZ1	N/A	N/A
PD0757	Junk	Auction	10/14/2022	PD	Dell / Latitude E5440	2FQ5XZ1	N/A	N/A
PD0759	Junk	Junk	10/14/2022	PD	Dell / Latitude E5440	4DY5XZ1	N/A	N/A
PD0809	Junk	Auction	10/14/2022	PD	Dell / Latitude E5440	G1CHL32	N/A	N/A
PD0760	Junk	Auction	11/8/2022	PD	Dell / Latitude E5440	7RQ5XZ1	N/A	N/A
PD0808	Junk	Auction	11/8/2022	PD	Dell / Latitude E5440	H4CHL32	N/A	N/A
PD0963	Junk	Auction	11/8/2022	PD	Dell / Latitude 5480	D2QC7H2	N/A	N/A
PD0971	Junk	Auction	11/8/2022	PD	Dell / Latitude 5480	7CB09H2	N/A	N/A
PD0974	Junk	Auction	11/8/2022	PD	Dell / Latitude 5480	CC3F9H2	N/A	N/A
PD0980	Junk	Auction	11/8/2022	PD	Dell / Latitude 5480	2YFJLH2	N/A	N/A
PD0981	Junk	Auction	11/8/2022	PD	Dell / Latitude 5480	1TFJLH2	N/A	N/A
PD0983	Junk	Auction	11/8/2022	PD	Dell / Latitude 5480	C4YSPH2	N/A	N/A
N/A	Junk	Junk	11/15/2022	IT	Galaxy S4 mini	(IMEI) 990004951347438	N/A	N/A
N/A	Junk	Junk	11/15/2022	IT	Iphone XS	N/A	N/A	N/A
N/A	Junk	Junk	11/15/2022	IT	Iphone XR	N/A	N/A	N/A
N/A	Junk	Junk	11/15/2022	IT	Iphone XR	N/A	N/A	N/A
N/A	N/A	Junk	11/15/2022	IT	Iphone XR	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	WW	Samsung Galaxy S10e	(IMEI) 351924104279258	N/A	N/A
N/A	Junk	Junk	4/12/2023	WW	LG Wing SmartPhone	N/A	N/A	N/A
N/a	junk	Junk	3/12/2023	WWTP	Think center desktop computer	S5DWXHD	N/A	N/A
N/A	Junk	Junk	4/12/2023	Exec	3 UPS 650 backup batteries	N/A	N/A	N/A
330456	JUNK	Junk	4/12/2023	Water	Think center desktop computer	S5DWVZX	N/A	N/A
N/A	Junk	Junk	4/12/2023	Water	1 UPS 600 backup batteries	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	Water	Backup Desktop	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	Water	Dell OPTIPLEX 3020	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	Water	Acer Monitor (Model#: V223W)	ETLC30813713204BC94258	N/A	N/A
N/A	JUNK	Junk	4/12/2023	WW	Veiwsonic Monitor	TSP1702L0730	N/A	N/A
N/A	Junk	Junk	4/12/2023	Water	Desktop Computer	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	WW	Optical Drive	1819279L211	n/a	n/a
n/a	Junk	Junk	4/12/2023	Water	Optical Drive	1819271L211	n/a	n/a

CITY OF WILDWOOD
DEPARTMENT SURPLUS LIST

NOTE: ALL Equipment/vehicles/furnishings/property must be declared Surplus by Resolution of the City Commission.
Please log items with all information requested and state if the item should be for auction/bid/sale/donation or junk to be trashed.
Provide the location where the equipment is being held. Resolutions will be prepared in the City Clerk's office for presentation to the Commission as lists are accumulated. Upon declaration The City Clerk Dept will assist in providing Cost.
Items for auction/bid/sale will be listed by Fleet Services or Clerk/Finance on the Public Group website, which is open to anyone to register and bid.

CITY ASSET#	Condition	Donate-Sell-Auction-Parts-Junk	Date	Dept	Description	Serial Number	Cost	Original or Replacement or Disposal value
N/A	Junk	Junk	4/12/2023	PW	Dell Docking Station	N/A	N/A	N/A
n/a	Junk	Junk	4/12/2023	Water	Microsoft Wireless Keyboard 1.1	7664203655458	n/a	n/a
n/a	Junk	Junk	4/12/2023	Water	Enercell surge protector	N/A	n/a	n/a
N/A	Junk	Junk	4/12/2023	Exec	Dell Docking Station	N/A	N/A	N/A
n/a	Junk	Junk	4/12/2023	water	APC battery backup and surge protector	n/a	n/a	n/a
N/A	Junk	Junk	4/12/2023	PW	7 Verizon Kyocera Flip Phones	N/A	N/A	n/a
n/a	Junk	Junk	4/12/2023	WW	EnGenius Wifi router	144331667	n/a	n/a
n/a	Junk	Junk	4/12/2023	WW	Netgear 5 port ethernet swithc GS305	40118A5Y09997	n/a	n/a
n/a	Junk	Junk	4/12/2023	WW	Acer Notebook battery (Dr. Battery)	N/A	N/A	N/A
n/a	Junk	Junk	4/12/2023	WW	Dell Notebook battery (Dr. Battery)	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	N/A	Samsung Galaxy S4 Mini 4G LTE	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	PW	3 iPhone XR's	N/A	N/A	N/A
n/a	Junk	Junk	4/12/2023	WW	Western Digital HDD Backup	WMAM9AWD4061	N/A	N/A
N/A	Junk	Junk	4/12/2023	Water	iPhone XR	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	WW	PLC Backplane terminal	n/a	n/a	N/A
350451	Junk	Junk	4/12/2023	WW	Canon Image class mf6540 printer	21DKG2523	n/a	n/a
N/A	Good	Sell	4/12/2023	Exec	2 iPhone XR's	N/A	N/A	N/A
N/A	Good	Sell	4/12/2023	Utilities	8 iPads (7th Gen)	N/A	N/A	N/A
N/A	Good	Sell	4/12/2023	PD	2 Samsung Galaxy S10e	N/A	N/A	N/A
N/A	Good	Sell	4/12/2023	Utilities	4 Samsung Galaxy S10e	N/A	N/A	N/A
N/A	Good	Sell	4/12/2023	Utilities	Samsung Galaxy S9	'R38M5083KDX	N/A	N/A
N/A	Good	Sell	4/12/2023	PD	Motarola Razr Flip Phone	ZF6225TRML	N/A	N/A
N/A	Good	Sell	4/12/2023	IT	Samsung Tablet	RF2GC02Y1AT	N/A	N/A
N/A	Junk	Junk	4/12/2023	Parks	APC battery backup and surge protector	N/A	N/A	N/A
N/A	Good	Sell	4/12/2023	Utilities	7 LG Gpad 5	N/A	N/A	N/A
N/A	Junk	Junk	4/12/2023	Parks	Vizio 70inch TV	N/A	N/A	N/A
N/A	Good	Sell	4/12/2023	HR	Samsung Galaxy S20 FE 5G	RFCR90R05DJ	N/A	N/A
120152	Junk	Junk	4/28/2023	HR	Hp Elite desktop	2UA6341PP3	N/A	N/A
N/A	Junk	Junk	4/28/2023	Water	Dell precision 2620	JV27JV2	N/A	N/A

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Kimley-Horn Amendment #2 to Work Authorization #34 for Jackson St Improvements in the Amount of $27,021**

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department:

BUDGET IMPACT: Funding for the services will be allocated from account 301-541-60-6307

HISTORY/FACTS/ISSUES:

Kimley-Horn and Associates, Inc. has been retained to complete the design and construction documents to develop the required scope of services necessary to rehabilitate Jackson Street from Kilgore Street to Clark Street. The requested amendment #2 to work authorization #34 in the amount of $27,021 provides additional geotechnical and engineering design services necessary to establish the required standards for a full-depth reclamation process for the project. The requested services include additional coring, subsurface sampling, testing of materials, and engineering analysis to establish the design mix specifications.

Kimley»Horn

AMENDMENT NUMBER 2 TO WORK AUTHORIZATION 34 BETWEEN KIMLEY-HORN AND ASSOCIATES, INC. AND THE CITY OF WILDWOOD

AMENDMENT NUMBER 2 DATED May 2, 2023, to Work Authorization 34 between The City of Wildwood (“the City”) and Kimley-Horn and Associates, Inc., (“Kimley-Horn or Consultant”) dated November 22, 2021 (“WA”) concerning Jackson Street Improvements (the “Project”).

Kimley-Horn has entered into the WA with the City for the furnishing of professional services, and the parties now desire to amend the WA.

Therefore, it is mutually agreed that the WA is amended to include Additional Services to be performed by Kimley-Horn and provisions for additional compensation by the City to Kimley-Horn, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the WA not inconsistent with this Amendment, all of which are incorporated by reference.

ACCEPTED:

CITY OF WILDWOOD	KIMLEY-HORN AND ASSOCIATES, INC.
BY:____________________	BY:____________________ Christopher Towne, P.E.
TITLE:____________________	TITLE: Associate
DATE:____________________	DATE: May 2, 2023

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Consultant shall perform the following Additional Services:

Project Understanding

On November 22, 2021, Kimley-Horn was retained by the City to prepare surveys, plans and permits for improvements to Jackson Street. The City and Kimley-Horn are prepared to modify the WA as follows:

1. The WA will be modified to include a single FDR mix design to be provided by a subconsultant, Intertek PSI ("PSI"), procured by Kimley-Horn.
2. Additional scope and fee will be added to these services as described below.

Scope of Services

<u>Task 1 – FDR Mix Design</u>

These services are limited as outlined below.

A. Execute a program of pavement coring and subsurface exploration/sampling. PSI will core and sample the existing flexible pavement and base materials at up to fifteen (15) locations.

B. After the subgrade is exposed, PSI will perform a shallow manual auger boring to a maximum depth of 2 feet below the exposed subgrade in 8 borings and a maximum depth of 5 feet below the exposed subgrade in 7 borings to evaluate the subgrade materials and groundwater conditions.

C. The boring locations will be established in the field using a hand-held GPS device.

D. Evaluate the feasibility of proposing an FDR rehabilitation strategy by using the existing asphalt, base and subgrade materials (if necessary, implementation of import of additional virgin materials) in conjunction with mixing Portland cement additive to provide a stabilized base course.

E. PSI will provide maintenance of traffic with cones and signs during our field exploration.

F. Laboratory reclaimed materials will be provided by crushing the collected asphalt and base and blending the crushed materials. If required, the collected subgrade materials will also be added to the blended materials.

G. PSI proposes to conduct a series of laboratory testing procedures on the blended materials, including Sieve Analysis, Bulk Density Testing, Maximum Specific Gravity, Proctor Testing, Marshall Stability Testing, Moisture Sensitivity Testing and Unconfined Compressive Strength.

H. The laboratory testing results will be used to prepare a mix design recommendation prior to the mixing and placement of the asphalt emulsion and Portland cement for construction of the FDR base course.

I. PSI will provide recommendations on the type of additives (Portland Cement, Virgin Aggregates or a combination if necessary), as well as the optimal proportion of each additive.

J. The mix design will be developed in general accordance with FDOT Specification T332 Full Depth Reclamation (Rev 10-3-18) and PSI recommended criteria.

K. The results of PSI's subsurface exploration and laboratory mix design, including PSI's opinions and recommendations and the data on which they are based, will be presented in a written engineering report prepared by a Professional Engineer licensed in the State of Florida.

A. If during the field investigation, more areas with limerock base are encountered, a second mix design with implementation of Portland cement and Emulsion Asphalt may be needed.

Additional Services If Required

Services requested that are not specifically included will be provided under a new and separate amendment agreement or can be performed on an hourly basis upon written authorization.

Fee and Billing

Kimley-Horn will complete the above scope of services for a lump sum fee of $27,021.00, inclusive of expenses.

The existing 2021 Agreement is modified as follows:

Current Contract Value	Amendment 2 Additional Services	New Contract Value
$126,500.00	$27,021.00	$153,521.00

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CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Authorization to Enter into a Service Agreement with Lawn Enforcement Agency, Inc.**

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department:

BUDGET IMPACT: Proposed contract services are funded in the FY 23 Budget.

HISTORY/FACTS/ISSUES:

The Public Works Administration initiated and developed a mowing and landscape maintenance services program for selected city rights-of-way, utility sites, retention ponds, and certain parks and recreation facilities. The maintenance services were solicited through a Request for Proposal (RFP) and evaluated based on qualification, experience, available resources, performance, and price. As the result of the evaluation of the ranking committee, a recommendation to award the service contract to Aero Groundtech as the top-ranked vendor was approved by the Commission on March 13, 2023. Following the approval, city staff worked with Aero Groundtech to ensure the contract maintenance terms were established and performed utilizing weekly correspondence and planned monthly meetings for the first 90 days. During the scheduled 60-day progress meeting, Aero Groundtech communicated their challenges in meeting the contractual terms and verbally indicated that they would be providing a 30-day cancelation notice.

In response to the cancelation notification, Public Works staff reached out to Lawn Enforcement Agency, Inc., which was the second-ranked vendor that submitted as part of the RFP for the lawn and landscape maintenance services solicitation. Lawn Enforcement Agency, Inc. has expressed interest in entering into an agreement for the services defined in the RFP with a requested amendment to the originally submitted cost. Lawn Enforcement Agency, Inc. indicated that they had a companywide price adjustment on May 1st, 2023 to account for increased fuel, material, and labor costs and have requested a similar adjustment be included as an amendment to the original submittal. Staff has evaluated the requested cost adjustment with reference to the third-ranked firm and has verified that Lawn Enforcement Agency, Inc.'s request does not exceed the cost proposal of the third-ranked firm. The Lawn Enforcement Agency, Inc. revised proposal in the amount of $319,087.05 remains the lowest qualified proposal.

The proposed agreement will exclude Appendix E for flower bed planting services. The Parks and Recreation Department will be evaluating options for specialized flower planting services.

The contracted services have been funded in the FY 23 budget and will be divided as follows:

- Public Works funding will be allocated from 001-541-30-3400 (R.O.W. Maintenance)
- Parks & Recreation funding will be allocated from 001-572-30-3400 (Other Contractual Services)
- Utilities funding will be allocated as a 50/50 split from Wastewater 401-535-30-3400 (Other Contractual Services) & Water 401-533-30-4300 (Other Contractual Services).

LAWN ENFORCEMENT AGENCY, INC.
LANDSCAPE MAINTENANCE PROPOSAL

Prepared for:

The City of Wildwood

RFP-2023-04

743 Huey Street
Wildwood, FL 34785

2/15/2023

2/15/2023

The City of Wildwood

743 Huey Street
Wildwood, FL 34785

Dear Selection Committee,

At Lawn Enforcement, we believe in excellent service while maintaining our core values. Among our core values is our commitment to partnering with our clients to meet their objectives through beautiful landscapes. A well-maintained landscape makes a critical first impression and serves as an important tool in meeting your objectives. The enclosed maintenance proposal was developed based on our detailed review of the locations coupled with our 31+ years of experience. The following are some key initiatives we have found to be paramount to meeting your objectives:

Clear Communication:

Communication is key to a successful business partnership. Lawn Enforcement's client partnership program provides the foundation to exceed your expectations while keeping you informed with the status of your property. Your Account Manager will regularly update you and provide any proposals necessary to keep the property looking its best. Our objective is to completely remove the hassle of managing the landscape at your properties.

Budget Conscious:

Lawn Enforcement has been in business for more than 31 years. We know how to collaborate with you to improve efficiency and reduce costs where we can. Our knowledgeable horticulturists are excellent when choosing the right plant material and service plan to maximize your dollars. You will benefit from a clear budget as we continually manage both fixed and variable costs allowing you to anticipate and allocate your resources effectively.

Safety First

As a company striving for constant improvement, we actively operate under a stringent safety plan that protects your patrons and our crew members. We have dedicated personnel to train our teams on the best safety practices in the industry. This strict safety policy will ensure your property, and everyone on it, is safe at all times while we provide service.

The City of Wildwood is a very important part of Central Florida and we would love the opportunity to partner with you. We believe we have what it takes to successfully maintain and enhance the landscape to exceed your expectations. If you have any questions, please feel free to contact me at the information below.

Regards,

Mike Troiano
352-372-3175
Mike@lawnenforcement.com

PART 4
PROPOSALS DOCUMENTS

PROPOSALS COVER PAGE

Name of Firm, Entity or Organization: Lawn Enforcement Agency, Inc.
Federal Employer Identification Number (FEIN): 59-3228836 **State of Florida License Number (If Applicable):** **Name of Contact Person:** Mike Troiano **Title:** President **E-Mail Address:** mike@lawnenforcement.com
Mailing Address: PO Box 141091 **Street Address (if different):** **City, State, Zip:** Gainesville, FL 32614 **Telephone:** 352-372-3175 **Fax:** 352-336-7877
Organizational Structure – Please Check One: **Corporation** ☑ **Partnership** ☐ **Proprietorship** ☐ **Joint Venture** ☐ **Other** ☐ **If Corporation:** **Date of Incorporation: 1991** **State of Incorporation: Florida** **States Registered in as Foreign Corporation:**
Authorized Signature: **Print Name:** Mike Troiano **Signature:** Mike Troiano **Title:** President **Phone:** 352-372-3175
This document must be completed and returned with your Submittal.

PROPOSER'S CERTIFICATION

Submit To: **City of Wildwood** 100 Main Street Wildwood, Florida, 34785 Phone: 352-330-1330 Fax: 352-330-1338	CITY OF WILDWOOD REQUEST FOR PROPOSALS (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT

DUE DATE: February 15, 2023	**DUE TIME: 11:30 a.m.**	**RFP # 2023-04**

TITLE: City of Wildwood Mowing and Landscape Maintenance Services

VENDOR NAME: Lawn Enforcement Agency, Inc.	**PHONE NUMBER:** 352-372-3175
VENDOR MAILING ADDRESS: PO Box 141091	**FAX NUMBER:** 352-336-7877
CITY/STATE/ZIP: Gainesville, FL 32614	**E-MAIL ADDRESS:** mike@lawnenforcement.com

"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."

1	2	3		
Addendum #	Addendum #	Addendum #	Addendum #	Addendum #

"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for City of Wildwood, respondent agrees that if this RFP is accepted, the respondent will convey, sell, assign, or transfer to the City of Wildwood all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the CITY . At the City of Wildwood discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."

Mike Troiano, President	Mike Troiano	2/13/23
Authorized Agent Name, Title (Print)	Authorized Signature	Date

This form must be completed and returned with your Submittal

STATEMENT OF GENERAL TERMS AND CONDITIONS

PUBLIC ENTITY CRIME: 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 Proposals/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or Vendor 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The Contractor shall indemnify and hold harmless the **City**, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.

PROHIBITION OF LOBBYING: During the blackout period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the City awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the City, or any City employee other than the Purchasing Division Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (BID) must be submitted in writing to the City's Purchasing Division Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the "CITY" at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Purchasing Division Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS, and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The City and/or his VENDOR do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Purchasing Division Manager at (352) 689-4400. All RFP's/BID's submitted in response to this solicitation become the property of the City. Unless information submitted is proprietary, copy written, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The City of City of Wildwood Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID**,** all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the "CITY" to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the City. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification, and delivery of their submittals. The Purchasing Division Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: **All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.**

This document must be completed and returned with your Submittal.

City of Wildwood are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the "CITY". Submittals not meeting stated minimum terms and qualifications may be rejected by the "CITY" as non-responsive. The "CITY" reserves the right to reject any or all submittals without cause. The "CITY" reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the "CITY", or who has failed to perform faithfully any previous contract with the "CITY" or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Nextel time is hereby established as the Official Time of the "CITY".

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as ________________," must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the "CITY"' intent to select a vendor within **sixty (60) calendar days** of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least **ninety (90) calendar days** after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the "CITY" may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The "CITY" reserves the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The "CITY" shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the "CITY"' representative (Purchasing Division Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED) and shall deliver in accordance with the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, City of Wildwood, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):
The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Purchasing Division Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Purchasing Division Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the "CITY" unless evidenced by a Change Notice issued and signed by the Purchasing Division Manager or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the "CITY" within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation but must do so at his own risk. All required information in the original City format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED: Mike Troiano 2/13/23

(Signature and Date)

REFERENCE & SIMILAR PROJECTS EXPERIENCE FORM

Owner / Business Name: University of Florida, IFAS		
Project Location / Address: McCarty Hall, 1604 McCarty Dr #1008		
City: Gainesville	State: FL	Zip Code: 32603
Point of Contact: Steve Perry	Dates of Work: 2019 to Present	
Phone Number: 352-359-2874	Fax Number:	
E-mail Address: perrys@ufl.edu		
Project Name: UF IFAS locations grounds maintenance		
Brief Description of Project: Landscape maintenance including: mowing. edging, line trimming, blowing, fertilization, groundcover maintenance, tree care, maintenance along roadways, enhancements.		

Owner / Business Name: Santa Fe College		
Project Location / Address: 3000 NW 83 St Including the main campus 8 seperate Santa Fe College locations.		
City: Gainesville	State: FL	Zip Code: 32606
Point of Contact: Fred Gratto	Dates of Work: 2021 to Present	
Phone Number: 352-395-5527	Fax Number:	
E-mail Address: fred.gratto@sfcollege.edu		
Project Name: Santa Fe grounds maintenance		
Brief Description of Project: Landscape maintenance including: mowing. edging, line trimming, blowing, fertilization, groundcover maintenance, tree care, maintenance along roadways, enhancements.		

Owner / Business Name: Vesta Property Services		
Project Location / Address: Longleaf Village - 8439 SW 77th Ave		
City: Gainesville	State: FL	Zip Code: 32608
Point of Contact: Pam Marietta	Dates of Work: 2017 to Present	
Phone Number: 352-335-7848	Fax Number:	
E-mail Address: pmarietta@vestapropertyservices.com		
Project Name: Longleaf Village		
Brief Description of Project: Common area and home landscape maintenance including: mowing. edging, line trimming, blowing, fertilization,groundcover maintenance, tree care, maintenance along roadways, enhancements.		

CONTRACTOR'S AFFIDAVIT

State of Florida
City of Gainesville

Before me personally appeared Michael Troiano who is *(title)* President of *(the company described herein)* Lawn Enforcement Agcy being duly sworn, deposes and says that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The City of Wildwood deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known ✓ or Produced Identification —

Sworn to and subscribed before me this 13 day of Feb, 2023

NOTARY PUBLIC - STATE OF FLORIDA
(Signature of Notary Public)

(Print Name of Notary Public)

(seal)

ANGELA K. HANVILLE
Notary Public - State of Florida
Commission # HH 048088
My Comm. Expires Oct 29, 2024
Bonded through National Notary Assn.

This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Lawn Enforcement Agency, Inc.
(Print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace named above and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under Proposals or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under Proposals or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

Authorized Signature

2-13-2023
Date Signed

State of: Florida

County of: Alachua

Sworn to and subscribed before me this 13 day of Feb, 2023

Personally known ✓ or Produced Identification ________
(Specify Type of Identification)

Signature of Notary

My Commission Expires Oct 29 2024
(seal)

This document must be completed and returned with your Submittal

ANGELA K. HANVILLE
Notary Public - State of Florida
Commission # HH 048088
My Comm. Expires Oct 29, 2024
Bonded through National Notary Assn.

HOLD HARMLESS AGREEMENT

The Contractor agrees to hold the “CITY” of Wildwood harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, to the extent that such claims are attributable, in whole or in part, to a negligent act or omission by the Contractor.

The Contractor shall purchase and maintain workers’ compensation insurance for all workers’ compensation insurance and employers’ liability in accordance with Florida Statute Chapter 440.

The Contractor shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the “CITY” representative requesting the service.

By signature upon this form the Contractor stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Lawn Enforcement Agency, Inc.	Mike Troiano
Contractor/ “VENDOR”-Print Name	**Signature**
City of Wildwood	2/13/23
Project Name	**Date**

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal

Immigration Affidavit Certification

This Affidavit is required and should be signed, notarized by an authorized principal of the firm, and submitted with formal Invitations to Bid (ITB's) and Request for Proposals (RFP) submittals. Further, Consultants / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the Consultant's/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program may deem the Consultant / Bidder's proposal as nonresponsive.

The City of Wildwood will not intentionally award City contracts to any Consultant who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").
The City of Wildwood may consider the employment by any Consultant of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by the City of Wildwood.

Consultant attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the Consultant's / Bidder's proposal.

Company Name Lawn Enforcement Agency, Inc.

Print Name: Michael Troiano Title: President

Signature [signature] Date: 2-13-2023

State of Florida County of Alachua

The foregoing instrument was signed and acknowledged before me this 13 day of Feb, 2023, by

Michael Troiano who has produced ________________ as identification.
(Print or Type Name) (Type of Identification and Number)

[signature]
Notary Public Signature

Angela K Hanville
Printed Name of Notary Public

HH 048088 Oct 29, 2024
Notary Commission Number/Expiration

NOTARY PUBLIC STATE OF FLORIDA
ANGELA K. HANVILLE
Notary Public - State of Florida
Commission # HH 048088
My Comm. Expires Oct 29, 2024
Bonded through National Notary Assn.

The signee of this affidavit guarantees, as evidenced by the affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

By signing this form, the vendor agrees that this quote is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a quote for the same purpose and that the quote is in all respects fair and without collusion or fraud,

IT IS AGREED BY THE UNDERSIGNED VENDOR, THAT THE SIGNING AND DELIVERY OF THE QUOTE REPRESENTS THE VENDOR'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE VENDOR AND THE CITY OF WILDWOOD.

NAME OF FIRM: Lawn Enforcement Agency, Inc.

[Sign in ink in the space provided below]

SIGNED BY: Mike Troiano Mike Troiano

TITLE: President

ADDRESS: PO Box 141091

CITY & STATE: Gainesville, FL 32614

TELEPHONE: 352-372-3175

No quotes will be withdrawn for a period of sixty (60) days subsequent to the opening of quotes, without the consent of the City of City of Wildwood Commissioners.

NO QUOTE (Reason): ______________________________

____

____

____

____

This document must be completed and returned with your Submittal

SWORN STATEMENT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES FORM

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to "CITY" of Wildwood
   By Michael Troiano President
   {print individual's name and title}

   for Lawn Enforcement Agency, Inc.
   {print name of entity submitting sworn statement}

   whose business address is PO BOX 141091 Gainesville, Fl 32614

   and (if applicable) its Federal Employer Identification Number (FEIN) is 59-3228836 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: ______________.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

   c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **{indicate which statement applies.}**

__✓__ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

________ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

________ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted "VENDOR" list. **{attach a copy of the final order}**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

{signature}

2-13-2023
{date}

State of Florida
County of Alachua

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Michael Troiano, who after first being sworn by me, affixed his/her signature in the space provided above on this 13 day of Feb, 2023

Attest: ____________
Notary Public
My commission expires: Oct 29, 2024

(Notary Seal)

This document must be completed and returned with your Submittal

ANGELA K. HANVILLE
Notary Public - State of Florida
Commission # HH 048088
My Comm. Expires Oct 29, 2024
Bonded through National Notary Assn.

Form **W-9** (Rev. October 2018) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

LAWN ENFORCEMENT AGENCY, INC

2 Business name/disregarded entity name, if different from above

LAWN ENFORCEMENT AGENCY, INC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ________

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

4802 SW 85TH AVE

Requester's name and address (optional)

6 City, state, and ZIP code

GAINESVILLE, FL 32608

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

5 9 – 3 2 2 8 8 3 6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 2-14-2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
South Pointe Services, LLC
1444 Bloomingdale Ave
Valrico FL 33596

CONTACT NAME: Charity Bowe
PHONE (A/C, No, Ext): (813) 661-0382 | FAX (A/C, No):
E-MAIL ADDRESS: Charity@spisfla.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	FCCI Insurance Company	10178
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Lawn Enforcement Agency, Inc.
4802 SW 85th Ave.
Gainesville FL 32614

COVERAGES CERTIFICATE NUMBER: 2023-2024 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY; [ ] CLAIMS-MADE [X] OCCUR; [X] Contractual Liability; GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC; OTHER:			GL10007903600	08/09/2022	08/09/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Pollution Liability	$ 100,000
A	AUTOMOBILE LIABILITY: [X] ANY AUTO; [ ] OWNED AUTOS ONLY; [ ] SCHEDULED AUTOS; [X] HIRED AUTOS ONLY; [X] NON-OWNED AUTOS ONLY			CA10007903700	08/09/2022	08/09/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR; [ ] EXCESS LIAB [ ] CLAIMS-MADE; DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N; ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N; If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC010008170100	01/01/2023	01/01/2024	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Informational Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PROPOSAL DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUMBITTED

The following documents and forms in the following arrangement must accompany each proposal or alternate proposal submitted:

Documents that are mandatory and MUST accompany the submittal of the bid in order for the submission to be considered:

- ☐ One (1) original proposal, clearly labeled "Original"
- ☐ Proposal Cover Page. This is to be used as the first page of the RFP. This form must be fully completed and signed by an authorized officer of the vendor.
- ☐ Proposer Certification / Addenda Acknowledgement Form
- ☐ Statement of General Terms and Conditions
- ☐ A sworn, notarized Statement of Contractor's Experience and Personnel
- ☐ A sworn, notarized Drug Free Workplace Certificate must accompany each proposal or alternate proposal.
- ☐ A sworn, notarized Statement of Public Entity Crimes
- ☐ Proposal / Price Form – Exhibit A
- ☐ A separate sheet or sheets clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the Proposal Form (if applicable).
- ☐ Anti-Collusion Statement
- ☐ Hold Harmless Agreement
- ☐ Three (3) printed copies of the proposal in its entirety; and one (1) electronic single PDF version not password protected of the original submitted proposal in its entirety.
- ☐ E-Verify Certification Form
- ☐ Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the RFP due date.
- ☐ Bid Document Checklist of Items Required to be Submitted
- ☐ W-9
- ☐ A Certificate of Insurability, acceptable to the City, shall accompany each bid or alternate bid, in the amounts as prescribed by State and City of Wildwood.

    All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the City of Wildwood. Prior to commencing services pursuant to the award of this bid, the Contractor shall furnish to the City of Wildwood certificates of insurance showing the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Vendor shall provide the City of Wildwood with proof that required coverage has been extended.

Date: 2/13/23

I, Mike Troiano (name), an authorized officer of Lawn Enforcement Agency, Inc. (company/vendor), confirm that the above listed documents are provided in our company's bid being submitted to City of Wildwood and confirm I have read and understand the RFP document in its entirety.

Appendix A

City of Wildwood - Mowing & Landscape Maintenance

Base Bid - Parks & Recreation

Locations	Address	Frequency	Monthly Cost	Annual Cost	Est. Sq. Yards
Greenwood Cemetery	Wildwood, FL. 34785	weekly	**$ 1,266.00**	$ 15,200.00	15,243
Lake Deaton	5300 County Rd. 155	weekly	**$ 654.00**	$ 7,858.00	14,361
Baker House	6106 C 44A	weekly	**$ 1,157.00**	$ 13,886.00	24,007
Jacskon Str. Youth Ctr.	610 Jackson Street	weekly	**$ 105.00**	$ 1,271.00	954
Clarke Park	605 Wilson Street	weekly	**$ 375.00**	$ 4,500.00	8,225
MLK Community Ctr.	101 Dr. Martin Luther King	weekly	**$ 82.00**	$ 992.00	1,129
Oxford Community Ctr.	4027 County Rd. 106	weekly	**$ 110.00**	$ 1,330.00	1,062
Oxford Park	4087 County Rd. 466	weekly	**$ 476.00**	$ 5,720.00	10,455
Senior Services Bldg.	604 4th Street	weekly	**$ 288.00**	$ 3,456.00	6,316
		Total	**$ 4,517.00**	$ 54,213.00	

Appendix B

City of Wildwood - Mowing & Landscape Maintenance

Base Bid - Right-of-Ways

Locations	Address	Frequency	Monthly Cost	Annual Cost	Est. Sq. Yards
US 301 (ROW) Oxford	CR 214 to CR 466	weekly	$ 479.00	$ 5,753.00	15,140
US 301 (ROW) Oxford	CR 466 to CR 204	weekly	$ 328.00	$ 3,947.00	10,387
Rr 35/US 301 (ROW)	Overpass to CR214	weekly	$ 4,624.00	$ 55,497.00	146,046
Rr 35/US 301 (ROW)	Turnpike to Overpass	weekly	$ 2,472.00	$ 29,670.00	78,079
SR 44	US 301 to Chevy Dealer	2 weeks	$ 143.00	$ 1,723.00	6,629
County Rd. 114	Nothside of 114 from 121 to End	2 weeks	$ 34.00	$ 414.00	1,594
West Clarke Street	US 301 to Hence	2 weeks	$ 155.00	$ 1,862.00	7,162
DR. MLK Blvd.	Dr. Martin Luther Blvd.	2 weeks	$ 159.00	$ 1,916.00	7,372
East Clarke Street	Lee Street to End	2 weeks	$ 14.00	$ 176.00	680
Maddox St.	Webster to Old Wire Road.	2 weeks	$ 27.00	$ 332.00	1,278
Lee Street E Side Overpass	Jarrell Ave to E Clarke St	2 weeks	$ 70.00	$ 845.00	3,252
Old Police Department	100 Huey Street	2 weeks	$ 65.00	$ 783.00	3,014
Huey Street	at US 301 (beside RR Tracks)	2 weeks	$ 33.00	$ 404.00	1,556
Rutland Street	Oxford St. & Gamble Street	2 weeks	$ 43.00	$ 516.00	1,988
Public Parking	Oxford Street & SR 301	2 weeks	$ 20.00	$ 244.00	939
Tower Site	Field Behind Hardy's	2 weeks	$ 173.00	$ 2,079.00	7,997
Kentucky Avenue	First Avenue to Parks Street	2 weeks	$ 89.00	$ 1,070.00	4,119
Roy Street	to Fifth Street	2 weeks	$ 80.00	$ 970.00	3,734
Powell Road	SR 44A to CR 466A	2 weeks	$ 1,184.00	$ 14,214.00	22,365
CR 466A	Powell Road to Buena Vista	2 weeks	$ 2,178.00	$ 26,136.00	37,063
East - CR 466A	Powell Road to US 301	2 weeks	$ 316.00	$ 3,796.00	14,601
East - CR 466	US 301 west to CR 209	2 weeks	$ 239.00	$ 2,871.00	11,043
East - CR 466	US 301 East to CR 105	2 weeks	$ 66.00	$ 797.00	3,068
CR 462	CR 466A to US 301	2 weeks	$ 229.00	$ 2,748.00	10,573
		Total	$ 13,230.00	$ 158,763.00	

Appendix C

City of Wildwood - Mowing & Landscape Maintenance

Base Bid - Rentention Ponds

Locations	Address	Frequency	Monthly Cost	Annual Cost	Est. Sq. Yards
MLK Rention Pond	6938 County Rd. 213	2 weeks	$ 146.00	$ 1,761.00	6,776
Rentention Pond & Park	Maddox Street	2 weeks	$ 110.00	$ 1,329.00	5,115
Rentention Pond	Magnolia Street	2 weeks	$ 215.00	$ 2,587.00	9,950
Woodland Meadows Stormwater Detention Swale	Broken Oak Drive & Woodland Avenue	2 weeks	$ 13.00	$ 161.00	620
Rentention Pond	Broken Oak	2 weeks	$ 172.00	$ 2,071.00	7,967
Rentention Pond	Warfield & Osceola	2 weeks	$ 119.00	$ 1,432.00	5,509
Rentention Pond	Second & Johnson	2 weeks	$ 45.00	$ 542.00	1,740
Rentention Pond	Stone Street	2 weeks	$ 47.00	$ 568.00	2,188
Rentention Pond	Peters Street	2 weeks	$ 5.00	$ 70.00	272
Rentention Pond	Georgia Street	2 weeks	$ 5.00	$ 68.00	265
Rentention Pond	East Clarke Street	2 weeks	$ 25.00	$ 310.00	1,193
Trailwinds Pond	Seven Mile Drive	2 weeks	$ 139.00	$ 1,678.00	6,457
		Total	$ 1,048.00	$ 12,577.00	

Appendix D

City of Wildwood - Mowing & Landscape Maintenance

Base Bid - Utility Sites

Locations	Address	Frequency	Monthly Cost	Annual Cost	Est. Sq. Yards
Wildwood Wasterwater Plant	CR 214	2 weeks	$ 1,162.00	$ 13,955.00	37,274
Rib Site (front part and to buildings)	CR 121	2 weeks	$ 608.00	$ 7,300.00	19,498
Lft Station	750 Peters Street	2 weeks	$ 7.00	$ 85.00	229
Lift Station	S. Main Street (State Farm)	2 weeks	$ 2.00	$ 25.00	68
Lift Station	Continental CC Greenway (x2)	2 weeks	$ 8.00	$ 100.00	
Lift Station	Charlotte Pipe CR 124A	2 weeks	$ 4.00	$ 50.00	135
Lift Station	Three Flags 1732 SR 44	2 weeks	$ 2.00	$ 35.00	94
Oxford Water Station	CR 214	2 weeks	$ 133.00	$ 1,596.00	4,265
Oxford Water Plant	US 301	2 weeks	$ 269.00	$ 3,229.00	8,627
Wildwood Water Tower	Huey Street	2 weeks	$ 208.00	$ 2,507.00	6,697
Coleman Water Plant	CR 501 and Marsh Bend Trail	2 weeks	$ 1,600.00	$ 19,206.00	17,232 (Plant) 34,068 (Field)
Continental CC #1 Water Tower	50 Continental Blvd.	2 weeks	$ 71.00	$ 852.00	2,277
Continental CC #2 Water Plant	100 Timber Trail & 100 Grove Trail	2 weeks	$ 43.00	$ 517.00	1,381
Ashley Well Water Station	CR 231	2 weeks	$ 118.00	$ 1,417.00	3,785
Fairways Water Plant	5124 CR 125B	2 weeks	$ 39.00	$ 477.00	1,275
Old Well Site	High Street	2 weeks	$ 13.00	$ 158.00	422
Master Ave. Old Well Site	Master Avenue	2 weeks	$ 33.00	$ 405.00	1,083
		Total	$ 4,326.00	**$ 51,914.00**	

Appendix E

Annual Planting Sites

Locations	Address	Quarterly Cost	Annual Cost	Est. Sq. Yards
City of Wildwood Sign	SR 301	**$ 2,200.00**	$ 8,800.00	60.8
City Hall Planters (Font of Building)	100 Main Street	**$ 1,020.00**	$ 4,080.00	28.2
Wildwood Comm. Ctr. (Back of Building)	6500 Powell Road	**$ 1,010.00**	$ 4,040.00	28.1
SR 301 and CR 466a	CSX	**$ 1,600.00**	$ 6,400.00	44.3
Public Works (Sign & Front of Building)	743 Huey Street	**$ 1,240.00**	$ 4,960.00	34.4
301 & 44a (Across from Nordic Pawn)	Across from Nordic Pawn	**$ 1,610.00**	$ 6,440.00	44.7
SR 301	Across from City Hall in Parking Lot	**$ 2,000.00**	$ 8,000.00	55.7
466a (City of Wildwood Sign	City of Wildwood Sign	**$ 1,300.00**	$ 5,200.00	36.1
	Total	**$ 11,980.00**	$ 47,920.00	

Lawn Enforcement Agency, Inc.

Bid Sheet - Mowing & Landscape Maintenance

	Monthly Cost	Annual Cost	Quarterly Cost	No Bid
Appendix A	$ 4,517.00	$ 54,213.00		
Appendix B	$ 13,230.00	$ 158,763.00		
Appendix C	$ 1,048.00	$ 12,577.00		
Appendix D	$ 4,326.00	$ 51,914.00		
Appendix E		$ 47,920.00	$ 11,980.00	
Total Cost	$ 23,121.00	$ 325,387.00	$ 11,980.00	

About Lawn Enforcement

Mike Troiano

President

I started Lawn Enforcement in July of 1992. Since then, I have grown the company into 4 separate branches with over 130 personnel. We have grown with a mindset and culture where quality and family come first. One big advantage of being a locally owned company, is we can truly invest in our team members. I have found that providing a safe, transparent, healthy work environment creates a culture in which our team members can thrive. Taking care of our clients starts with taking care of our team members. Happy team members produce happy clients through excellent service. Our team members are trained to be professional and to be the best at what we do. We pride ourselves in being a locally owned company with values rooted in commitment to each other and those we serve. I love this industry and all aspects of it. Everyday, I look forward to providing the very best horticulture service to all of our clients.

-Mike

Some Benefits of Lawn Enforcement:

- Local company founded in 1992.
- Over 130 full time employees.
- Substantial development division with dump trucks, to skid steers and aerial lift equipment to assist with any enhancement project or storm clean up.
- Licensed with the State of Florida in all pest control categories.
- Professional Landscape Design Team for landscape or hardscape enhancement projects.
- Uniformed and professional team members.
- Experience with roadway and heavily trafficked areas of operation.

Available Equipment:

- 74 vehicles including management vehicles, maintenance crew trucks, and dump trucks
- 43 various trailers ranging from enclosed maintenance trailers to heavy flat bead trailers
- 5 spray trucks
- 2 Polaris Rangers (ideal for litter removal)
- 5 Kubota skid steers, 1 Caterpillar skid steer
- 2 Kubota tractors
- JLG 48’ arial lift
- 63 mowers ranging from 36” to 72”
- More than 320 units of Stihl 2 cycle equipment
- Various irrigation vehicles and equipment

Transparency and Accountability are some of our core values here at Lawn Enforcement. This includes delivering on what we have communicated to our clients, as well as bringing up any landscape deficiencies as we see them. We require monthly LQA reports on all of our properties. LQAs are a great tool for you to constantly be up-to-speed on the state of your property.

Each month we will conduct an LQA and provide a report with the following:

- Significant Events - Bulleted summary of major items accomplished during the reporting period
- Significant Issues - Bulleted summary of significant issues that arose. Issues stay on the report until resolved
- Corrective Actions - Bulleted corrective plan to resolve issues
- Schedule of upcoming services
- Full Irrigation report
- Pest control report

3 Branches to Serve You

Lawn Enforcement has a wide footprint that covers North Central Florida. Each branch is fully equipped to handle maintenance, installation, and irrigation operations.

Gainesville Branch

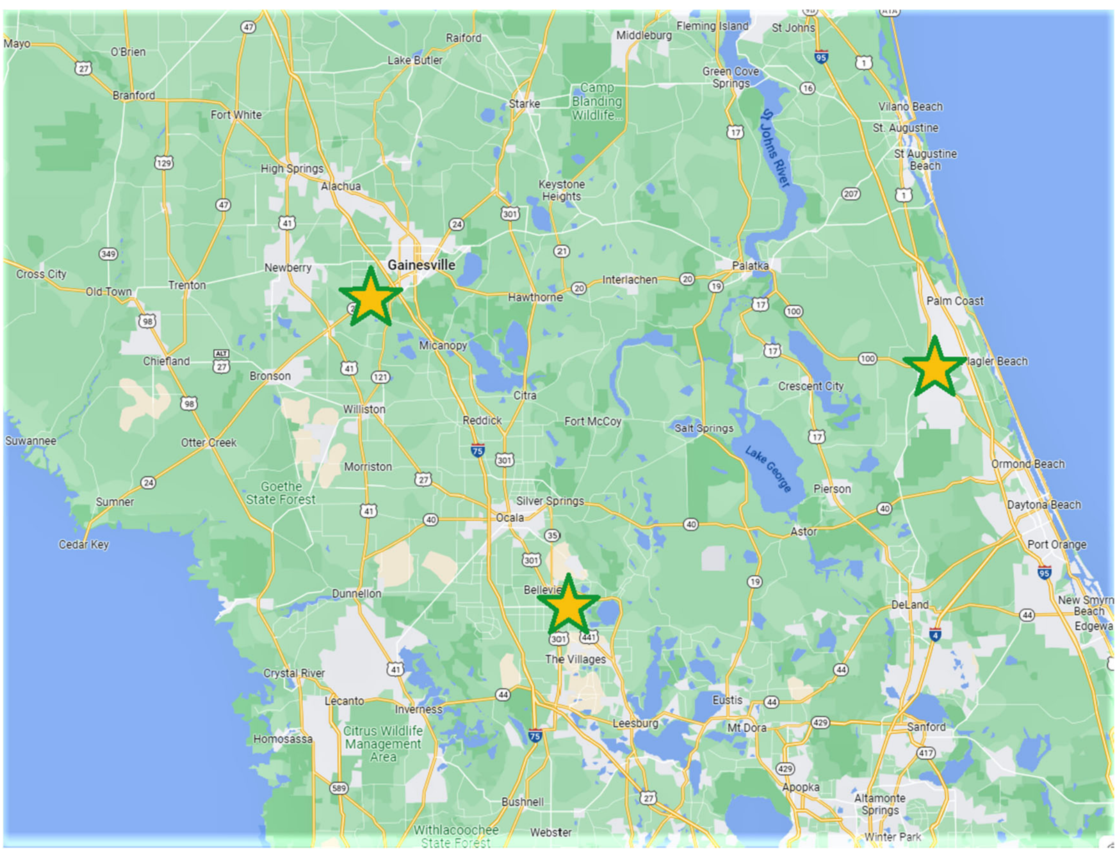
Services from Lake City to Williston

Bunnell Branch

Services from St. Augustine to Port Orange

Ocala/Villages Branch

Services from Ocala to Leesburg to Crystal River



Action Plan: 30 - 60 - 90

A seamless transition is key to a successful partnership. Our 30, 60, and 90 day action plans ensure a solid foundation for the future of the Arcadia/Lawn Enforcement partnership. We aim to be transparent, cost effective, and engaged to make this transition as smooth as possible.

Our initial site turnover meeting will set the tone for the next 90 days and duration of the partnership. We will set clear communication protocols, review all Contract and Scope of Work documents to ensure everyone is in agreement with the terms, and we will align our teams' goals to exceed your expectations. We will also establish cost thresholds for pre-approved emergency services as well as review our monthly Landscape Quality Audit (LQA) process.

30

- First month review with Client, Account Manager, Branch Manager, and Business Development Manger
- Review progress of property and realign goals to meet expectations if needed
- Walk property with client and address any shortcomings
- Implement plan to course correct if needed
- Set goals for next 30 days

60

- Monthly review with Client, Account Manager, and Branch Manager
- Review goals from last meeting
- Confirm scope of work is being adhered to
- Walk property with client and address any shortcomings
- Implement plan to course correct if needed
- Set goals for next 30 days

90

- Monthly review with Client, Account Manager, and Branch Manager
- Review goals from last meeting
- Finalize 90 day goals set at initial meeting
- Walk property with client and confirm expectations and high priority areas
- Solidify production plan and scheduling to meet client expectations
- Set date for client to receive LQAs every month
- Confirm client business goals and execute plan to reach them

Emergency Storm Response

Florida is notorious for its hurricanes and unpredictable weather. With 3 branches across the North Florida region, we have personnel and equipment standing by to aid our clients before, during, and after tropical storms and hurricanes. Our clients receive priority when we are providing any storm relief. It is our goal to have the properties we service accessible to emergency vehicles within 24 hours of a storm passing.

Your safety is our primary objective. We have developed a systematic plan to get you up and running quickly and safely.

1. **Clear any obstruction in and around roads to facilitate emergency vehicle access.**
2. **Address all debris that poses immediate risk. (Large hanging limbs, leaning trees, broken pipes that could cause flooding, etc.)**
3. **Assess plant material and determine what is worth saving and what needs to be replaced.**
4. **Fallen tree limbs, root balls, down trees, and other large debris in low risk areas.**
5. **Complete inspection and report of all damages caused by the storm. Proposals for repairs and plantings to get the property back to normal.**

E-Verify Compliance - Employer Number 716674

Lawn Enforcement is enrolled in E-Verify and 100% in compliance at all locations.

We take great pride in who we hire to represent our company. Not only are we compliant with E-Verify, but we train our management staff to stay informed on all US Labor and Immigration laws.

FDOT

Certificate:

61767

Issued: 03/31/2020

Expires: 03/31/2024

Instructor: J. H

LOUIS KORTYKA

Has Completed a FDOT Approved Temporary Traffic Control: Advanced - Refresher Course.

Training Provider:

TRAINING BY RON HENLEY

A Plus Training by Ron Henley, LLC
9001 SW 124 Street
Archer, FL 32618
Ph: 352-339-6553

Verify this Certificate at www.motadmin.com.

State of Florida

Department of Agriculture and Consumer Services

Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Number: JF122504

MICHAEL TROIANO

This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Lawn and Ornamental, General Household Pest and Rodent Control, Termite and Other WDO Control

in conformity with an Act of the Legislature of the State of Florida regulating the practice of Pest Control and imposing penalties for violations.

In Testimony Whereof, Witness this signature at Tallahassee, Florida on April 14, 2016

Adam H. Putnam
Commissioner of Agriculture

Sarah R. Oglesby
Chief, Bureau of Licensing and Enforcement

FDACS 13618. 06/01

FNGLA®
CERTIFIED PROFESSIONAL
CONTRACTOR

The Florida Nursery, Growers & Landscape Association

Confers on

Michael Troiano C00083

The Title of

FNGLA Certified Landscape Contractor (FCLC)

Expiration Date: 12/31/2024
Certified Since: 10/1/2003

Sarah A Spatola
Sarah A. Spatola, FNGLA President

Merry Mott
Merry Mott, FNGLA Certification Director

The mission of the Florida Nursery, Growers & Landscape Association is to promote and protect the interests of Florida's nursery and landscape industry.

LAWN ENFORCEMENT AGENCY, INC.

is a member of the

Florida Nursery, Growers & Landscape Association

through June 30, 2021

Ben Bolusky, Executive Vice President

FNGLA
FLORIDA NURSERY, GROWERS AND LANDSCAPE ASSOCIATION
Leading Florida's Green Industry

Member in good standing since 2016

Thank you for the opportunity to propose our services!

Submitted by:

Mike Troiano
352-372-3175
Mike@lawnenforcement.com

AMENDMENT TO APPENDIX "A" BASE BID - PARKS & REC

City of Wildwood - Mowing & Landscape Maintenance

Appendix A - Base Bid - Parks & Recreation

Locations	Address	Frequency	Monthly Cost	Annual Cost	Amended Monthly Cost	Amended Annual Cost	Est. Sq. Yards
Greenwood Cemetery	Wildwood, FL. 34785	weekly	$ 1,266.00	$ 15,192.00	$ 1,455.00	$ 17,460.00	15,243
Lake Deaton	5300 County Rd. 155	weekly	$ 654.00	$ 7,848.00	$ 752.00	$ 9,024.00	14,361
Baker House	6106 C 44A	weekly	$ 1,157.00	$ 13,884.00	$ 1,336.00	$ 16,032.00	24,007
Jacskon Str. Youth Ctr.	610 Jackson Street	weekly	$ 105.00	$ 1,260.00	$ 120.00	$ 1,440.00	954
Clarke Park	605 Wilson Street	weekly	$ 375.00	$ 4,500.00	$ 432.00	$ 5,184.00	8,225
MLK Community Ctr.	101 Dr. Martin Luther King	weekly	$ 82.00	$ 984.00	$ 95.00	$ 1,140.00	1,129
Oxford Community Ctr.	4027 County Rd. 106	weekly	$ 110.00	$ 1,320.00	$ 127.00	$ 1,524.00	1,062
Oxford Park	4087 County Rd. 466	weekly	$ 476.00	$ 5,712.00	$ 547.00	$ 6,564.00	10,455
Senior Services Bldg.	604 4th Street	weekly	$ 288.00	$ 3,456.00	$ 331.00	$ 3,972.00	6,316
		Total	$ 4,513.00	$ 54,156.00	**$ 5,195.00**	**$ 62,340.00**	

AMENDMENT TO APPENDIX "B" BASE BID - Right-of-Ways

City of Wildwood - Mowing & Landscape Maintenance

Appendix B - Base Bid - Right-of-Ways

Locations	Address	Frequency	Monthly Cost	Annual Cost	Amended Monthly Cost	Amended Annual Cost	Est. Sq. Yards
US 301 (ROW) Oxford	CR 214 to CR 466	weekly	$ 479.00	$ 5,748.00	$ 560.00	$ 6,720.00	15,140
US 301 (ROW) Oxford	CR 466 to CR 204	weekly	$ 328.00	$ 3,936.00	$ 378.00	$ 4,536.00	10,387
Rr 35/US 301 (ROW)	Overpass to CR214	weekly	$ 4,624.00	$ 55,488.00	$ 5,317.00	$ 63,804.00	146,046
Rr 35/US 301 (ROW)	Turnpike to Overpass	weekly	$ 2,472.00	$ 29,664.00	$ 2,854.00	$ 34,248.00	78,079
SR 44	US 301 to Chevy Dealer	2 weeks	$ 143.00	$ 1,716.00	$ 164.00	$ 1,968.00	6,629
County Rd. 114	Nothside of 114 from 121 to End	2 weeks	$ 34.00	$ 408.00	$ 39.00	$ 468.00	1,594
West Clarke Street	US 301 to Hence	2 weeks	$ 155.00	$ 1,860.00	$ 178.00	$ 2,136.00	7,162
DR. MLK Blvd.	Dr. Martin Luther Blvd.	2 weeks	$ 159.00	$ 1,908.00	$ 182.00	$ 2,184.00	7,372
East Clarke Street	Lee Street to End	2 weeks	$ 14.00	$ 168.00	$ 16.00	$ 192.00	680
Maddox St.	Webster to Old Wire Road.	2 weeks	$ 27.00	$ 324.00	$ 31.00	$ 372.00	1,278
Lee Street E Side Overpass	Jarrell Ave to E Clarke St	2 weeks	$ 70.00	$ 840.00	$ 80.00	$ 960.00	3,252
Old Police Department	100 Huey Street	2 weeks	$ 65.00	$ 780.00	$ 74.00	$ 888.00	3,014
Huey Street	at US 301 (beside RR Tracks)	2 weeks	$ 33.00	$ 396.00	$ 37.00	$ 444.00	1,556
Rutland Street	Oxford St. & Gamble Street	2 weeks	$ 43.00	$ 516.00	$ 49.00	$ 588.00	1,988
Public Parking	Oxford Street & SR 301	2 weeks	$ 20.00	$ 240.00	$ 23.00	$ 276.00	939
Tower Site	Field Behind Hardy's	2 weeks	$ 173.00	$ 2,076.00	$ 198.00	$ 2,376.00	7,997
Kentucky Avenue	First Avenue to Parks Street	2 weeks	$ 89.00	$ 1,068.00	$ 102.00	$ 1,224.00	4,119
Roy Street	to Fifth Street	2 weeks	$ 80.00	$ 960.00	$ 92.00	$ 1,104.00	3,734
Powell Road	SR 44A to CR 466A	2 weeks	$ 1,184.00	$ 14,208.00	$ 1,361.00	$ 16,332.00	22,365
CR 466A	Powell Road to Buena Vista	2 weeks	$ 2,178.00	$ 26,136.00	$ 2,504.00	$ 30,048.00	37,063
East - CR 466A	Powell Road to US 301	2 weeks	$ 316.00	$ 3,792.00	$ 363.00	$ 4,356.00	14,601
East - CR 466	US 301 west to CR 209	2 weeks	$ 239.00	$ 2,868.00	$ 274.00	$ 3,288.00	11,043
East - CR 466	US 301 East to CR 105	2 weeks	$ 66.00	$ 792.00	$ 75.00	$ 900.00	3,068
CR 462	CR 466A to US 301	2 weeks	$ 229.00	$ 2,748.00	$ 263.00	$ 3,156.00	10,573
		Total	$ 13,220.00	$ 158,640.00	**$ 15,214.00**	**$ 182,568.00**	

AMENDMENT TO APPENDIX "C" BASE BID-RETENTION PONDS

City of Wildwood - Mowing & Landscape Maintenance

Appendix C - Base Bid - Rentention Ponds

Locations	Address	Frequency	Monthly Cost	Annual Cost	Amended Monthly Cost	Amended Annual Cost	Est. Sq. Yards
MLK Rention Pond	6938 County Rd. 213	2 weeks	$ 146.00	$ 1,752.00	$ 167.00	$ 2,004.00	6,776
Rentention Pond & Park	Maddox Street	2 weeks	$ 110.00	$ 1,320.00	$ 126.00	$ 1,512.00	5,115
Rentention Pond	Magnolia Street	2 weeks	$ 215.00	$ 2,580.00	$ 250.00	$ 3,000.00	9,950
Woodland Meadows Stormwater Detention Swale	Broken Oak Drive & Woodland Avenue	2 weeks	$ 13.00	$ 156.00	$ 15.00	$ 180.00	620
Rentention Pond	Broken Oak	2 weeks	$ 172.00	$ 2,064.00	$ 200.00	$ 2,400.00	7,967
Rentention Pond	Warfield & Osceola	2 weeks	$ 119.00	$ 1,428.00	$ 136.00	$ 1,632.00	5,509
Rentention Pond	Second & Johnson	2 weeks	$ 45.00	$ 540.00	$ 53.00	$ 636.00	1,740
Rentention Pond	Stone Street	2 weeks	$ 47.00	$ 564.00	$ 54.00	$ 648.00	2,188
Rentention Pond	Peters Street	2 weeks	$ 5.00	$ 60.00	$ 6.00	$ 72.00	272
Rentention Pond	Georgia Street	2 weeks	$ 5.00	$ 60.00	$ 6.00	$ 72.00	265
Rentention Pond	East Clarke Street	2 weeks	$ 25.00	$ 300.00	$ 30.00	$ 360.00	1,193
Trailwinds Pond	Seven Mile Drive	2 weeks	$ 139.00	$ 1,668.00	$ 162.00	$ 1,944.00	6,457
		Total	$ 1,041.00	$ 12,492.00	**$ 1,205.00**	**$ 14,460.00**	

AMENDMENT TO APPENDIX "D" BASE BID-UTILITY SITES

City of Wildwood - Mowing & Landscape Maintenance

Appendix D -Base Bid - Utility Sites

Locations	Address	Frequency	Monthly Cost	Annual Cost	Amended Monthly Cost	Amended Annual Cost	Est. Sq. Yards
Wildwood Wasterwater Plant	CR 214	2 weeks	$ 1,162.00	$ 13,944.00	$ 1,336.00	$ 16,032.00	37,274
Rib Site (front part and to buildings)	CR 121	2 weeks	$ 608.00	$ 7,296.00	$ 706.00	$ 8,472.00	19,498
Lft Station	750 Peters Street	2 weeks	$ 7.00	$ 84.00	$ 8.00	$ 96.00	229
Lift Station	S. Main Street (State Farm)	2 weeks	$ 2.00	$ 24.00	$ 2.00	$ 24.00	68
Lift Station	Continental CC Greenway (x2)	2 weeks	$ 8.00	$ 96.00	$ 9.00	$ 108.00	
Lift Station	Charlotte Pipe CR 124A	2 weeks	$ 4.00	$ 48.00	$ 5.00	$ 60.00	135
Lift Station	Three Flags 1732 SR 44	2 weeks	$ 2.00	$ 24.00	$ 2.00	$ 24.00	94
Oxford Water Station	CR 214	2 weeks	$ 133.00	$ 1,596.00	$ 153.00	$ 1,836.00	4,265
Oxford Water Plant	US 301	2 weeks	$ 269.00	$ 3,228.00	$ 309.00	$ 3,708.00	8,627
Wildwood Water Tower	Huey Street	2 weeks	$ 208.00	$ 2,496.00	$ 239.00	$ 2,868.00	6,697
Coleman Water Plant	CR 501 and Marsh Bend Trail	2 weeks	$ 1,600.00	$ 19,200.00	$ 1,840.00	$ 22,080.00	17,232 (Plant) 34,068 (Field)
Continental CC #1 Water Tower	50 Continental Blvd.	2 weeks	$ 71.00	$ 852.00	$ 82.00	$ 984.00	2,277
Continental CC #2 Water Plant	100 Timber Trail & 100 Grove Trail	2 weeks	$ 43.00	$ 516.00	$ 50.00	$ 600.00	1,381
Ashley Well Water Station	CR 231	2 weeks	$ 118.00	$ 1,416.00	$ 136.00	$ 1,632.00	3,785
Fairways Water Plant	5124 CR 125B	2 weeks	$ 39.00	$ 468.00	$ 45.00	$ 540.00	1,275
Old Well Site	High Street	2 weeks	$ 13.00	$ 156.00	$ 15.00	$ 180.00	422
Master Ave. Old Well Site	Master Avenue	2 weeks	$ 33.00	$ 396.00	$ 38.00	$ 456.00	1,083
		Total	$ 4,320.00	$ 51,840.00	**$ 4,975.00**	**$ 59,700.00**	

AMENDMENT TO " BID SHEET" BASE BID-TOTAL BID SHEET

Bid Sheet - Mowing & Landscape Maintenance

	Monthly Cost	Annual Cost	Amended Monthly Cost	Amended Annual Cost
Appendix A (Parks & Rec)	$ 4,513.00	$ 54,156.00	$ 5,195.00	$ 62,340.00
Appendix B (R.O.W.)	$ 13,220.00	$ 158,640.00	$ 15,214.00	$ 182,568.00
Appendix C (Ponds)	$ 1,041.00	$ 12,492.00	$ 1,205.00	$ 14,460.00
Appendix D (Utility)	$ 4,320.00	$ 51,840.00	$ 4,975.00	$ 59,700.00
Total Cost	$ 23,094.00	$ 277,128.00	**$ 26,589.00**	**$ 319,068.00**

CONTRACT

THIS AGREEMENT is made this _____ day of _________, 2023, by and between "CITY" of Wildwood (hereafter referred to as ""CITY""), whose address is 100 N Main Street, Wildwood, Florida 34785, and ***Lawn Enforcement Agency, Inc.*** (hereafter referred to as "Contractor"), whose address is ***P.O. Box 141091 Gainesville, Florida 32614***

WHEREAS, the "CITY" has need of professional services for Mowing and Landscape Maintenance Services.

WHEREAS the parties desire to enter into a written agreement outlining the duties, responsibilities, and compensation of Contractor, based on the Contractor's response to ***RFP # 2023-04 Request for Proposals for Mowing and Landscape Maintenance Services.***

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. The relationship of the Contractor to the "CITY" will be that of a professional contractor to provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to the Contractor's profession, and Contractor will endeavor to provide to the "CITY" prompt and efficient services to the best of its ability.

2. Contractor is hereby retained and employed as the Services Contractor and will work with the "CITY" to provide said services in accordance with the scope of services outlined in RFP # 2023-04.

3. Contractor agrees to prepare and complete a report to the "CITY", detailing the status of services provided pursuant to this Agreement at least ninety (90) days prior to the expiration of the term of this Agreement, or at least ninety (90) days prior to the expiration of any renewal term of this Agreement. Contractor may be asked to present the deliverables in person for review by staff or for discussion at a scheduled "CITY" Commission meeting.

4. The term of this Agreement shall commence on _***July 1, 2023***__and continue in full force through _***March 19, 2026***_, unless otherwise terminated as provided in paragraph five (5) of this Agreement. This Agreement may be renewed on an annual basis for additional consecutive one-year periods, if agreed to in writing by both parties, at least sixty (60) days prior to the expiration of this Agreement, including any periods of renewal. The term of this Agreement does not relieve the Contractor of any future responsibility as described in paragraph eight (8) of this Agreement.

5. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this agreement is terminated, Contractor shall be authorized to receive payment for all work performed up to the date of termination.

6. With regard to compensation paid to Contractor, Contractor shall furnish to the "CITY" invoice detailing all of Contractor's services, expenses, and any other services utilized by the "CITY". Invoice shall be itemized pursuant to and in accordance with the attached Fee Schedule. Contractor shall hall be paid pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Contractor acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.

a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Contractor and presented to the "CITY" pursuant to this Agreement are and remain the property of the "CITY" as instruments of service.

b. All analyses, data, documents, models, modeling, reports, and tests performed or utilized by Contractor shall be made available to the "CITY" upon request and shall be considered public records, pursuant to F.S. 119.0701.

c. Contractor shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The "CITY" shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. The right to audit, inspect, and copy records shall include all of the records of sub-Contractors (if any).

d. Contractor shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules, and regulations of the State of Florida.

e. Contractor shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFP # 2023-04 naming "CITY" as an additional insured in each such policy.

f. Upon Contractor's written request, the "CITY" will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Contractor and "CITY" mutually deem necessary, and Contractor may rely upon same in performing the services required under this agreement.

g. The "CITY" and Contractor each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the "CITY" nor Contractor shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the "CITY" which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be agreed upon in advance by the parties hereto. The Contractor may be required to provide additional services to the "CITY" on challenges, public protests, administrative hearings or similar matters. The Contractor shall be available to represent the "CITY", serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between "CITY" and Contractor and which are further incorporated herein by reference, consist of the following:

a. Request for Proposals (RFP)
b. "VENDOR"'s RFP Documents
c. Permits / Licenses
d. All RFP Addenda Issued Prior to RFP Opening Date
e. All Modifications and Change Orders Issued
f. Services hourly rates, as attached to this contract.

10. The Contractor agrees to indemnify and hold harmless the "CITY" of Wildwood, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the Contractor.

11. Contractor, its agents, servants, or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the "CITY" and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the "CITY", except as provided in the scope of services called for herein. Contractor is hereby designated as an independent contractor to the "CITY" and none of the employees, agents or servants of the Contractor shall have, or be entitled to, any of the fringe benefits applicable to employees of the "CITY".

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. Contractor does hereby waive any and all "venue privilege" and or "diversity of citizenship privileges" and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Sumter County, Florida, and Contractor hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the "CITY" in any other State Court, Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Contractor shall comply with all federal, state, and local laws and regulations. Contractor shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Contractor shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Contractor to provide the type of services required hereunder.

17. Contractor shall immediately notify "CITY" in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the "CITY".

18. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.

19. Any notices required by this Agreement shall be mailed to the following individual(s), by Certified Mail, Return Receipt requested:

FOR THE CITY	FOR THE CONTRACTOR
Name: Mr. Jason McHugh	Name: Michael TROIANO
Address: 100 N Main Street, Wildwood, FL 34785	Address: PO BOX 141091 GAinesville Fl, 32614
Title: City Manager	Title: PresiDent
Date: ______________	Date: 5-30-23

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

By: ______________________________

"CITY" OF WILDWOOD

____

By: Ed Wolf, Mayor

Date Signed: ______________________

ATTEST:

By: Gabryele Corbett

Contractor

LAWN ENFORCEMENT AGENCY INC

By: Michael Fioraino

Date Signed: 5-30-23

Bid Sheet - Mowing & Landscape Maintenance

Company	Appendix A (P&R)	Appendix B (ROW)	Appendix C (Ponds)	Appendix D (UT)	Appendix E (Plants)	Total
Helping Hands Lawan Care	$ 112,800.00	$ 330,000.00	$ 37,200.00	$ 89,280.00	$ 23,040.00	$ 592,320.00
Aero Ground Tech	$ 25,272.00	$ 93,504.00	$ 8,580.00	$ 24,852.00	$ 5,008.00	$ 157,216.00
Earthscapes Limited	$ 171,195.23	$ 570,287.78	$ 57,223.30	$ 81,993.45	$ 27,544.00	$ 908,243.76
Yellowstone Landscape	$ 70,020.00	$ 219,900.00	$ 43,860.00	$ 57,960.00	$ 30,807.00	$ 422,547.00
Lawn Enforcement Agency	$ 54,213.00	$ 158,763.00	$ 12,577.00	$ 51,914.00	$ 47,920.00	$ 325,387.00
Valentins Precision Cut	$ 82,163.88	$ -	$ 29,221.20	$ -	$ 34,440.00	$ 145,825.08

WILDWOOD
FLORIDA
EST. 1877

CITY OF WILDWOOD

FINAL SHORTLIST RANKING

Project: Mowing & Landscaping Maintenance

RFP #2023-04

	EVALUATORS					
APPLICANTS	Thomas Rigwood	Jason Wheeler	Steve Laign	Chris Weedman	**Total Points**	**Ranking**
Helping Hand	85	92	86	65	**328**	**4**
Aero Ground Tech	88	95	96	93	**372**	**1**
Earthscapes	25	89	70	0	**184**	**6**
Yellowstone	94	92	87	82	**355**	**3**
Lawn Enforcement	85	94	92	87	**358**	**2**
Valentins Precision Cut	56	67	62	20	**205**	**5**

CITY OF WILDWOOD

WILDWOOD
FLORIDA
EST. 1877

SHORTLIST SELECTION EVALUATION

RFP # 2023-04

Project: Mowing and Landscape Maintenance Services

Thomas J Rigwood

Selection Committee Member Signature: Tom Rigwood

AERO GROUNDTECH - BID SHEET -
"PLEASE BE AWARE AERO GROUNDTECH LLC WOULD LIKE TO BE WITHDRAWN FROM THIS BID IF NOT AWARDED THE CONTRACT IN ITS ENTIRETY."
EARTHSCAPES - NO REFERENCES / RESOURCES / CLIENT INFO / EXPERIENCE SUBMITTED IN BID.

Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.

APPLICANTS	Capability and Qualifications 20 pts.	Proven Experience 20 pts	Resources and Availability 20 pts.	Client References and Past Performance 20 pts.	Prices Proposed 20 pts.	Total Points
HELPING HAND LAWN CARE	17	17	17	17	17	85
AERO GROUNDTECH	17	17	18	17	19	88
EARTHSCAPES UNLIMITED, INC.	0	0	0	10	15	25
YELLOWSTONE LANDSCAPE	19	19	19	19	18	94
LAWN ENFORCEMENT AGENCY, INC.	17	15	16	10	17	85
VALENTIN'S PRECISION CUT, LLC.	12	10	10	12	12	56

CITY OF WILDWOOD

WILDWOOD
FLORIDA
EST. 1877

SHORTLIST SELECTION EVALUATION

RFP # 2023-04

Project: Mowing and Landscape Maintenance Services

Selection Committee Member Signature: Jason Wheeler

Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.	Capability and Qualifications	Proven Experience	Resources and Availability	Client References and Past Performance	Prices Proposed	Total Points
APPLICANTS	20 pts.	20 pts	20 pts.	20 pts.	20 pts.	
Helping Hands Lawn Care	20	20	17	17	18	92
Aero Ground Tech	20	20	18	18	19	95
Earthscapes Limited	20	20	17	17	15	89
Yellow Stone Landscape	20	20	18	18	16	97
Lawn Enforcement Agency	20	20	18	18	17	94
Valentins Precision Cut	16	17	11	11	12	67

CITY OF WILDWOOD

WILDWOOD FLORIDA EST. 1877

SHORTLIST SELECTION EVALUATION

RFP # 2023-04

Project: Mowing and Landscape Maintenance Services

Selection Committee Member Signature: Steve Laign

Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.

	APPLICANTS	Capability and Qualifications	Proven Experience	Resources and Availability	Client References and Past Performance	Prices Proposed	Total Points
		20 pts.	20 pts	20 pts.	20 pts.	20 pts.	
4	Helping Hands Lawn Care	20	20	18	18	10	86
1	Aero Groundtek	20	20	18	18	20	96
6	Earthscapes Unlimited Inc,	20	20	10	10	10	70
3	Yellowstone Landscape	20	20	15	18	14	87
2	Lawn Enforcement Agency Inc.	20	20	18	18	16	92
5	Valentin's Precision cut LLC	15	17	10	10	10	62

CITY OF WILDWOOD

WILDWOOD
EST. 1877
FLORIDA

SHORTLIST SELECTION EVALUATION

RFP # 2023-04

Project: Mowing and Landscape Maintenance Services

Selection Committee Member Signature: Chris Weedman

Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.

	APPLICANTS	Capability and Qualifications 20 pts.	Proven Experience 20 pts	Resources and Availability 20 pts.	Client References and Past Performance 20 pts.	Prices Proposed 20 pts.	Total Points	
2	Aero GroundTek	19	19	18	18	19	93	1
3	Earthscapes Unlimited Inc	0	0	0	0	0	0	6
4	Yellowstone Landscape	19	19	15	19	10	82	3
1	Helping Hand Lawn Care	15	15	15	15	5	65	4
5	Lawn Enforcement Agency	19	17	18	18	15	87	2
6	Valentins Precision Cut	0	0	0	0	20	20	5

REQUEST FOR PROPOSALS

FOR

CITY OF WILDWOOD

MOWING AND LANDSCAPE MAINTENANCE SERVICES

RFP # 2023-04

City of Wildwood
Public Works Department
743 Huey Street
Wildwood, FL 34785

Phone (352) 330-1343 Fax (352) 330-1338

Date of Issue: January 19, 2023

CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the City of Wildwood. If the City of Wildwood finds it necessary to change any of these dates or times prior to the Proposals due date, the change will be accomplished by addendum.

ACTION	COMPLETION DATE
Issue RFP	January 19, 2023
Last Day for Questions	January 31, 2023
Proposals Due	February 15, 2023
Proposals Opened	February 15, 2023
City of Wildwood Commission Award and Contract	TBD

PART 1
INTENT AND GENERAL INFORMATION

Sealed proposal will be received by the City of Wildwood at City Hall located at 100 N Main Street, Wildwood, Florida 34785 **until 11:30 am on February 15, 2023.** Proposers shall take careful notice of the following conditions of this Request for Proposals:

- Submissions by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted under any circumstances.

- Submitters may withdraw and/or replace proposals at any time until the deadline for submission of proposals.

- All questions received by **January 31, 2023**, will be considered. Questions will not be answered over the phone. Questions regarding the RFP process must be in writing and faxed to (352) 330-1338 Attention: Thomas J. Rigwood, Assistant Director of Public Works or via email to trigwood@wildwood-fl.gov

- Do not attempt to contact any Selection Committee Member, staff member or any person other than Jeremy Hockenbury for questions relating to this project. Anyone attempting to lobby City of Wildwood representatives may be disqualified. The Selection Committee Members shall be Thomas J. Rigwood, Asst. Director of Public Works, Jason Wheeler, Parks & Recreation Supervisor, Steve Laign, Operations Manager, and Chris Weedman, Asset Specialist.

- Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the City Clerk's Office for the City of Wildwood, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays, and legal holidays), after the posting of the bid tabulation. Bid protest procedures may be obtained in the City Clerk's Office, City Hall, 100 N Main Street, Wildwood, Florida 34785 between 8:00 A.M. to 5:00 P.M. Monday through Friday.

- IT IS THE SOLE RESPONSIBILITY OF EACH RESPONDENT TO MONITOR WILDWOOD'S WEBSITE (WWW.WILDWOOD-FL.GOV) AND *"DEMANDSTAR*" FOR ANY AND ALL BID DOCUMENTS, INCLUDING ADDENDUMS.

OPEN RECORDS

The City of Wildwood is governed by Florida's public record laws, Chapter 119, and Section 255.0518 of the Florida Statutes. Formal solicitations and documentation are open for public inspection thirty (30) days after the solicitation opening or when City of Wildwood provides notice of a decision or intended decision, whichever is earlier. In addition, Notwithstanding F.S. 119.01(1) (b), the City shall announce proposer and price submitted in the bid pursuant to a competitive solicitation for construction or repairs on a public building or public work. Certain proprietary and financial information from vendors may be excluded from release under very strict circumstances. This includes proprietary information or intellectual property as defined in F.S. 119.071 (1) (f).

VENDOR RESPONSIBILITY

Submitters are fully and completely responsible for the labeling, identification, and delivery of their Proposals. City of Wildwood will not be responsible for any mislabeled or misdirected submissions.

- Invitation by City of Wildwood to vendors is based on the recipient's specific request and application to Demandstar.com, or as the result of response by the public to the legal advertisements required by the State.

- Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind. No proposer will be reimbursed for any cost incurred as a result of preparing or submitting their Proposals. Additionally, no travel expenses incurred as a result in participating in the Proposals process will be reimbursed.

- 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 Proposals on a contract to provide any goods or services to a public entity, may not submit a Proposals on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or Vendor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

- Proposals that are incomplete, unbalanced, conditional, obscure, or which contain additions not called for, alterations, or irregularities of any kind, or which do not comply with these documents may be rejected at the option of the City of Wildwood.

STANDARD INSURANCE REQUIREMENTS

The Contractor shall maintain, on a primary basis and at its sole expense, at all times while performing work for City of Wildwood, the “Standard Insurance Requirements” described herein. Contractors responding to a Request for Proposal, Request for Qualifications, or an Invitation to Bid shall provide with their submittal, a Certificate of Insurance (COI) or a letter from the insurance company stating required coverage is obtainable. Prior to commencement of any work being done for City of Wildwood, a COI naming City of Wildwood as a certificate holder. The requirements contained herein, as well as the City of Wildwood’s review or acknowledgement, is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under the contract.

<u>Financial Rating of Insurance Companies</u> All insurance companies must have financial rating of **A-** or higher by A.M. Best Company, Inc.

- All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the City of Wildwood. Prior to commencing services pursuant to the award of this proposal, the Contractor shall furnish to City of Wildwood certificates of insurance showing the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Contractor shall provide the City of Wildwood with proof that required coverage has been extended.

<u>Commercial General Liability Insurance</u> The Contractor shall maintain Commercial General Liability Insurance at a limit of liability not less than **$1,000,000** each occurrence and **$2,000,000** annual aggregate. Due to the nature of the work involved, Vendors performing program and / or contract management services are required to maintain **$1,000,000** each occurrence and **$1,000,000** annual aggregate. The coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability or Cross Liability.

<u>Business Automobile Liability Insurance</u> The Contractor shall maintain Business Automobile Liability Insurance at a limit of liability not less than **$1,000,000** each occurrence. Coverage shall include liability for owned, non-owned & hired automobiles. In the event the Contractor does not own automobiles, the Contractor shall maintain coverage for hired & non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

<u>Worker's Compensation Insurance & Employers Liability Insurance</u> The Contractor shall maintain its own Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440. **(NOTE: Elective exemptions or coverage through an employee leasing arrangement will be on a case-by-case basis).**

<u>Umbrella or Excess Liability Insurance</u> The Contractor shall maintain either a Commercial Umbrella or Excess Liability Insurance at a limit of liability not less than **$2,000,000** each occurrence and **$2,000,000** aggregate. The Contractor shall endorse the City of Wildwood as an "<u>Additional Insured</u>" and certificate holder on the Umbrella or Excess Liability Insurance, unless the Commercial Umbrella/Excess Liability Insurance provides coverage on a pure "True Follow-Form" basis, or the City of Wildwood is automatically defined as an additional protected person.

<u>Additional Insured</u> The Contractor shall endorse the City of Wildwood as an Additional Insured on the Commercial General Liability Insurance with a <u>CG 2010 Additional Insured – Owners, Lessees, or Contractors, or CG2026 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person or Organization endorsement,</u> or similar endorsement providing equal or broader Additional Insured coverage.

In addition, the Contractor shall endorse the City of Wildwood as an Additional Insured under the Contractor's Commercial Umbrella/Excess Liability as required herein.

<u>Indemnification, Insurance and Sovereign Immunity</u>. Contractor shall be solely and entirely responsible for its tortious acts and for the tortious acts of its agents, employees, or servants during the performance of this Agreement. Contractor shall indemnify and save harmless the City, its agents, employees and officers from and against all liabilities, claims, demands, or actions at law and equity including court costs and attorney's fees that may hereafter at any time be made or brought by anyone for the purposes of enforcing a claim on account of any injury or damage allegedly caused or occurring to any person or property in which was caused in whole or in part by any tortious, wrongful, or intentional acts or omissions of Contractor, its agents, or employees during performance under this Agreement. Contractor shall provide City with a certificate of coverage identifying City as both a Named Insured and a Certificate Holder. The foregoing is not intended, and shall not be construed, as a waiver by City of the benefits of Section 768.28, Florida Statutes.

<u>Deductibles, & Coinsurance Penalties</u> The Contractor shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, including any loss not covered because of the operation of such deductible, coinsurance penalty, or coverage exclusion or limitation. For deductible amounts that exceed the amounts stated herein that are acceptable to the City of Wildwood, the Contractor shall, when requested by the City of Wildwood, maintain a Commercial Surety Bond in an amount equal to said deductible amount. Evidence of Commercial Surety Bond shall be furnished to City of Wildwood showing that the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Contractor shall provide City of Wildwood with proof that required Surety Bond has been extended.

Waiver of Subrogation The Contractor shall provide a Waiver of Subrogation in favor of the City of Wildwood, Contractor, subContractor, architects, or engineers for each required policy providing coverage during the life of this Contract. When required by the insurer or should a policy condition not permit the Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then the Contractor shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or an equivalent endorsement. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should the Contractor enter into such an agreement on a pre-loss basis.

Right to Revise or Reject The City of Wildwood reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage. Additionally, the City of Wildwood reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein, or any insurer(s) providing coverage due to its poor financial condition or failure to operate legally. In such events, the City of Wildwood shall provide the Contractor written notice of such revisions or rejections.

No Representation of Coverage Adequacy The coverages, limits or endorsements required herein protect the primary interests of the, and these coverages, limits or endorsements shall in no way be required to be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the Contractor against any loss exposures, whether as a result of the Project or otherwise.

Certificate(s) of Insurance The Contractor shall provide the City of Wildwood with a COI clearly evidencing that all coverage, limits and endorsements required herein are maintained and in full force and effect. A minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage shall be identified on each Certificate of Insurance. In the event the City of Wildwood is notified that a required insurance coverage will cancel or expire during the period of this Contract, the Contractor agrees to furnish the City of Wildwood prior to the expiration of such insurance, a new Certificate of Insurance evidencing replacement coverage. When notified by the City of Wildwood, the Contractor agrees not to continue work pursuant to this Contract, unless all required insurance remains in effect.

The City of Wildwood shall have the right, but not the obligation, of prohibiting the Contractor from entering the Project site until a new COI is provided to the City evidencing the replacement coverage. The Contractor agrees the City of Wildwood reserves the right to withhold payment to the Contractor until evidence of reinstated or replacement coverage is provided to the City of Wildwood. If the Contractor fails to maintain the insurance as set forth herein, the Contractor agrees the City of Wildwood shall have the right, but not the obligation, to purchase replacement insurance, and the Contractor agrees to reimburse any premiums or expenses incurred by the City of Wildwood.

The Contractor agrees the Certificate(s) of Insurance shall:

1. Clearly indicate the City of Wildwood has been endorsed on the Commercial General Liability Insurance with a CG 2010 Additional Insured – Owners, Lessees, or Contractors, or CG 2026 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person or Organization endorsement, or similar endorsement providing equal or greater Additional Insured coverage.

2. Clearly indicate the City of Wildwood is endorsed as an Additional Insured, or Loss Payee, and when applicable, Additional Insured on the Commercial Umbrella/Excess Liability Insurance as required herein.

3. Clearly identify each policy's limits, flat & percentage deductibles, sub limits, which exceed the amounts or percentages set forth herein.

4. Clearly indicate a minimum thirty (30) day endeavor to notify requirement in the event of cancellation or non-renewal of coverage.

5. Forward original to and clearly indicate Certificate Holder and Additional Insured as follows:

   City of Wildwood
   Attention: City Manager
   100 N. Main Street
   Wildwood, FL 34787

INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

- No oral interpretations will be made to any Vendor as to the meaning of the Bids/Contract Documents. Any questions or request for interpretation received IN WRITING by the City of Wildwood before 3:00 p.m., January 31, 2023, will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Bid Conference (if applicable), mailed or sent by available or electronic means to all attending prospective Submitters prior to the established Bid opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided on the Bid Form.

- In case any Vendor fails to acknowledge receipt of such addenda or addendum, his/her Bid will nevertheless be construed as though it had been received and acknowledged and the submission of his Bid will constitute acknowledgment of the receipt of same. All addenda are a part of the Bid Documents, and each Vendor will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Vendor to verify that he/she has received all addenda issued before Bids are opened.

- In the case of unit price items, the quantities of work to be done and materials to be furnished under this Bid/Contract are to be considered as approximate only and are to be used solely for the comparison of Bids received. City of Wildwood and/or Vendors do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the specifications and/or drawings and other Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices Bids.

The Contractor shall thoroughly examine and familiarize themselves with the drawings and/or specifications related to field conditions, the difficulties, logistical restrictions required to meet the requirements of this RFP. Deficient understanding of the existing field conditions will in no way relieve the Contractor from the contractual obligations of this RFP. Any damage to existing City assets as a result of the Contractors' activities will be replaced at the sole expense of the Contractor.

GOVERNING LAWS AND REGULATIONS

The Vendor is required to be familiar with and shall be responsible for complying with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the Scope of Work.

PREPARATION OF BIDS

- Signature of the Vendor: The Vendor must sign the Bids forms in the space provided for the signature. If the Vendor is an individual, the words "Doing Business As ______________," must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the partnership name and the words, "Member of the Firm" should be written beneath such signature. If the Vendor is a corporation, the title of the officer signing the Bids on behalf of the corporation must be stated and evidence of his authority to sign the Bids must be submitted. The Vendor shall state in the Bids Form the name and address of each person interested therein.

- Basis for Bids: The price proposed for each item shall be on a lump sum or unit price basis according to the form of the Bids. The Bids prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered.

BID RESPONSE - PROVISIONS AND CONDITIONS

BID FORMAT: Bid must be typewritten or prepared in ink and must be submitted on the form provided in the Invitation to Bid. Bidders shall return all information and forms as required on the bidder's response sheet. Failure to return all required information and forms may result in the bid being considered non-responsive and rejected from further consideration. Bidder must submit one (1) original and one (1) complete copy of the Bid Response Packet. Please retain a copy for your records.

NO BID: If bid documents allow partial bids and bidder does not wish to bid a certain item(s), enter "NO BID" in that section and leave the page in the proper sequence. Your comments indicating any requirements of this Invitation to Bid that may have influenced your decision to "NO BID" are invited. If you believe that the bid documents require clarification or if you object to the form of the bid documents, please follow the instructions below concerning clarification and protest.

CONFORMANCE TO BID REQUIREMENTS: The company name and the signature of an authorized person are to be inserted in the designated spaces. ALL BIDS MUST BE SIGNED by an individual of the company who is authorized to legally obligate the company. No oral, telegraphic, telephone or facsimile bids or signatures will be accepted.

FISCAL YEAR FUNDING APPROPRIATION

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the City of Wildwood, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the City of Wildwood of funds thereafter.

TAX EXEMPT STATUS

The City of Wildwood is a governmental agency under Florida law and exempt from Florida sales tax. The tax-exempt number will be provided upon request. This exemption does not apply to goods and services purchased separately by Contractor in connection with its contract obligations. The Contractor shall be responsible for paying any taxes, fees, or similar payments that are required to be paid in connection with the contract work.

PROTECTION OF RESIDENT WORKERS

The City of Wildwood actively supports the Immigration and Nationality Act (INA), which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e. citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. The Contractor must be able to verify an employee's eligibility to work in the U.S. upon demand by the City of Wildwood throughout the duration of the contract.

CITY OF WILDWOOD CITY OF COMMISSIONERS

The City of Wildwood is a unit of local government and as such reserves the right to reject any and/or all Proposals, reserves the right to waive any informalities or irregularities in the Proposals or examination process, reserves the right to select low Proposals per item, and reserves the right to award Proposals and/or contracts in the best interest of the City of Wildwood.

E- VERIFY

City of Wildwood requires all bidders, Contractors, and Subcontractors of any tier to certify compliance with the federal E-Verify program for all employees hired on or after the date of the Contractor's registration on the Department of Homeland Security website http://www.dhs.gov/e-verify by providing the Memorandum of Understanding (MOU) electronic signature page with the date of registration and company ID number. In the case of Contractors, this includes obtaining written certification from all Subcontractors who will participate in the performance of the contract. All Subcontractor certifications must be kept on file with the contract Vendor and made available to the state and/or City of Wildwood upon request. Vendor/Contractor shall be required to submit the Department of Homeland Security MOU documentation and completed "E-Verify Certification".

RIGHT TO AUDIT RECORDS

The City of Wildwood shall be entitled to audit the books and records of the Contractor or any sub-Contractor to the extent that such books and records relate to the performance of the Contract or any sub-contract to the Contract. Such books and records shall be maintained by the Contractor for a period of five (5) years from the date of final payment under the Agreement and by the sub-Contractor for a period of five (5) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

MANDATORY PRE-PROPOSAL MEETING

There will **not** be a mandatory pre-proposal meeting.

DISCRIMINATION

The Contractor will not discriminate against any employee employed in the performance of this Agreement, or against any applicant for employment because of age, ethnicity, race, religious belief, disability, national origin, or sex. The Contractor shall provide a harassment-free workplace, with any allegation of harassment given priority attention and action by management. The Contractor shall insert similar provisions in all contracts and subcontracts for services by this Agreement. The Contractor affirms that it is aware of the provision of Section 287.134(2)(a), Florida Statutes. An entity or affiliate who has been placed on the discriminatory vendor list 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 Vendor under a contract with any public entity; and any not transact business with any public Contractor. The Contractor further agrees that it shall not violate Section 287.134(2)(a), Florida Statutes, and acknowledges and agrees that placement on the list during the term of this Agreement may result in the termination of this Agreement.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The City of Wildwood encourages DBE Vendors to compete for Department professional services projects, and also encourages non-DBE Vendors to use DBE Vendors as sub-Vendors. Contract specific goals are not placed on Federal/State contracts. Use of DBE sub-Vendors is not mandatory, and no preference points will be given in the selection process for DBE participation.

PROMPT PAYMENT

Monthly actual payment reporting requirements for prime Vendors and Vendors are based on prompt payment rules and laws. The same holds true for return of retainage after the sub-Vendor has completed its work, not when the overall project is finished. Florida Law requires timely payment for both construction and non-construction services. Generally, invoices for construction contracts must be paid within 25 days of receipt. Invoices for Vendor contracts are payable per the contract terms but shall not exceed federal regulations in ***49 CFR 26.29*** that requires payment of all sub-Vendors for satisfactory performance within thirty (30) days of payment to the Prime.

PROPOSAL DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUMBITTED

The following documents and forms in the following arrangement must accompany each proposal or alternate proposal submitted:

Documents that are mandatory and MUST accompany the submittal of the bid in order for the submission to be considered:

- One (1) original proposal, clearly labeled “Original”
- Proposal Cover Page. This is to be used as the first page of the RFP. This form must be fully completed and signed by an authorized officer of the vendor.
- Proposer Certification / Addenda Acknowledgement Form
- Statement of General Terms and Conditions
- A sworn, notarized Statement of Contractor’s Experience and Personnel
- A sworn, notarized Drug Free Workplace Certificate must accompany each proposal or alternate proposal.
- A sworn, notarized Statement of Public Entity Crimes
- Proposal / Price Form – Exhibit A
- A separate sheet or sheets clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the Proposal Form (if applicable).
- Anti-Collusion Statement
- Hold Harmless Agreement
- Three (3) printed copies of the proposal in its entirety; and one (1) electronic single PDF version not password protected of the original submitted proposal in its entirety.
- E-Verify Certification Form
- Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the RFP due date.
- Bid Document Checklist of Items Required to be Submitted
- W-9
- A Certificate of Insurability, acceptable to the City, shall accompany each bid or alternate bid, in the amounts as prescribed by State and City of Wildwood.

  All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the City of Wildwood. Prior to commencing services pursuant to the award of this bid, the Contractor shall furnish to the City of Wildwood certificates of insurance showing the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Vendor shall provide the City of Wildwood with proof that required coverage has been extended.

Date: ________________

I, _____________________ (name), an authorized officer of _____________________ (company/vendor), confirm that the above listed documents are provided in our company's bid being submitted to City of Wildwood and confirm I have read and understand the RFP document in its entirety.

PART 2
EVALUATION AND AWARD

RFP EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed RFP information to the "CITY" of Wildwood by the due date and time. Once the RFPs are received, the Selection Committee members will independently review each submittal and score each RFP based on the evaluation criteria. All RFPs received in accordance with this Request for Proposals will be evaluated using the following criteria.

Evaluation Scoring Criteria

	Possible Points
Capability and Qualifications of the proposer to deliver the proposed services.	20
Proven experience as demonstrated with recent commercial contracts/projects for local government agencies within the State of Florida.	20
Resources and Availability	20
Client References and Past Performance	20
Prices Proposed	20
Total:	

Do not attempt to contact any Selection Committee Member, staff member or person other than Thomas J. Rigwood for questions relating to this project. Anyone attempting to lobby City of Wildwood representatives may be disqualified.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to City of Wildwood. All Selection Committee recommendations are subject to City of Wildwood approval.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results requested by telephone, fax or electronic media will not be accepted.

Once the Selection Committee has scored the individual/Vendor(s) presentations, the score sheets will be tallied, and the highest-ranking Vendors will be recommended for award to the City of Wildwood City of Commissioners and to enter into contract negotiations. Anyone attempting to lobby the City of Wildwood representatives on the selection committee may be disqualified.

PART 3
PROPOSALS SUBMITTAL

One (1) original, three (3) copies and one (1) electronic copy, not password protected must be submitted to City of Wildwood City Hall located at 100 N Main Street, Wildwood, Florida 34785. Proposals must be marked as **"RFP #2023-04 City of Wildwood Mowing and Landscape Maintenance Services"** with the firm name indicated on the outside of the sealed package.

- Deadline for Submissions in response to this Request for Proposals: Proposals must be received no later than 11:30 a.m. on February 15, 2023**.** Proposals submitted by FAX will not be accepted under any circumstances**. <u>Late Proposals will not be accepted</u>.**
- Any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a Proposals on a contract to provide any goods or services to a public entity, may not submit a Proposals on a contract with a public entity for the construction or repair of any public building or public work, may not submit Proposals on leases of real property to a public entity crime, may not be awarded or perform work as a Contractor, supplier, Subcontractor, or Vendor under a contract with any public entity, and may not transact business with any public entity in excess of ten thousand dollars, ($10,000.00) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list, pursuant to paragraph 2a of Section 287.133, Florida Statutes.
- The City of Wildwood as a unit of local government reserves the right to reject any and/or all Proposals, reserves the right to waive any informalities or irregularities in the Proposals or evaluation process, and reserves the right to award contract(s) in the best interest of the City of Wildwood.

PART 4
PROPOSALS DOCUMENTS

PROPOSALS COVER PAGE

Name of Firm, Entity or Organization:
Federal Employer Identification Number (FEIN): **State of Florida License Number (If Applicable):** **Name of Contact Person:** **Title:** **E-Mail Address:**
Mailing Address: **Street Address (if different):** **City, State, Zip:** **Telephone:** **Fax:**
Organizational Structure – Please Check One: **Corporation** ☐ **Partnership** ☐ **Proprietorship** ☐ **Joint Venture** ☐ **Other** ☐ **If Corporation:** **Date of Incorporation:** **State of Incorporation:** **States Registered in as Foreign Corporation:**
Authorized Signature: **Print Name:** ____________________ **Signature:** ____________________ **Title:** ____________________ **Phone:** ____________________
This document must be completed and returned with your Submittal.

PROPOSER'S CERTIFICATION

Submit To: **City of Wildwood** 100 Main Street Wildwood, Florida, 34785 Phone: 352-330-1330 Fax: 352-330-1338		CITY OF WILDWOOD REQUEST FOR PROPOSALS (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT
DUE DATE: February 15, 2023	**DUE TIME: 11:30 a.m.**	**RFP # 2023-04**
TITLE: City of Wildwood Mowing and Landscape Maintenance Services		
VENDOR NAME:		**PHONE NUMBER:**
VENDOR MAILING ADDRESS:		**FAX NUMBER:**
CITY/STATE/ZIP:		**E-MAIL ADDRESS:**

"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."

________ Addendum # ________ Addendum # ________ Addendum # ________ Addendum # ________ Addendum #

"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for City of Wildwood, respondent agrees that if this RFP is accepted, the respondent will convey, sell, assign, or transfer to the City of Wildwood all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the CITY . At the City of Wildwood discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."

____________________ Authorized Agent Name, Title (Print)

____________________ Authorized Signature Date

This form must be completed and returned with your Submittal

STATEMENT OF GENERAL TERMS AND CONDITIONS

PUBLIC ENTITY CRIME: 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 Proposals/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or Vendor 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The Contractor shall indemnify and hold harmless the **City**, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.

PROHIBITION OF LOBBYING: During the blackout period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the City awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the City, or any City employee other than the Purchasing Division Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (BID) must be submitted in writing to the City's Purchasing Division Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the "CITY" at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Purchasing Division Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS, and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The City and/or his VENDOR do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Purchasing Division Manager at (352) 689-4400. All RFP's/BID's submitted in response to this solicitation become the property of the City. Unless information submitted is proprietary, copy written, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The City of City of Wildwood Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID**,** all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the "CITY" to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the City. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification, and delivery of their submittals. The Purchasing Division Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: **All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.**

This document must be completed and returned with your Submittal.

City of Wildwood are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the "CITY". Submittals not meeting stated minimum terms and qualifications may be rejected by the "CITY" as non-responsive. The "CITY" reserves the right to reject any or all submittals without cause. The "CITY" reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the "CITY", or who has failed to perform faithfully any previous contract with the "CITY" or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Nextel time is hereby established as the Official Time of the "CITY".

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as ________________," must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the "CITY"' intent to select a vendor within **sixty (60) calendar days** of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least **ninety (90) calendar days** after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the "CITY" may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The "CITY" reserves the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The "CITY" shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the "CITY"' representative (Purchasing Division Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED) and shall deliver in accordance with the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, City of Wildwood, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):
The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Purchasing Division Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Purchasing Division Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the "CITY" unless evidenced by a Change Notice issued and signed by the Purchasing Division Manager or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the "CITY" within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation but must do so at his own risk. All required information in the original City format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

____

(Signature and Date)

REFERENCE & SIMILAR PROJECTS EXPERIENCE FORM

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:	Dates of Work:	
Phone Number:	Fax Number:	
E-mail Address:		
Project Name:		
Brief Description of Project:		

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:	Dates of Work:	
Phone Number:	Fax Number:	
E-mail Address:		
Project Name:		
Brief Description of Project:		

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:	Dates of Work:	
Phone Number:	Fax Number:	
E-mail Address:		
Project Name:		
Brief Description of Project:		

CONTRACTOR'S AFFIDAVIT

State of Florida
City of _______________________

Before me personally appeared ______________________ who is *(title)* ____________________
of *(the company described herein)* _________________________ being duly sworn, deposes and says that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The City of Wildwood deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known ________ or Produced Identification _______________________________

Sworn to and subscribed before me this _________ day of ______________________, 20__

__________________________________ __________________________________
NOTARY PUBLIC - STATE OF FLORIDA (Print Name of Notary Public)
(Signature of Notary Public)

(seal)

This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

____
(Print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace named above and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under Proposals or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under Proposals or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

____
Authorized Signature

____
Date Signed

State of: ______________________

County of: ____________________

Sworn to and subscribed before me this ________day of _____________, 20__

Personally known _______ or Produced Identification ____________________________
(Specify Type of Identification)

____
Signature of Notary

My Commission Expires _______________
(seal)

This document must be completed and returned with your Submittal

HOLD HARMLESS AGREEMENT

The Contractor agrees to hold the “CITY” of Wildwood harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, to the extent that such claims are attributable, in whole or in part, to a negligent act or omission by the Contractor.

The Contractor shall purchase and maintain workers’ compensation insurance for all workers’ compensation insurance and employers’ liability in accordance with Florida Statute Chapter 440.

The Contractor shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the “CITY” representative requesting the service.

By signature upon this form the Contractor stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

______________________________	______________________________
Contractor/ “VENDOR”-Print Name	**Signature**
______________________________	______________________________
Project Name	**Date**

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal

Immigration Affidavit Certification

This Affidavit is required and should be signed, notarized by an authorized principal of the firm, and submitted with formal Invitations to Bid (ITB's) and Request for Proposals (RFP) submittals. Further, Consultants / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the Consultant's/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program may deem the Consultant / Bidder's proposal as nonresponsive.

The City of Wildwood will not intentionally award City contracts to any Consultant who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").
The City of Wildwood may consider the employment by any Consultant of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by the City of Wildwood.

Consultant attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the Consultant's / Bidder's proposal.

Company Name____

Print Name: _________________________________Title: __________________________

Signature __________________________________ Date: __________________________

State of ____________________ County of _________________

The foregoing instrument was signed and acknowledged before me this ______day of _______________, 20___, by

__________________________who has produced _________________ as identification.
(Print or Type Name) (Type of Identification and Number)

____
Notary Public Signature

____
Printed Name of Notary Public

____
Notary Commission Number/Expiration

The signee of this affidavit guarantees, as evidenced by the affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

By signing this form, the vendor agrees that this quote is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a quote for the same purpose and that the quote is in all respects fair and without collusion or fraud,

IT IS AGREED BY THE UNDERSIGNED VENDOR, THAT THE SIGNING AND DELIVERY OF THE QUOTE REPRESENTS THE VENDOR'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE VENDOR AND THE CITY OF WILDWOOD.

NAME OF ____ FIRM:

[Sign in ink in the space provided below]

SIGNED ____ BY:

TITLE: ____

ADDRESS: ____

CITY & STATE: ____

TELEPHONE: ____

No quotes will be withdrawn for a period of sixty (60) days subsequent to the opening of quotes, without the consent of the City of City of Wildwood Commissioners.

NO QUOTE (Reason):

____

____

____

____

____

This document must be completed and returned with your Submittal

SWORN STATEMENT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES FORM

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to "CITY" of Wildwood
   By____
   {print individual's name and title}

   for____
   {print name of entity submitting sworn statement}

   whose business address is____

   and (if applicable) its Federal Employer Identification Number (FEIN) is ___________________ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: ________________________.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

   c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **{indicate which statement applies.}**

________Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

________The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

________The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted "VENDOR" list. **{attach a copy of the final order}**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

____
{signature}

____
{date}

State of __________
County of ___________

PERSONALLY APPEARED BEFORE ME, the undersigned authority, ______________, who after first being sworn by me, affixed his/her signature in the space provided above on this____day of______, 20__.

Attest: ____________________________
Notary Public
My commission expires: _______________________

(Notary Seal)

This document must be completed and returned with your Submittal

PART 5
SCOPE OF SERVICES

INTRODUCTION

The purpose of this Contract is to provide the City of Wildwood (herein referred to as "City of Wildwood") with a complete Mowing and Landscape Maintenance Services contract (hereinafter shall be referred to as the "Work" or "Services") inclusive of all the required equipment and materials, defined in the table attached to this Scope of Work.

CONTRACT DURATION

The initial term of this Agreement shall be March 1, 2023, through February 28, 2026, with the option to renew for a two (2) year extension. Following completion of the initial term, the renewal period shall automatically occur on March 1, 2026, unless either party provides a minimum ninety (90) day written notice of non-renewal. The prices awarded by CONTRACTOR shall remain fixed and firm for the initial term of the Agreement. At a minimum of six (6) months prior to the end of the initial term, CONTRACTOR may submit a request in writing to the "City of Wildwood" effective for the renewal period. Any agreed upon negotiated price change shall remain firm for the remainder of the two (2) year extension renewal term.

SITE VISITS

Contractors are encouraged to visit the locations to get a better knowledge and understanding of what is required.

SPECIFICATIONS AND GENERAL SCOPE

The landscape maintenance Contractor shall be responsible for all labor, materials, and equipment necessary for the proper care and maintenance of the landscaping, irrigation and related landscaping structures and systems.

The following specifications are identified, <u>as the minimum</u>, to achieve the desired healthy and attractive landscaping within the community.

MAINTENANCE FOR VISIBILITY AND SAFETY

All personnel must wear ANSI Class Ill approved reflective safety vests anytime work is being performed on City property within road right-of-way. Appropriate Maintenance of Traffic (MOT) shall be per FDOT specification and used when personnel and equipment will be conducting work in or around traffic or pedestrians.

Contractor shall have basic and intermediate level FDOT MOT Certified staff that are actively working in the Right-of-Way.

All landscaping shall be maintained in a manner that allows clear passage of vehicles and pedestrians, provides open visibility where necessary for safety, and does not obstruct lighting. Clear visibility in both daytime and nighttime is of the utmost importance for parking areas, driveways, and at intersections of all types.

Trees and shrubs shall not be allowed to grow into or over sidewalks, public streets, driveways, or parking areas in any way that conflicts with the safe passage of pedestrians and vehicles. All plantings will be kept 4-6 inches away from all curbs and sidewalks. Ground covers (Jasmine and Peanut) shall be kept neatly edged to the curb.

TREE CLEARANCE (within Right-of-Ways)

A minimum of eight (8) feet vertical clearance shall be maintained. This shall be increased up to 15' where necessary for the passage of taller vehicles-such as vans, buses, or trucks-in areas which must be used by such vehicles, smaller trees shall be kept inside curb until tall enough.

Clearances shall vary per area and must be approved by the “City of Wildwood.”

In general, hedges and shrub masses shall be maintained at a maximum height of three (3) feet in all areas, including cul-de-sacs, where views must be maintained for safety of vehicular and pedestrian traffic. However, Contractor shall visually inspect the site (doing so on a routine basis) to determine whether safe visibility requires maintenance at a lower height, in any given situation.

Individual plants or specimens which do not specifically impede safe visibility may conform to the other applicable standards of these specifications.

All material will be kept trimmed off walls, fences, and any objects in landscape areas at all times.

Trees near light poles shall be maintained as they grow to avoid impeding safe light levels, to the greatest extent possible.

Pruning of all landscaping shall comply with the proper techniques outlined in these specifications, based on the type of plant material. But in all cases, ensuring safe visibility shall be the prevailing objective.

TREE MAINTENANCE

CRAPE MYRTLES

Crape Myrtles shall be maintained with an open, natural crown. The natural branching structure shall be maintained, light pruning only to promote healthy, natural development form, size, and width.

As trees mature, a clear trunk height of 8.5' minimum shall be maintained.

Canopies shall in no case be allowed to deter safety and visibility in traffic situations.

Topping, heading cuts or trimming back to knobs is not permitted. Proper reduction cuts may be made in some instances with the approval of the landscape manager.

PALMS

Palms shall be maintained to have full, rounded heads.

Ferns may remain but shall not be allowed to spread into planting beds. Seed pods shall be removed after fruiting, as possible.

Damaged or dead palm fronds, seed heads and dates will be removed within 15' of the ground on some varieties of palms at District's request.

LIGUSTRUM TREES

Ligustrum Trees shall be maintained to have full natural heads, trimming the long runners, but keeping a loose rather than a sheared form.

The tree should be limbed up proportionally with the size of the tree and to allow visibility, where required for safety.

NELLIE STEVENS HOLLY AND RELATED SPECIES

These trees shall be maintained to have thick and dense foliage. They should only be pruned to promote health, and natural development form, tapering to the top.

The lower limbs and foliage should never be removed. These trees are intended to obtain their natural shape with the foliage full to the ground. Shearing may be required only on occasion to maintain form.

LIVE OAK AND RELATED SPECIES

Live Oaks and related species are to be maintained to have thick dense foliage. They should only be pruned to promote healthy and natural development form. Pruning shall be kept at a minimum.

As trees mature, only remove necessary lower branches in order to maintain the natural normal form of the tree, and to allow for necessary maintenance.

Roadway trees shall be kept within the curb limits until tall enough to lift to 15' As a general rule the trees shall have 2/3 canopy and 1/3 clear trunk.

All limbs that are pruned back to the main trunk or central leader shall be cut at the branch bark collar, but not damaging the collar.

MAGNOLIAS

Magnolias shall be maintained to have thick and dense foliage. They should only be pruned to promote health and natural form, with the exception of trees in the line of sight.

The lower limbs and foliage should never be removed. These trees are intended to obtain their natural shape with the foliage full to the ground, unless approved by the City.

Pruning shall not be done routinely, but mainly to remove diseased, damaged, or dead wood. To encourage full and dense foliage, prune lightly in the fall or early spring (before the spring flush), by removing 6" to 10" of foliage in appropriate areas and trimming leggy branches, to promote natural shape and form. The central leader shall not be removed.

ALL TREE SPECIES

Pruning shall not be done routinely, but mainly to remove diseased, damaged, or dead wood, or to provide visibility. Contractor shall be responsible for pruning up to the first fifteen (15) feet of trees and palms as needed to maintain a natural and healthy appearance.

All broken limbs or debris resulting from winds, storms, or other causes shall be removed promptly, or immediately if impeding safety.

Pruning cuts shall be clean and smooth with no rough or torn bark or wood remaining. All suckers and water sprouts shall be removed on a routine basis, as they occur.

Infestations of mistletoe, ball moss, Spanish moss and other epiphytes in the first fifteen (15) feet of trees, shrubs, and palms shall be removed on a routine basis.

Trees planted beside structures and walks/paths shall be maintained at size suitable for location.

DISEASE AND PEST CONTROL

All plant material shall be 95% free of pest infestations, fungus, and disease. Regular inspections during normal maintenance operations shall be undertaken by qualified individuals to identify and respond to such conditions. When five (5%) of any type of plant material shows signs of disease, curative action shall be taken.

Proper fertilization, proper watering, and proper drainage shall be practiced promoting plant vigor and resistance to pests and disease.

Chemical application shall be used as appropriate to prevent damage, promote healthy and continued growth, and to treat and cure identified problems. All use of chemicals shall comply with all applicable regulatory and safety standards and shall be applied by appropriately trained and licensed pest control specialists.

Chemical damage to desirable plant material is unacceptable and will be replaced at the Contractor's expense.

All chemical applications shall be performed by trained, licensed operators in accordance with applicable local, state, and federal regulations, safety standards, and the manufacturer's instructions.

ANNUAL MAINTENANCE AND REPLACEMENTS

ANNUAL BED MAINTENANCE

Annual beds shall be maintained in a fashion to allow for a full, colorful appearance at all times throughout the year. Beds shall be kept free of spent flowers, weeds, and debris.

Shrubs and turf surrounding color beds must be trimmed to keep them from encroaching on the color beds and reducing the bed size.

Additional soil, soil amendments such as composted manure, organic peat, or a similar mix shall be incorporated and tilled in as part of the annual bed preparation as needed to maintain a rich growing environment for healthy growth, proper height, and a pleasing convex appearance. This soil must be approved by Parks and Recreation management staff.

Annual Flowerbed Fertilization:

A standard balanced slow-release fertilizer such as Osmocote, Nutricote, Sierra, or similar shall be incorporated into the bed as a soil amendment prior to planting each rotation of annuals. Supplemental fertilizations of a complete liquid fertilizer such as 20-20-20 or 10-60-10 at the labeled rate shall be applied to all color beds at least monthly to promote vigorous growth, flowering, and color.

REPLACEMENT

It is anticipated that it will require a minimum of four (4) complete change outs per year in beds that are labeled as just annuals on the landscape plan or as otherwise designated by the owner. The annuals shall be four (4) inch or four and a half (41/2) inch pot size. Material types should be selected for their longevity as well as color. A coordinated effect is to be continued at any change out. The City of Wildwood staff reserves the right to select varieties if necessary.

Replacement should be completed within 72 hours of removal and before the weekend as open beds are not desired during this time.

GENERAL REQUIREMENTS

WEED CONTROL

Beds are to be kept 95% free of weeds and landscape debris and trash. Hand weeding shall be done as necessary.

Application of herbicides shall be done on a curative "as needed" basis. A pre-emergent herbicide may be used. Broadleaf weeds, sedges, and undesirable grasses shall be kept to a minimum.

Chemical damage to desirable turf is unacceptable and will be corrected at Contractor's expense.

All chemical applications shall be performed by trained, licensed operators in accordance with applicable local, state, and federal regulations, safety standards, and the manufacturer's instructions.

DISEASE AND PEST CONTROL

All plant material shall be reasonably free of pest infestations, fungus, and disease. Regular inspections during normal maintenance operations shall be undertaken by qualified individuals to identify and respond to such conditions. When five (5%) of any type of plant material shows signs of disease, curative action shall be taken.

Proper fertilization, proper watering, and proper drainage shall be practiced to promote plant vigor and resistance to pests and disease.

Chemical application shall be used as appropriate to prevent damage, promote healthy and continued growth, and to treat and cure identified problems. All use of chemicals shall comply with all applicable regulatory and safety standards and shall be applied by appropriately trained and licensed pest control specialists.

Chemical damage to desirable plant material is unacceptable and will be corrected at Contractors' expense.

All chemical applications shall be performed by trained, licensed operators in accordance with applicable local, state, and federal regulations, safety standards, and the manufacturer's instructions.

REFUSE CONTROL

Areas within the project limits shall be kept free of litter and refuse (trash, cans, paper, bottles, cigarette butts, etc. and accumulations of leaves, dirt, branches, and palm fronds) at all times.

Policing and litter pickup shall occur as often as necessary to ensure a clean, litter-free appearance.

REPLACEMENT OF PLANTS TO MAINTAIN DESIGN INTENT

No changes or additions of plant materials, and no changes or additions to the design or layout of the landscaping shall be made without review and approval of the City of Wildwood.

Any tree, palm, shrub, or groundcover plantings which die, or which are damaged or decline to the extent of affecting the overall appearance of the project, shall be replaced promptly with the same species in a size which reasonably matches the plant it is replacing, in order to preserve the design intent and appearance of the landscaping.

Any tree or plant which is abusively pruned in noncompliance with these specifications shall be replaced by the same species in a size which reasonably matches the plant it's replacing.

The Contractor shall be responsible for the full cost of such replacements where required due to incorrect maintenance (abusive pruning, fertilizer bum, etc.) or to inadequate maintenance (disease, pests, fungus, irrigation negligence, etc.). The owner shall be responsible for the full cost of such replacements only due to damaging acts by others, acts of God, and/or other circumstances not attributable to actions or inactions of the Contractor.

PINE STRAW MULCHING

All plant beds and tree rings shall be maintained with an adequate and neat layer of pine straw, at all times. The landscape maintenance Contractor will be expected to replenish missing pine straw in all areas in between regularly scheduled mulching, or areas where pine straw disappears due to mowing/blowing operations such as in tree rings on the roadway medians. This shall be performed at no additional cost to the City. Care should be taken during mulching so as to not cover landscape lighting, valves, junction boxes or other structures and components.

Care shall be taken to avoid piling pine straw around the plant crowns or trunks. Any areas found neglected or bare (weeds, blowing or irrigation repair) shall be replaced at the Contractor's expense.

MOWING

Mowing of all turf areas shall be performed on a weekly basis during the normal growing season (April through October). ***Appendices "A", "B", "C" & "D" indicate a weekly or bi-weekly mowing and landscape maintenance schedule.*** During the months of November through March, it is expected that mowing will be required at least twice a month unless abnormal conditions arise. In any event, the turf shall be mowed at a frequency to promote healthy and continued growth as well as proper appearance at all times. Mower blades are expected to be sharp, leaving a clean cut. The City of Wildwood reserves the right to adjust this schedule at any time.

Mowing height shall be as follows:

1. St. Augustine 'Floratam' - 3.5" to 4"
2. Bahia - 3" to 4"

When line trimmers are used, cutting height shall be in conjunction with mowing height. Scalping by either trimmers or mowers will not acceptable. Damage to trees, shrubs and signposts are not acceptable. Mowing patterns shall be varied to minimize wear areas from tires and slippage.

Any unsightly clippings, which remain on the turf, shall be removed immediately after mowing, not blown, or swept down storm drains.

Walkways, streets, and parking areas to be blown or vacuumed free of clippings after each mowing. Please refer to "*SITE CLEANLINESS AND CONDITION*" for additional requirements during the months of November through March when mowing may only occur twice a month.

EDGING

All necessary edging operations shall be performed routinely to trim the turf and maintain a well-groomed appearance for all sidewalks, curbs, plant beds, drainage structures, irrigation valve boxes, splice boxes, gate valve boxes, water meter boxes, and other such interfaces between turf and different surfaces. Bed lines shall be edged to conform to their original design intent, with adjustments being made periodically for the plant growth.

Edging shall occur in conjunction with mowing operations when required. Grass runners and ground covers shall not exceed one inch in length along sidewalks, curbs, pavements, planting beds, and other such edges.

Upon completion of edging operations, the turf edge shall be neat, clean and approximately 1/2 inch from the edge of any pavement, including roads without curbs, with a minimum depth of 2 inches.

All paved areas and mulched beds shall be free of dirt, clippings, palm fronds, and debris after work is completed.

LEAVES

At certain times of the year leaves in turf may need to be removed with a vacuum to avoid having them accumulate in areas of the turf, or get blown into beds, parking lot islands or residential yards by the mowers. In areas with parking lots associated with the landscape maintenance, leaves and debris are to be either raked or removed with a vacuum. Leaves are not to be blown into landscape beds or down storm drains. If the condition of turf declines due to failure to remove accumulated leaves in a timely manner, the Contractor is responsible for replacing the turf. Any areas requiring above normal leaf or moss removal will be noted in specs on per job basis.

FERTILIZATION OF TURF, TREES, SHRUBS, ANNUAL/PERENNIAL FLOWER BEDS

<u>Note:</u> Fertilization is not a requirement of this RFP. This specification of fertilization is provided if it is decided upon by the City, that treatments would be necessary and would be quoted as a separate request outside the normal scope of work.

St. Augustine/Floratam Turf:

There should be a minimum of four (4) applications of a complete, acid-forming commercial turf fertilizer applied to St. Augustine or Floratam Turf per year.

March (15-0-15): A standard, non-burning complete turf fertilizer such as 16-4-8 or similar should be applied at one (1) pound of actual Nitrogen per 1000 square feet. (6.25 pounds of product) There should be a minimum of 4% Iron, 6% Sulfur, and 2% each of Magnesium and Manganese. At least 25% of the Nitrogen should be in slow-release form such as poly coated, or sulfur coated area.

June (9-2-24): 9-2-24 with 6% Iron and 8 to 10% Sulfur (Lesco, or identical label) shall be applied at one (1) pound of actual Potassium per 1000 square feet. (4.2 pounds of product)

- This lower Nitrogen will reduce fast succulent growth and resulting clippings and reduce Chinch Bug occurrence in the summer months. The extra Iron and Sulfur will enable the turf to maintain a desirable green color without excessive top growth.

August (9-2-24): Same as in June with 9-2-24.

- The extra Potassium will help with drought and cold tolerance in dry and cold months.

October (15-0-15): Same as March with 15-0-15.

Bahia Turf:

There should be two (2) applications of complete commercial turf fertilizer to Bahia Turf areas per year.

March (16-4-8): A standard, non-burning complete turf fertilizer such as 16-4-8 or similar should be applied at one (1) pound of actual Nitrogen per 1000 square feet. (6.25 pounds of product)

September (9-2-24): 9-2-24 with 6% Iron, 8 to 10% Sulfur, and 2% each of Magnesium and Manganese at one (1) pound of actual Potassium per 1000 square feet. (4.2 pounds of product) This will help with winter cold tolerance.

- If yellowing occurs in between fertilizer applications, a liquid application of 12-0-0 at the label rate, or another iron source should correct the problem.

SITE CLEANLINESS AND CONDITION

The City of Wildwood is a continuously growing and changing area. Development and construction will from time-to-time cause damage or will interrupt the routine maintenance program.

It is important that problems, or potential problems, which may be caused by these procedures, should be brought to the attention of the Public Works Department as soon as possible for action.

SUB CONTRACTING

The Contractor may subcontract certain procedures or operations as required. Proof of proper licensing and insurance will be provided upon request. The Contractor is held responsible for any work performed by any subcontractor engaged.

WORKFORCE

It is required that the Contractor employees be dressed in a uniform fashion with the company identification. Vehicles as well should be easily identified. A neat and clean appearance should be maintained as much as possible. Reflective safety vests should be worn at all times while performing work on City property and roadways.

Contractor employees should be instructed to be helpful and courteous to residents, other employees, and visitors at all times.

PARKING

Contractor vehicles and trailers shall be parked where they do not impede traffic or visibility at an intersection.

OFF ROAD VEHICLES

These vehicles should never exceed 19 MPH. These vehicles (including trailers) shall ALL have an Agricultural triangle visibly attached to the rear of the vehicle. All vehicles (and trailers) will be marked to easily identify the company's name. These vehicles are prohibited to use the turf to travel and may only pull off in the turf to park in a safe area.
These vehicles will never impede resident traffic at any time.

SUPERVISION

The Contractor shall provide supervision of all maintenance and/or repair work being performed. Supervisors shall be able to communicate problems to the Public Works Departments at any time and shall be easily accessible to the at all times either via e-mail or phone.

A walk through with the Operations Supervisor may be required to cover work being accomplished, special needs or concerns, and other related information.

ADDITIONAL WORK

The City of Wildwood, for the areas under contract and other City owned or leased property, may request from time-to-time additional work of the Contractor. A cost estimate, schedule, or other determining information may be required before approval of work is to be granted. Each situation will be considered on a case-by-case basis. All additional work shall be completed in a timely manner.

CHANGES

It is expected that development growth will necessitate additional areas to be routinely maintained under the same specifications, or as amended by the management or its representative. It is the intent to be able to add or delete areas as necessary with the related cost increases or decreases to be handled through the implementation of a change order approved by the management. The management does reserve the right to disapprove any changes. In such case, other Contractors may be engaged for the change.

SATISFACTORY PERFORMANCE

It is estimated that the frequency and guidelines set forth in this scope of work will provide the quality desired for the properties listed in each Exhibit. However, in the event it does not, the Contractor agrees to provide such reasonable additional services without further compensation. Satisfactory performance of work under this contract shall be based on these maintenance specifications, as measured by the Owner in its discretion.

The determination of satisfactory performance will be based upon the satisfactory appearance of the grounds, not whether anticipated projections of cycle frequencies have been performed. The Owner will review the appearance and quality of the grounds on a periodic basis. Contractor performance will be evaluated and adjustments to the technical maintenance specifications, if required, will be made.

It is recognized that at times, the development of new areas will damage or deter the maintaining of existing areas. Seasonal weather differences may cause some variation in vegetation growth characteristics and that different stages during the care cycle may vary from the desired appearance.

Any plant, tree, grass or shrubs, which die due to Contractor's negligence, shall be replaced by the Contractor, except in instances involving acts of God, theft, vandalism or the negligence of others, in which case the plants may be replaced at the Owners direction at no additional cost to the Contractor.

Any damage to walls, landscape, lighting, or hardscape features by the Contractor shall be repaired by the Contractor / vendor. All billing for said repairs will be directed to the Contractor responsible for said area and cost of repairs.

WARRANTY

Any work completed by the Contractor, to include new or replacement plants will have a minimum of a 1-year warranty.

EMPLOYEE REQUIREMENTS

Any workers applying fertilizer must be certified with Green Industry Best Management Practice. Any workers applying any pesticide will meet all requirements per the Florida Department of Agriculture and Consumer Services.

CONTRACTOR INVOICING

Invoicing for landscaping services performed, must be submitted to City of Wildwood within 30 days of completion of work. Invoices need to be submitted electronically to: trigwood@wildwood-fl.gov and vhodges@wildwood-fl.gov

Performance Evaluation Ratings
City of Wildwood will periodically assess the performance of the Contractor's efforts for compliance. Where compliance is less than satisfactory, and whether the Contractor needs to provide a corrective action to reduce risk to City of Wildwood. The Public Works Director or designee will evaluate the reviewer's comments and any requests for corrective actions. City of Wildwood will provide the evaluation to the Contractor every quarter or as needed.

The performance evaluation scoring will consist of the following:

1- Unsatisfactory Performance- This means the Contractor failed to abide by the contract and did not following applicable City of Wildwood codes, applicable standards/procedures, required excessive City involvement/oversight, and/or required the issuance of change orders to complete the project.

2- Satisfactory Performance/Minor Improvements Can Be Made- This means the Contractor abided by the scope of the contract and followed applicable City of Wildwood codes and applicable standards/procedures, with minimal City involvement/oversight.

3- Above Satisfactory Performance- Contractor abided by the scope of the contract following applicable City of Wildwood codes, applicable standards/procedures, and the City provided less than minimal City involvement/oversight.

APPENDIX A

PRICING PROPOSAL
Parks & Recreation – Mowing & Landscape Maintenance

THIS FORM MUST HAVE AN AMOUNT FOR BOTH MONTHLY AND ANNUAL IN EACH BOX. DO NOT LEAVE ANY BOXES BLANK

NO BID: This bid document allows partial bids and if bidder does not wish to bid on a certain Appendix enter "NO BID" in that section and leave the page in the proper sequence.

Base Bid - Parks & Recreation					
Locations	**Address**	**Frequency**	**Monthly Cost**	**Annual Cost**	**Est. Sq. Yards**
Greenwood Cemetery	Wildwood, FL. 34785	weekly			15,243
Lake Deaton	5300 County Rd. 155	weekly			14,361
Baker House	6106 C 44A	weekly			24,007
Jacskon Str. Youth Ctr.	610 Jackson Street	weekly			954
Clarke Park	605 Wilson Street	weekly			8,225
MLK Community Ctr.	101 Dr. Martin Luther King	weekly			1,129
Oxford Community Ctr.	4027 County Rd. 106	weekly			1,062
Oxford Park	4087 County Rd. 466	weekly			10,455
Senior Services Bldg.	604 4th Street	weekly			6,316
		Total			

APPENDIX B

PRICING PROPOSAL

THIS FORM MUST HAVE AN AMOUNT FOR BOTH MONTHLY AND ANNUAL IN EACH BOX. DO NOT LEAVE ANY BOXES BLANK

Right-of-Way – Mowing & Landscape Maintenance

NO BID: This bid document allows partial bids and if bidder does not wish to bid on a certain Appendix enter "NO BID" in that section and leave the page in the proper sequence

Base Bid - Right-of-Ways

Locations	Address	Frequency	Monthly Cost	Annual Cost	Est. Sq. Yards
US 301 (ROW) Oxford	CR 214 to CR 466	weekly			15,140
US 301 (ROW) Oxford	CR 466 to CR 204	weekly			10,387
Rr 35/US 301 (ROW)	Overpass to CR214	weekly			146,046
Rr 35/US 301 (ROW)	Turnpike to Overpass	weekly			78,079
SR 44	US 301 to Chevy Dealer	2 weeks			6,629
County Rd. 114	Nothside of 114 from 121 to End	2 weeks			1,594
West Clarke Street	US 301 to Hence	2 weeks			7,162
DR. MLK Blvd.	Dr. Martin Luther Blvd.	2 weeks			7,372
East Clarke Street	Lee Street to End	2 weeks			680
Maddox St.	Webster to Old Wire Road.	2 weeks			1,278
Lee Street E Side Overpass	Jarrell Ave to E Clarke St	2 weeks			3,252
Old Police Department	100 Huey Street	2 weeks			3,014
Huey Street	at US 301 (beside RR Tracks)	2 weeks			1,556
Rutland Street	Oxford St. & Gamble Street	2 weeks			1,988
Public Parking	Oxford Street & SR 301	2 weeks			939
Tower Site	Field Behind Hardy's	2 weeks			7,997
Kentucky Avenue	First Avenue to Parks Street	2 weeks			4,119
Roy Street	to Fifth Street	2 weeks			3,734
Powell Road	SR 44A to CR 466A	2 weeks			22,365
CR 466A	Powell Road to Buena Vista	2 weeks			37,063
East - CR 466A	Powell Road to US 301	2 weeks			14,601
East - CR 466	US 301 west to CR 209	2 weeks			11,043
East - CR 466	US 301 East to CR 105	2 weeks			3,068
CR 462	CR 466A to US 301	2 weeks			10,573
		Total			

<u>**APPENDIX C**</u>

PRICING PROPOSAL

THIS FORM MUST HAVE AN AMOUNT FOR BOTH MONTHLY AND ANNUAL IN EACH BOX. DO NOT LEAVE ANY BOXES BLANK

Retention Ponds – Mowing & Landscape Maintenance

NO BID: This bid document allows partial bids and if bidder does not wish to bid on a certain Appendix enter "NO BID" in that section and leave the page in the proper sequence

Base Bid - Rentention Ponds					
Locations	**Address**	**Frequency**	**Monthly Cost**	**Annual Cost**	**Est. Sq. Yards**
MLK Rention Pond	6938 County Rd. 213	2 weeks			6,776
Rentention Pond & Park	Maddox Street	2 weeks			5,115
Rentention Pond	Magnolia Street	2 weeks			9,950
Woodland Meadows Stormwater Detention Swale	Broken Oak Drive & Woodland Avenue	2 weeks			620
Rentention Pond	Broken Oak	2 weeks			7,967
Rentention Pond	Warfield & Osceola	2 weeks			5,509
Rentention Pond	Second & Johnson	2 weeks			1,740
Rentention Pond	Stone Street	2 weeks			2,188
Rentention Pond	Peters Street	2 weeks			272
Rentention Pond	Georgia Street	2 weeks			265
Rentention Pond	East Clarke Street	2 weeks			1,193
Trailwinds Pond	Seven Mile Drive	2 weeks			6,457
		Total			

APPENDIX D

PRICING PROPOSAL

THIS FORM MUST HAVE AN AMOUNT FOR BOTH MONTHLY AND ANNUAL IN EACH BOX. DO NOT LEAVE ANY BOXES BLANK

Utility Sites – Mowing & Landscape Maintenance

NO BID: This bid document allows partial bids and if bidder does not wish to bid on a certain Appendix enter "NO BID" in that section and leave the page in the proper sequence

Base Bid - Utility Sites

Locations	Address	Frequency	Monthly Cost	Annual Cost	Square Yards
Wildwood Wasterwater Plant	CR 214	2 weeks			37,274
Rib Site (front part and to buildings	CR 121	2 weeks			19,498
Lft Station	750 Peters Street	2 weeks			229
Lift Station	S. Main Street (State Farm)	2 weeks			68
Lift Station	Continental CC Greenway (x2)	2 weeks			
Lift Station	Charlotte Pipe CR 124A	2 weeks			135
Lift Station	Three Flags 1732 SR 44	2 weeks			94
Oxford Water Station	CR 214	2 weeks			4,265
Oxford Water Plant	US 301	2 weeks			8,627
Wildwood Wayter Tower	Huey Street	2 weeks			6,697
Coleman Water Plant	CR 501 and Marsh Bend Trail	2 weeks			17,232 (Plant) 34,068 (Field)
Continental CC #1 Water Tower		2 weeks			2,277
Continental CC #2 Water Plant		2 weeks			1,381
Ashley Well Water Station	CR 231	2 weeks			3,785
Fairways Water Plant		2 weeks			1,275
Old Well Site	High Street	2 weeks			422
Master Ave. Old Well Site	Master Avenue	2 weeks			1,083
		Total			

APPENDIX E

PRICING PROPOSAL

THIS FORM MUST HAVE AN AMOUNT FOR BOTH MONTHLY AND ANNUAL IN EACH BOX. DO NOT LEAVE ANY BOXES BLANK

Annual Planting Sites

NO BID: This bid document allows partial bids and if bidder does not wish to bid on a certain Appendix enter "NO BID" in that section and leave the page in the proper sequence

It is anticipated that it will require a minimum of four (4) complete change outs per year in beds that are labeled as just annuals on the landscape plan or as otherwise designated by the owner. The annuals shall be four (4) inch or four and a half (41/2) inch pot size. Material types should be selected for their longevity as well as color. A coordinated effect is to be continued at any change out. The City of Wildwood staff reserves the right to select varieties if necessary.

Replacement should be completed within 72 hours of removal and before the weekend as open beds are not desired during this time.

Annual Planting Sites				
Locations	**Address**	**Quarterly Cost**	**Annual Cost**	**Est. Sq. Yards**
City of Wildwood Sign	SR 301			60.8
City Hall Planters (Font of Building)	100 Main Street			28.2
Wildwood Comm. Ctr. (Back of Building)	6500 Powell Road			28.1
SR 301 and CR 466a	CSX			44.3
Public Works (Sign & Front of Building)	743 Huey Street			34.4
301 & 44a (Across from Nordic Pawn)	Across from Nordic Pawn			44.7
SR 301	Across from City Hall in Parking Lot			55.7
466a (City of Wildwood Sign	City of Wildwood Sign			36.1
	Total			

Bid Sheet

THIS FORM MUST HAVE AN AMOUNT FOR BOTH MONTHLY AND ANNUAL IN EACH BOX. DO NOT LEAVE ANY BOXES BLANK

Mowing & Landscape Maintenance

Bid Sheet - Mowing & Landscape Maintenance				
	Monthly Cost	Annual Cost	Quarterly Cost	No Bid
Appendix A				
Appendix B				
Appendix C				
Appendix D				
Appendix E				
Total Cost				

PROPOSALS ACKNOWLENDGMENT FORM FOR CITY OF CITY OF WILDWOOD COMMISSIONERS

Name of Firm Submitting Proposal ______________________________________

Name of Person Submitting Proposal ____________________________________

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the City of City of Wildwood Commissioners, to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

ATTACHMENT A: Excel Spreadsheet with lump sum proposal must be attached to this Proposal Acknowledgment Form

---

____
Signature

____
Date

[__] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

CONTRACT

THIS AGREEMENT is made this _____ day of _________, 2023, by and between “CITY” of Wildwood (hereafter referred to as "“CITY”"), whose address is 100 N Main Street, Wildwood, Florida 34785, and (hereafter referred to as "Contractor"), whose address is

WHEREAS, the “CITY” has need of professional services for Pressure Washing Services

WHEREAS the parties desire to enter into a written agreement outlining the duties, responsibilities, and compensation of Contractor, based on the Contractor’s response to RFP # 2023- 04 Request for Proposals for Pressure Washing Services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. The relationship of the Contractor to the “CITY” will be that of a professional contractor to provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to the Contractor’s profession, and Contractor will endeavor to provide to the “CITY” prompt and efficient services to the best of its ability.

2. Contractor is hereby retained and employed as the Services Contractor and will work with the “CITY” to provide said services in accordance with the scope of services outlined in RFP # 2022-04.

3. Contractor agrees to prepare and complete a report to the “CITY”, detailing the status of services provided pursuant to this Agreement at least ninety (90) days prior to the expiration of the term of this Agreement, or at least ninety (90) days prior to the expiration of any renewal term of this Agreement. Contractor may be asked to present the deliverables in person for review by staff or for discussion at a scheduled “CITY” Commission meeting.

4. The term of this Agreement shall commence on _________ and continue in full force through ______________, unless otherwise terminated as provided in paragraph five (5) of this Agreement. This Agreement may be renewed on an annual basis for additional consecutive one-year periods, if agreed to in writing by both parties, at least sixty (60) days prior to the expiration of this Agreement, including any periods of renewal. The term of this Agreement does not relieve the Contractor of any future responsibility as described in paragraph eight (8) of this Agreement.

5. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this agreement is terminated, Contractor shall be authorized to receive payment for all work performed up to the date of termination.

6. With regard to compensation paid to Contractor, Contractor shall furnish to the “CITY” invoice detailing all of Contractor’s services, expenses, and any other services utilized by the “CITY”. Invoice shall be itemized pursuant to and in accordance with the attached Fee Schedule. Contractor shall hall be paid pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Contractor acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.
   a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Contractor and presented to the “CITY” pursuant

to this Agreement are and remain the property of the "CITY" as instruments of service.

b. All analyses, data, documents, models, modeling, reports, and tests performed or utilized by Contractor shall be made available to the "CITY" upon request and shall be considered public records, pursuant to F.S. 119.0701.

c. Contractor shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The "CITY" shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. The right to audit, inspect, and copy records shall include all of the records of sub-Contractors (if any).

d. Contractor shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules, and regulations of the State of Florida.

e. Contractor shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFP # 2022-08 naming "CITY" as an additional insured in each such policy.

f. Upon Contractor's written request, the "CITY" will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Contractor and "CITY" mutually deem necessary, and Contractor may rely upon same in performing the services required under this agreement.

g. The "CITY" and Contractor each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the "CITY" nor Contractor shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the "CITY" which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be agreed upon in advance by the parties hereto. The Contractor may be required to provide additional services to the "CITY" on challenges, public protests, administrative hearings or similar matters. The Contractor shall be available to represent the "CITY", serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between "CITY" and Contractor and which are further incorporated herein by reference, consist of the following:

a. Request for Proposals (RFP)
b. "VENDOR"'s RFP Documents
c. Permits / Licenses
d. All RFP Addenda Issued Prior to RFP Opening Date
e. All Modifications and Change Orders Issued
f. Services hourly rates, as attached to this contract.

10. The Contractor agrees to indemnify and hold harmless the "CITY" of Wildwood, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the Contractor.

11. Contractor, its agents, servants, or employees shall, in no manner, whatsoever be construed

as the employees, agents, servants or representatives of the “CITY” and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the “CITY”, except as provided in the scope of services called for herein. Contractor is hereby designated as an independent contractor to the “CITY” and none of the employees, agents or servants of the Contractor shall have, or be entitled to, any of the fringe benefits applicable to employees of the “CITY”.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney’s fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. Contractor does hereby waive any and all “venue privilege” and or “diversity of citizenship privileges” and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Sumter County, Florida, and Contractor hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the “CITY” in any other State Court, Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Contractor shall comply with all federal, state, and local laws and regulations. Contractor shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Contractor shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Contractor to provide the type of services required hereunder.

17. Contractor shall immediately notify “CITY” in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the “CITY”.

18. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.

19. Any notices required by this Agreement shall be mailed to the following individual(s), by Certified Mail, Return Receipt requested:

FOR THE CITY	FOR THE CONTRACTOR
Name: Jason McHugh	Name: ______________________________
Address: 100 N Main Street, Wildwood, FL 34785	Address: ______________________________
Title: City Manager	Title: ________________________________
Date: ________________	Date: ________________________________

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:	"CITY" OF WILDWOOD
By: ______________________________	______________________________
	By: Ed Wolf, Mayor
	Date Signed: ______________________
ATTEST:	Contractor
By: ______________________________	______________________________
	By: ______________________________
	Date Signed: ______________________

858 MAGUIRE ROAD, OCOEE, FLORIDA 34761
PH: 407-877-7473

City of Wildwood
100 N Main Street
Wildwood, FL 34785

May 19, 2023
RE: Termination of contract No. 03023

Dear City of Wildwood,

I am writing to inform you that GroundTek, will no longer be able to offer any services to the property listed below under the current contract term. Our services will terminate as of June 30, 2023.

Property Location: 743 Huey Street Wildwood, FL 34785

Unfortunately, due to continued rising costs of doing business and absorbing as much of this as possible, we have been forced to adjust certain rates for services that exceed the current contracted rates.

Sincerely,

Luke Dandurand
Operations Manager
GroundTek

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Approval to Increase Water Meter Blanket Purchase Order by $165,000**

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department:

BUDGET IMPACT: Water Meter Blanket PO #23-00294

HISTORY/FACTS/ISSUES:

In November 2022, the Commission approved a blanket purchase order in the amount of $210,000 (PO) with Ferguson Waterworks for water meters. The blanket PO allows staff to purchase water meters as necessary. Due to increased residential developments in need of meters, the funds in this blanket PO have been exhausted.

In coordination with the Utility Director and Development Services Director, we anticipate the need for an additional $165,000 for water meter purchases for new development within the City. These water meters have already been paid for by the developers and a budget amendment for this excess will be completed at a later date as necessary.

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **CR 209 Water Main Extension Phase I Final Pay App No. 7 in the Amount of $257,984.52**

REQUESTED ACTION: Staff Recommends Approval

CONTRACT: Vendor/Entity: Hartman Civil Construction Co. Inc.

Effective Date: 06/05/2023 Termination Date:

Managing Division/Department: Utility Department / Water Division

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

In September of 2021, the city awarded the CR 209 Phase I Water Main Extension project to Hartman Civil Construction Co, Inc. Attached is the final pay application no. 7 to close out the project for the amount of $257,984.52.

Kimley-Horn and Associates, Inc. and city staff have reviewed the pay application and are requesting approval to pay Hartman Civil the amount of $257,984.52 to close out this project. Funds are available in account 401-533-70-7319 (CR 209 Water Main Extension) with an outstanding balance of $260,080.55.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
City Of Wildwood
110 North Main Street
Wildwood, FL 34785
FROM CONTRACTOR:
Hartman Civil Construction Co., Inc.
9200 SW HWY 484
Ocala, FL 34481

PROJECT:
CR 209 WATER MAIN EXTENSION - PHASE 1

PROJECT MANAGER: TREY CLAYTON

APPLICATION #: 7
PERIOD TO: 4/30/23
PROJECT NOS:
PURCHASE ORDER NO.
CONTRACT DATE: 10/5/21

Distribution to:
- [ ] Owner
- [X] Proj. Mgr
- [ ] Architect
- [ ] Contractor

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM----------------------	$	1,347,788.00
2. Net change by Change Orders-----------------$	$	150,115.97
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	$	1,497,903.97
4. TOTAL COMPLETED & STORED TO DATE-$ (Column G on Continuation Sheet)		1,497,903.97

5. RETAINAGE:

a. 0% of Completed Work	$	$ -
b. 0% of Stored Material	$	.00
Total Retainage Line (5a + 5b)	$	.00
6. TOTAL EARNED LESS RETAINAGE----------- (Line 4 less Line 5 Total)	$	1,497,903.97
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)------------------	$	1,239,919.45
8. CURRENT PAYMENT DUE------------------------	$	257,984.52
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$210,280.65	
Total approved this Month	-$60,164.68	
TOTALS	$150,115.97	
NET CHANGES by Change Order	$150,115.97	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By: ______________________ Date: 5-19-2023
President

State of: Florida
County of: MARION
Subscribed and sworn to before me this 19 day of May 2023

Notary Public State of Florida
Dianne L Hunter
My Commission GG 955615
Expires 02/05/2024

Notary Public: Dianne L Hunter
My Commission expires: 02-05-2024

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED -------------------------------- $ 257,984.52

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

PROJECT MANAGER: By:

By: ______________________ Date: 5/31/23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT
CONTRACTOR: HARTMAN CIVIL CONSTRUCTION COMPANY, INC.
PROJECT NAME: CR 209 WATER MAIN EXTENSION - PHASE 1

APPLICATION NUMBER: 7
APPLICATION DATE: 4/30/23
PERIOD ENDING: 4/30/23

A	B		C			D		E		F	G	L	H	I	J	K
						PREVIOUS APPLICATIONS		WORK COMPLETED – THIS APPLICATION								
ITEM NO.	DESCRIPTION OF ITEM	UNIT OF MEAS	SCHEDULED VALUE	CONTRACT QUANTITY	UNIT COST	PREVIOUS PAID	PREVIOUS QUANTITY	THIS PERIOD	QUANTITY	STORED MATERIALS	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	QUANTITY COMPLETE TO DATE (+)	PERCENT COMPLETE (G/)	BALANCE TO FINISH (-G)	RETAINAGE 0.00%	BALANCE TO FINISH PLUS RETAINAGE (I+J)
	GENERAL					-										
1	MOBILIZATION	LS	43,699.00	1.00	43,699.00	43,699.00	1.00	-		-	43,699.00	1.00	100	-	-	-
2	MAINTENANCE OF TRAFFIC	LS	30,000.00	1.00	30,000.00	27,000.00	0.90	3,000.00	0.10	-	30,000.00	1.00	100	-	-	-
3	SURVEY LAYOUT AND RECORD DRAWINGS	LS	20,000.00	1.00	20,000.00	20,000.00	1.00	-		-	20,000.00	1.00	100	-	-	-
4	PROFESSIONAL SITE VIDEO (PRE & POST CONSTRUCTION)	LS	2,500.00	1.00	2,500.00	1,250.00	0.50	1,250.00	0.50	-	2,500.00	1.00	100	-	-	-
5	RESTORATION GENERAL (INCLUDES ALL SITE RESTORATION FOR OPEN TRENCH CONSTRUCTION, COMPLETE)	LS	100,000.00	1.00	100,000.00	60,000.00	0.60	40,000.00	0.40	-	100,000.00	1.00	100	-	-	-
6	OPEN CUT ROADWAY RESTORATION AND OVERLAY MILLING EXIST ASPHALT PAV'T., 1 1/2" AVG DEPTH (INCLUDES CURB AND GUTTER, MARKINGS PER PLANS AND SPECIFICATIONS,	SY	162,400.00	3,248.00	50.00	-		162,400.00	3248.00	-	162,400.00	3,248.00	100	-	-	-
7	OVERLAY SUPERPAVE ASPHALTIC CONC., TRAFFIC C (MARKINGS PER PLANS AND SPECIFICATIONS, COMPLETE	TON	58,200.00	291.00	200.00	-		58,200.00	291.00	-	58,200.00	291.00	100	-	-	-
8	TRANSITION TAPER AND OVERLAY	SY	33,225.00	1,329.00	25.00	-		33,225.00	1329.00	-	33,225.00	1,329.00	100	-	-	-
9	DRIVEWAY RESTORATION (6-INCH CONCRETE)	SY	15,180.00	138.00	110.00	3,850.00	35.00	11,330.00	103.00	-	15,180.00	138.00	100	-	-	-
10	DRIVEWAY RESTORATION (OTHER)	SY	17,025.00	227.00	75.00	10,500.00	140.00	6,525.00	87.00	-	17,025.00	227.00	100	-	-	-
11	UNSUITABLE MATERIALS	CY	25,000.00	1,000.00	25.00	18,000.00	720.00	7,000.00	280.00	-	25,000.00	1,000.00	100	-	-	-
	WATER MAIN														-	
12	HYDRANT ASSEMBLY	EA	38,500.00	7.00	5,500.00	33,000.00	6.00	5,500.00	1.00	-	38,500.00	7.00	100	-	-	-
13	8" PVC WATER MAIN (INCLUDING RESTRAINTS AND FITTINGS, COMPLETE)	LF	187,516.00	5,068.00	37.00	132,016.00	3568.00	55,500.00	1500.00	-	187,516.00	5,068.00	100	-	-	-
14	8" DIP WATER MAIN (INCLUDING RESTRAINTS AND FITTINGS, COMPLETE)	LF	3,840.00	32.00	120.00	3,840.00	32.00	-		-	3,840.00	32.00	100	-	-	-
15	12" PVC WATER MAIN (INCLUDING RESTRAINTS AND FITTINGS, COMPLETE)	LF	366,758.00	5,474.00	67.00	333,258.00	4974.00	33,500.00	500.00	-	366,758.00	5,474.00	100	-	-	-
16	8" PVC WATER MAIN BY HDD (INCLUDES FITTINGS AND RESTRAINTS)	LF	20,610.00	229.00	90.00	20,610.00	229.00	-		-	20,610.00	229.00	100	-	-	-
17	INSTALL 20" STEEL CASING BY OPEN CUT	LF	19,350.00	129.00	150.00	-		19,350.00	129.00	-	19,350.00	129.00	100	-	-	-
18	INSTALL 24" STEEL CASING BY OPEN CUT	LF	24,160.00	151.00	160.00	-		24,160.00	151.00	-	24,160.00	151.00	100	-	-	-
19	8" GATE VALVE	EA	16,100.00	7.00	2,300.00	11,500.00	5.00	4,600.00	2.00	-	16,100.00	7.00	100	-	-	-
20	12" GATE VALVE	EA	33,300.00	9.00	3,700.00	25,900.00	7.00	7,400.00	2.00	-	33,300.00	9.00	100	-	-	-
21	ABOVE GRADE OFFSET AIR RELEASE VALVE	EA	15,900.00	3.00	5,300	10,600.00	2.00	5,300.00	1.00	-	15,900.00	3.00	100	-	-	-
22	BACTERIOLOGICAL SAMPLE POINTS	EA	12,000.00	12.00	1,000	8,000.00	8.00	4,000.00	4.00	-	12,000.00	12.00	100	-	-	-
23	RESTRAINED 12" PLUG	EA	750.00	1.00	750	-		750.00	1.00	-	750.00	1.00	100	-	-	-
24	RESTRAINED 12" CAP	EA	850.00	1.00	850	-		850.00	1.00	-	850.00	1.00	100	-	-	-
25	8" TAPPING SLEEVE AND VALVE	EA	5,000.00	1.00	5,000	-		5,000.00	1.00	-	5,000.00	1.00	100	-	-	-
26	TEMP. JUMPER CONNECTION (INCLUDES 8 AND 4-INCH TAPPING SADDLE, LINE STOPS PER PLAN AND DETAILS FOR A COMPLETE JUMPER CONNECTION)	EA	9,000.00	1.00	9,000	-		9,000.00	1.00	-	9,000.00	1.00	100	-	-	-
27	REMOVE EXISTING WATER MAIN	EA	20,625.00	1,875.00	11	-		20,625.00	1875.00	-	20,625.00	1,875.00	100	-	-	-
28	TIE IN TO EXISTING WATER MAIN (INCLUDES REQUIRED SPOOL PIECE AND COUPLING FOR A COMPLETE CONNECTION)	EA	2,500.00	1.00	2,500	-		2,500.00	1.00	-	2,500.00	1.00	100	-	-	-
29	INSTALL NEW WATER MAIN ASSEMBLY AND RECONNECT EXISTING SERVICE TO PROPOSED WATER MAIN	EA	19,800.00	11.00	1,800	-		19,800.00	11.00	-	19,800.00	11.00	100	-	-	-
30	FENCE REMOVAL AND REPLACEMENT	LS	20,000.00	1.00	20,000	15,000.00	0.75	5,000.00	0.25	-	20,000.00	1.00	100	-	-	-
31	PAYMENT AND PERFORMANCE BOND	LS	24,000.00	1.00	24,000	24,000.00	1.00	-		-	24,000.00	1.00	100	-	-	-
	STORED MATERIALS					123,005.97	1.00	(60,000.00)		(63,005.97)	-	1.00	100	-	-	-
	SUB TOTAL - BASE BID		**1,347,788.00**			**925,028.97**		**485,765.00**		**(63,005.97)**	**1,347,788.00**		**100.00**	-	-	-
	CONTINGENCY/CHANGE ORDERS													-		
CO1	DEPTH (INCLUDES CURB AND GUTTER, MARKINGS PER PLANS AND SPECIFICATIONS, COMPLETE)	SY	(19,850.00)	(397.00)	$ 50.00	-		(19,850.00)	-397.00	-	(19,850.00)	(397.00)	100	-	-	-
CO1	OVERLAY SUPERPAVE ASPHALTIC CONC., TRAFFIC C (MARKINGS PER PLANS AND SPECIFICATIONS, COMPLETE	TON	(2,800.00)	(14.00)	$ 200.00	-		(2,800.00)	-14.00	-	(2,800.00)	(14.00)	100	-	-	-
CO1	TRANSITION TAPER AND OVERLAY	SY	(6,200.00)	(248.00)	$ 25.00	-		(6,200.00)	-248.00	-	(6,200.00)	(248.00)	100	-	-	-
CO1	8" PVC WATER MAIN (INCLUDING RESTRAINTS AND FITTINGS, COMPLETE)	LF	(14,430.00)	(390.00)	$ 37.00	-		(14,430.00)	-390.00	-	(14,430.00)	(390.00)	100	-	-	-
CO1	8" PVC WATER MAIN BY HDD (INCLUDES FITTINGS AND RESTRAINTS)	LF	37,800.00	420.00	$ 90.00	37,800.00	420.00	-		-	37,800.00	420.00	100	-	-	-
CO1	INSTALL 20" STEEL CASING BY OPEN CUT	LF	(4,500.00)	(30.00)	$ 150.00	-		(4,500.00)	-30.00	-	(4,500.00)	(30.00)	100	-	-	-
CO1	ABOVE GRADE OFFSET AIR RELEASE VALVE	EA	5,300.00	1.00	$ 5,300.00	5,300.00	1.00	-		-	5,300.00	1.00	100	-	-	-
CO1	Transport Fee For FPVC	EA	1,780.65	1.00	$ 1,780.65	1,780.65	1.00	-		-	1,780.65	1.00	100	-	-	-
	CR 229 WATER MAIN EXTENSION														-	
	GENERAL														-	
CO2	MOBILIZATION	LS	9,500.00	1.00	$ 9,500.00	9,500.00	1.00	-		-	9,500.00	1.00	100	-	-	-
CO2	MAINTENANCE OF TRAFFIC	LS	7,500.00	1.00	$ 7,500.00	7,500.00	1.00	-		-	7,500.00	1.00	100	-	-	-
CO2	SURVEY LAYOUT AND RECORD DRAWINGS	LS	5,000.00	1.00	$ 5,000.00	5,000.00	1.00	-		-	5,000.00	1.00	100	-	-	-
CO2	PROFESSIONAL SITE VIDEO (PRE & POST CONSTRUCTION)	LS	1,500.00	1.00	$ 1,500.00	1,500.00	1.00	-		-	1,500.00	1.00	100	-	-	-
CO2	OPEN CUT ROADWAY RESTORATION	SY	6,250.00	125.00	$ 50.00	6,250.00	125.00	-		-	6,250.00	125.00	100	-	-	-
CO2	OVERLAY SUPERPAVE ASPHALTIC CONC.	TN	6,000.00	30.00	$ 200.00	-		-		-	6,000.00	30.00	100	-	-	-
CO2	DRIVEWAY RESTORATION CONCRETE	SY	13,750.00	125.00	$ 110.00	13,750.00	125.00	-		-	13,750.00	125.00	100	-	-	-
CO2	RESTORATION GENERAL	LS	20,000.00	1.00	$ 20,000.00	20,000.00	1.00	-		-	20,000.00	1.00	100	-	-	-
CO2	UNSUITABLE MATERIALS	CY	2,500.00	100.00	$ 25.00	-		-		-	2,500.00	100.00	100	-	-	-
	WATER MAIN														-	
CO2	HYDRANT ASSEMBLY	EA	5,500.00	1.00	$ 5,500.00	5,500.00	1.00	-		-	5,500.00	1.00	100	-	-	-
CO2	12" PVC WATER MAIN	LF	50,760.00	540.00	$ 94.00	50,760.00	540.00	-		-	50,760.00	540.00	100	-	-	-
CO2	12" FITTINGS	LS	8,500.00	1.00	$ 8,500.00	8,500.00	1.00	-		-	8,500.00	1.00	100	-	-	-
CO2	12" GATE VALVE	EA	3,700.00	1.00	$ 3,700.00	3,700.00	1.00	-		-	3,700.00	1.00	100	-	-	-
CO2	12" LINE STOP	EA	15,000.00	1.00	$ 15,000.00	-		15,000.00	1.00	-	15,000.00	1.00	100	-	-	-
CO2	12" TAPPING SLEEVE & VALVE	EA	9,000.00	1.00	$ 9,000.00	9,000.00	1.00	-		-	9,000.00	1.00	100	-	-	-
CO2	TEMP. JUMPER CONNECTION	EA	4,500.00	1.00	$ 4,500.00	4,500.00	1.00	-		-	4,500.00	1.00	100	-	-	-
CO2	REMOVE EXISTING WATER MAIN	LF	5,720.00	520.00	$ 11.00	5,720.00	520.00	-		-	5,720.00	520.00	100	-	-	-
CO2	TIE IN TO EXISTING WATER MAIN	EA	2,500.00	1.00	$ 2,500.00	2,500.00	1.00	-		-	2,500.00	1.00	100	-	-	-
	FORCE MAIN														-	-

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT
CONTRACTOR: HARTMAN CIVIL CONSTRUCTION COMPANY, INC.
PROJECT NAME: CR 209 WATER MAIN EXTENSION - PHASE 1

APPLICATION NUMBER: 7
APPLICATION DATE: 4/30/23
PERIOD ENDING: 4/30/23

A	B		C			D		E		F	G	L	H	I	J	K
						WORK COMPLETED					TOTAL COMPLETED AND STORED TO DATE	QUANTITY COMPLETE TO DATE				BALANCE TO FINISH PLUS RETAINAGE
						PREVIOUS APPLICATIONS		THIS APPLICATION								
ITEM NO.	DESCRIPTION OF ITEM	UNIT OF MEAS	SCHEDULED VALUE	CONTRACT QUANTITY	UNIT COST	PREVIOUS PAID	PREVIOUS QUANTITY	THIS PERIOD	QUANTITY	STORED MATERIALS	(D+E+F)	(+)	PERCENT COMPLETE (G/)	BALANCE TO FINISH (- G)	RETAINAGE 0.00%	(I+J)
CO2	FENCE REMOVAL AND REPLACEMENT	LS	5,000.00	1.00	$ 5,000.00	-		5,000.00	1.00	-	5,000.00	1.00	100	-	-	-
CO2	CLEARING & GRUBBING	LS	7,500.00	1.00	$ 7,500.00	7,500.00	1.00	-		-	7,500.00	1.00	100	-	-	-
CO2	4" PVC FORCE MAIN	LF	13,500.00	300.00	$ 45.00	-		13,500.00	300.00	-	13,500.00	300.00	100	-	-	-
CO2	4" GATE VALVES	EA	4,000.00	2.00	$ 2,000.00	-		4,000.00	2.00	-	4,000.00	2.00	100	-	-	-
CO2	TIE IN TO EXISTING	EA	2,500.00	1.00	$ 2,500.00	-		2,500.00	1.00	-	2,500.00	1.00	100	-	-	-
	BOND													-	-	-
CO2	PAYMENT AND PERFORMANCE BOND	LS	3,500.00	1.00	$ 3,500.00	3,500.00	1.00	-		-	3,500.00	1.00	100	-	-	-
															-	
CO3	**CR 229 WATER MAIN EXTENSION REVISION 1**														-	
CO3	**GENERAL**														-	
CO3	MOBILIZATION	LS	2,500.00	1.00	$ 2,500.00	2,500.00	1.00	-		-	2,500.00	1.00	100	-	-	-
CO3	MAINTENANCE OF TRAFFIC	LS	2,500.00	1.00	$ 2,500.00	2,500.00	1.00	-		-	2,500.00	1.00	100	-	-	-
CO3	SURVEY LAYOUT AND RECORD DRAWINGS	LS	3,500.00	1.00	$ 3,500.00	3,500.00	1.00	-		-	3,500.00	1.00	100	-	-	-
CO3	CLEARING & GRUBBING	LS	7,500.00	1.00	$ 7,500.00	7,500.00	1.00	-		-	7,500.00	1.00	100	-	-	-
CO3	12" PVC WATER MAIN	LF	9,400.00	100.00	$ 94.00	9,400.00	100.00	-		-	9,400.00	100.00	100	-	-	-
CO3	12" FITTINGS	LS	4,500.00	1.00	$ 4,500.00	4,500.00	1.00	-		-	4,500.00	1.00	100	-	-	-
CO3	REMOVE & REINSTALL 12" WATER MAIN	LF	12,500.00	500.00	$ 25.00	12,500.00	500.00	-		-	12,500.00	500.00	100	-	-	-
CO3	12" LINE STOP	EA	(15,000.00)	(1.00)	$ 15,000.00	-		(15,000.00)	-1.00	-	(15,000.00)	(1.00)	100	-	-	-
CO3	TIE-IN TO EXISTING WATER MAIN	EA	2,500.00	1.00	$ 2,500.00	2,500.00	1.00	-		-	2,500.00	1.00	100	-	-	-
CO3	RESTORATION GENERAL	EA	5,000.00	1.00	$ 5,000.00	5,000.00	1.00	-		-	5,000.00	1.00	100	-	-	-
CO3	**FORCE MAIN**														-	
CO3	FENCE REMOVAL AND REPLACEMENT	LS	(5,000.00)	(1.00)	$ 5,000.00	-		(5,000.00)	-1.00	-	(5,000.00)	(1.00)	100	-	-	-
CO3	CLEARING & GRUBBING	LS	(7,500.00)	(1.00)	$ 7,500.00	-		(7,500.00)	-1.00	-	(7,500.00)	(1.00)	100	-	-	-
CO3	4" PVC FORCE MAIN	LF	(13,500.00)	(300.00)	$ 45.00	-		(13,500.00)	-300.00	-	(13,500.00)	(300.00)	100	-	-	-
CO3	4" GATE VALVES	EA	(4,000.00)	(2.00)	$ 2,000.00	-		(4,000.00)	-2.00	-	(4,000.00)	(2.00)	100	-	-	-
CO3	TIE IN TO EXISTING	EA	(2,500.00)	(1.00)	$ 2,500.00	-		(2,500.00)	-1.00	-	(2,500.00)	(1.00)	100	-	-	-
	CR 209 REVISION 3 & 4														-	
CO3	MOBILIZATION	LS	2,500.00	1.00	$ 2,500.00	2,500.00	1.00	-		-	2,500.00	1.00	100	-	-	-
CO3	MAINTENANCE OF TRAFFIC	LS	3,500.00	1.00	$ 3,500.00	3,500.00	1.00	-		-	3,500.00	1.00	100	-	-	-
CO3	OPEN CUT ROADWAY RESTORATION AND OVERLAY MILLING EXIST ASPHALT PAV'T., 1 1/2" AVG DEPTH (INCLUDES CURB AND GUTTER, MARKINGS PER PLANS AND SPECIFICATIONS,	SY	(128,670.50)	(2,573.41)	$ 50.00	-		(128,670.50)	-2573.41	-	(128,670.50)	(2,573.41)	100	-	-	-
CO3	OVERLAY SUPERPAVE ASPHALTIC CONC., TRAFFIC C (MARKINGS PER PLANS AND SPECIFICATIONS, COMPLETE	TON	(42,462.00)	(212.31)	$ 200.00	-		(42,462.00)	-212.31	-	(42,462.00)	(212.31)	100	-	-	-
CO3	TRANSITION TAPER AND OVERLAY	SY	(23,050.00)	(922.00)	$ 25.00	-		(23,050.00)	-922.00	-	(23,050.00)	(922.00)	100	-	-	-
CO3	8" PVC WATER MAIN	LF	(5,180.00)	(140.00)	$ 37.00	-		(5,180.00)	-140.00	-	(5,180.00)	(140.00)	100	-	-	-
CO3	8" HDPE WATER MAIN BY HDD	LF	16,800.00	140.00	$ 120.00	16,800.00	140.00	-		-	16,800.00	140.00	100	-	-	-
CO3	12" PVC WATER MAIN	LF	(57,586.50)	(859.50)	$ 67.00	-		(57,586.50)	-859.50	-	(57,586.50)	(859.50)	100	-	-	-
CO3	12" HDPE WATER MAIN BY HDD INCLUDES FITTINGS	LF	137,520.00	859.50	$ 160.00	105,600.00	660.00	31,920.00	199.50	-	137,520.00	859.50	100	-	-	-
CO3	ADDITIONAL PVC FITTINGS	LS	13,000.00	1.00	$ 13,000.00	13,000.00	1.00	-		-	13,000.00	1.00	100	-	-	-
CO4	INSTALL 20" STEEL CASING BY OPEN CUT	LF	(11,700.00)	(78.00)	$ 150.00	-		(11,700.00)	-78.00	-	(11,700.00)	(78.00)	100	-	-	-
CO4	INSTALL 24" STEEL CASING BY OPEN CUT	LF	(24,160.00)	(151.00)	$ 160.00	-		(24,160.00)	-151.00	-	(24,160.00)	(151.00)	100	-	-	-
CO3	INSTALL NEW WATER MAIN ASSEMBLY AND RECONNECT EXISTING SERVICE TO PROPOSED WATER MAIN	EA	1,800.00	1.00	$ 1,800.00	-		1,800.00	1.00	-	1,800.00	1.00	100	-	-	-
CO3	FENCE REMOVAL AND REPLACEMENT	LS	5,825.00	1.00	$ 5,825.00	-		-		-	5,825.00	1.00	100	-	-	-
CO3	RESTOCKING FEES	LS	49,299.32	1.00	$ 49,299.32	49,299.32	1.00	-		-	49,299.32	1.00	100	-	-	-
															-	
	SUB TOTAL - CONTINGENCY/CHANGE ORDERS		**150,115.97**			-		**(314,369.00)**		-	**150,115.97**		**100.00**	-	-	-
	TOTAL BID		**1,497,903.97**			**1,375,188.94**		**171,396.00**		**(63,005.97)**	**1,497,903.97**		**100.00**	-	-	-

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **WWTP Expansion Pay Application No. 1 for PC Construction in the Amount of $200,596.00**

REQUESTED ACTION: Staff Recommends Approval

CONTRACT:

Vendor/Entity: PC Construction Co.

Effective Date: 06/08/2023

Termination Date:

Managing Division/Department: Utility Department / Wastewater Division

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

In March 2023, the city awarded the Wastewater Treatment Plant expansion project to PC Construction Co., acting as the project construction manager at risk. Attached is pay application no. 1 for this project.

The city's consultant for this project, CPH, and city staff have reviewed the pay application and recommend approval to pay PC Construction Co. the requested amount of $200,596.00. This project is being funded by the American Rescue Plan Act (ARPA) allocation provided to the City of Wildwood, with an available amount of $3,644,212 (Account Number 402-536-70-7353).

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA Document G702

TO OWNER: City of Wildwood
100 N. Main Street
Wildwood, FL
34785

PROJECT: Wildwood WRF Expansion and BNR Improvements - Precon
,

FROM CONTRACTOR: PC Construction Company
193 Tilley Drive
South Burlington, VT , 05403 USA

ARCHITECT:

CONTRACT FOR: Wildwood WRF Expansion and BNR Improv

APPLICATION NO.:1
PERIOD TO :30-APR-23
PROJECT NOS.:174691
INVOICE NO.1746910001
CONTRACT DATE :15-MAR-23

Distribution to:
- [ ] OWNER
- [ ] ARCHITECT
- [ ] CONTRACTOR
- [ ]
- [ ]

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM . . . . $ 3,000,000
2. Net change by change orders . . . . $ 0
3. CONTRACT SUM TO DATE (Line1 +/- 2) . . . . **$** 3,000,000
4. TOTAL COMPLETED & STORED TO DATE . . . . . $ 200,596
(Column G on G703)
5. RETAINAGE:
Total retainage Column I of G703) . . . . **$** 0
6. TOTAL EARNED LESS RETAINAGE . . . . $ 200,596
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) . . . . **$** 0
8. CURRENT PAYMENT DUE . . . . $ 200,596
9. BALANCE TO FINISH, INCLUDING RETAINAGE .
(Line 3 less Line 6) **$** 2,799,404

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner		**0**	**0**
APPROVED THIS MONTH			
Number	Date Approved		
AU00001	**08-MAY-2023**	**0**	
AU00002	**08-MAY-2023**	**0**	
CURRENT TOTAL		**0**	**0**
Net Change by Change Orders			**0**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor : PC Construction Company

By : Jonathan VesAlonso Date : 5/24/2023

State of : Florida

County of : Volusia

Subscribed and sworn to before me this 24 day of May, 2023

Notary Public: Rebecca S Fay

Notary Public State of Florida
Rebecca S Fay
My Commission HH 323661
Expires 10/19/2026

My Commission expires: 10/19/26

Engineer's ~~ARCHITECT'S~~ CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....$200,596.00.....**$** 6-6-2023

(Attach explanation If amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT :

By : Date :

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET **AIA DOCUMENT G703**

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

PAGE: 2

APPLICATION NUMBER : 1
APPLICATION DATE : 05/17/2023
PERIOD TO : 04/30/2023
PROJECT NO : 174691

INVOICE NO
1746910001

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED (D+E) FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-% (G / C)	BALANCE TO FINISH	RETAINAGE
174691	**Wildwood WRF Expansion and BNR Improvements - Precon**								
00	Miscellaneous								
001200	Project Management	27,884	0	27,884	0	27,884	100	0	0
001400	Estimating Labor	29,013	0	29,013	0	29,013	100	0	0
001600	Expenses	965	0	965	0	965	100	0	0
	Miscellaneous Total:	*57,861*	*0*	*57,861*	*0*	*57,861*	*100*	*0*	*0*
01GC2	General Conditions								
013020	Travel Expenses	2,111	0	1,485	0	1,485	70	626	0
	General Conditions Total:	*2,111*	*0*	*1,485*	*0*	*1,485*	*70*	*626*	*0*
01GR	General Requirements								
015950	Expendables	3,796	0	3,796	0	3,796	100	0	0
	General Requirements Total:	*3,796*	*0*	*3,796*	*0*	*3,796*	*100*	*0*	*0*
18	ALLOWANCES & UNIT PRICES								
180000	Owner Contingency	2,631,779	0	0	0	0		2,631,779	0
	ALLOWANCES & UNIT PRICES Total:	*2,631,779*	*0*	*0*	*0*	*0*		*2,631,779*	*0*
90	FEE								
900000	Fee (9.5%)	653	0	593	0	593	91	60	0
	FEE Total:	*653*	*0*	*593*	*0*	*593*	*91*	*60*	*0*
	Wildwood WRF Expansion and BNR Improvements - Precon Total:	***2,696,200***	***0***	***63,735***	***0***	***63,735***	***2***	***2,632,465***	***0***
174692	**Wildwood WRF Expansion and BNR Improvements Phase 1A**								

CONTINUATION SHEET **AIA DOCUMENT G703**

PAGE: 3

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APPLICATION DATE : 05/17/2023
PERIOD TO : 04/30/2023
PROJECT NO : 174691

INVOICE NO
1746910001

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED (D+E) FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-% (G / C)	BALANCE TO FINISH	RETAINAGE
174692	**Wildwood WRF Expansion and BNR Improvements Phase 1A**								
01GC1	General Conditions - Personnel								
012000	Project Management	90,294	0	90,294	0	90,294	100	0	0
	General Conditions - Personnel Total:	*90,294*	*0*	*90,294*	*0*	*90,294*	*100*	*0*	*0*
01GC2	General Conditions								
010110	Sanitary Facilities	531	0	531	0	531	100	0	0
013020	Travel Expenses	6,061	0	4,825	0	4,825	80	1,235	0
	General Conditions Total:	*6,591*	*0*	*5,356*	*0*	*5,356*	*81*	*1,235*	*0*
01GR	General Requirements								
011200	OSHA & First Aid	684	0	684	0	684	100	0	0
	General Requirements Total:	*684*	*0*	*684*	*0*	*684*	*100*	*0*	*0*
02	SITE WORK								
020000	Site Work-Subcontract	30,000	0	26,000	0	26,000	87	4,000	0
023900	Valves	147,221	0	0	0	0		147,221	0
025975	Test Pits Vac Truck Excavation	10,487	0	10,487	0	10,487	100	0	0
	SITE WORK Total:	*187,708*	*0*	*36,487*	*0*	*36,487*	*19*	*151,221*	*0*
90	FEE								
900000	Fee (9.5%)	18,523	0	4,040	0	4,040	22	14,483	0
	FEE Total:	*18,523*	*0*	*4,040*	*0*	*4,040*	*22*	*14,483*	*0*
	Wildwood WRF Expansion and BNR Improvements Phase 1A Total:	***303,800***	***0***	***136,861***	***0***	***136,861***	***45***	***166,939***	***0***
	PROJECT TOTAL :	**3,000,000**	**0**	**200,596**	**0**	**200,596**	**7**	**2,799,404**	**0**

PC Construction Company

CONTINUATION SHEET **AIA DOCUMENT G703**

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
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APPLICATION NUMBER : 1
APPLICATION DATE : 05/17/2023
PERIOD TO : 04/30/2023
PROJECT NO : 174691

INVOICE NO
1746910001

Job / Phase / Category / Post Date	Name / Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
Job 174691									
174691		**Wildwood WRF Expansion and BNR Improvements PRECON**							
00		**Miscellaneous**							
001210		**Senior Project Manager**							
L		**Labor**							
05/01/2023	32399	Johnathan Yesalonia	03/26/2023	WK			-40.00	HR	-7,400.00
05/01/2023	32399	Johnathan Yesalonia	04/02/2023	WK			-16.00	HR	-2,960.00
05/01/2023	32399	Johnathan Yesalonia	04/16/2023	WK			-20.00	HR	-3,700.00
04/23/2023	31312	Denver Kendrew	04/23/2023	WK			4.00	HR	740.00
04/23/2023	32399	Johnathan Yesalonia	04/23/2023	WK			10.00	HR	1,850.00
04/16/2023	31312	Denver Kendrew	04/16/2023	WK			4.00	HR	740.00
04/16/2023	32399	Johnathan Yesalonia	04/16/2023	WK			20.00	HR	3,700.00
04/07/2023	32399	Johnathan Yesalonia - 3/12/23	04/07/2023	WK			16.00	HR	2,960.00
04/07/2023	32399	Johnathan Yesalonia - 3/5/23	04/07/2023	WK			4.00	HR	740.00
04/02/2023	32399	Johnathan Yesalonia	04/02/2023	WK			16.00	HR	2,960.00
03/26/2023	32399	Johnathan Yesalonia	03/26/2023	WK			40.00	HR	7,400.00
03/19/2023	32399	Johnathan Yesalonia	03/19/2023	WK			32.00	HR	5,920.00
		Labor TOTAL:					70.00		12,950.00
		Senior Project Manager TOTAL:					70.00		12,950.00
001220		**Project Superintendent**							
L		**Labor**							
05/01/2023	34862	Justin Daily	03/26/2023	WK			-32.00	HR	-4,992.00
05/01/2023	34862	Justin Daily	04/02/2023	WK			-40.00	HR	-6,240.00
04/07/2023	34862	Justin Daily - 3/12/23	04/07/2023	WK			40.00	HR	6,240.00
04/02/2023	34862	Justin Daily	04/02/2023	WK			40.00	HR	6,240.00
03/26/2023	34862	Justin Daily	03/26/2023	WK			32.00	HR	4,992.00
03/19/2023	34862	Justin Daily	03/19/2023	WK			40.00	HR	6,240.00
		Labor TOTAL:					80.00		12,480.00

Job / Phase / Category / Post Date	Name / Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
		Project Superintendent TOTAL:					80.00		12,480.00
001230		**Senior Project Engineer**							
L		**Labor**							
04/23/2023	35323	Danielle Daberer	04/23/2023	WK			8.00	HR	616.00
04/16/2023	35323	Danielle Daberer	04/16/2023	WK			12.50	HR	962.50
04/07/2023	35624	Alexander Rubio - 3/12/23	04/07/2023	WK			4.00	HR	500.00
04/02/2023	35624	Alexander Rubio	04/02/2023	WK			1.00	HR	125.00
03/26/2023	35624	Alexander Rubio	03/26/2023	WK			2.00	HR	250.00
		Labor TOTAL:					27.50		2,453.50
		Senior Project Engineer TOTAL:					27.50		2,453.50
001240		**Chief Field Engineer**							
L		**Labor**							
05/01/2023	58639	Ronald Ellison	03/26/2023	WK			-32.00	HR	-5,952.00
05/01/2023	58639	Ronald Ellison	04/02/2023	WK			-16.00	HR	-2,976.00
04/02/2023	58639	Ronald Ellison	04/02/2023	WK			16.00	HR	2,976.00
03/26/2023	58639	Ronald Ellison	03/26/2023	WK			32.00	HR	5,952.00
		Labor TOTAL:							0.00
		Chief Field Engineer TOTAL:							0.00
001400		**Estimating Labor**							
L		**Labor**							
04/30/2023	32383	Alexander Hango	04/30/2023	WK			2.00	HR	436.00
04/30/2023	34435	Damon Hand	04/30/2023	WK			4.00	HR	660.00
04/23/2023	32383	Alexander Hango	04/23/2023	WK			8.00	HR	1,744.00
04/23/2023	34435	Damon Hand	04/23/2023	WK			4.00	HR	660.00
04/16/2023	32383	Alexander Hango	04/16/2023	WK			24.00	HR	5,232.00
04/09/2023	32383	Alexander Hango	04/09/2023	WK			10.00	HR	2,180.00
04/09/2023	34399	Benjamin Nye	04/09/2023	WK			1.00	HR	135.00
04/09/2023	34728	Sherry Stahl	04/09/2023	WK			5.50	HR	445.50

Post Date	Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
Job									
Phase									
Category	Name								
04/07/2023	32383	Alexander Hango - 3/5/23	04/07/2023	WK			10.00	HR	2,180.00
04/07/2023	34399	Benjamin Nye - 3/12/23	04/07/2023	WK			18.00	HR	2,430.00
04/07/2023	34399	Benjamin Nye - 3/5/23	04/07/2023	WK			6.00	HR	810.00
04/07/2023	35395	Graham McHarg - 3/12/23	04/07/2023	WK			26.00	HR	2,418.00
04/07/2023	35395	Graham McHarg - 3/5/23	04/07/2023	WK			7.00	HR	651.00
04/07/2023	86837	Terrance O'Brien - 3/12/23	04/07/2023	WK			8.00	HR	744.00
04/07/2023	86837	Terrance O'Brien - 3/5/23	04/07/2023	WK			8.00	HR	744.00
04/07/2023	89890	Jay Meunier - 3/12/23	04/07/2023	WK			1.00	HR	135.00
04/02/2023	34728	Sherry Stahl	04/02/2023	WK			2.00	HR	162.00
04/02/2023	35395	Graham MacHarg	04/02/2023	WK			1.00	HR	93.00
03/26/2023	32383	Alexander Hango	03/26/2023	WK			12.00	HR	2,616.00
03/26/2023	34399	Benjamin Nye	03/26/2023	WK			5.00	HR	675.00
03/26/2023	35395	Graham MacHarg	03/26/2023	WK			2.00	HR	186.00
03/19/2023	32383	Alexander Hango	03/19/2023	WK			8.00	HR	1,744.00
03/19/2023	34399	Benjamin Nye	03/19/2023	WK			4.00	HR	540.00
03/19/2023	34728	Sherry Stahl	03/19/2023	WK			8.00	HR	648.00
03/19/2023	35395	Graham MacHarg	03/19/2023	WK			7.00	HR	651.00
03/19/2023	86837	Terrance O'Brien	03/19/2023	WK			1.00	HR	93.00
		Labor TOTAL:					192.50		29,012.50
		Estimating Labor TOTAL:					192.50		29,012.50
001600		**Expenses**							
LP		**Local Purchase**							
04/25/2023	PCARDS	UNITED AIRLINES	04/01/2023	4022516105001	TravelAccount: AHango - Air Travel TPA - 174691 PHASE 001600			NA	225.11
04/05/2023	UNITE002	UPS	04/01/2023	0000020018133A	Justin Daily			NA	18.13
		Local Purchase TOTAL:							243.24
TV		**Travel**							
04/25/2023	PCARDS	AGENT FEE	04/01/2023	4022516108001	TravelAccount: AHango - Travel Fee TPA 174691 PHASE 001600			NA	9.00

Post Date	Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
04/25/2023	PCARDS	AMERICAN AIRLINES	04/01/2023	4022516106001	TravelAccount: AHango - Air Travel TPA - 174691 PHASE 001600			NA	398.20
04/25/2023	PCARDS	TOWNEPLACE SUITES LEES	04/12/2023	4039272238001	TravelAccount: AHango - Hotel - Leesburg - 174691 PHASE 0016			NA	314.70
		Travel TOTAL:							721.90
		Expenses TOTAL:							965.14
		Miscellaneous TOTAL:					370.00		57,861.14
01GC2		**General Conditions**							
013020		**Travel Expenses**							
LP		**Local Purchase**							
04/25/2023	PCARDS	PAR*GATOR'S DOCKSIDE - BR	04/13/2023	4039272263001	jyesalonia: Dinner for Workshop # 3- GMP Kickoff			NA	256.14
03/27/2023	PCARDS	HOLIDAY INN EXPRESS WILD	03/23/2023	4013814599001	REllison:			NA	438.18
03/27/2023	PCARDS	OSHUCKS	03/22/2023	4010726365001	REllison:			NA	47.17
03/27/2023	PCARDS	PUBLIX 004	03/09/2023	3994591581001	jyesalonia: Meal for Wildwood Site investigation- Justin Dai			NA	21.23
		Local Purchase TOTAL:							762.72
M		**Meals and Entertainment**							
04/16/2023	32383	Alexander Hango	04/16/2023	WK	Weekly Payroll202316			LS	96.13
03/27/2023	PCARDS	WENDYS #1748	03/20/2023	4009256912001	REllison: Dinner while working at Wildwood 174691			NA	10.90
		Meals and Entertainment TOTAL:							107.03
TV		**Travel**							
04/16/2023	32383	Alexander Hango	04/16/2023	WK	Weekly Payroll202316			LS	172.57
03/27/2023	PCARDS	EXPEDIA 72515861870400	03/20/2023	4007891372001	jyesalonia: Hotel- Site Visit - Justin Daily			NA	223.33
03/27/2023	PCARDS	HOLIDAY INN EXPRESS WILD	03/16/2023	4005023243001	REllison: Hotel room while working Wildwood FL project.			NA	219.09
		Travel TOTAL:							614.99
		Travel Expenses TOTAL:							1,484.74
		General Conditions TOTAL:							1,484.74

Header hierarchy: Job / Phase / Category — Name

Job / Phase / Category / Post Date	Name / Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
01GR		**General Requirements**							
015950		**Expendables**							
LP		**Local Purchase**							
04/30/2023	DUNCA001	Duncan-Parnell, Inc.	04/05/2023	1255189	137337			NA	3,355.36
03/27/2023	PCARDS	DUNCANPARNELL NORCROSS	03/09/2023	3996197337001	REllison: Survey Supplies for Wildwood Stakes Paint Flag			NA	440.18
		Local Purchase TOTAL:							3,795.54
		Expendables TOTAL:							3,795.54
		General Requirements TOTAL:							3,795.54
Job **174692**									
174692		**Wildwood WRF Expansion and BNR Improvements Phase 1A**							
01GC1		**General Conditions - Personnel**							
012005		**Senior Project Manager**							
L		**Labor**							
05/01/2023	32399	Johnathan Yesalonia	03/26/2023	WK			40.00	HR	7,400.00
05/01/2023	32399	Johnathan Yesalonia	04/02/2023	WK			16.00	HR	2,960.00
05/01/2023	32399	Johnathan Yesalonia	04/16/2023	WK			20.00	HR	3,700.00
04/30/2023	32399	Johnathan Yesalonia	04/30/2023	WK			12.00	HR	2,220.00
04/23/2023	32399	Johnathan Yesalonia	04/23/2023	WK			10.00	HR	1,850.00
04/16/2023	32399	Johnathan Yesalonia	04/16/2023	WK			8.00	HR	1,480.00
04/09/2023	32399	Johnathan Yesalonia	04/09/2023	WK			24.00	HR	4,440.00
		Labor TOTAL:					130.00		24,050.00
		Senior Project Manager TOTAL:					130.00		24,050.00
012020		**Senior Project Engineer**							
L		**Labor**							
04/30/2023	35624	Alexander Rubio	04/30/2023	WK			16.00	HR	2,000.00
04/23/2023	35624	Alexander Rubio	04/23/2023	WK			12.00	HR	1,500.00
04/16/2023	35624	Alexander Rubio	04/16/2023	WK			8.00	HR	1,000.00
04/09/2023	35624	Alexander Rubio	04/09/2023	WK			8.00	HR	1,000.00

Job / Phase / Category / Post Date	Name / Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
		Labor TOTAL:					44.00		5,500.00
		Senior Project Engineer TOTAL:					44.00		5,500.00
012060		**Project Superintendent**							
L		**Labor**							
05/01/2023	34862	Justin Daily	03/26/2023	WK			32.00	HR	4,992.00
05/01/2023	34862	Justin Daily	04/02/2023	WK			40.00	HR	6,240.00
04/30/2023	34862	Justin Daily	04/30/2023	WK			40.00	HR	6,240.00
04/23/2023	34862	Justin Daily	04/23/2023	WK			40.00	HR	6,240.00
04/16/2023	34862	Justin Daily	04/16/2023	WK			40.00	HR	6,240.00
04/09/2023	34862	Justin Daily	04/09/2023	WK			40.00	HR	6,240.00
		Labor TOTAL:					232.00		36,192.00
		Project Superintendent TOTAL:					232.00		36,192.00
012090		**Chief Field Engineer**							
L		**Labor**							
05/01/2023	58639	Ronald Ellison	03/26/2023	WK			32.00	HR	5,952.00
05/01/2023	58639	Ronald Ellison	04/02/2023	WK			16.00	HR	2,976.00
04/23/2023	58639	Ronald Ellison	04/23/2023	WK			20.00	HR	3,720.00
04/16/2023	58639	Ronald Ellison	04/16/2023	WK			24.00	HR	4,464.00
04/09/2023	58639	Ronald Ellison	04/09/2023	WK			40.00	HR	7,440.00
		Labor TOTAL:					132.00		24,552.00
		Chief Field Engineer TOTAL:					132.00		24,552.00
		General Conditions - Personnel TOTAL:					538.00		90,294.00
01GC2		**General Conditions**							
010110		**Sanitary Facilities**							
LP		**Local Purchase**							
04/21/2023	UNITE003	United Rentals, Inc.	04/05/2023	217923041001	182017			NA	530.75
		Local Purchase TOTAL:							530.75
		Sanitary Facilities TOTAL:							530.75

Job / Phase / Category / Post Date	Name / Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
013020		**Travel Expenses**							
LP		**Local Purchase**							
04/25/2023	PCARDS	FERGUSON ENT 1572	04/11/2023	4034849382001	JDAILY: Misc parts and small tools			NA	253.60
04/25/2023	PCARDS	FERGUSON ENT 1572	04/18/2023	4043596347001	JDAILY: Footage meter			NA	106.97
04/25/2023	PCARDS	LOWES #03351	04/04/2023	4026825707001	JDAILY: Misc Parts and Tools			NA	161.46
04/25/2023	PCARDS	SQ *MIZ KATHI'S COTILLION	04/20/2023	4046648980001	JDAILY: Meal			NA	20.93
04/25/2023	PCARDS	THE WATERFRONT INN	04/20/2023	4048238878001	JDAILY: Hotel			NA	2.50
04/21/2023	HOLID026	Holiday Inn Express & Suites W	04/07/2023	32856	227856515			NA	680.52
04/21/2023	HOLID026	Holiday Inn Express & Suites W	04/07/2023	32870	727190281			NA	680.52
04/21/2023	HOLID026	Holiday Inn Express & Suites W	04/14/2023	33085	Bashlor, Wes			NA	170.13
04/21/2023	HOLID026	Holiday Inn Express & Suites W	04/14/2023	33091	Pardue, Waymon			NA	170.13
04/21/2023	HOLID026	Holiday Inn Express & Suites W	04/14/2023	33117	Ron Ellison			NA	340.26
04/21/2023	HOLID026	Holiday Inn Express & Suites W	04/14/2023	33120	Yesalonia John			NA	170.13
		Local Purchase TOTAL:							2,757.15
M		**Meals and Entertainment**							
04/25/2023	PCARDS	AMERICAN TAP ROOM	03/30/2023	4022516048001	JDAILY: Meal at airport			NA	37.00
04/25/2023	PCARDS	CODY'S ORIGINAL ROADHOUSE	04/18/2023	4043596346001	JDAILY: Meal- Wes John Ron Waymon Denver			NA	135.00
04/25/2023	PCARDS	FIRST WATCH - 0302	04/14/2023	4039272219001	JDAILY: Meal- Ben Dave John Denver Alex Wes Waymon			NA	164.50
04/25/2023	PCARDS	GATORS DOCKSIDE OF BROWNW	04/03/2023	4026825745001	REllison: Dinner while working at the Wildwood project. Att			NA	51.69
04/25/2023	PCARDS	HARDEES 1500981	04/13/2023	4039272220001	JDAILY: Meal			NA	12.28
04/25/2023	PCARDS	HOLIDAY INN EXPRESS WILD	04/07/2023	4031059068001	JDAILY: Meal			NA	7.00
04/25/2023	PCARDS	MCALISTER'S #1405	04/05/2023	4026825708001	JDAILY: Meal			NA	29.77
04/25/2023	PCARDS	MCALISTER'S #1405	04/07/2023	4029612973001	JDAILY: Meal			NA	21.16
04/25/2023	PCARDS	MCDONALD'S F26413	04/18/2023	4043596344001	JDAILY: Meal			NA	12.12
04/25/2023	PCARDS	OAKWOODS EXPRESS	04/12/2023	4037786950001	JDAILY: Meal- ron			NA	35.18
04/25/2023	PCARDS	OAKWOODS EXPRESS	04/13/2023	4039272280001	REllison: Dinner while working at the Wildwood project.			NA	15.69

Post Date	Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
04/25/2023	PCARDS	RACETRAC2314 00023143	04/19/2023	4046648979001	JDAILY: Meal			NA	16.59
04/25/2023	PCARDS	REDSAUCE	04/19/2023	4045097816001	JDAILY: Meal- Tom Carter			NA	61.00
04/25/2023	PCARDS	SUBWAY	04/12/2023	4036305036001	REllison: Dinner while working at the Wildwood project.			NA	10.56
04/25/2023	PCARDS	THE WATERFRONT INN	04/18/2023	4046648978001	JDAILY: Meal			NA	10.50
04/25/2023	PCARDS	TST* ISLAND FIN POKE - TH	04/11/2023	4034849381001	JDAILY: Meal- Bobby CFL			NA	40.75
04/25/2023	PCARDS	WENDYS #1748	04/05/2023	4029614016001	REllison: Dinner while working at the Wildwood project			NA	11.28
		Meals and Entertainment TOTAL:							672.07
TV		**Travel**							
05/07/2023	35624	Alexander Rubio	05/07/2023	WK	Weekly Payroll202319			LS	26.20
04/25/2023	PCARDS	AGODA.COM THE BROWNW	04/10/2023	4034849380001	JDAILY: Hotel			NA	781.97
04/25/2023	PCARDS	AGODA.COM THE BROWNW	04/13/2023	4039272218001	JDAILY: Hotel			NA	189.24
04/25/2023	PCARDS	AGODA.COM THE WATERF	04/17/2023	4042204987001	JDAILY: Hotel			NA	123.69
04/25/2023	PCARDS	AGODA.COM THE WATERF	04/20/2023	4046648977001	JDAILY: Hotel			NA	274.93
		Travel TOTAL:							1,396.03
		Travel Expenses TOTAL:							4,825.25
		General Conditions TOTAL:							5,356.00
01GR		**General Requirements**							
011200		**OSHA & First Aid**							
LP		**Local Purchase**							
04/21/2023	AIRGA006	Airgas USA, LLC	04/12/2023	9136915174	1719630			NA	328.61
04/21/2023	AIRGA006	Airgas USA, LLC	04/12/2023	9136915525	1719630			NA	355.69
		Local Purchase TOTAL:							684.30
		OSHA & First Aid TOTAL:							684.30
		General Requirements TOTAL:							684.30
02		**SITE WORK**							
020000		**Site Work-Subcontract**							
S		**Subcontract**							

Job / Phase / Category / Post Date	Name / Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost
05/08/2023	SAWCR001	Sawcross, Inc.	04/30/2023	174691REQ1	174691004			LS	26,000.00
		Subcontract TOTAL:							26,000.00
		Site Work-Subcontract TOTAL:							26,000.00
025975		**Test Pits Vac Truck Excavation**							
S		**Subcontract**							
04/30/2023	CLOUD001	Cloud 9 Services, LLC	04/12/2023	17030	174691006			LS	2,688.88
04/21/2023	CLOUD001	Cloud 9 Services, LLC	04/08/2023	16961	174691006			LS	2,957.76
04/21/2023	CLOUD001	Cloud 9 Services, LLC	04/09/2023	16972	174691006			LS	4,839.98
		Subcontract TOTAL:							10,486.62
		Test Pits Vac Truck Excavation TOTAL:							10,486.62
		SITE WORK TOTAL:							36,486.62
		Wildwood WRF Expansion and BNR Improvements Phase 1A TOTAL:					538.00		132,820.92
		Wildwood WRF Expansion and BNR Improvements PRECON TOTAL:					370.00		63,141.42
Job	**174691**	**Category Summary**							
				Labor			370.00		56,896.00
				Local Purchase			0.00		4,801.50
				Meals and Entertainment			0.00		107.03
				Travel			0.00		1,336.89
						Category Total:	370.00		63,141.42
Job	**174692**	**Category Summary**							
				Labor			538.00		90,294.00
				Local Purchase			0.00		3,972.20
				Meals and Entertainment			0.00		672.07
				Subcontract			0.00		36,486.62
				Travel			0.00		1,396.03
						Category Total:	538.00		132,820.92
						Grand Total:	908.00		195,962.34

Job / Phase / Category	Name								
Post Date	Source	Source Desc	Reference Date	Reference	Reference Desc	Pay Type	Quantity	WM	Cost

Report Parameters

Company:	02	From Category:		Job Status:	A	Run Date:	05/19/2023
Job Pick List:		To Category:		Transaction Type:	C	Run Time:	11:03 AM EDT
From Job:	174691	From Phase:		Include Subjobs:	Y	Operator:	MSTEDING
To Job:	174691	To Phase:		From Date:		Report Code:	PCC_JC2000
Cat Pick List:		Batch Number:		To Date:			
From Draw:	1	Sort By:	POST_DATE	Include Backcharges:	N		
To Draw:	1			Include Insurance Claims:	N		

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SECTION 00680

APPLICATION AND CERTIFICATE FOR PAYMENT FORM

Application No.: 1

Progress Payment: 1 Final Payment: ______________

CPH Project No.: **W12817.01**

Project: **Wildwood WRF - BNR and Treatment Capacity Expansion Improvements**

Contractor: **PC Construction Company** Contract Date: 3/15/23

Application Date: 5/17/23 For Period Ending: 4/30/23

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by the Owner		**ADDITIONS**	**DEDUCTIONS**
TOTAL:			
Change Orders Approved this Month			
Number	Date Approved		
		N/A	N/A
TOTALS:			
NET CHANGE BY CHANGE ORDERS:			

WILDWOOD WRF - BNR AND TREATMENT CAPACITY EXPANSION IMPROVEMENTS APPLICATION FOR PAYMENT		
1	**Original Contract Price**	$ 3,000,000.00
2	**Net Change by Change Order**	$ 0
3	**Current Contract Price** (Lines 1 and 2)	$ 3,000,000.00
4	**Total Completed and Stored to Date**	$ 200,596.00
5	**Retainage** (Column I and N, Forms 00840 and 00845)	$ 0
	a. ____ % of Completed Work	$
	b. ____ % of Stored Material	$
	c. Total Retainage (Lines 5a and 5b)	$
6	**Total Earned Less Retainage** (Line 4 less Line 5)	$ 200,596.00
7	**Less Previous Certificates for Payment** (Line 6 from prior Certificate)	$ 0
8	**Amount Due this Application** (Line 6 less Line 7)	$ 200,596.00
9	**Balance to Finish Project, Less Retainage** (Line 3 less Line 6)	$ 2,799,404.00

A. Contractor's Certification

The undersigned Contractor hereby swears under penalty of perjury that: (1) All previous progress payments received from the Owner on account of Work performed under the Agreement referred to above have been applied by the Contractor to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said Agreement, being Applications for Payment (AFP) numbered 1 through 1 inclusive; (2) All materials and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interests and encumbrances; (3) all previous progress payments have been applied by the Contractor to pay in full (less retainage) all amounts owed to its Subcontractors, Suppliers, Materialmen and Equipment Suppliers reflected (and listed) in prior Applications for Payments; (4) All Work covered under this Application for Payment is in accordance with the Contract Documents and not defective as the term is defined in the Contract Documents; and (5) All information provided on the Subcontractor and Supplier Listing which is included in this Application for Payment is true and correct.

DATED MAY 17, 2023.

PC CONSTRUCITON
Contractor

(Corporate Seal)

Signature of Authorized Representative

DENVER KENDREW, SR. PROJECT MANAGER
Printed Name & Title

COUNTY OF MARTIN

STATE OF FLORIDA

Before me on this 17 day of MAY, 2023, personally appeared DENVER KENDREW ______, who is personally known to me, or has produced ______ as identification and who did (did not) take an oath, who being duly sworn, deposes and says that (s)he is the SENIOR PROJECT MANAGER of the Contractor above-mentioned; that he/she executed the above Application for Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

(Notary Public in and for the County and State Aforementioned)

SEAL

My commission expires: 10/19/2026

Notary Public State of Florida
Rebecca S Fay
My Commission HH 323661
Expires 10/19/2026

B. Subcontractor and Supplier Listing

The following is a list of Subcontractors, Suppliers, Materialmen and Equipment Suppliers who have performed Work or provided Materials, Supplies, or Equipment during time period represented by this Application and the dollar amount of the work applied for (add to the table as necessary to provide a complete list).

Name	Address	Value of Work
CLOUD 9 SERVICES, LLC	ORLANDO, FL	$10,486.62
SAWCROSS INC.	JACKSONVILLE, FL	$24,700.00

C. Engineer's Recommendation

Payment of the Amount Due this Application is recommended.

CPH, LLC

6/6/2024

(Authorized Signature) Date

D. Owner's Approval

City of Wildwood, Florida

(Authorized Signature) Date

(Title)

(Account No.)

Required Attachments

Monthly Application for Payment

1. Updated Project Schedule
2. Contractor's Partial Release of Lien
3. All applicable Subcontractor/Vendor Waivers of Lien (Partial)
4. Construction Photographs and Drone Aerials

Final Application for Payment

1. Contractor's Release of Lien (Final & Complete)
2. All applicable Subcontractor / Vendor Waivers (Final and Complete)
3. Consent of Surety to Final Payment
4. Completed Material and Workmanship Bond
5. Final Construction Photographs and Drone Aerials

END OF SECTION

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Exhibit J: Partial Waiver of Lien and Release of Claim

The undersigned Subcontractor or Vendor ("Releasor"), entered a Subcontract or Purchase Order ("Contract") with PC Construction Company ("PC") to provide labor, materials, equipment, or other services or products for improvements made to certain real property owned by the Owner listed below ("Owner"), for the project listed below ("Project"):

PC Project Number: 174691 Project Name: Wildwood WRF Expansion and BNR Improvements PRECON
Project Address: , Wildwood, FL
Owner: City of Wildwood

Releasor hereby acknowledges and certifies that the Current Contract Amount listed below is the total amount due to it under the Contract for its scope of work (including any approved changes or extras), and that the total Amount Due to Date for work completed to date is set forth below, and that the total Amount Paid to Date as partial payment is set forth below. As to the Amount Paid to Date, this waiver and release shall be unconditional, however, as to the additional amount requested with the current invoice or request for payment made in connection herewith, this waiver and release is conditioned on payment and shall be deemed unconditional upon receipt of the requested payment (as adjusted for applicable retainage or other Contract requirements).

Releasor, for itself, its successors and assigns, hereby irrevocably waives, releases and relinquishes any claim and all rights to file a lien on or against the property where the Project is located, and any improvements thereon, owned by Owner that Releasor now has, or in the future may have, for labor performed, materials furnished, equipment provided, or other services or products provided for the improvements to the property or Project through the date hereof. Releasor also hereby releases any rights or claims related to the labor, material, equipment, and/or services provided that it may have against any bond provided in connection with the Project, against any surety of said bonds, against PC (or any affiliate), and against the Owner, except as specifically set forth below (and for which all notice and other contract requirements have been timely satisfied): ______________________

____

Releasor hereby certifies that for the Amount Paid to Date, it has paid, and upon receipt of funds per this request for partial payment, it will pay, all subcontractors, laborers, materialmen, and all other persons who may have performed labor, furnished materials, furnished equipment, or provided other services or materials for the improvements to the Project on behalf of Releasor. Releasor hereby agrees to defend, indemnify, and hold harmless PC and/or Owner from any and all costs and expenses, including attorney's fees, as a result of any claim for non-payment or any lien filed by any of those described above.

Current Approved Contract Amount: $29,466.00 (includes all authorized changes and extras)

Amount Paid to Date: $ Ø (in addition to this amount, $ Ø is currently being held as retainage)

Current Pay Application: $26,000.00 (including retainage of $ 1,300.00)

IN WITNESS WHEREOF, the undersigned has executed this Partial Waiver of Lien and Release of Claim this ____ day of ____________ , 20 ____ .

Releasor: SAWCROSS INC.

Signature of Authorized Representative

KEVIN DIQUISTO - VP OPERATIONS
Printed Name and Title

STATE OF Florida)
)SS
COUNTY OF Duval)

On this 8 day of May, 2023, before me, Kevin DiQuisto, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that [he/she] executed the same in [his/her] capacity, and that by [his/her] signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Sworn to before me on this 8 day of May, 2023

Debra S Shortz
Notary Public

DEBRA S. SHORTZ
MY COMMISSION # GG 356759
EXPIRES: November 13, 2023
Bonded Thru Notary Public Underwriters

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Designation of the City of Wildwood's Voting Delegate for the FLC 2023 Annual Business Session**

REQUESTED ACTION: Staff recommends the City Commission designate a City Commissioner as the voting delegate.

CONTRACT: Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The Florida League of Cities Annual Conference will be held on August 10-12, 2023. League By-Laws require that each municipality send one delegate to vote on the city's behalf at the Annual Business Session. Commissioner Green has acted as the city's voting delegate in recent years.

FLC
FLORIDA LEAGUE OF CITIES

To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 6, 2023

Subject: 97th Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Hilton Orlando Bonnet Creek in Orlando, Florida, from August 10-12, 2023. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 12**. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will vote on matters affecting the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at *flcities.com.*

If you have any questions about voting delegates, please email *erussell@flcities.com*. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Attachments: Form Designating Voting Delegate

301 S. Bronough Street, Suite 300
Tallahassee, Florida 32301
P.O. Box 1757
Tallahassee, Florida 32302-1757
Phone: 850.222.9684
Fax: 850.222.3806
flcities.com

97th Annual Conference
Florida League of Cities, Inc.
August 10-12, 2023
Orlando, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2023.**

<u>Designation of Voting Delegate</u>

Name of Voting Delegate: ____

Title: ____

Delegate Email: ____

Municipality of: ____

AUTHORIZED BY:

____
Name

____
Title

Return this form to:
Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: *erussell@flcities.com*

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: **Approval to Promote Jessica Barnes to City Clerk**

REQUESTED ACTION: City Manager Recommends Approval

CONTRACT: Vendor/Entity:

Effective Date: 7/31/2023 Termination Date:

Managing Division/Department: Executive

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Please see the attached email.

From:	Jason McHugh
To:	Ed Wolf; Pamala Bivins; Julian Green; Joe Elliott; Marcos Flores
Cc:	Cassandra Smith; Joshua Bills; Ashley Hunt
Subject:	City Clerk Position
Date:	Tuesday, June 6, 2023 2:02:00 PM
Attachments:	image001.png

Good Afternoon Mayor and Commissioners:

As you know, Susan Patterson will retire at the end of July leaving a pending vacancy in the City Clerk's position. After careful consideration, I am recommending Jessica Barnes fill that position. Moving Jessica into that role makes sense for a number of reasons, and I am confident that she will excel in this new position. She is a stellar employee and an asset to our community. I am also proud of her willingness to step out of her comfort level to face new challenges.

She will retain the duties of populating, completing, and disseminating the agenda. Therefore, you will continue to interact with her. She will also help with the recruitment and transition process.

Section 4.1 of the City Charter requires City Commission approval of the appointment. Therefore, I will seek formal approval at the next Commission meeting.

Please let me know if you have any issues or concerns with the appointment.

Regards,

EST. 1877
WILDWOOD
FLORIDA

Jason F. McHugh, CPM, AICP
City Manager

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CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: **Physical Environment Department Report**

REQUESTED ACTION: For informational purposes only

CONTRACT: Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department:

BUDGET IMPACT: None

HISTORY/FACTS/ISSUES:

Attached please find an update from the Physical Environment department.

EST. 1877

WILDWOOD

FLORIDA

Physical Environment

Operations Summary Report

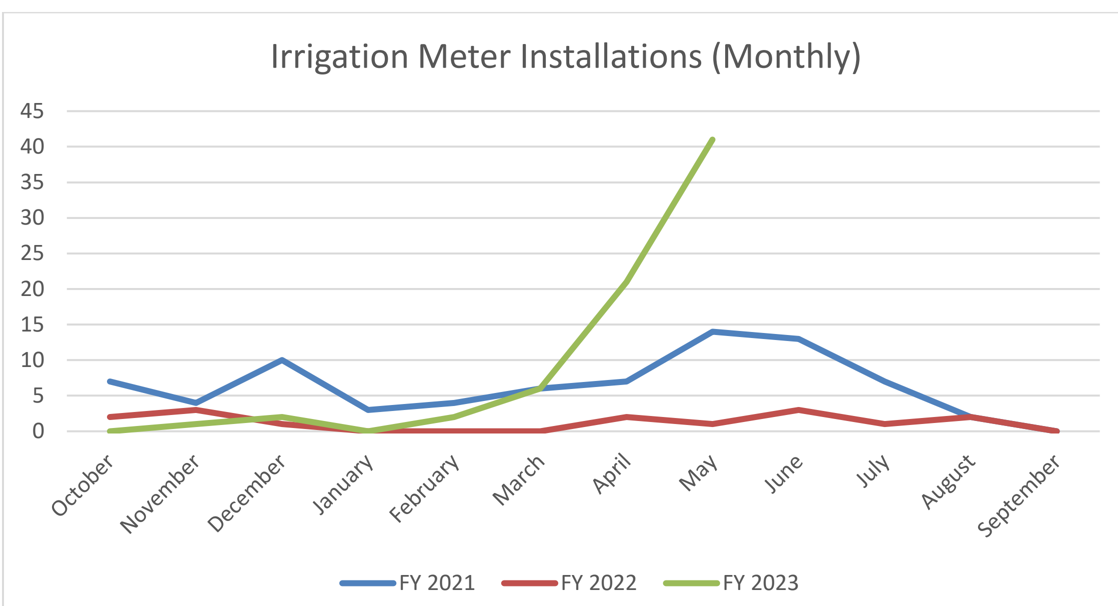
June 2023

Purpose:

This report intends to provide an overview of the Physical Environment department's activities and achievements over the course of the fiscal year. Physical Environment staff take pride in our role as the primary point of contact for utility billing matters, and this report aims to showcase our commitment to customer service to the citizens of the City of Wildwood. This report will explore various aspects of Physical Environment and Utilities operations, highlighting key accomplishments as well as ongoing efforts to enhance customer satisfaction and challenges encountered along the way. By sharing the information contained within this report, the Physical Environment department seeks to foster transparency, maintain accountability, and inform City stakeholders about the significant work done to ensure accurate and efficient utility billing processes.

Irrigation

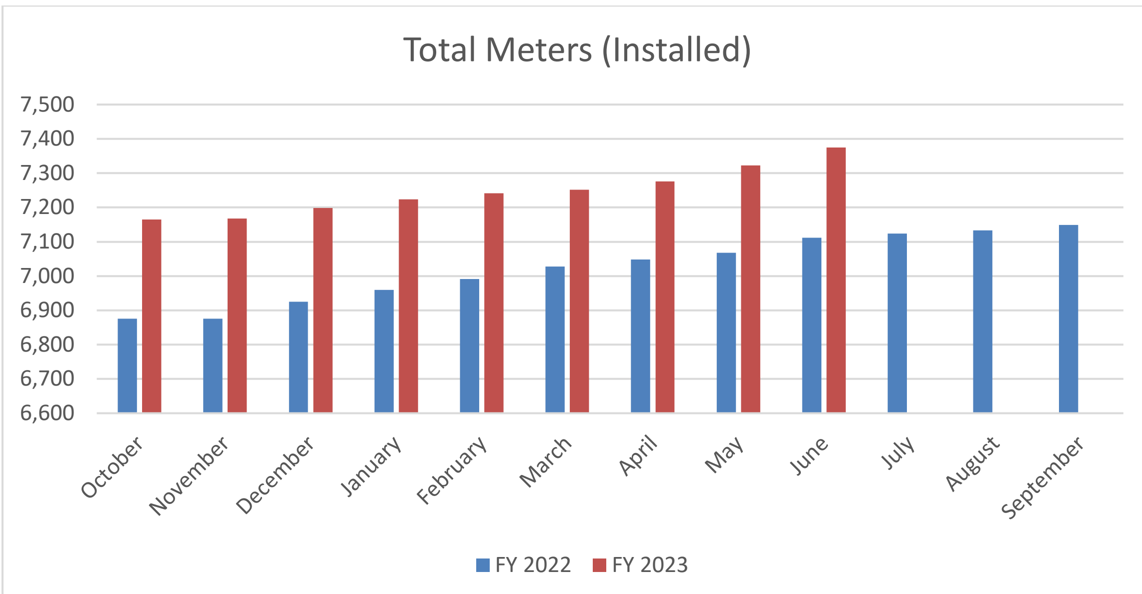
Since the viral outbreak of SARS-CoV-2/COVID-19, the City of Wildwood has, until recent months, experienced a progressive decline in its capability to install irrigation meters due to difficulties and shortages related to the supply chain of water meters and connection components. This resulted in the creation of a waiting list and eventual moratorium on the acceptance of new irrigation meter requests.



Recently, the City has been able to acquire many of these necessary components at an increased rate or volume and coupled with the end of the moratorium on new irrigation requests, there has been a sharp rise in the number of irrigation meter installations.

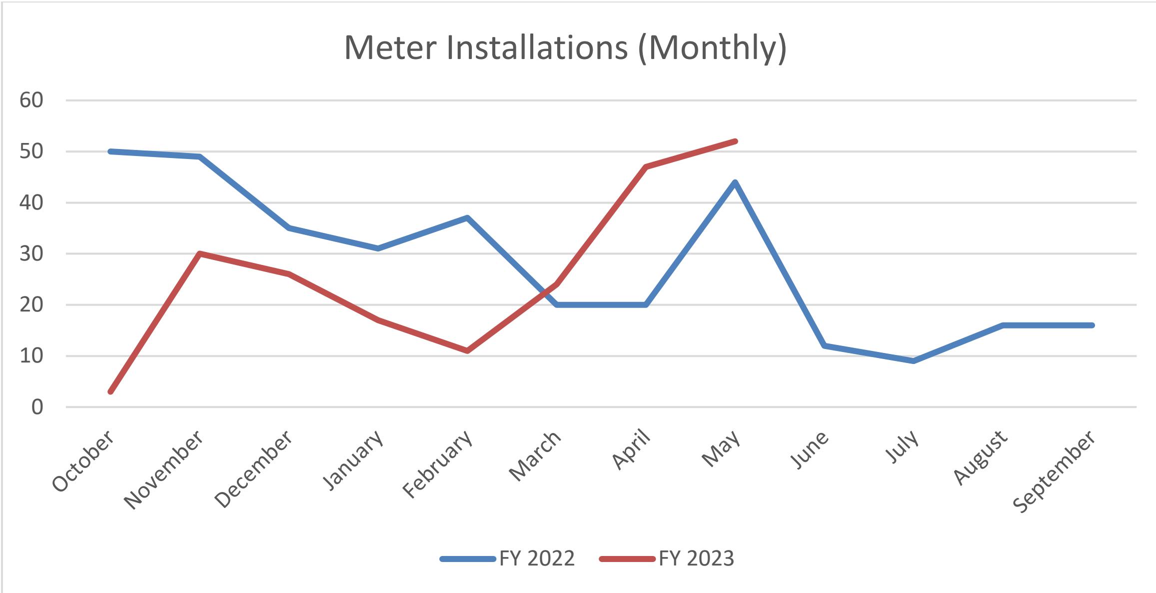
City Growth

Since October 2021, the City of Wildwood has installed 499 water meters of various sizes, for a current total of 7,375 meters. This translates to an increase of approximately +7.27%, based upon meter reading data effective 6/1/2023.



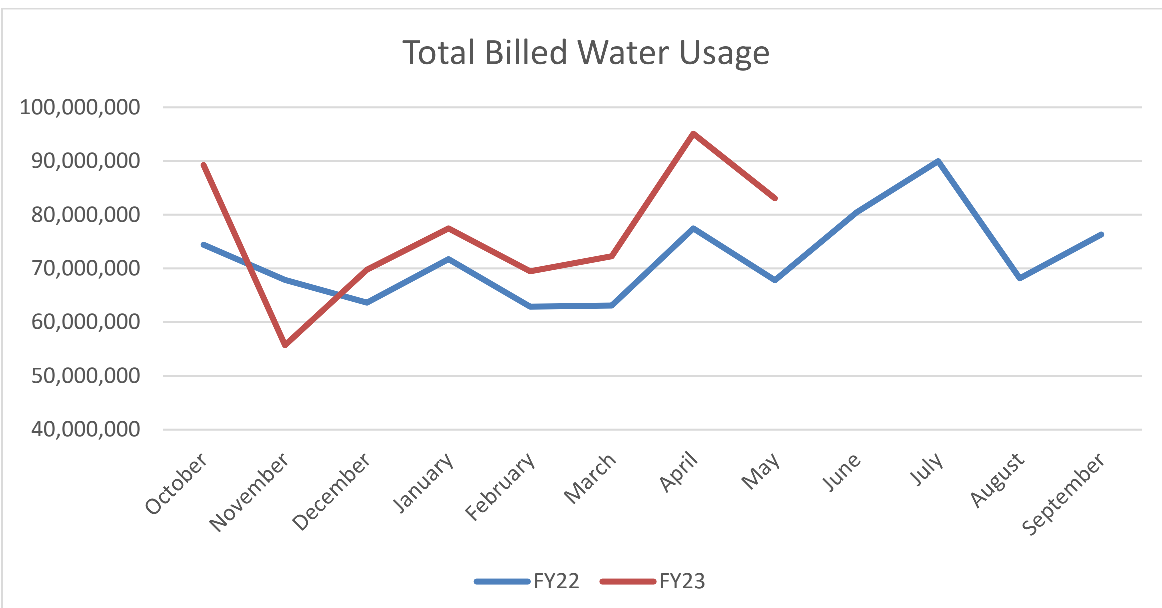
Currently, the record high number of water connections city-wide stands at 8,652 in July 2020, which included the entirety of the Village(s) of Fenney and DeSoto. Upon the separation of these meters from the City of Wildwood distribution system in July 2020, there were 6,409 meters remaining.

From a month-to-month viewpoint, this growth translates to an average of 27 water meters installed each month over the same period. As seen below, there has been significant variability in the number of monthly meter installations; this appears to be due to availability of meters and components necessary for installation. As the City continues to experience expansive growth, these numbers will likely only increase dramatically.



Water Consumption

The Physical Environment department continuously tracks water consumption across the entire city, based upon monthly collected meter reading data. Water consumption varies from month to month, primarily based on ambient temperatures and other weather conditions, much of which can been seen on the following graph:



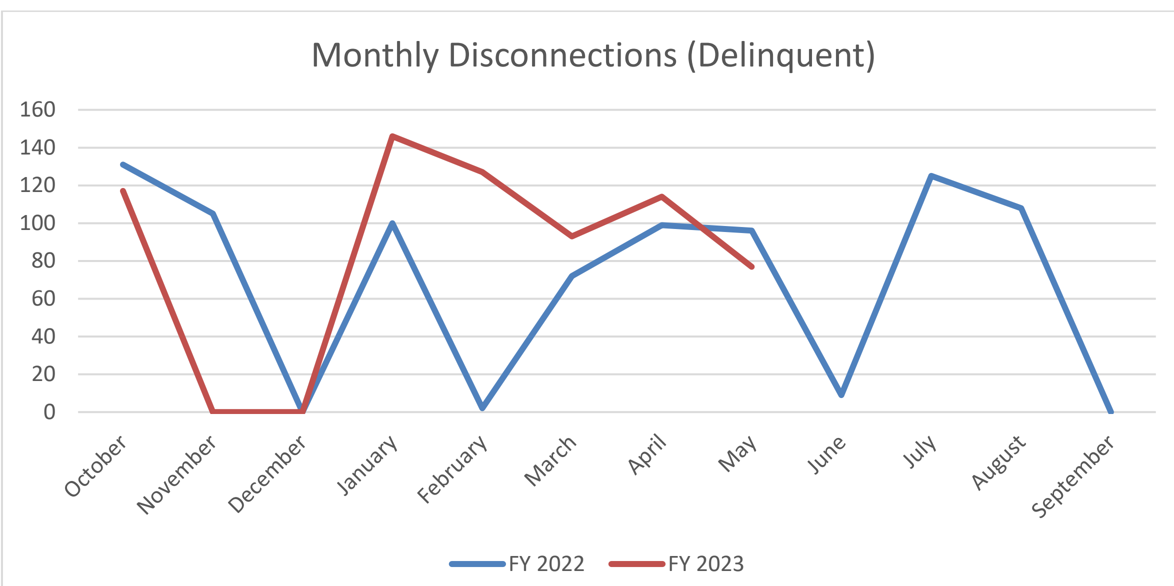
As indicator of city growth, an increase in water consumption can be seen that would correspond with the increase in the number of meter connections and increase in overall population and development.

Non-Payment Suspensions

A primary function of the Physical Environment department's monthly billing process is collections. Physical Environment staff undertake multiple steps to collect outstanding balances due to the City with the hope of avoiding service interruption due to delinquent payment or non-payment. The overall collections process includes:

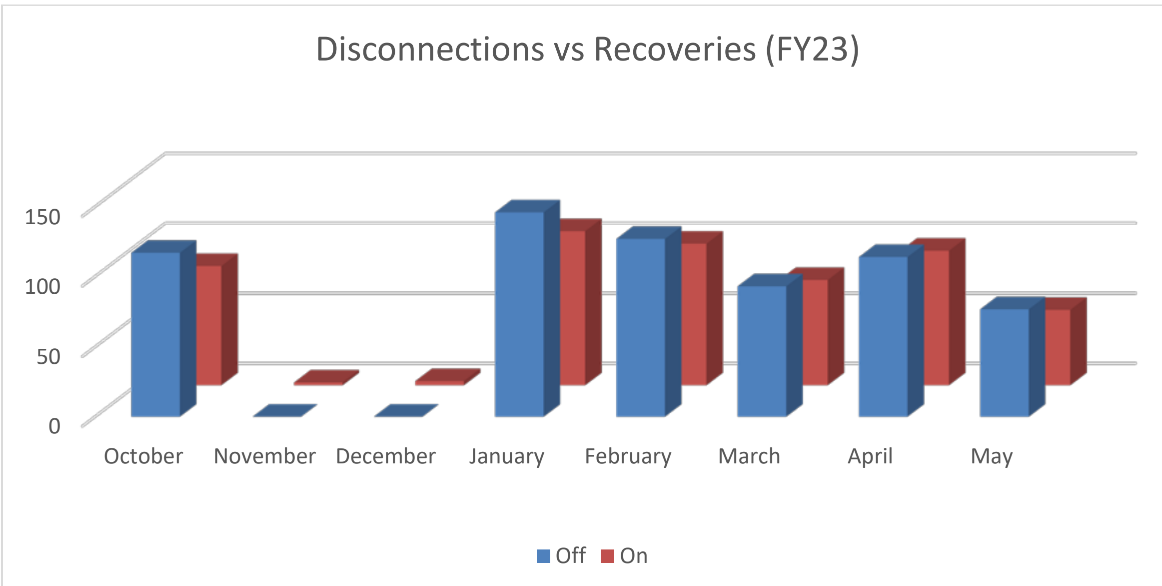
1. Ten-day grace period following bill due date.
2. Delinquent payment disconnection date advertised on monthly utility bill.
3. Customer courtesy calls/emails issued beginning one week prior to disconnection date.
4. Payment plans available to customers experiencing financial hardship.
5. Department maintains list of charitable organizations available for utility assistance.

While it is the Physical Environment department's goal that no customer utility services be suspended due to delinquent payment, it has thus far been a necessary component of the collection process; each month the City suspends service to approximately 75 to 150 utility accounts:

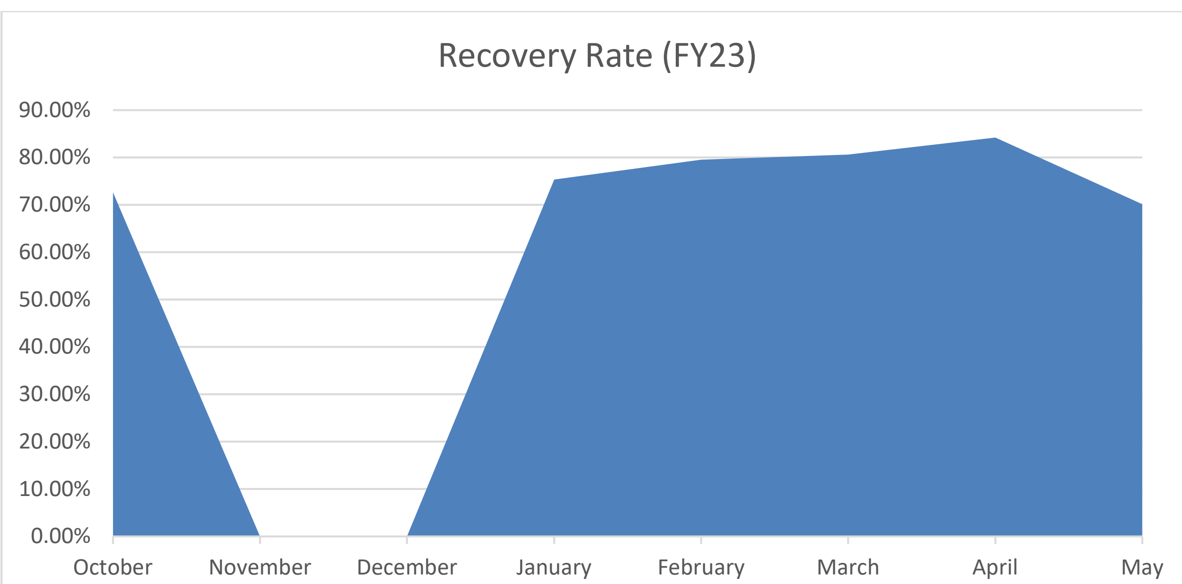


Please note, months indicating zero service suspensions indicate that this portion of the collection process did not occur during that month, most often due to holidays or a lack of availability of utility technicians.

While these service interruptions are unfortunate, it is necessary to consider the proportion of accounts that are suspended that are recovered and re-establish service within the same month, most often within 24 to 48 hours of suspension.

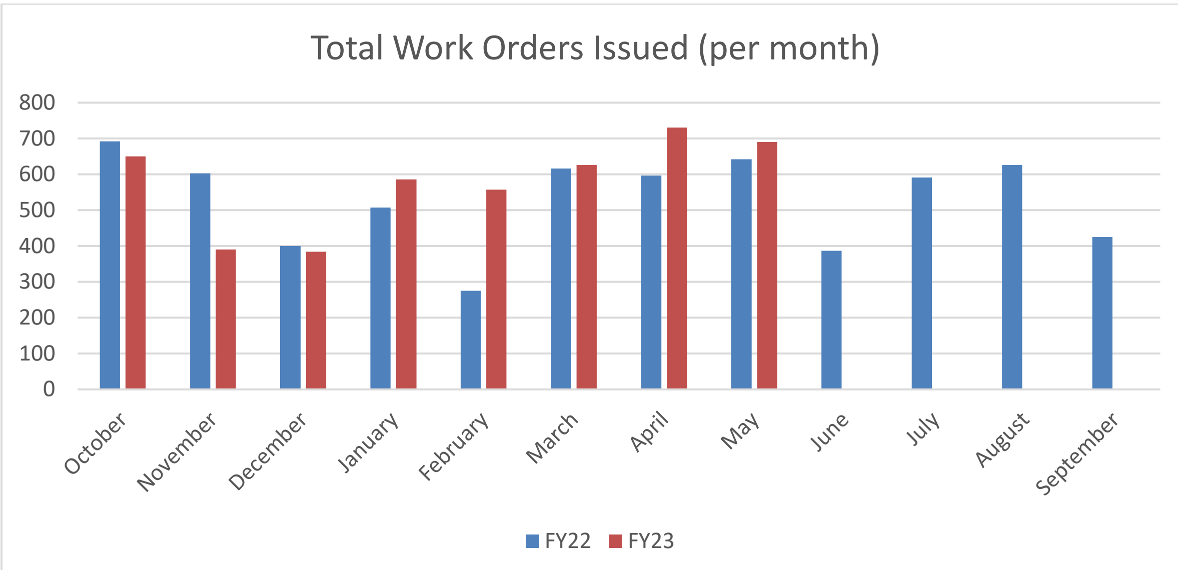


On average, approximately 77% of suspended utilities are recovered within the same month.



Utility Work Orders

Every day, Physical Environment staff issue work orders that are completed by utility technicians. The following graph merely quantifies these work orders to demonstrate the efforts of City employees in assisting citizens with a wide variety of utility related services, including starting new utility accounts, leak diagnosis, and delivery of rust-removing agents.



Conclusion

As demonstrated in the data contained within this report, efforts conducted by the Physical Environment department, in cooperation with Utilities field staff, reveal the City's focus on guaranteeing the highest levels of customer satisfaction possible, while simultaneously ensuring that the other goals and priorities of the City, such as growth, continue to be met.