

## Levy County Board of County Commissioners

### Agenda Item Summary

1. NAME/ORGANIZATION/TELEPHONE:

FRED MOODY, COUNTY COORDINATOR

2. MEETING DATE:

11/8/2016

3. REQUESTED MOTION/ACTION:

Request direction for advertising of delinquent tax notices since Levy County Journal is no longer in business.

4. Agenda Presentation

Time Requested: \_\_\_\_\_

(Request will be granted if possible)

ALLOTED TIME NOT

MORE THAN 15 MINUTES

5. IS THIS ITEM BUDGETED ( IF APPLICABLE)?: Yes\_ No\_ IF NO, STATE ACTION REQUIRED

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES\_\_ NO\_\_ BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE

6. BACKGROUND: ( WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)

Request direction for advertising of delinquent tax notices since Levy County Journal is no longer in business.

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**

7. RECOMMENDED APPROVAL AND DATE ( YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
Yes__ No	Yes__ No	Yes__ No	Yes__ No	Yes__ No	Yes__ No

8. COMMISSION ACTION:

APPROVED

DENIED

DEFERRED    DATE TO BRING BACK:

OTHER    SPECIFY:



BIDDER INFORMATION AND SIGNATURE

Type of Organization (Please Check One):

Individual Ownership \_\_\_\_\_

Joint Venture \_\_\_\_\_

Partnership \_\_\_\_\_

Corporation

Other (describe) \_\_\_\_\_

Name of Bidder: LEVY COUNTY PUBLISHING, INC.

Names of all partners (include additional sheet if necessary): \_\_\_\_\_

Mailing Address: P.O. Box 159

Location Address: 440 S. COURT ST.

City & State: BRANSON, FL ZIP 32621

Telephone: 352-486-2312 Fax Number: 486-5042

Email address: lcooper@levyjournal.com

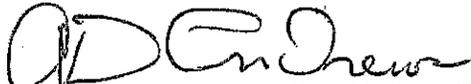
Name of person authorized to bind the bidder:

A. D. ANDREWS

Title of person authorized to bind the bidder:

PRESIDENT

Signature of person authorized to bind the bidder:



Date: February 12, 2015



**BID PRICES:**

**BID PRICES SHALL INCLUDE PRICES FOR OFFICIAL PUBLIC NOTICES AND LEGAL ADVERTISEMENTS AND POSTINGS OF ANY KIND REQUIRED BY THE BOARD OF COUNTY COMMISSIONERS AND COUNTY DEPARTMENTS AND FOR ADVERTISEMENTS OF PROPERTY WITH DELINQUENT TAXES REQUIRED BY THE LEVY COUNTY TAX COLLECTOR**

**1) LINE ADVERTISEMENTS**

**(6-point type on 6-point body in accordance with s. 50.061(6), Florida Statutes, and minimum column width of 1.5")**

**PRICE PER LINE FIRST PUBLICATION:**

Words: SIX CENTS ~~Dollars~~

Figures: \$ 0.06

**PRICE PER LINE FOR EACH SUBSEQUENT PUBLICATION:**

Words: FIVE AND ONE-TENTH CENTS ~~Dollars~~

Figures: \$ 0.051

**2) DISPLAY ADVERTISEMENTS**

**(2 columns wide, 10 inches long, 18-point type in accordance with s. 125.66(4)(b)2., Florida Statutes)**

**PRICE PER INCH FIRST PUBLICATION:**

Words: ONE DOLLAR AND FIFTY CENTS ~~Dollars~~

Figures: \$ 1.50

**PRICE PER INCH FOR EACH SUBSEQUENT PUBLICATION:**

Words: ONE DOLLAR AND TWENTY-SEVEN ~~Dollars~~ **AND ONE-HALF CENTS**

Figures: \$ 1.275



**HOLD HARMLESS AGREEMENT:**

**IN ADDITION TO ANY OTHER HOLD HARMLESS OR OTHER PROVISIONS IN THE BID DOCUMENTS, THE FOLLOWING HOLD HARMLESS PROVISIONS APPLY:** The Bidder, as indicated below, its officers, partners, and members shall, through the signing of this document by any authorized party or agent, indemnify, hold harmless and defend Levy County, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers from all suits, liabilities, damages, claims, losses, costs, demands, and actions, including attorney fees and all costs of litigation and judgment, of every name and description brought against the County as a result of loss, damage or injury to person or property by reason of any act or failure to act by the Bidder, its officers, agents, servants, employees, volunteers, or members.

The Bidder agrees that the first ten dollars (\$10.00) of compensation received under the contract resulting from the Bidder's bid, if successful, represents specific consideration for this indemnification obligation.

**SOURCE OF SUPPLY AND SUBCONTRACTORS:**

The following sources of supply and subcontractors shall be used for the legal and official advertising for Levy County. If the bidder does not have a source of supply or subcontractor, insert "to be determined." When a source or subcontractor is determined, selection will be subject to County approval. If not applicable, state N/A.

Source of Supply	Subcontractor(s)
1. <u>N/A</u>	1. <u>HALIFAX MEDIA GRAD</u>
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____



## DRUG FREE WORKPLACE FORM

The undersigned bidder in accordance with Section 287.087, Florida Statutes, hereby certifies that LEVY COUNTY PUBLISHING INC, the bidder, does:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature



Dated

February 12 2015



# **LEVY COUNTY BOARD OF COUNTY COMMISSIONERS**

**P.O. Box 310  
355 South Court Street  
Bronson, Florida 32621  
Telephone (352) 486-5217  
Facsimile (352) 486-5167**

## **NOTICE OF BIDS AND AVAILABILITY OF BID SPECIFICATIONS**

### **INVITATION TO BID LEVY COUNTY, FLORIDA**

Notice is hereby given that Levy County, Florida will be receiving sealed bids at the Office of the Board of County Commissioners, Levy County Courthouse, P.O. Box 310, 355 South Court Street, Bronson, Florida 32621, (352) 486-5217, for

#### **LEGAL AND OFFICIAL ADVERTISING FOR LEVY COUNTY**

This project is for the advertising in a newspaper of general circulation meeting all statutory requirements for all official public notices and legal advertisements for Levy County and its County departments, and for advertisements by the Levy County Tax Collector of property with delinquent taxes pursuant to s. 12D-13.036, Florida Administrative Code. Award of bid will include non-exclusive placement of official public notices and legal advertisements for Levy County and County departments, and exclusive placement of advertisements of property with delinquent taxes pursuant to Chapter 50, Florida Statutes, and section 12D-13.036, Florida Administrative Code.

**BID DUE DATE/TIME: 2:00 p.m., EST, JANUARY 12, 2015  
OFFICE OF THE BOARD OF COUNTY COMMISSIONERS  
P.O. BOX 310  
355 SOUTH COURT STREET  
BRONSON, FLORIDA 32621**

**BID OPENING: Immediately after  
the bid due date/time, JANUARY 12, 2015,  
OFFICE OF THE BOARD OF COUNTY COMMISSIONERS  
355 SOUTH COURT STREET  
BRONSON, FLORIDA 32621**

A more detailed project description may be obtained by calling the Office of the Board of County Commissioners at (352) 486-5217. Complete Bid Documents may be obtained by contacting the County Coordinator of Levy County, Florida at (352) 486-5217. If you have any questions concerning this project, please call Fred Moody, County Coordinator at (352) 486-5217.

Levy County Journal  
Chiefland Citizen  
Williston Pioneer  
The Newscaster  
Cedar Key Beacon  
Newspapers  
December 22, 2014



# BOARD OF COUNTY COMMISSIONERS

Levy County  
P.O. Box 310  
355 South Court Street  
Bronson, Florida 32621  
Telephone (352) 486-5217  
Facsimile (352) 486-5167

## STATEMENT OF NO BID

If you do not intend to bid on this commodity/service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from any vendors' list for this commodity or service maintained by Levy County.

We, the undersigned, have declined to bid on the requested commodity/service for legal and official advertising for Levy County for the following reason(s) (please check all that apply):

- Specifications too stringent, i.e., geared toward one brand or manufacturer only, or other (explain below).
- Insufficient time to respond to the Invitation to Bid.
- We do not offer this product or service.
- Our schedule will not permit us to perform.
- Unable to meet bond/insurance requirements.
- Unable to meet specifications.
- Specifications are unclear (explain below).
- Remove us from your vendors' list for this commodity/service.
- Other (explain below).

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Authorized person signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



**ADDENDA NOTIFICATION FORM  
LEGAL AND OFFICIAL ADVERTISING FOR LEVY COUNTY**

The County will attempt to notify all prospective bidders of addenda issued to the bid documents. However, it shall be the responsibility of the bidder, prior to submitting their bid, to contact the County Coordinator or the Department to determine if addenda were issued, acknowledging and incorporating it into their bid.

If you would like to request notification of any addenda that may be issued regarding this project/bid, please complete the form below and return it to Fred Moody, County Coordinator, P.O. Box 310, 355 South Court Street, Bronson, FL 32621.

As a result of the completion and return of this form, you are requesting notification of addenda that may be issued regarding this specific project/bid only. Completion and return of this form will not guarantee that you will be provided with all addenda. It will still be your responsibility to determine if you received all addenda, to acknowledge receipt of addenda, and incorporate acknowledgement and all addenda information into your bid.

COMPANY/BIDDER NAME: \_\_\_\_\_

CONTACT  
PERSON: \_\_\_\_\_

PHONE  
NUMBER: \_\_\_\_\_

FAX  
NUMBER: \_\_\_\_\_

EMAIL  
ADDRESS: \_\_\_\_\_



## **INSTRUCTIONS TO BIDDERS LEGAL AND OFFICIAL ADVERTISING FOR LEVY COUNTY**

**IB-01 QUALIFICATIONS OF BIDDERS:** It is the intent of the County to award this contract to the lowest responsive, responsible bidder that meets all requirements, qualified by experience and solvency, with proven reliability and the ability to supply non-exclusive placement of official public notices and legal advertisements for Levy County and County departments, and exclusive placement of advertisements of property with delinquent taxes pursuant to Chapter 50, Florida Statutes, and section 12D-13.036, Florida Administrative Code, within reasonable time frames acceptable to Levy County. Bidder may be required to supply information in writing at the request and discretion of the County prior to award of bids, in order to verify above requirements.

**IB-02 GENDER DESIGNATION/DEFINITIONS:** The County and any bidder or contractor may be treated throughout these documents as if each were of the singular number and masculine gender. The term "County" shall mean Levy County, a political subdivision of the State of Florida. The term "the Department" shall mean the applicable County Department that is acquiring the goods or services pursuant to this bid. The applicable County Department for the non-exclusive placement of official public notices and legal advertisements for Levy County and County departments is the Office of the Board of County Commissioners, through its County Coordinator or his/her designee. The Department for exclusive placement of advertisements of property with delinquent taxes pursuant to Chapter 50, Florida Statutes, and section 12D-13.036, Florida Administrative Code is the Levy County Tax Collector. The term "contractor" shall mean the entity that is ultimately awarded a contract pursuant to these bid documents, if any. The term "successful bidder" or other similar terms shall also mean the entity that is ultimately awarded a contract pursuant to these bid documents, if any. The term "bidder" shall mean any entity that submits a bid pursuant to these bid documents. The term "Bid Documents," "bid documents" or "documents" or "this bid" shall mean these Instructions to Bidders, Addenda Notification Form, Statement of No Bid, any General Provisions, any Technical Specifications and Conditions, any Drawings, any Special Conditions, the Bid Forms and any other forms required to be submitted with a bid, and any Addenda issued pursuant to these Bid Documents, including all modifications thereof incorporated into the bid documents.

**IB-03 EXAMINATION OF DOCUMENTS/SITE:** Prior to the submission of Bid Forms, bidders shall carefully examine the bid documents and any modifications thereto, fully informing themselves as to all existing conditions and limitations that affect the work to be performed under any contract that may be awarded pursuant to this bid.

Discrepancies, omissions, or questions about the intent of the bid documents should be submitted to the County Coordinator in written form as a request for interpretation no later than five (5) days prior to bid opening (or shall be verbally addressed at the pre-bid conference, if applicable).

Interpretations of any of the bid documents or the project made will be in the form of a written addendum to the bid documents, which will be forwarded to all bidders that have requested a copy of the bid documents and provided their contact information. Receipt by each bidder must be acknowledged on the Bid Forms, indicating the addendum number and date of issue, thereby becoming a part of any contract awarded as a result of this bid. No oral explanations shall be binding. The County will attempt to notify all prospective bidders of addenda issued to the bid documents, however, it shall be the responsibility of the bidder, prior to submitting his/her/its bid, to contact the County Coordinator to determine if addenda were issued, acknowledging and incorporating it into the bid.

All Bid Forms shall be presumed to include all existing conditions as may affect any work to be done on the project. Failure to familiarize himself/herself/itself with such conditions will in no way relieve the successful bidder from the necessity of furnishing any materials or performing any work that may be



required to complete the work in accordance with any Drawings or Technical Specifications and Conditions or Special Conditions.

**IB-04 PREPARATION AND SUBMISSION OF BID FORMS REQUIREMENTS:** Bids shall be submitted on the forms supplied by the County, or duplication thereof as attached thereto, or as otherwise specified. Bidders shall submit an original and nine (9) copies of their bid. Bidders shall acknowledge receipt of any addenda on the Bid Forms. Any expense incurred in making a bid is to be borne by the bidder.

Each bid must give the full business address of the bidder and state whether bidder is an individual, corporation, partnership or other entity. Bid Forms by a corporation or other entity must be signed in the name of the corporation or applicable entity, followed by the original signature and designation of the officer or other person authorized to bind the corporation or applicable entity. Bid Forms by partnerships shall show the names of all partners. The partnership title shall follow the original signature of each partner.

Any erasures or other corrections in the Bid Forms must be explained or noted over the signature of the bidder. Bid Forms containing any conditions, omissions, unexplained erasures, additions, alterations, or irregularities of any kind may be rejected by the County.

Bid Forms and all related documents shall be submitted sealed. The package containing the bid must be clearly marked with the bid name and the name and business address of the bidder. Bids not received by the established bid opening shall not be considered and will be returned unopened.

Bid Guarantee - The bid shall be signed where indicated constituting an agreement that the bidder will not withdraw its bid for a period of sixty (60) days after the scheduled time for opening of bids.

**IB-05 BID MODIFICATIONS:** Bid modifications will be accepted from a bidder only if received in writing, properly executed by the bidder, and received prior to the established bid opening time and date. Bid modifications must be identified as such and will be opened with the bidder's originally submitted bid. Bid modifications shall not include or allow modification of any of the terms of the bid documents other than changes by the bidder to the bidder's entries in the previously submitted Bid Forms.

**IB-06 WITHDRAWAL OF BIDS:** Bids may be withdrawn by request of the bidder prior to the scheduled opening. Error or negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened.

**IB-07 BID TABULATIONS:** All bid tabulations shall be posted at the Board of County Commissioners Office, 355 South Court Street, Bronson, Florida, within thirty (30) days after bid opening, or until such time as the County provides notice of a decision or intended decision pursuant to Section 119.071, Florida Statutes, whichever is earlier.

**IB-08 RESERVED RIGHTS:** The County reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, to request resubmission of bids, or to re-bid. Also, the County reserves the right to accept all or any part of a bid and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received may or may not be rejected by the County depending on available competition and timely needs of the County.

**IB-09 NOTICE TO PROCEED/DELIVERY:** After award of bid to the successful bidder, a purchase order shall be issued bearing any terms of the contract/delivery that are in addition to the bid documents and the Bid Forms and other documents required to be submitted by the bidder. Upon receipt of the purchase order, the successful bidder/contractor shall acknowledge receipt of same by



either fax or mail, and, if applicable, shall commence processing of the order so that the agreed upon delivery date will be satisfied.

**IB-10 FORM OF CONTRACT:** The submitted Bid Forms signed by the bidder along with all other documents required to be submitted, together with the all the Bid Documents, and the purchase order shall constitute a binding contract with the bidder to whom the County awards the bid. The successful bidder shall be required to perform according to that bidder's submitted Bid Forms and the County's Bid Documents and the purchase order when the purchase order signed by the County Coordinator, or his/her designee, is transmitted to the successful bidder. The transmitted purchase order shall serve as both a notice of acceptance and award of bid and a notice to proceed to the successful bidder. Failure to comply with the conditions set forth in the Bid Documents, the Bid Forms and other required documents, and the purchase order shall be deemed a breach of contract subjecting the successful bidder to forfeiture of the bid bond or other posted security and other possible penalties.

**IB-11 PAYMENT:** Request for payment for non-exclusive placement of official public notices and legal advertisements for Levy County and County departments, must be submitted to the County Coordinator or to the County Department requesting the public notice or legal advertisement. Requests for payment of exclusive placement of advertisements of property with delinquent taxes pursuant to Chapter 50, Florida Statutes, and section 12D-13.036, Florida Administrative Code, must be submitted to the Levy County Tax Collector. All invoices will be paid in accordance with the Florida Prompt Payment Act, Sections 218.70 through 218.79, Florida Statutes.

**IB-12 PERFORMANCE EVALUATION:** At the end of the contract, if awarded, the County Coordinator or any County Department utilizing the services under the contract, including but not limited to the Levy County Tax Collector, may evaluate the successful bidder's performance. This evaluation will become a public record.

**IB-13 ARITHMETIC DISCREPANCIES:** For the purpose of initial evaluation of bids, the following will be utilized in resolving arithmetic discrepancies found on the face of the bid as submitted by the bidder:

- A. Obviously misplaced decimal points will be corrected.
- B. In case of discrepancy between unit price and extended price, the unit price will govern. Apparent errors in extension will be corrected.
- C. Apparent errors in addition of lump sum and extended prices will be corrected.

For the evaluation purposes, the County will proceed on the assumption that the bidder intends its bid be evaluated on the basis of the unit prices, extensions, and totals arrived at by resolution of arithmetic discrepancies (above). The bid will be so reflected on the bid tabulation.

**IB-14 REGULATIONS:** It shall be the responsibility of each bidder to assure compliance with any OSHA, EPA, and/or other federal, state, or local statutes, ordinances, rules, regulations or other requirements, as each may apply. The successful bidder shall be required to comply with any and all federal, state, or local statutes, ordinances, rules, regulations or other requirements, as each may apply, in the provision of services under the contract awarded to the successful bidder.

**IB-15 CODE OF ETHICS:** With respect to this bid, if any bidder violates or is a party to a violation of the Chapter 112, Part III, Florida Statutes, the Code of Ethics for Public Officers and Employees, such bidder may be disqualified from furnishing the goods or services for which the bid is submitted and shall be further disqualified from submitting any future bids for goods or services for Levy County.



**IB-16 COLLUSION:** By offering a submission to this bid, the bidder certifies he has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to this bid whatsoever. Also, bidder certifies, and in the case of a joint bid each party thereto certifies as to his own organization, that in connection with this bid:

- A. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other bidder or with any competitor;
- B. any prices and/or cost data quoted for this bid have not been knowingly disclosed by bidder and will not knowingly be disclosed by bidder prior to the scheduled opening directly or indirectly to any other bidder or competitor;
- C. no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
- D. the only person or persons interested in this bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into; and
- E. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the purchaser for the purpose of doing business.

**IB-17 SOURCE OF SUPPLY AND SUBCONTRACTORS:** Bidders are to complete the Source of Supply and Subcontractors form. This form must be included with bid and must be complete. If there are no sources of supply or subcontractors needed, state "none".

**IB-18 DRUG FREE WORKPLACE FORM/TIE BIDS:** It is strongly suggested that the attached Drug Free Workplace Form be signed and returned with the bid. In the event of a tie bid, the presence of a valid and accurate Drug Free Workplace Form will be used as a basis for awarding a contract to the bidder who submitted the valid and accurate Drug Free Workplace Form. In the event of a tie bid where both or all tied bidders have submitted valid and accurate Drug Free Workplace Forms, award of the contract will be determined by drawing straws, where the bidder drawing the long straw will be the successful bidder.

**IB-19 PUBLIC ENTITY CRIMES:** In accordance with Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list. Bidders shall comply with this provision of the Florida Statutes.

**IB-20 CANCELLATION/TERMINATION OF CONTRACT:** It is the intent of the County to contract with a bidder who can provide prompt and convenient services. The County shall have the right to cancel, terminate or suspend any awarded contract with or without cause, in whole or in part, by providing the



successful bidder/contractor 30 days' written notice of its intent to so cancel, terminate or suspend such contract.

It is expressly understood by the County and the bidder that funding for any successive fiscal years of this contract is contingent upon appropriation of monies by the Levy County Board of County Commissioners. In the event that funds are not available or are not appropriated, the County reserves the right to terminate or suspend any awarded contract. The County will be responsible for payment of any outstanding invoices and work completed by the successful bidder/contractor prior to such termination.

**IB-21 INSURANCE REQUIREMENTS:** Prior to entering issuance of a notice to proceed or purchase order by the County, the contractor shall, at its sole cost and expense, procure and maintain throughout the term of the contract, insurance policies in coverages and limits required below, or to the extent and in such amounts as required and authorized by Florida law. In addition, for those policies that are allowed by law to carry an additional named insured, contractor will provide endorsed certificates of insurance executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, on a standard ACORD form, listing coverages and limits, expiration dates, terms of policies and all endorsements, and shall include the project name on the certificate generated and naming "Levy County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents, and volunteers," as a named, additional insured, as well as furnishing County with a certified copy, or copies, of said insurance policies. In addition, each policy required below shall require that thirty (30) days' prior to expiration, cancellation, non-renewal or any material change in coverages or limits, written notice thereof shall be given to County; in the alternative, the contractor shall provide thirty (30) days' prior written notice of expiration, cancellation, non-renewal or any material change in coverages or limits of any policy required below. Any and all deductibles to any insurance policy shall be the responsibility of the contractor. Said insurance coverages procured by the contractor as required herein shall be considered, and the contractor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance or self-insurance available to County, and that any other insurance or self-insurance available to County shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the contractor as required herein.

Nothing herein shall be construed to extend County's liability beyond that provided in section 768.28, Florida Statutes.

Coverages and limits for the insurance required herein shall be as follows:

- A. **Workers' Compensation:** Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$300,000 each accident.
- B. **Professional Liability/Errors & Omissions Coverage:** Coverage of a minimum one million dollars (\$1,000,000) in coverage for this project.
- C. **Comprehensive General Liability Insurance:** Policies shall include, but not be limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. Combined single limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated. Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage.



- D. **Comprehensive Automobile and Truck Liability:** Policies shall cover owned, hired and non-owned vehicles with minimum limits of \$250,000 per person/\$500,000 each occurrence bodily injury, \$100,000 property damage (\$250,000/\$500,000/\$100,000). Combined single limits of not less than \$500,000 each occurrence will be acceptable unless otherwise stated. Coverage shall be on an "occurrence basis" such insurance to include coverage for loading and unloading hazards.

**IB-22 INDEMNITY:** Any contractor that may enter into a contract as a result of this invitation to bid, shall defend, indemnify and hold harmless County and all of County's elected officials, officers, agents, employees, and volunteers, from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of the contractor or its officers, agents, subcontractors volunteers, or employees in performance or non-performance of its obligations under a contract. The contractor recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of any contract entered into as a result of this invitation to bid. Compliance with any insurance requirements required elsewhere within this invitation to bid or any resulting contract shall not relieve the contractor of its liability and obligation to defend, hold harmless and indemnify County as set forth in this provision.

Nothing herein shall be construed to extend County's liability beyond that provided in section 768.28, Florida Statutes.

**IB-23 TAXES:** Levy County is exempt from Federal Excise and State Sales Taxes. The bidder shall assume liability for Local, State, or Federal Tax that may applicable to the work contemplated by this bid.

**IB-24 EQUAL EMPLOYMENT OPPORTUNITY:** Levy County, in accordance with the provisions of Title VI of The Civil Rights Act of 1964, and the Regulations of the Dept. of Commerce, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this bid, minority business enterprises will be afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All bidders are hereby notified that the successful bidder must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as they may be amended from time to time. Specifically, the successful bidder agrees that:

- A. No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through the contract that may be awarded as a result of this bid.
- B. The successful bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin, or marital status. The successful bidder agrees to post in a conspicuous place,



available to employees and applicants for employment, notices setting forth the provisions of this discrimination clause.

- C. The successful bidder will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin, or marital status.
- D. County may require a successful bidder to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to a contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that the County shall have the right to terminate any contract entered into as a result of this bid upon receipt of evidence of discrimination by the contractor.

**IB-25 ASSIGNMENT:** Any contract that may be entered into as a result of this bid shall not be assigned, transferred or otherwise encumbered under any circumstances by the contractor without the prior written consent of the County.

**IB-26 UNAUTHORIZED ALIEN WORKERS:** Levy County will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 USC Section 1324(3) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The County shall consider employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the contractor of the employment provisions contained in Section 274A(e) of the INA shall be grounds for termination of the contract by the County.

**IB-27 E-VERIFY:** Any contract for goods or services that may be entered into as a result of this bid that is funded by state or federal funds shall contain and is hereby deemed to contain a provision requiring the contractor to utilize the Employment Eligibility Verification Program, the E-Verify Program, through the U.S. Department of Homeland Security, as provided by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. Section 1324a, as amended, to verify the employment of all persons hired by the contractor or any subcontractor during the applicable contract term.



## **TECHNICAL SPECIFICATIONS AND CONDITIONS LEGAL AND OFFICIAL ADVERTISING FOR LEVY COUNTY**

**TS-01 PURPOSE:** It is the intent of the County to award a contract and to secure a firm price for non-exclusive placement in a newspaper of general circulation in the County of official public notices and legal advertisements for Levy County and County departments, and for the Board of County Commissioners to select the newspaper to be used for exclusive placement of advertisements of property with delinquent taxes pursuant to Chapter 50, Florida Statutes, and section 12D-13.036, Florida Administrative Code. The contract and related services will not include any advertisements or notices published or required to be published by any other political subdivision of the State of Florida besides Levy County, or by any Levy County constitutional officer other than the advertisements of property with delinquent taxes to be published by the Levy County Tax Collector pursuant to section 12D-13.036, Florida Administrative Code.

**TS-02 BID PRICES/TERMS OF CONTRACT:** Bid prices shall remain firm and irrevocable from February 1, 2015 through and including January 31, 2019.

The bid prices shall include bidder's cost for all transportation, labor, goods and equipment used in providing all services for publication of official public notices and legal advertisements and providing proofs of publication.

The term "newspaper" as used in these technical specifications and conditions shall mean the bidder submitting a bid in connection with these Bid Documents, or the successful bidder or contractor, as the context indicates.

The term "advertisement" or "advertisements" shall include official public notices, legal advertisements, or other postings desired by the County to be printed in the newspaper.

### **TS-03 SCOPE/REQUIREMENTS FOR BIDDERS AND BIDS:**

- A. The newspaper must be published and distributed at least once a week throughout Levy County, and must be available for sale, distribution and circulation to the general public. The physical plant or business office of the newspaper need not be in Levy County if the newspaper is widely circulated within the County.
- B. The newspaper must contain at least 25% of its words in the English language.
- C. The newspaper must be entered or qualified to be admitted and entered as periodicals/second-class matter at a post office in Levy County.
- D. The newspaper must be for sale to the public generally, be available to the public generally for publication of official or other notices, and must customarily contain information of a public character or of interest or of value to the residents or owners of property in Levy County or of interest or value to the general public.
- E. The newspaper (or its predecessor newspaper) must have been in existence for one year prior to submitting a bid.
- F. The successful bidder shall be capable of receiving advertisements for publication via hard copy, facsimile, or in electronic format via email or other electronic transmission vehicle from various County Departments or the Levy



County Tax Collector, whichever is applicable. The successful bidder must provide written acknowledgement/ confirmation of advertisement, via facsimile or email, to the County Department or Levy County Tax Collector, whichever is applicable, within two (2) hours after the ad has been faxed or electronically transmitted, but no later than 5:00 p.m. on the same day, from the newspaper receiving said advertisement. If the transmission of the advertisement is made after 3:00 p.m., acknowledgement confirmation may be sent by 10:00 a.m. the following business day via facsimile or email.

- G. All advertisements submitted by a County Department to the newspaper by noon on a Monday must be able to be published in the edition of the newspaper for the week beginning the Monday the advertisement is submitted, based on a Monday-Sunday week. All advertisements for property with delinquent taxes submitted by the Levy County Tax Collector by noon on a Friday must be able to be published in the edition of the newspaper for the week following the week the advertisement is submitted, based on a Monday-Sunday week. All advertisements submitted by either a County Department or the Levy County Tax Collector must be available to the County Department or the Levy County Tax Collector for proofreading/review in sufficient time to perform such review prior to publication.
- H. Advertisements must be in a section of the newspaper specific to Levy County, if applicable, and must be placed where readers might reasonably expect to find such legal and official notices. In the event the County Department or Levy County Tax Collector, whichever is applicable, directs placement of an advertisement in a particular section of the newspaper, the advertisement shall be placed in the requested section. In the event any particular advertisement is required by federal, state, or local statute, ordinance, code, rule or regulation to be placed in a particular section of the newspaper, the newspaper shall place such advertisement in the appropriate newspaper section. In the event of a conflict between or among the direction from a County Department or Levy County Tax Collector, and a federal, state, or local statute, ordinance, code, rule or regulation, the newspaper shall bring such conflict to the attention of the County Department or Levy County Tax Collector, whichever is applicable, for resolution.
- I. The newspaper must comply with all federal, state, or local statutes, ordinances, rules, regulations or other requirements regarding advertisements and in the provision of services under this bid and any resulting contract. In submitting a bid, any newspaper certifies that it meets the requirements of Chapter 50, Florida Statutes, regarding publication of advertisements for Levy County and its qualifications for the same.
- J. The newspaper will respond with prices per line for publication in that newspaper for first and subsequent publications of advertisements that meet the minimum requirements set forth in section 50.061(6), Florida Statutes (herein referred to as "line advertisements"), and with prices per inch for publication in that newspaper for first and subsequent publications of advertisements that meet the minimum requirements set forth in section 125.66(4)b.2., Florida Statutes (herein referred to as "display advertisements"). For advertisements that that are required to be published more than once, the cost charged for the second and successive publications shall not be at a rate greater than 85 percent of the original rate. Bid prices shall be submitted in words and figures. In the event of a discrepancy



between the words and figures for any bid price, the words for such bid price shall control. Any illegible bid prices may cause the bid to be rejected by the County.

- K. Any advertisement published in the newspaper pursuant to these specifications shall also be posted on the newspaper's website and the statewide website pursuant to section 50.0211, Florida Statutes, without additional charge.
- L. Affidavits of proof of publication for all advertisements, including but not limited to legal, display and classified ads, must be delivered/received by the requesting County Department or the Levy County Tax Collector, whichever is applicable, within seven (7) days of publication. The requesting County Department or the Levy County Tax Collector, whichever is applicable, must receive affidavit of proof of publication before an invoice is submitted to the County Department or the Levy County Tax Collector, as applicable, for the corresponding advertisement. Invoices must be submitted directly to the County Department or Levy County Tax Collector, as applicable, requesting the advertisement reflected on such invoice.

**TS-04 CRITERIA FOR AWARD:** The County intends to award this bid to the lowest responsive, responsible bidder that meets or exceeds all requirements and specifications, qualified by experience and solvency, with proven reliability and the ability to supply the requested services, whichever is deemed to be in the best interests of the County. In the event that there are differences in the submitted bid prices for the line advertisements and the display advertisements, or in the first or subsequent publication of line or display advertisements, or in any combination of those such that one qualified bidder is the low bidder in one category while another qualified bidder is the low bidder in another category, the qualified lowest bidder in the bid price per line for line advertisements for the first publication shall be the successful bidder.

The County reserves the right to reject the bid of any bidder who has previously failed to perform properly, or on time, contracts of similar nature, or who is not in a position to satisfactorily perform the contract. If, after bid opening, the County deems the lowest bidder non-responsible, such bidder shall receive written notice from the County of this determination. The bidder shall have five business days from the date of such notice to dispute the determination and to provide to the County any additional information it deems relevant regarding the bidder's responsibility. The County shall make a final determination regarding the bidder's responsibility at the time of award of a contract, if any.

Placement of advertisements other than the advertisements for property with delinquent taxes shall be non-exclusive to the successful bidder. The County reserves the right to place any advertisements placed with the successful bidder in another newspaper publication at any time, at the sole discretion of the County.



**BID FORMS**  
**LEGAL AND OFFICIAL ADVERTISING FOR LEVY COUNTY**

TO: County Coordinator  
Board of County Commissioners  
P.O. Box 310  
Bronson, FL 32621

The undersigned, as Bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, Technical Specifications and Conditions, Bid Forms, and any other documentation for

**LEGAL AND OFFICIAL ADVERTISING FOR LEVY COUNTY**

and further agrees to furnish all items listed on the Bid Forms in accordance with the unit prices submitted. The above specified documents are herein incorporated into the Bid Forms and into any contract awarded to the successful bidder.

**NOTE:** Levy County's official bid openings are open to the public. Citizens and submitting bidders are encouraged to attend. However, if you are unable to attend but wish to obtain the unofficial bid results, you may do so by contacting the office of the Board of County Commissioners at the above address. Results may also be obtained by visiting the office of the Board of County Commissioners following the official bid opening.

**GENERAL PROVISIONS:**

If notified of the acceptance of these Bid Forms, the undersigned agrees to execute a contract or acceptance letter, or to accept a purchase order or notice to proceed, for the stated compensation in the form as prescribed by the County, within the time constraints outlined in Instructions to Bidders.

The signature below is a guarantee that the Bidder will not withdraw his/her bid for a period of sixty (60) days after the scheduled time for opening the bids.

The undersigned acknowledges receipt of the following addenda, and the cost, if any, of such revisions has been included in the price bid.

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_;  
Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_;  
Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_.



**BID PRICES:**

**BID PRICES SHALL INCLUDE PRICES FOR OFFICIAL PUBLIC NOTICES AND LEGAL ADVERTISEMENTS AND POSTINGS OF ANY KIND REQUIRED BY THE BOARD OF COUNTY COMMISSIONERS AND COUNTY DEPARTMENTS AND FOR ADVERTISEMENTS OF PROPERTY WITH DELINQUENT TAXES REQUIRED BY THE LEVY COUNTY TAX COLLECTOR**

- 1) **LINE ADVERTISEMENTS**  
(6-point type on 6-point body in accordance with s. 50.061(6), Florida Statutes)

**PRICE PER LINE FIRST PUBLICATION:**

Words: \_\_\_\_\_ Dollars

Figures: \$ \_\_\_\_\_

**PRICE PER LINE FOR EACH SUBSEQUENT PUBLICATION:**

Words: \_\_\_\_\_ Dollars

Figures: \$ \_\_\_\_\_

- 2) **DISPLAY ADVERTISEMENTS**  
(2 columns wide, 10 inches long, 18-point type in accordance with s. 125.66(4)(b)2., Florida Statutes)

**PRICE PER INCH FIRST PUBLICATION:**

Words: \_\_\_\_\_ Dollars

Figures: \$ \_\_\_\_\_

**PRICE PER INCH FOR EACH SUBSEQUENT PUBLICATION:**

Words: \_\_\_\_\_ Dollars

Figures: \$ \_\_\_\_\_



**HOLD HARMLESS AGREEMENT:**

**IN ADDITION TO ANY OTHER HOLD HARMLESS OR OTHER PROVISIONS IN THE BID DOCUMENTS, THE FOLLOWING HOLD HARMLESS PROVISIONS APPLY:** The Bidder, as indicated below, its officers, partners, and members shall, through the signing of this document by any authorized party or agent, indemnify, hold harmless and defend Levy County, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers from all suits, liabilities, damages, claims, losses, costs, demands, and actions, including attorney fees and all costs of litigation and judgment, of every name and description brought against the County as a result of loss, damage or injury to person or property by reason of any act or failure to act by the Bidder, its officers, agents, servants, employees, volunteers, or members.

The Bidder agrees that the first ten dollars (\$10.00) of compensation received under the contract resulting from the Bidder's bid, if successful, represents specific consideration for this indemnification obligation.

**SOURCE OF SUPPLY AND SUBCONTRACTORS:**

The following sources of supply and subcontractors shall be used for the legal and official advertising for Levy County. If the bidder does not have a source of supply or subcontractor, insert "to be determined." When a source or subcontractor is determined, selection will be subject to County approval. If not applicable, state N/A.

Source of Supply	Subcontractor(s)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____



## DRUG FREE WORKPLACE FORM

The undersigned bidder in accordance with Section 287.087, Florida Statutes, hereby certifies that \_\_\_\_\_, the bidder, does:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature \_\_\_\_\_

Dated \_\_\_\_\_



**BIDDER INFORMATION AND SIGNATURE**

**Type of Organization (Please Check One):**

Individual Ownership \_\_\_\_\_

Joint Venture \_\_\_\_\_

Partnership \_\_\_\_\_

Corporation \_\_\_\_\_

Other (describe) \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**Names of all partners (include additional sheet if necessary):** \_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_

**City & State:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Name of person authorized to bind the bidder:**

\_\_\_\_\_

**Title of person authorized to bind the bidder:**

\_\_\_\_\_

**Signature of person authorized to bind the bidder:**

\_\_\_\_\_

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



**Levy County Board of County Commissioners**

**Agenda Item Summary**

**1. NAME/ORGANIZATION/TELEPHONE:**  
 FRED MOODY, COUNTY COORDINATOR

**2. MEETING DATE:**  
 11/8/2016

**3. REQUESTED MOTION/ACTION:**

Request approval of the attached request for Qualifications (RFQ) for Engineers/ Engineering Consultants and to advertise for same. Purpose is to establish a library of pre-qualified providers.

**4. Agenda Presentation**

**Time Requested:** \_\_\_\_\_  
 (Request will be granted if possible)

**ALLOTTED TIME NOT  
 MORE THAN 15 MINUTES**

**5. IS THIS ITEM BUDGETED ( IF APPLICABLE) ? : Yes\_ No\_ IF No, STATE ACTION REQUIRED**

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES\_\_ NO\_\_ BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE

**6. BACKGROUND: ( WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

Request approval of the attached request for Qualifications (RFQ) for Engineers/ Engineering Consultants and to advertise for same. Purpose is to establish a library of pre-qualified providers.

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**

**7. RECOMMENDED APPROVAL AND DATE ( YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
Yes__ No	Yes__ No	Yes__ No	Yes__ No	Yes__ No	Yes__ No

**8. COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED    DATE TO BRING BACK:

OTHER    SPECIFY:



Board of County Commissioners  
Levy County  
P.O. Box 310  
355 South Court Street  
Bronson, Florida 32621  
Request for Qualifications #2016-001

The Levy County Board of County Commissioners will receive sealed proposals from any qualified Engineers/Engineering Consultants who are interested in providing engineering services for the County. Prospective proposers should submit statements of qualification in accordance with RFP requirements to the Office of the Board of Levy County Commissioners, Levy County Courthouse, P.O. Box 310, 355 South Court Street, Bronson, Florida 32621, (352) 486-5217.

A complete scope of services can be obtained from the County Coordinator of Levy County, Florida at (352) 486-5217. If you have any questions, please call Fred Moody, County Coordinator.

Please indicate on the envelope that this is a sealed proposal, the proposal number and what the proposal is for.

Proposals will be received until 3:00 p.m. Tuesday November 29, 2016 at the Office of the Board of County Commissioners, Levy County Courthouse, P.O. Box 310, 355 South Court Street, Bronson, Florida 32621, (352) 486-5217.

The Board of County Commissioners reserves the right to waive informalities in any proposal, to accept and/or reject any or all proposals, and to accept the proposal that in their judgement will be in the best interest of Levy County.



SECTION 1 – INTRODUCTION

Levy County, Florida (“County”), through its Board of County Commissioners (“Board”) is conducting a Request for Qualifications (“RFQ”) for Engineering Services. Statement(s) of Qualifications in response to the RFQ (sometimes referred to herein as “proposal” or plural “proposals”) are anticipated from engineering firms (“Firms” or singular “Firm”) interested in providing services to the County on a variety of projects as described in Section 5, Scope of Work, and in this RFQ. Contracts may be issued for general engineering services and/or for specific areas of expertise to Firms that are selected for award of such contracts (“Qualified Firms” or singular “Qualified Firm”). Firms are not required to have expertise in all of the professional services under the Scope of Work.

The County anticipates qualifying and negotiating contracts with a minimum of three (3) or more Qualified Firms through the process described in this RFQ. Qualified Firms selected through this RFQ will remain qualified for the term of their contracts, contingent on the retention of key personnel identified in their RFQ.

An initial contract shall be for a period of three (3) years with an option for a two (2) year extension. If the option is exercised, all work associated with the Task Assignments issued under this RFQ must be completed within the five (5) year contract term, unless the Task Assignment is unavoidably delayed. A Task Assignment may not be issued for work that exceeds the expiration date of the contract.

This RFQ does not provide any guarantees regarding the quantity or dollar amount of Task Assignments that may be issued under any contract awarded pursuant to this RFQ. The successful award of a contract DOES NOT guarantee that any individual Task Assignment will be given.

This RFQ is in accordance with and pursuant to Section 287.055, F.S., “Consultants’ Competitive Negotiation Act” (“CCNA”).

SECTION 2 – PROPOSED SCHEDULE

November 8, 2016	Release of Request for Qualifications.
November 29, 2016	Responses to RFQ/proposals due prior to 3:00 p.m. at the Office of the Levy County Board of County Commissioners in Bronson. Opening of proposals will occur at this time.
December 6, 2016	Evaluation of proposals/interviews by Board of County Commissioners and Board selection of Qualified Firms.

SECTION 3 – INSTRUCTION TO FIRMS

STATEMENT OF QUALIFICATIONS SUBMITTAL

Firms shall submit one original and ten (10) copies of their Statement of Qualifications/proposal. The volume of information to provide is up to the Firm’s discretion. The Statement of Qualifications shall include information to enable the County to evaluate the Firm, including, but not limited to:



1. Company Overview
2. Organizational Chart
3. Resumes of Key Personnel Available to the County
4. Resumes of Sub-Consultants (Surveyor, etc.)
5. Describe Past Relevant Projects by the Key Personnel
6. Demonstrate Willingness to Meet Time and Budget Requirements
7. Identify the Location of the Firm and its Branch Offices
8. Describe Recent, Current, and Projected Work Loads
9. Certified Minority Business Enterprise Statement
10. Public Entity Crime Statement
11. Completed Appendices A through F

Questions Related to Qualifications Submittal:

All questions shall be emailed to Fred Moody, County Coordinator ([moody-fred@levycounty.org](mailto:moody-fred@levycounty.org)) no later than ten (10) working days prior to the RFQ opening. Inquiries shall reference the date of RFQ opening, RFQ title and number.

Delivery of Statement of Qualifications/Proposals:

Fred Moody, County Coordinator  
Levy County Board of County Commissioners  
Levy County Courthouse  
P.O. Box 310  
355 South Court Street  
Bronson, Florida 32621  
Phone: (352) 486-5217

**Proposals are due at the above address by 3:00 p.m. November 29, 2016.**

Proposals received after this time, for any reason, will be rejected. Proposals must be hard copy. FAX transmittals will not be accepted.

All proposals shall be submitted in sealed envelopes with the RFQ number 2016-001 and proposal opening time and date (3:00 p.m. November 29, 2016) clearly marked in large, bold and/or colored lettering. Proposals delivered in an envelope not properly marked with the proposal number and proposal opening date and time that are inadvertently opened by County personnel will not be considered. Proposals shall be hand-delivered or mailed, preferably by registered or certified mail. In order to ensure a timely submittal, proposals submitted by USPS should be sent in time for delivery the day prior to the due date. No common carrier guarantees next day delivery to the Office of the Board of County Commissioners.

SECTION 4 – KEY POINTS

Evaluation by County:

In determining whether a Firm is qualified, the County shall consider such factors as the ability, capability and adequacy of the professional personnel; whether a Firm is a certified minority business enterprise; past performance; experience of the Firm; willingness to meet time and budget requirements; location; recent, current and projected workloads of the Firms; and the volume of work previously awarded to each



Firm by the County with the object of effecting an equitable distribution of contracts among qualified Firms, provided such distribution does not violate the principle of selection of the most highly qualified Firms. A contract will be negotiated with all Qualified Firms selected by the County. No work shall be performed until a Task Assignment is issued.

The Board shall evaluate the proposals received that meet all the minimum proposal requirements. The Board shall conduct discussions with, and may require public presentations of, all Firms whose proposals meet all the minimum proposal requirements, which shall be no less than three (3) Firms, regarding their qualifications, approach to the Scope of Work, and ability to furnish any required services. The County shall not be responsible for any expenses incurred for public presentations. Pursuant to section 286.0113(2), Fla. Stat. (2011), any portion of a meeting at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from public meeting requirements. The County encourages transparent and open meetings and decision-making. As a result, the County waives the exemptions contained in section 286.0113(2), Fla. Stat., and hereby notifies all proposers that any discussions or presentations made by proposers pursuant to this RFQ, or any meeting of the Board at which a proposer answers questions as part of this RFQ process, shall be open to the public and shall meet public meeting law requirements. The Board may require any additional information or input at its discretion, prior to making its selection of Qualified Firms. The final selection of successful Qualified Firms will be made by the Board.

The Board reserves the right to reject any proposal, or any part of a proposal, reject all proposals, to waive any irregularities in any proposals, and to award any contract to a Firm as deemed to be in the best interests of the County. The County shall be the sole judge as to the merits of a proposal, and any resulting agreement; the County's decisions will be final.

Evaluation Criteria:

Firms shall provide a maximum two-page introductory letter including statement in descending order of abilities for the eleven (11) engineering discipline services listed as the engineering services being sought by County in Section 5, Scope of Work, for the County's consideration. If the Firm does not provide one or more of the services, that must be noted in the statement. The remaining information shall be bound, and the sections should conform to the following headings, on which the proposal will be evaluated:

1. Relevant Company Experience (35%)

This section must include:

- A statement/declaration as to why your Firm is interested in working for the County, what it has to offer the County and why the County should select your Firm;
- A listing of recent relevant project experience, categorized to suit the engineering services to be provided to the County.
- Project descriptions including a summary of scope, location, construction value, length of time from design to completion of construction, key personnel and client contact;
- Minimum of three (3) government client contact/references over the past five (5) years for work similar to the engineering services to be provided to the County.

2. Personnel (30%)

This section must include:



- Identification and brief description of experience of key company personnel, and project managers, categorized to suit the various engineering disciplines. Resumes to be included at the conclusion of this section;
- Identification of any sub-consultants and their areas of expertise;
- Identification of whether Firm is a minority business enterprise, and any supporting documentation for such classification.

### 3. Quality Control (20%)

This section must include:

- The company's strategy for maintaining cost and quality control on its projects;
- Key personnel involved in maintaining cost and quality control.

### 4. Demonstrated Capability to Perform Project (15%)

This section must include:

- Familiarity with County and local area;
- Describe in narrative format how the consultant will approach the implementation process and provide the required services described herein.

#### Americans With Disabilities Act:

The County does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact Fred Moody, County Coordinator, at (352) 486-5217.

#### Non-discrimination/Minority Business Enterprises:

The County recognizes fair and open competition as a basic tenet of public procurement. Firms doing business with the County are prohibited from discrimination on the basis of race, color, creed, national origin, handicap, age, or sex. The County encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

#### Drug Free Workplace Act:

The Firms shall certify that they have established a drug free workplace.

#### Public Entity Crime:

Section 287.133(2)(a), Florida Statutes, states "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list." In submitting a proposal, a Firm certifies that it is not on the convicted vendor list.



Insurance Requirements:

If selected for award of contract, Qualified Firms shall represent and guarantee that all employees, agents, servants or representatives of the Qualified Firm, and all employees, agents, servants, or representatives of subcontractors are covered by worker's compensation insurance. Prior to entering into contract with the County, a Qualified Firm agrees to furnish the County certificates of insurance on all insurance, naming Levy County, its officers, agents, officials, employees and volunteers as additional insured for items 2 and 3 below, providing evidence that the Qualified Firm has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:

1. Workers' compensation insurance as required above;
2. Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by the Qualified Firm to provide the services requested by the County;
3. General liability insurance for all services rendered by the Qualified Firm for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate; and,
4. Professional liability insurance, the limits shall be a minimum of \$1,000,000 per occurrence and \$1,000,000 general aggregate.

The certificate of insurance shall also provide that the County shall be notified in writing by the carrier at least 30 days prior to any cancellation of said insurance. A Qualified Firm shall also provide certificates of insurance for increased coverages or amounts of insurance for any specific Task Assignment, if required by the County.

Rejection of Responses:

The County reserves the right to reject any and all proposals submitted in response to the County's RFQ. The County also reserves the right to waive any minor deviations in an otherwise valid proposal.

Renewal of Contract:

The initial contract shall be for a period of three (3) years with an option for a two (2) year extension. If the option is exercised, all work associated with the Task Assignments issued under this RFQ must be completed within the five (5) year contract term, unless the Task Assignment is unavoidably delayed. A Task Assignment may not be issued for work that exceeds the expiration date of the contract.

SECTION 5 – SCOPE OF WORK

The County is conducting this RFQ from the professional consulting community to provide engineering services related to the following:

1. Roadway and bridge design
2. Storm water and flood plain management
3. Project planning and management
4. Survey services
5. Construction Engineering and Inspection
6. Environmental engineering
7. Site planning and design
8. Parks and Recreational facilities



9. Traffic planning
10. Permitting (local, state and federal)
11. Funding assistance

The objective of this solicitation is to obtain the services of multiple consultants with the capability to provide a variety of professional services. Depending on the proposals received by the County, contracts may be issued for general engineering services and/or for specific areas of expertise. Firms must have the ability to perform in one or more of these areas of expertise. Firms will only be eligible for contracts for those services for which they seek to be qualified under this RFQ. Firms are not required to have expertise in all of the types of professional services under the Scope of Work.

Task Assignments issued under contracts awarded pursuant to this RFQ are limited to projects in which the estimated construction cost for each individual project does not exceed \$2 million and for a study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000. Work that exceeds these monetary caps will be solicited through a Request for Proposal (RFP) or Request for Qualifications or other solicitation process pursuant to the provisions of the CCNA or awarded to a contractor with a continuing contract in the relevant area. The County reserves the right to issue a separate solicitation for any professional services it requires at its discretion, whether or not a Task Assignment could be awarded for such services pursuant to this RFQ. The award of a contract as a result of this RFQ does not guarantee that any quantity or dollar amount of Task Assignments will be given to the Qualified Firm or guarantee that any particular Task Assignment or type of Task Assignment will be given to such Qualified Firm.

The County and each Qualified Firm will enter into a contract for the types of professional services awarded to the Qualified Firm. Task Assignments will be issued to Qualified Firms on an as-needed basis. The County will issue a Task Assignment to the Qualified Firm deemed to be the most qualified by the County in its sole judgment and discretion. Factors that will be considered by the County in making this determination include, but are not limited to, familiarity with the geographical area of the project; past performance; availability and ability of professional personnel; and ability to perform tasks in a timely manner; and the volume of work previously awarded to each Firm by the County with the object of effecting an equitable distribution of contracts among qualified Firms, provided such distribution does not violate the principle of selection of the most highly qualified Firms. If, in the opinion of the County, two or more Qualified Firms are equally qualified for a Task Assignment, the County will consider the volume of work previously issued to each Firm under this RFQ to effect an equitable distribution of work.

At that time each Task Assignment is identified, a proposed scope of work and general project schedule will be provided to the Qualified Firm. The Qualified Firm will then provide a detailed scope of work, and a project and staffing schedule that conforms to the County's project and schedule requirements. A fixed price for the scope will be negotiated based on the predetermined fee schedule (hourly labor rates and unit pricing) included in the contract with the Qualified Firm. Depending on the nature of the service requirement, some Task Assignments may be billable on a time and materials basis with a not to exceed amount, subject to completion of designated milestones and documentation of hours expended. Final payment in all cases will be subject to successful completion of Task Assignments and the County's acceptance of deliverables and project milestones, in accordance with the terms of the contract and the Task Assignment.



No work is authorized until such time as the Task Assignment is fully executed by the County and the Qualified Firm. Any work to be provided under a proposed revision to a Task Assignment is not authorized until the Task Assignment amendment is fully executed by the County and the Qualified Firm.

Qualified Firms Shall:

- Provide timely delivered services and resources;
- Supervise consulting and subcontractor staff including oversight of their work and performance;
- Manage the project (timelines, budget, deliverables, contingencies) and track the progress;
- Quality assure all deliverables;
- Communicate regularly with County project managers; and
- Professionally communicate with the public and represent the County regarding the project as requested.











APPENDIX C  
ETHICS CLAUSE

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, member of congress, any officer or employee of congress, or any employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with any federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Individual

\_\_\_\_\_  
Name of Firm/Proposer Company/Organization

\_\_\_\_\_  
Address of Firm/Company/Organization

\_\_\_\_\_  
City/State



APPENDIX D  
CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposals or bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All proposers must disclose whether any officer, partner, director or proprietor is the spouse or child of one of the members of the Board of County Commissioners. All proposers must disclose the name of any County officer or employee who owns, directly or indirectly, any interest of five percent (5%) or more in the firm or any of its branches or affiliates. All proposers must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind in connection with the response to this RFQ. All proposers are also required to include a disclosure statement of any potential conflicts of interest that the proposer may have due to other clients, contracts, or interests associated with the performance of services under this RFQ and any resulting agreement. Use additional sheets if necessary.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

\_\_\_\_\_

Names of Officer, Partner, Director or Proprietor who is the spouse or child of a Board member:

\_\_\_\_\_

Names of County Officer or Employee that owns 5% or more in Proposer's Firm:

\_\_\_\_\_

Names of applicable person(s) who have received compensation:

\_\_\_\_\_

Description of potential conflict(s) with other clients, contracts or interests:

\_\_\_\_\_  
\_\_\_\_\_

None of the above applicable: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Proposer Name

\_\_\_\_\_  
Date



APPENDIX E  
DRUG FREE WORKPLACE CERTIFICATION

The undersigned in accordance with Section 287.087, Florida Statutes hereby certifies that the Firm/Proposer does the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or no contest to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Firm/proposer complies fully with the above requirements.

\_\_\_\_\_  
Firm/Proposer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



## APPENDIX F REFERENCE FORM

Use of this form for references is OPTIONAL; however, all Firms/proposers must provide references from current clients or former clients with whom they have provided similar services.

\_\_\_\_\_  
Firm/Proposer Name

Firms/Proposers are required to submit references with their response with which they have provided similar services as requested in this solicitation. Firms/Proposers may use this attachment to provide the required reference information. Attach additional sheets as necessary. Levy County reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge.

Company Name:
Address:
Contact Name(s):
Phone:
Email:
Description of Work:
Services Dates:

Company Name:
Address:
Contact Name(s):
Phone:
Email:
Description of Work:
Services Dates:

Company Name:
Address:
Contact Name(s):
Phone:
Email:
Description of Work:
Services Dates:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title



**Levy County Board of County Commissioners**

**Agenda Item Summary**

1. **NAME/ORGANIZATION/TELEPHONE:**

FRED MOODY, COUNTY COORDINATOR

2. **MEETING DATE:**

11/8/2016

3. **REQUESTED MOTION/ACTION:**

Request appointing Wilbur Dean Interim County Coordinator during transition process.

4. **Agenda Presentation**

**Time Requested:** \_\_\_\_\_

(Request will be granted if possible)

**ALLOTTED TIME NOT  
MORE THAN 15 MINUTES**

5. **IS THIS ITEM BUDGETED ( IF APPLICABLE ) ? : YES\_ NO\_ IF NO, STATE ACTION REQUIRED**

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES\_\_ NO\_\_      BUDGET OFFICER APPROVAL \_\_\_\_ DATE

6. **BACKGROUND: ( WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED )**

Request appointing Wilbur Dean Interim County Coordinator during transition process.

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**

7. **RECOMMENDED APPROVAL AND DATE ( YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED )**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES__ NO	YES__ NO	YES__ NO	YES__ NO	YES__ NO	YES__ NO

8. **COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED      DATE TO BRING BACK:

OTHER      SPECIFY:



**Levy County Board of County Commissioners**

**Agenda Item Summary**

**1. NAME/ORGANIZATION/TELEPHONE:**

FRED MOODY, COUNTY COORDINATOR

**2. MEETING DATE:**

11/8/2016

**3. REQUESTED MOTION/ACTION:**

Update on review of County Commission Board Meeting Schedules/Times.

**4. Agenda Presentation**

**Time Requested:** \_\_\_\_\_

(Request will be granted if possible)

**ALLOTTED TIME NOT  
MORE THAN 15 MINUTES**

**5. IS THIS ITEM BUDGETED ( IF APPLICABLE ) ? : YES \_ NO \_ IF NO, STATE ACTION REQUIRED**

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES \_ NO \_ BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE

**6. BACKGROUND: ( WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED )**

Update on review of County Commission Board Meeting Schedules/ Times.

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**

**7. RECOMMENDED APPROVAL AND DATE ( YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED )**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES _ NO	YES _ NO	YES _ NO	YES _ NO	YES _ NO	YES _ NO

**8. COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED      DATE TO BRING BACK:

OTHER      SPECIFY:





**Small County Commissions 2014-15**

**County Commissioners and Staff Contacts in Counties  
< 150,000 populations**

**Effective November 18, 2014**



## Small County Commissions 2014-15

### County Commissioners and Staff Contacts in Counties < 150,000 populations

MEMBER COUNTIES UNDER 150,000 POP.	Commissioners in Member Counties <i>Commissioners elected in 2014 Italicized</i>	Staff Liaisons in Member Counties
Baker County Commission – 1st Tue. 5pm  3rd Tue. 5pm	District 1 – James Croft District 2 – Jimmy Anderson District 3 – Gordon Crews District 4 – <i>James Bennett</i> District 5 – Mark Hartley	County Manager – CJ Thompson
Bradford County Commission – 1st Mon. 9:30am  3rd Thur. 6:30pm	District 1 – Ross Chandler District 2 – <i>Kenny Thomas</i> District 3 – Lila Sellars District 4 – Daniel Riddick District 5 – Eddie Lewis	County Manager – Brad Carter
Calhoun County Commission - 2nd Tue. 6pm  4th Tue. 6pm	District 1 – Marion Lee Brown District 2 – Darrell McDougal District 3 – Lee Shelton District 4 – <i>Dennis Jones</i> District 5 – Thomas G. Flowers	Commission Contact – Joe Wood
Citrus County Commission - 2nd Tue. 1pm  4th Tue. 1pm	District 1 – Dennis Damato District 2 – <i>Ronald Kitchens, Jr.</i> District 3 – Joe Meek District 4 – <i>Scott Carnahan</i> District 5 – Scott Adams	County Administrator – Brad Thorpe
Columbia County Commission – 1st Thur. 5:30pm  3rd Thur. 5:30pm	District 1 – Ronald Williams District 2 – Rusty DePratter District 3 – Sylvester Nash District 4 – <i>Everett Phillips</i> District 5 – Scarlet Parnell Frisina	County Coordinator – Dale Williams
DeSoto County Commission 2nd Tue. 9am  4th Tue. 3 & 6:30pm	District 1 – Buddy Mansfield District 2 – Jim Selph District 3 – Gabriel Quave District 4 – Elton Langford District 5 – Bob Miller	County Administrator – Mandy Hines
Dixie County Commission – 1st Thur. 10am  3rd Thur. 6pm	District 1 – Wade Higginbotham District 2 – <i>W. C. Mills</i> District 3 – Jody Robson District 4 – Jason Hollifield District 5 – James Ronnie Edmonds	County Coordinator – Mike Cassidy
Flagler County Commission – 1st Mon. 9am  3rd Mon. 5pm	District 1 – Charles F. Ericksen, Jr District 2 – Frank J. Meeker District 3 – Barbara Revels District 4 – Nathan McLaughlin District 5 – George Hanns	County Administrator – Craig Coffey
Franklin County Commission – 1st Tue. 9am  3rd Tue. 9am	District 1 – Pinki Jackel District 2 – Cheryl Sanders District 3 – Noah Lockley, Jr. District 4 – Smokey Parrish District 5 – William Massey	County Staff Liaison – Alan Pierce
Gadsden County Commission – 1st Tue. 6pm  3rd Tue. 6pm	District 1 – Eric Hinson District 2 – <i>Anthony Viegbesie</i> District 3 – Gene Morgan District 4 – Brenda Holt District 5 – Sherrie Taylor	County Manager – Robert Presnell



MEMBER COUNTIES UNDER 150,000 POP.	Commissioners in Member Counties <i>Commissioners elected in 2014 Italicized</i>	Staff Liaisons in Member Counties
Gilchrist County Commission - 1st Mon. 2pm 3rd Mon. 4pm	District 1 - Sharon Langford District 2 - D. Ray Harrison District 3 - Todd Gray - New District 4 - <i>Marion Potevant</i> District 5 - Kenrick Thomas	County Administrator - Bobby Crosby
Glades County Commission - 2nd Tue. 9am 4th Mon. 6pm	District 1 - <i>Weston Pryor</i> District 2 - Donna Storter-Long District 3 - Paul Beck District 4 - <i>John Ahern</i> District 5 - Tim Stanley	County Manager - Paul Carlisle
Gulf County Commission - 2nd Tue. 9am 4th Tue. 9am	District 1 - Carmen McLemore District 2 - Ward McDaniel District 3 - Joanna Bryan District 4 - <i>Sandy Quinn</i> District 5 - Warren Yeager	County Administrator - Don Butler
Hamilton County Commission - 1st Tue. 9am 3rd Tue. 6pm	District 1 - Beth Burnam District 2 - Joshua Smith District 3 - Robert Brown District 4 - Randy Ogburn District 5 - Harry Oxendine	County Coordinator - Louie Goodin
Hardee County Commission - 1st Thur. 8:30am 3rd Thur. 6pm	District 1 - Colon Lambert District 2 - Sue Birge District 3 - Rick Knight District 4 - <i>Russell Melendy</i> District 5 - Mike Stuart Thompson	County Manager - Lex Albritton
Hendry County Commission - 2nd Tue. 5pm 4th Tue. 5pm	District 1 - Janet Taylor District 2 - Darrell Harris District 3 - Don Davis District 4 - Michael Swindle District 5 - Karson Turner	County Administrator - Charles Chapman
Highlands County Commission - 1st Tue. 9am 3rd Tue. 9am	District 1 - Jim Brooks District 2 - Donald Elwell District 3 - Ron Handley District 4 - Jack L. Richie District 5 - R. Greg Harris	County Administrator - June Fisher
Holmes County Commission - 2nd Tue. 9am Last Tue. 6pm	District 1 - Bobby Sasnett District 2 - <i>Mickey Locke</i> District 3 - David Whtaker District 4 - <i>Danny Powell</i> District 5 - Bill Parish	County Contact - Wendell Whitehurst
Jackson County Commission - 2nd Tue. 9am 4th Tue. 6pm	District 1 - Willie Spires District 2 - <i>Clint Pate</i> District 3 - Chuck Lockey District 4 - <i>Eric Hill</i> District 5 - J. Kenneth Stephens	County Administrator - Ted Lakey
Jefferson County Commission - 1st Tue. 9am 3rd Tue. 6pm	District 1 - Benjamin Bishop District 2 - <i>Gene Hall</i> District 3 - Hines Boyd District 4 - Betsy Barfield District 5 - Stephen Walker	County Coordinator - Parrish Barwick



MEMBER COUNTIES UNDER 150,000 POP.	Commissioners in Member Counties <i>Commissioners elected in 2014 Italicized</i>	Staff Liaisons in Member Counties
Suwannee County Commission – 1st Tue. 6pm 3rd Tue. 6pm	District 1 – Jason Bashaw District 2 – Clyde Fleming District 3 – Richard Gamble District 4 – <i>Larry Sessions</i> District 5 – Wesley Wainwright	County Coordinator – Randy Harris
Taylor County Commission – 1st Mon. 6pm 3rd Tue. 6pm	District 1 – Malcolm Page District 2 – Jim Moody District 3 – Jody James DeVane District 4 – Pam Feagle District 5 – Patricia Patterson	County Administrator – Dustin Hinkel
Union County Commission – 3rd Mon. 6pm	District 1 – Karen Cossey District 2 – <i>Woody Kitler</i> District 3 – Jimmy Tallman District 4 – Wayne Smith District 5 – Travis “Willie” Croft	County Contact – Michael Thurmon
Wakulla County Commission – 1st Mon. 5pm 3rd Mon. 5pm	District 1 – Ralph Thomas, Jr. District 2 – Randy Merritt District 3 – Howard Kessler District 4 – Jerry Moore District 5 – Richard Harden	County Administrator – David Edwards
Walton County Commission – 2nd Tue. 4pm 4th Tue. 9am	District 1 – William Chapman District 2 – <i>Cecelia Jones</i> District 3 – Bill Imfeld District 4 – Sara Comander District 5 – Cindy Meadows	County Administrator – Larry Jones
Washington County Commission 3rd Tue. 9am	District 1 – Alan T. Bush District 2 – <i>Charles Kent</i> District 3 – Charles Brock District 4 – Todd Abbott District 5 – Lynn West Gothard	County Administrator – Steve Joyner
ASSOCIATE MEMBER		
Clay County Commission	District 1 – Wendell Davis District 2 – <i>Wayne Bolla</i> District 3 – Diane Hutchings District 4 – <i>Gavin Rollins</i> District 5 – Ronnie Robinson	County Administrator – Stephanie Kopelousos
NON-PARTICIPATING SMALL COUNTIES		
Indian River Commission –	District 1 – Wesley Davis District 2 – Joseph Flescher District 3 – Tom Zorc District 4 – Peter O'Brien District 5 – Bob Solari	County Administrator – Joseph Baird
Sumter County Commission –	District 1 – Al Butler District 2 – Doug Gilpin District 3 – Don Burgess District 4 – Garry Breeden District 5 – Don Hahnfeldt	County Administrator – Bradley Arnold



*Levy County Board of County Commissioners*

*Agenda Item Summary*

1. NAME/ORGANIZATION/TELEPHONE:

WILBUR DEAN, ASSISTANT TO THE COUNTY COORDINATOR

2. MEETING DATE:

11/8/2016

3. REQUESTED MOTION/ACTION:

Request approval of Proclamation 2016-071 proclaiming November 17, 2016 as World Pancreatic Cancer Day.

4. Agenda Presentation

Time Requested: \_\_\_\_\_

(Request will be granted if possible)

ALLOTTED TIME NOT  
MORE THAN 15 MINUTES

5. IS THIS ITEM BUDGETED ( IF APPLICABLE) ? : YES\_ No\_ IF NO, STATE ACTION REQUIRED

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES\_\_ NO\_\_ BUDGET OFFICER APPROVAL \_\_\_\_ DATE

6. BACKGROUND: ( WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)

Request approval of Proclamation 2016-071 Proclaiming November 17, 2016 as World Pancreatic Cancer Day

ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED

7. RECOMMENDED APPROVAL AND DATE ( YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
Yes__ No	Yes__ No	Yes__ No	Yes__ No	Yes__ No	Yes__ No

8. COMMISSION ACTION:

APPROVED

DENIED

DEFERRED      DATE TO BRING BACK:

OTHER      SPECIFY:



**PROCLAMATION 2016-071**

**A PROCLAMATION OF THE BOARD OF COUNTY COMMISSIONERS,  
LEVY COUNTY, FLORIDA PROCLAIMING NOVEMBER 17, 2016 AS  
"WORLD PANCREATIC CANCER DAY."**

**WHEREAS**, in 2016, an estimated 53,070 people in the United States will be diagnosed with pancreatic cancer, one of the deadliest cancers, and 41,780 will die from the disease; and

**WHEREAS**, pancreatic cancer surpassed breast cancer this year to become the third leading cause of cancer death in the United States, and it is projected to become the second leading cause by 2020; and

**WHEREAS**, pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just eight percent; and

**WHEREAS**, when symptoms of pancreatic cancer present themselves, it is generally in later stages, and 71 percent of pancreatic cancer patients die within the first year of their diagnosis; and

**WHEREAS**, approximately 3,080 deaths will occur in Florida in 2016; and

**WHEREAS**, pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world; and

**WHEREAS**, there will be an estimated 418,451 new pancreatic cancer cases diagnosed worldwide in 2016; and

**WHEREAS**, the good health and well-being of the residents of Levy County are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.

**THEREFORE, BE IT PROCLAIMED** by the Board of County Commissioners of Levy County, Florida that the 17<sup>th</sup> day of November, 2016 is designated in Levy County as:

***"World Pancreatic Cancer Day"***

**DULY ADOPTED** this the 8<sup>th</sup> day of November, 2016.



**BOARD OF COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA**

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John Meeks, Chairman

**ATTEST:** Clerk of the Circuit Court and  
Ex-Officio Clerk to the Board

---

Danny J. Shipp

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:



---

Anne Bast Brown, County Attorney

Z:\proc\pancreatic awareness\_nov 17 2016  
LR2016-092



## Levy County Board of County Commissioners

### Agenda Item Summary

1. **NAME/ORGANIZATION/TELEPHONE:**

Levy County Parks and Recreation

2. **MEETING DATE:**

November 8, 2016

3. **REQUESTED MOTION/ACTION:**

Approval of Quote from Marlin Marine to perform repairs to Waccasassa Channel Markers

4. **Agenda Presentation**

Time Requested:      10

min.     

(Request will be granted if possible)

ALLOTTED TIME Not MORE THAN 15

5. **Is THIS ITEM BUDGETED (IF APPLICABLE) ?:** Yes      No      IF NO, STATE ACTION

REQUIRED

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: Yes      No      BUDGET OFFICER APPROVAL      DATE     

6. **BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

Marlin Marine Construction, who previously installed Channel Markers last November 2015, has quoted on the repair and replacement of Waccasassa Channel Markers that were destroyed during Hurricane Hermine.

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**

7. **RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
Yes <u>X</u> No	Yes <u>    </u> No	Yes <u>    </u> No	Yes <u>    </u> No	Yes <u>    </u> No	Yes <u>    </u> No

8. **COMMISSION ACTION:**

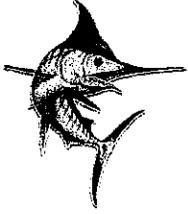
     APPROVED

     DENIED

     DEFERRED    DATE TO BRING BACK:

     OTHER    SPECIFY:





**MARLIN MARINE CONSTRUCTION, INC.**  
 10330 W YULEE DR  
 HOMOSASSA, FL 34448-3850  
 352-621-4954

**Estimate 1287**

**ADDRESS**

Levy County BOCC  
 355 S Court St  
 Bronson, FL 32621

<b>DATE</b> 10/26/2016	<b>TOTAL</b> \$25,000.00	<b>EXPIRATION DATE</b> 11/26/2016
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**ACTIVITY**

**QTY**

**RATE**

**AMOUNT**

**Waccasassa Bay Channel Markers**

1. Labor & material to replace 7 new channel markers #'s 5,9,13,15,21,25 & 29
2. Reconstruct & Replace 5 new Dayboard Signs #'s 11,17,26,27 & 32
3. Install new Dayboard sign marker # 23

Total Price	1	25,000.00	25,000.00
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<b>TOTAL</b>	<b>\$25,000.00</b>
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THANK YOU.

Accepted By

Accepted Date



## Levy County Parks & Mosquito Control Department

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**From:** Matt Weldon  
**Sent:** Wednesday, October 26, 2016 3:23 PM  
**To:** Levy County Parks & Mosquito Control Department  
**Subject:** Fwd: Estimate 1287 from MARLIN MARINE CONSTRUCTION, INC.  
**Attachments:** Estimate\_1287\_from\_MARLIN\_MARINE\_CONSTRUCTION\_INC.pdf; ATT00001.htm

Matt

Begin forwarded message:

**From:** "Davis, Jr., Robert" <[rhodavis@Dewberry.com](mailto:rhodavis@Dewberry.com)>  
**Date:** October 26, 2016 at 2:09:15 PM EDT  
**To:** Matt Weldon <[weldon-matt@levycounty.org](mailto:weldon-matt@levycounty.org)>, Fred Moody <[moody-fred@levycounty.org](mailto:moody-fred@levycounty.org)>, Wilbur Dean <[dean-wilbur@levycounty.org](mailto:dean-wilbur@levycounty.org)>  
**Subject:** FW: Estimate 1287 from MARLIN MARINE CONSTRUCTION, INC.

Hi Matt:

Attached is the quote from Marlin Marine to complete the proposed work. They told me they will use 30 foot piles this time and the cost includes that.

They also wanted to know when you think you would want them to deploy. As the year comes to an end the weather gets progressively worse.

Thanks,

Rob

Rob Davis, PE  
Cell: 904.382.2286

**From:** MARLIN MARINE CONSTRUCTION, INC. [<mailto:quickbooks-email@intuit.com>]  
**Sent:** Wednesday, October 26, 2016 2:05 PM  
**To:** Davis, Jr., Robert <[rhodavis@Dewberry.com](mailto:rhodavis@Dewberry.com)>  
**Subject:** Estimate 1287 from MARLIN MARINE CONSTRUCTION, INC.

**This message originated from outside your organization**

---

Dear Levy County BOCC,

Please review the estimate below. Feel free to contact us if you have any questions.  
We look forward to working with you.

Thanks for your business!  
MARLIN MARINE CONSTRUCTION, INC.



----- Estimate Summary -----

Estimate # : 1287

Estimate Date: 10/26/2016

Expiration Date: 11/26/2016

Total: \$25,000.00

The complete version has been provided as an attachment to this email.

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Visit Dewberry's website at [www.dewberry.com](http://www.dewberry.com)

If you've received this email even though it's intended for someone else, then please delete the email, don't share its contents with others, and don't read its attachments. Thank you.



**Levy County Board of County Commissioners**  
**Agenda Item Summary**

**1. DEPARTMENT MAKING REQUEST/NAME/EXTENSION:**

DEPARTMENT OF PUBLIC SAFETY

**2. MEETING DATE:**

November 8, 2016

**3. REQUESTED MOTION/ACTION:**

The Department of Public Safety is presenting our Quarterly Report update for the second, third, and fourth quarters of FY 2015/2016.

**4. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No  IF NO, STATE ACTION REQUIRED

N/A

DETAILED ANALYSIS ATTACHED?: Yes  No  BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

**5. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

The Department of Public Safety is presenting our quarterly report update to disseminate information on the operational and administrative accomplishments and changes the Department has undergone in the last 3 quarters of FY 2015/2016.

DEPARTMENT DIRECTOR	BOCC CHAIR	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				

**7. COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED DATE TO BRING BACK:

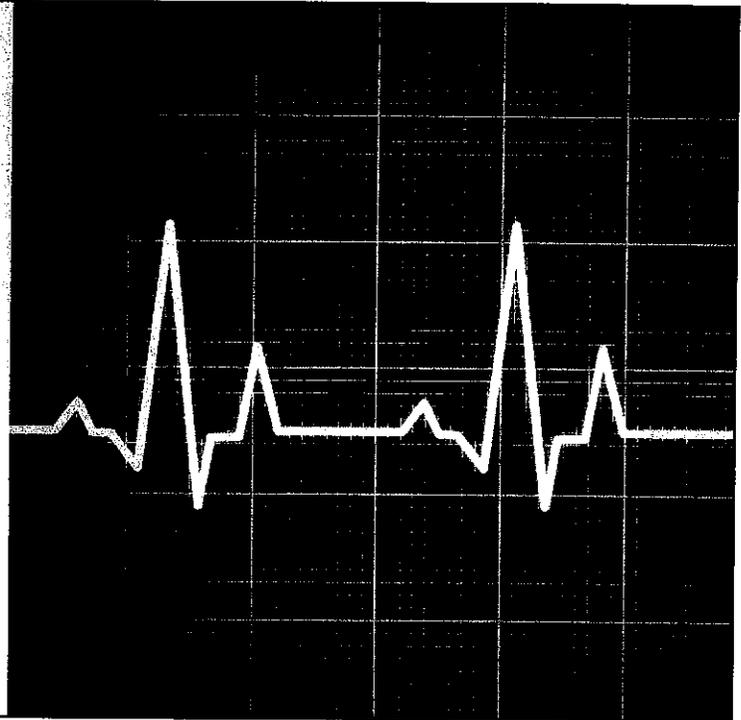
OTHER SPECIFY:



# LCDPS Quarterly Reports Update

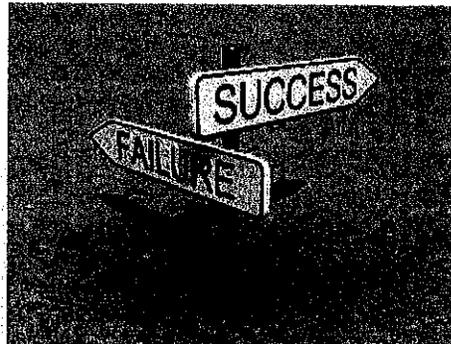


JANUARY - SEPTEMBER, 2016



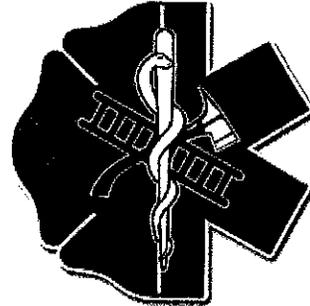
## Overview

- Director
- Training
- Events
- Organizational Chart
- Staff & Apparatus
- Calls for Service
  - Fire
  - Fire Types
  - EMS
  - EMS Transports
- Status Statistics
- Response Times
  - Fire
  - EMS
- Maintenance & Repairs
- Accounts Receivable



## Director

- On September 1, 2016 James "Mitch" Harrell began his post as Director of the Department
  - Welcomed by Hurricane Hermine
- He has had meetings with all of the Administrative Staff, all of the Supervisors, and a lot of the Field Staff to get him up to speed
- Continuing to strive towards making the Department the best it can be



## Training



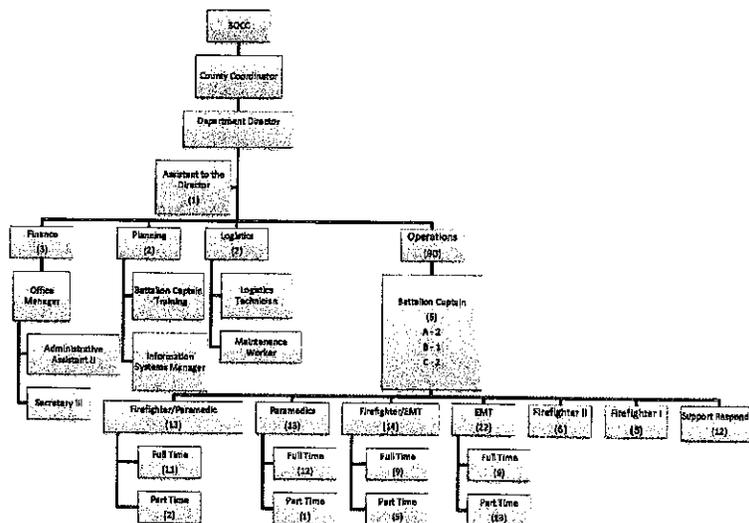
- Battalion Captain – Training, Steve Severance, retired the beginning of September
  - FF/PM Kevin Scott stepped up to handle training responsibilities in the interim
- Continue to have quarterly EMS and Fire meetings
  - Provides staff an opportunity to advance their knowledge with different training opportunities
    - Medical Director makes a presentation at Quarterly EMS Meetings
  - Bring staff up to speed with Department happenings
  - Gives staff opportunity to ask questions and give input on the direction of the Department

## Events In/Out of the Organization

- The Department continues to attend as many events as we can to promote the Department in the Public
- Focusing on schools, providing Hands-Only CPR demonstrations
- October starts our busy season for PR events
  - Holiday Festivals and Parades
- Annual Holiday Party/Dinner for members of the Department is being scheduled for December
  - Black Prong
  - Employee of the Year will be announced



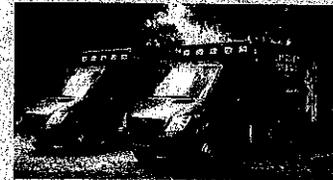
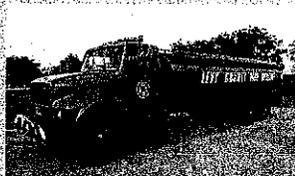
## Organizational Chart



Rev. 10/20/16

## Staff/Apparatus Overview

- **98 Members**
  - 8 Admin
  - 90 Field
- **11 Stations**
  - 6 EMS
  - 4 Fire
    - 2 Inactive
  - 1 Dual Fire/EMS
- **38 Apparatus**
  - 5 Admin Units
  - 5 EMS Non-Transport
  - 11 EMS Transport
  - 17 Fire Units

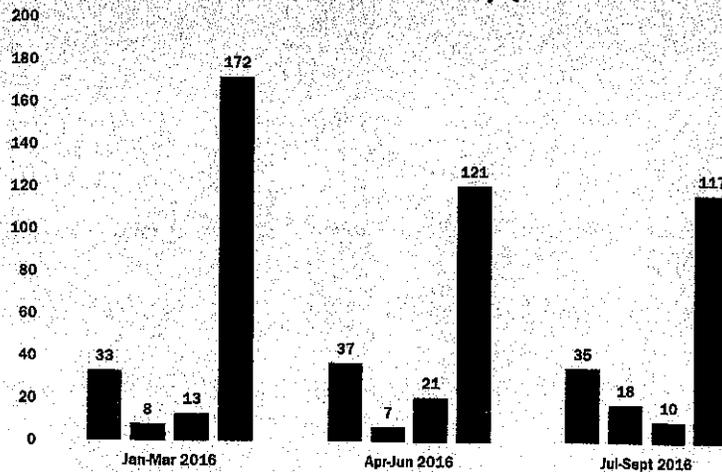


Rev. 10/20/16

## Calls for Service - Fire

- **January-March 2016**
  - 226
- **April-June 2016**
  - 186
- **July-September 2016**
  - 181

LCDPS Fire Calls for Service by Quarter

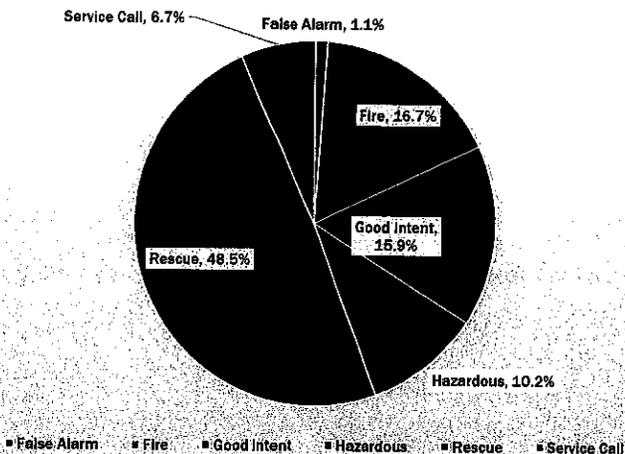


■ Station 3 (Yankeetown) ■ Station 4 (Rosewood) ■ Station 6 (Fowlers Bluff) ■ Station 11 (Morriston)

## Calls for Service – Fire Types

- The U.S. Fire Administration (USFA) National Fire Incident Reporting System (NFIRS) is a standard reporting system used to describe fire department responses.
- According to USFA, about 23,000 Departments report in NFIRS.
- Departments report about 22,000,000 incidents and 1,000,000 fires per year.
- There are 9 categories of incident types:
  - 100 - Fire
  - 200 - Overpressure, rupture, explosion, overheating (no fire)
  - 300 - Rescue and Emergency Medical Service incidents
  - 400 - Hazardous condition (no fire)
  - 500 - Service call
  - 600 - Good intent call
  - 700 - False alarm and false call
  - 800 - Severe weather and natural disaster
  - 900 - Special incident type

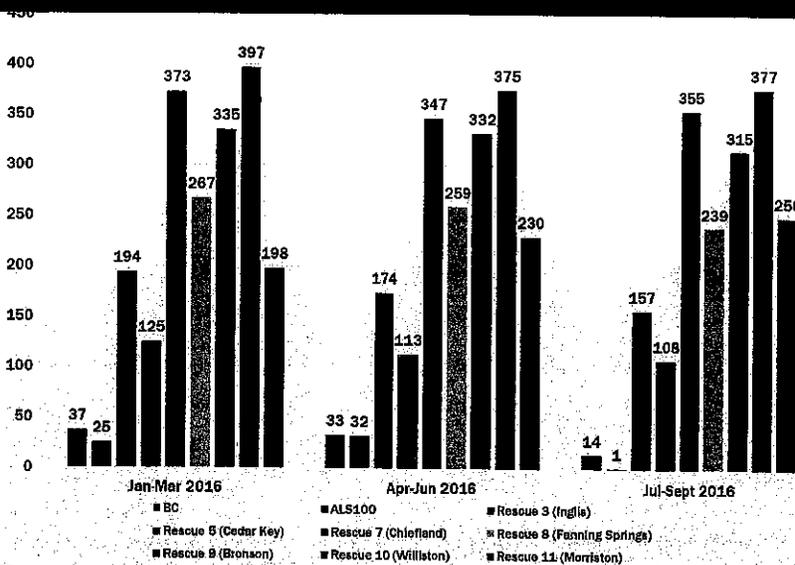
LCDPS Fire Call Types Jan-Sept 2016



## Calls for Service - EMS

LCDPS EMS Calls for Service by Quarter

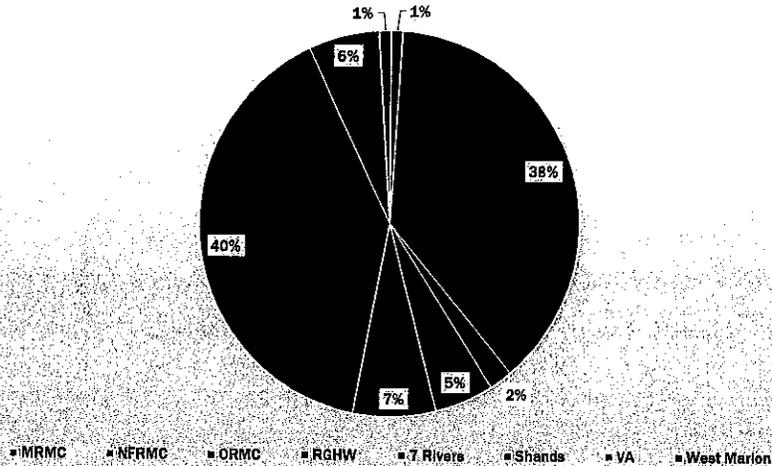
- January-March 2016
  - 1,951
- April-June 2016
  - 1,895
- July-September 2016
  - 1,816



# EMS Transports Jan-Sept 2016

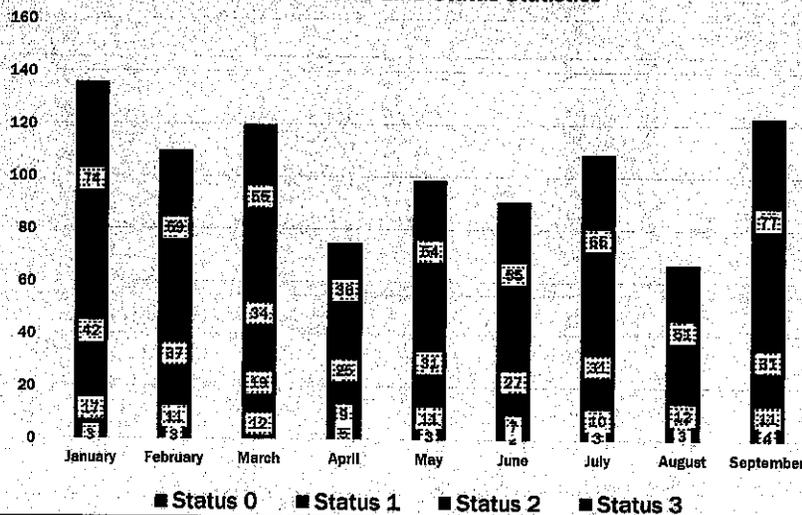
- 4,050
- Jan-Mar: 1,407
- Apr-Jun: 1,362
- Jul-Sept: 1,281

LCDPS EMS Transports Jan-Sept 2016



# Status Statistics

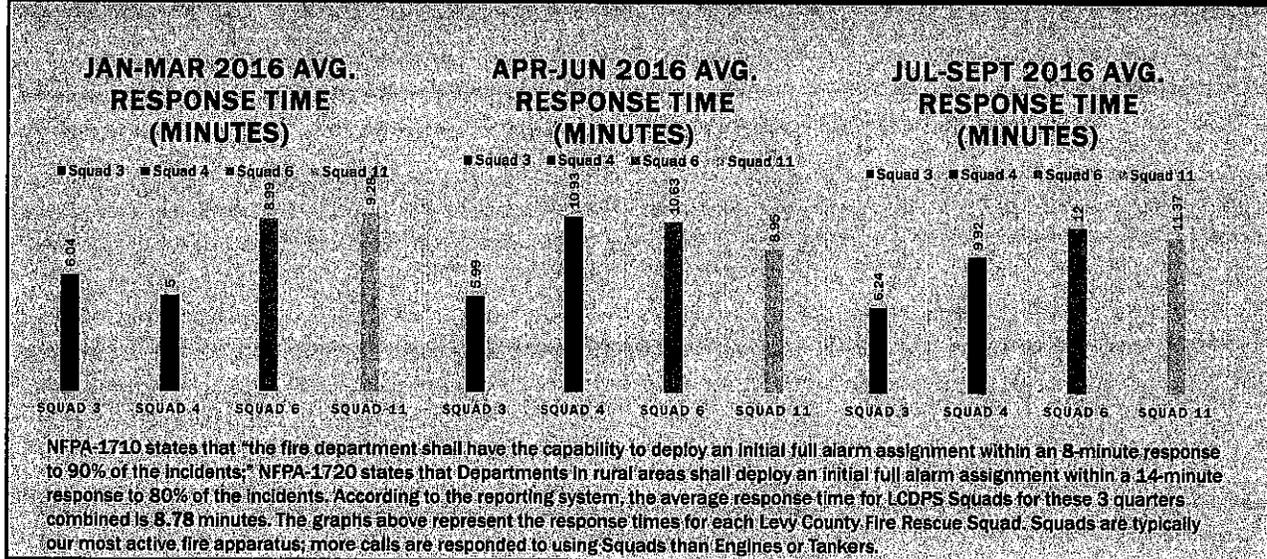
LCDPS 2016 EMS Status Statistics



▪ Status statistics reflect the number of available EMS transport units in the County throughout a 24 hour period.

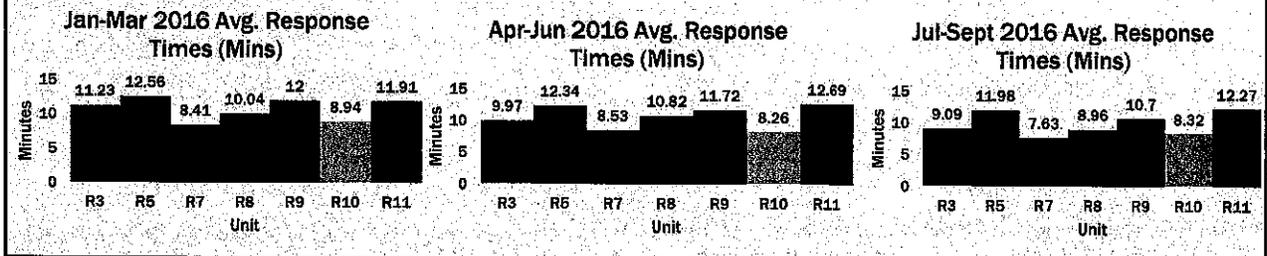
- Status 0- NO available units in the County
- Status 1- One available unit in the County
- Status 2-Two units available in the County
- Status 3-Three units available in the County

## Fire Response Times



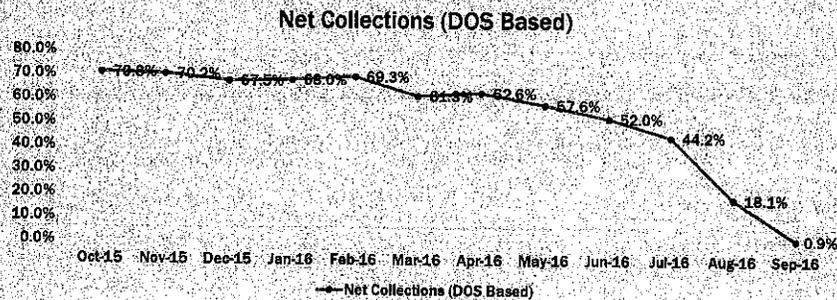
## EMS Response Times

According to NFPA-1710, the 'Golden' Recommended Standard response time is eight (8) minutes or less; this does not take into account rural settings. The average frontline ambulance response time for Levy County EMS for the past 3 quarters combined was 10.40 minutes; Jan-Mar-10.73; Apr-Jun-10.62; Jul-Sept-9.85. The graphs below represent the average response time after dispatched for each EMS transport unit.



## Accounts Receivable

- On June 1, 2013, EMS billing was outsourced to EMS|MC. LCDPS office staff continue to monitor the receivables through reports submitted by EMS|MC.
- EMS|MC billed customers for 4,042 total transports these 3 quarters; Jan-Mar: 1,405; Apr-Jun: 1,362; Jul-Sept: 1,275.
- The graph below reflects the current (as of 10/5/2016) net collections for the last 12 months of transports



## LCDPS Core Values

It is with our ever present core values in mind that we seek to succeed in our mission.

- Integrity-** Consistency of actions values and principles; being honest and accountable for one's actions regardless of the circumstances
- Professionalism-** Having interest and desire to do a job well and holding positive attitude towards the profession
- Service-** Serving the department and the community with respect and to the best of our ability
- Stewardship-** Responsible planning and management of resources

**Levy County Board of County Commissioners**  
**Agenda Item Summary**

<b>1. DEPARTMENT MAKING REQUEST/NAME/EXTENSION:</b> DEPARTMENT OF PUBLIC SAFETY	<b>2. MEETING DATE:</b> November 8, 2016
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**3. REQUESTED MOTION/ACTION:**  
 Department of Public Safety is presenting the FY2015-2016 second, third, and fourth quarter write-offs to the Board for approval.

	<b>4. IS THIS ITEM BUDGETED (IF APPLICABLE)?:</b> Yes ___ No ___ <i>IF NO, STATE ACTION REQUIRED</i> N/A  DETAILED ANALYSIS ATTACHED?: Yes ___ No ___      BUDGET OFFICER APPROVAL _____ DATE: _____
--	---

**5. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**  
 Department of Public Safety is presenting the FY2015-2016 second, third, and fourth quarter write-offs to the Board for approval per Resolution 2012-27.

DEPARTMENT DIRECTOR	BOCC CHAIR	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO	YES ___ NO	YES ___ NO	YES ___ NO	YES ___ NO	YES ___ NO

**7. COMMISSION ACTION:**

APPROVED  
 DENIED  
 DEFERRED      DATE TO BRING BACK:  
 OTHER      SPECIFY:

Levy County EMS

Account Analysis by Month (Date of Service Based)

Month	# of Trips	Gross Charges	Contractual Allowances	Net Charges	Rev Adjs	Payments	Writeoffs	Refunds	Balance Due	Gross Chrg / Trip	Net Chrg / Trip	Cash Coll / Trip	Net Coll %
2015-10	423	350,900.27	72,733.94	278,166.33	-6.45	197,001.59	72,745.04	172.51	8,598.66	829.55	657.60	485.32	70.8%
2015-11	402	330,304.90	70,604.71	259,700.19	-9.33	182,633.18	65,041.36	307.79	12,342.77	821.65	646.02	453.55	70.2%
2015-12	431	347,589.26	78,610.02	268,979.24	-0.96	181,523.96	67,595.41	5.28	19,866.11	806.47	624.08	421.16	67.5%
2016-01	427	346,365.38	77,781.84	268,583.54	-10.91	182,770.62	52,912.71	225.00	33,136.12	811.16	629.00	427.51	68.0%
2016-02	438	362,202.63	77,900.16	284,302.47	-6.05	197,670.76	46,244.58	644.19	39,037.37	826.95	649.09	449.83	69.3%
2016-03	540	441,932.31	84,577.04	357,355.27	-11.93	219,616.69	1,513.40	438.78	136,675.89	818.39	661.77	405.89	61.3%
2016-04	491	400,404.23	82,903.38	317,500.85	-2.11	199,658.98	0.00	794.68	118,638.66	815.49	646.64	405.02	62.6%
2016-05	444	355,184.81	65,711.75	289,473.06	-1.69	168,503.50	0.00	1,774.53	122,745.78	799.97	651.97	375.52	57.6%
2016-06	427	338,601.10	64,612.85	273,988.25	-4.21	142,457.78	0.00	80.41	131,615.09	792.98	641.66	333.44	52.0%
2016-07	422	343,147.37	51,234.71	291,912.66	-0.86	128,895.86	0.00	0.00	163,017.66	813.15	691.74	305.44	44.2%
2016-08	406	332,281.79	26,541.40	305,740.39	-0.07	55,329.55	0.00	0.00	250,410.91	818.43	753.06	136.28	18.1%
2016-09	447	368,970.31	4,433.17	364,537.14	0.00	3,318.00	0.00	0.00	361,219.14	825.44	815.52	7.42	0.9%
<b>Total</b>	<b>5,298</b>	<b>4,317,884.36</b>	<b>757,644.97</b>	<b>3,560,239.39</b>	<b>-54.57</b>	<b>1,859,380.47</b>	<b>308,052.50</b>	<b>4,443.17</b>	<b>1,397,304.16</b>	<b>815.00</b>	<b>672.00</b>	<b>350.12</b>	<b>52.1%</b>

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Prepared by: EMS Management & Consultants, Inc.

Account Analysis by Month and Payor Type (Date of Service Based)

Levy County EMS

Month	# of Trips	Gross Charges	Contractual Allowances	Net Charges	Rev Adjs	Payments	Writeoffs	Refunds	Balance	Gross Chrg /Trip	Net Chrg /Trip	Cash Coll /Trip	Net Coll %
<b>Medicare</b>													
2015-10	169	146,779.53	32,262.07	114,517.46	-0.28	109,071.25	5,434.37	0.02	12.14	868.52	677.62	645.39	95.2%
2015-11	166	142,304.35	31,737.41	110,566.94	0.00	105,903.66	4,044.38	307.79	926.69	857.26	666.07	636.12	95.5%
2015-12	159	135,615.34	30,752.08	104,863.26	-0.62	101,987.43	1,931.87	0.00	944.58	852.93	659.52	641.43	97.3%
2016-01	182	156,854.76	35,728.17	121,126.59	-1.42	116,161.48	728.11	35.00	4,273.42	861.84	665.53	638.06	95.9%
2016-02	170	147,345.02	32,969.08	114,375.94	-1.47	109,509.60	1,278.73	0.10	3,589.18	866.74	672.80	644.17	95.7%
2016-03	190	163,460.60	36,439.64	127,020.96	-0.10	120,182.36	126.92	0.03	6,711.81	860.32	668.53	632.54	94.6%
2016-04	179	155,750.19	34,030.60	121,719.59	-0.32	112,331.94	0.00	163.97	9,551.94	870.11	680.00	626.64	92.2%
2016-05	161	133,655.87	27,977.62	105,678.25	-1.20	96,356.27	0.00	0.00	9,323.18	830.16	656.39	598.49	91.2%
2016-06	144	125,385.95	27,418.75	97,967.20	0.00	88,128.39	0.00	0.00	9,898.81	870.74	680.33	612.00	90.0%
2016-07	143	121,034.35	24,608.94	96,425.41	0.00	77,296.28	0.00	0.00	19,129.13	846.39	674.30	540.53	80.2%
2016-08	140	118,837.59	9,843.40	108,994.19	0.00	28,372.55	0.00	0.00	80,621.64	848.84	778.53	202.66	26.0%
2016-09	175	148,318.55	0.00	148,318.55	0.00	0.00	0.00	0.00	148,318.55	847.53	847.53	0.00	0.0%
TU Medicare	1,978	1,695,342.10	323,767.76	1,371,574.34	-5.41	1,065,301.21	13,544.38	506.91	292,227.25	857.10	693.41	538.32	77.6%
<b>Medicaid</b>													
2015-10	28	18,237.72	10,823.65	7,414.07	0.00	7,414.07	0.00	0.00	0.00	651.35	264.79	264.79	100.0%
2015-11	30	19,993.48	11,413.88	8,579.60	0.00	8,579.60	0.00	0.00	0.00	666.45	285.99	285.99	100.0%
2015-12	39	24,687.49	14,218.57	10,468.92	0.00	10,106.96	0.00	0.00	361.96	633.01	268.43	259.15	96.5%
2016-01	45	30,306.80	15,041.63	15,265.17	0.00	11,209.24	0.00	190.00	4,245.93	673.48	339.23	244.87	72.2%
2016-02	42	28,328.91	16,370.58	11,958.33	-1.07	11,289.07	0.00	0.00	670.33	674.50	284.72	268.79	94.4%
2016-03	34	22,848.65	12,489.27	10,359.38	0.00	9,020.00	0.00	0.00	1,339.38	672.02	304.69	265.29	87.1%
2016-04	41	26,639.67	15,596.71	11,042.96	0.00	10,838.00	0.00	0.00	204.96	649.75	269.34	264.34	98.1%
2016-05	37	24,539.57	12,688.23	11,851.34	0.00	8,675.00	0.00	0.00	3,176.34	663.23	320.31	234.46	73.2%
2016-06	63	40,879.90	15,076.42	25,803.48	0.00	11,727.00	0.00	0.00	14,076.48	648.89	409.58	186.14	45.4%
2016-07	34	22,683.15	2,233.98	20,449.17	0.00	4,280.48	0.00	0.00	16,168.69	667.15	601.45	125.90	20.9%
2016-08	40	26,507.48	6,858.72	19,648.76	0.00	6,863.72	0.00	0.00	12,795.04	662.69	491.22	171.34	34.9%
2016-09	32	20,305.59	2,943.85	17,361.74	0.00	2,201.00	0.00	0.00	15,160.74	634.55	542.55	68.78	12.7%
TU Medicaid	465	305,958.41	135,755.49	170,202.92	-1.07	102,194.14	0.00	190.00	67,819.85	657.98	366.03	219.36	59.9%

Account Analysis by Month and Payor Type (Date of Service Based)

Levy County EMS

Month	# of Trips	Gross Charges	Contractual Allowances	Net Charges	Rev Adjs	Payments	Writeoffs	Refunds	Balance	Gross Chg / Trip	Net Chg / Trip	Cash Coll / Trip	Net Coll %
2015-10	149	121,116.92	28,813.56	92,303.36	-6.17	77,384.96	8,324.79	172.49	6,772.27	812.87	619.49	518.20	83.7%
2015-11	149	119,715.97	27,453.42	92,262.55	-9.33	66,426.97	14,428.83	0.00	11,416.08	803.46	619.21	445.82	72.0%
2015-12	157	123,603.97	33,639.37	89,964.60	-0.34	68,097.10	6,563.02	5.28	15,310.10	787.29	573.02	433.71	75.7%
2016-01	136	105,887.32	26,859.73	79,027.59	-8.86	53,794.91	4,966.08	0.00	20,275.46	778.58	581.09	395.55	68.1%
2016-02	158	130,755.07	28,060.79	102,694.28	-2.71	74,721.24	2,724.31	644.09	25,895.53	827.56	649.96	468.84	72.1%
2016-03	212	166,560.52	35,348.65	131,211.87	-9.12	87,116.94	1,386.48	438.75	43,156.32	785.66	618.92	408.86	66.1%
2016-04	177	139,801.58	32,712.34	107,089.24	-0.72	74,241.16	0.00	630.71	33,479.51	789.84	605.02	415.88	68.7%
2016-05	146	114,940.44	24,684.63	90,255.81	0.33	60,400.14	0.00	1,774.53	31,629.87	787.26	618.19	401.55	65.0%
2016-06	127	98,486.59	22,114.85	76,371.74	-4.21	41,814.32	0.00	80.41	34,642.04	775.48	601.35	328.61	54.6%
2016-07	147	117,293.07	24,215.64	93,077.43	-0.86	47,319.10	0.00	0.00	45,759.19	797.91	633.18	321.90	50.8%
2016-08	131	106,799.66	9,839.28	96,960.38	-0.07	20,028.28	0.00	0.00	76,932.17	815.26	740.16	152.89	20.7%
2016-09	121	99,458.62	1,489.32	97,969.30	0.00	1,117.00	0.00	0.00	96,852.30	821.97	809.66	9.23	1.1%
Ttl Insurance	1,810	1,444,419.73	285,231.58	1,149,188.15	-42.06	672,462.12	38,393.51	3,746.26	434,628.32	798.02	634.91	369.46	58.2%

Bill Patient

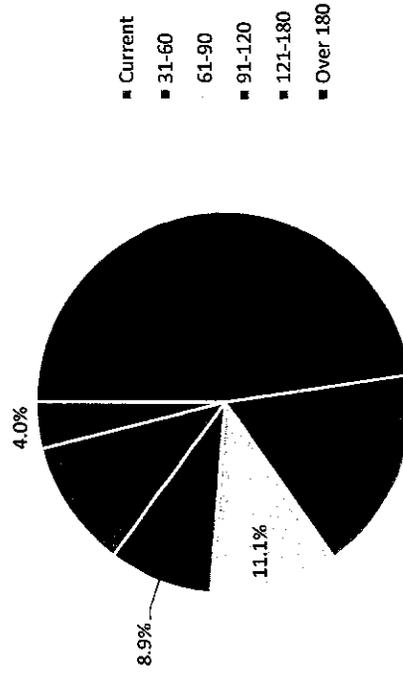
2015-10	77	64,766.10	834.66	63,931.44	0.00	3,131.31	58,985.88	0.00	1,814.25	841.12	830.28	40.67	4.9%
2015-11	57	48,291.10	0.00	48,291.10	0.00	1,722.95	46,568.15	0.00	0.00	847.21	847.21	30.23	3.6%
2015-12	76	63,682.46	0.00	63,682.46	0.00	1,332.47	59,100.52	0.00	3,249.47	837.93	837.93	17.53	2.1%
2016-01	64	53,316.50	152.31	53,164.19	-0.63	1,604.99	47,218.52	0.00	4,341.31	833.07	830.69	25.08	3.0%
2016-02	68	55,773.63	499.71	55,273.92	-0.80	2,150.85	44,241.54	0.00	8,862.33	820.20	812.85	31.63	3.9%
2016-03	104	89,062.54	299.48	88,763.06	-2.71	3,297.39	0.00	0.00	85,468.38	856.37	853.49	31.71	3.7%
2016-04	94	78,212.79	563.73	77,649.06	-1.07	2,247.88	0.00	0.00	75,402.25	832.05	826.05	23.91	2.9%
2016-05	100	82,048.93	361.27	81,687.66	-0.82	3,072.09	0.00	0.00	78,616.39	820.49	816.88	30.72	3.8%
2016-06	93	73,848.66	2.83	73,845.83	0.00	788.07	0.00	0.00	73,057.76	794.07	794.04	8.47	1.1%
2016-07	98	82,136.80	176.15	81,960.65	0.00	0.00	0.00	0.00	81,960.65	838.13	836.33	0.00	0.0%
2016-08	95	80,137.06	0.00	80,137.06	0.00	75.00	0.00	0.00	80,062.06	843.55	843.55	0.79	0.1%
2016-09	119	100,889.50	0.00	100,889.50	0.00	0.00	0.00	0.00	100,889.50	847.81	847.81	0.00	0.0%
Ttl Bill Patient	1,045	872,166.07	2,890.14	869,275.93	-6.03	19,423.00	256,114.61	0.00	593,744.35	834.61	831.84	18.59	2.2%

Account Receivables Aging by Current Payor Report (Aging DateBased)

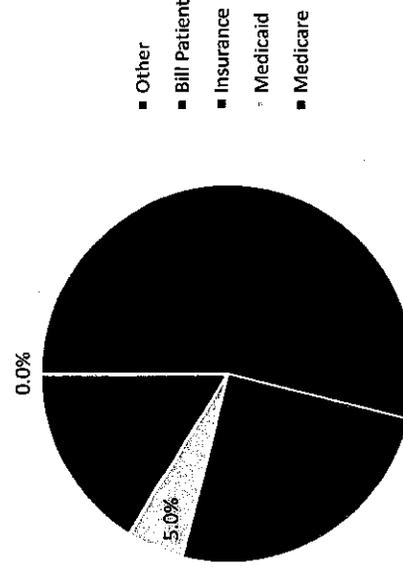
For Accounting Period Ended: September 30, 2016

<u>Current Payor</u>	<u>Current</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>Over 180</u>	<u>Total</u>
Other	-	-	-	-	-	740.00	740.00
Bill Patient	251,652.34	120,166.17	108,703.22	112,314.38	162,050.41	62,066.66	816,953.18
Insurance	235,083.91	100,407.87	34,108.76	9,270.31	1,019.35	540.11	380,430.31
Medicaid	39,365.49	10,384.54	20,177.24	9,090.98	1,370.95	(3,921.33)	76,467.87
Medicare	197,925.34	34,499.92	5,252.84	4,077.72	1,063.75	743.01	243,562.58
<b>Total</b>	<b>724,027.08</b>	<b>265,458.50</b>	<b>168,242.06</b>	<b>134,753.39</b>	<b>165,504.46</b>	<b>60,168.45</b>	<b>1,518,153.94</b>

AR Aging Percent



AR by Current Payor Category



# Accounts Receivables Reconciliation Report

Levy County EMS

For accounting period ended: September 30, 2016

Month	Beginning A/R	Revenue Billed	Contractual Allowances	Net Charges	Rev Adj's	Payments	Write-offs	Refunds	Ending A/R
2015-10	1,449,256.83	331,091.12	78,862.76	252,228.36	870.13	179,368.01	41,214.53	(166.93)	1,480,199.45
2015-11	1,480,199.45	315,130.22	80,061.42	235,068.80	1,420.78	191,426.11	(17,875.60)	(281.26)	1,540,578.22
2015-12	1,540,578.22	413,606.74	79,755.27	333,851.47	5,370.96	191,599.91	(8,121.91)	(190.02)	1,685,770.75
2016-01	1,685,770.75	302,257.88	72,884.16	229,373.72	2,186.19	186,351.57	91,004.53	889.40	1,634,712.78
2016-02	1,634,712.78	412,350.51	92,674.70	319,675.81	(10.28)	202,243.38	163,197.07	(1,968.56)	1,590,926.98
2016-03	1,590,926.98	429,913.26	100,406.51	329,506.75	(14.77)	211,390.26	177,499.48	(225.01)	1,531,783.77
2016-04	1,531,783.77	372,004.04	118,996.11	253,007.93	(157.32)	253,786.87	49,688.84	-	1,481,473.31
2016-05	1,481,473.31	374,211.37	94,763.14	279,448.23	(16.98)	225,021.92	14,368.49	(85.10)	1,521,633.21
2016-06	1,521,633.21	327,985.93	70,668.62	257,317.31	(11.33)	176,789.71	172,965.87	(20.03)	1,429,226.30
2016-07	1,429,226.30	328,186.22	79,394.36	248,791.86	(4.70)	202,633.40	3,811.08	(287.33)	1,471,865.71
2016-08	1,471,865.71	355,793.57	64,925.76	290,867.81	(8.31)	178,287.34	128,396.81	(2,337.11)	1,458,394.79
2016-09	1,458,394.79	366,149.64	76,711.57	289,438.07	(12.51)	175,361.65	54,870.38	(540.60)	1,518,153.94
<b>FY16 Tot</b>	<b>1,449,256.83</b>	<b>4,328,680.50</b>	<b>1,010,104.38</b>	<b>3,318,576.12</b>	<b>9,611.86</b>	<b>2,374,260.13</b>	<b>871,019.57</b>	<b>(5,212.55)</b>	<b>1,518,153.94</b>

The Accounts Receivable Reconciliation Report provides a reconciliation of the beginning and ending AR balance. The numbers on this report reflect the transactions that took place during the accounting period (ie: month) regardless of the date of service of an account (trip). This report can be thought of as the "checking account" report.

**Levy County Board of County Commissioners**  
**Agenda Item Summary**

**1. DEPARTMENT MAKING REQUEST/NAME/EXTENSION:**  
County Attorney, Anne Bast Brown, ext. 3389

**2. MEETING DATE:**  
November 8, 2016

**3. REQUESTED MOTION/ACTION:**

Consider and make decision on settlement offer in Estate of Nancy Romagnolo of \$200 for bill of \$412.38 for ambulance services and authorize County Attorney to sign release of claim if approved.

**4. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES\_\_ NO X IF NO, STATE ACTION REQUIRED

BUDGET ACTION: NOT APPLICABLE

DETAILED ANALYSIS ATTACHED?: YES\_\_ NO\_\_ BUDGET OFFICER APPROVAL NOT APPLICABLE DATE \_\_\_\_\_

FUNDING SOURCE: ACCOUNT NUMBER:

**5. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

Levy County filed a claim for fees for ambulance services in the Estate of Nancy Romagnolo in the amount of \$412.38, which was filed promptly after the County Attorney received the notice to creditors to file claims. In response to the claim, the attorney for the personal representative of the Romagnolo estate, Ron Stevens, filed an objection to the claim as untimely filed. After discussion of the issue of the timely filing of the claim with Mr. Stevens, the decedent's family made an offer of \$200 to settle the claim. Mr. Stevens informed the County Attorney that all the property in the estate will be exempt and not subject to claims; however the decedent's family wanted to do the right thing and pay what they could out of their own pockets. If the Board does not accept the offer, the County's claim will most likely not be paid due to lack of funds in the estate. In addition, the County Attorney would still need to expend time to file a motion to extend the time for filing claims and attend a hearing to argue that motion. It is recommended that the Board accept the offer of \$200 and authorize the County Attorney to execute a release of the claim after receipt of payment.

**6. RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR YES__ NO__	OTHER YES__ NO__	OTHER YES__ NO__	OTHER YES__ NO__	COUNTY ATTORNEY YES <u>X</u> NO__	COUNTY COORDINATOR YES__ NO__
				AB 10-26-16	

**7. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED DATE TO BRING BACK:
- OTHER SPECIFY:



**Levy County Board of County Commissioners**  
**Agenda Item Summary**

**1. DEPARTMENT MAKING REQUEST/NAME/EXTENSION:**  
County Attorney, Anne Bast Brown, ext. 3389

**2. MEETING DATE:**  
November 8, 2016

**3. REQUESTED MOTION/ACTION:**

Authorization and ratification for County Attorney to sign Release of Claim in the Estate of Gaylia Kay McLeod based on payment of 75% of bill for \$1,143.79 for ambulance services received.

**4. IS THIS ITEM BUDGETED (IF APPLICABLE)?**: Yes\_\_ No X *IF NO, STATE ACTION REQUIRED*

BUDGET ACTION: NOT APPLICABLE

DETAILED ANALYSIS ATTACHED?: YES\_\_ NO\_\_ BUDGET OFFICER APPROVAL NOT APPLICABLE DATE \_\_\_\_\_

FUNDING SOURCE: ACCOUNT NUMBER:

**5. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

On October 18, 2016, The Board made a counter-offer to accept 75% of a claim in the Estate of Gaylia Kay McLeod for a \$1,143.79 invoice for ambulance services. The counter-offer was in response to an offer to pay 50% of the claim. The personal representative of the estate accepted the 75% counter-offer. A payment of \$857.84 was received and a Release of Claim was signed by the County Attorney in the interest of expediting the matter to allow the estate to close. The Board is being asked to authorize and ratify the execution of the Release of Claim by the County Attorney.

**6. RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR  YES__ NO__	OTHER YES__ NO__	OTHER YES__ NO__	OTHER YES__ NO__	COUNTY ATTORNEY YES <u>X</u> NO__ N/A__ X	COUNTY COORDINATOR YES__ NO__

**7. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED DATE TO BRING BACK:
- OTHER SPECIFY:



**Levy County**  
**Office of the County Attorney**

612 East Hathaway Avenue  
Bronson, Florida 32621

Telephone: (352) 486-3389  
E-Mail Address: levylegalsph@bellsouth.net

Fax: (352) 486-3393

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October 21, 2016

Mr. Theodore M. Burt  
Attorney at Law  
P.O. Box 308  
Trenton, FL 32693-0308

RE: Estate of Gaylia K. McLeod  
Dixie County Case No. : 15-2016-CP-000015

Dear Ted:

I am enclosing the Release of Claim which releases Levy County's claim against the Estate of Gaylia K. McLeod and the personal representative Amanda Curry.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Anne Bast Brown  
County Attorney

ABB/sph

Enc.

z:\letter\mcleod\_release claim  
LR2016-074



IN THE CIRCUIT COURT OF THE THIRD JUDICIAL CIRCUIT  
IN AND FOR DIXIE COUNTY, FLORIDA

PROBATE DIVISION

IN RE: ESTATE OF

GAYLIA KAY McLEOD,

FILE NO.: 15-2016-CP-000015

Deceased.

---

**RELEASE OF CLAIM**

COMES NOW **BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA**, c/o **LEVY COUNTY DEPARTMENT OF PUBLIC SAFETY**, and hereby acknowledges receipt, and good and valuable consideration, and hereby release any lien or claim it may have against **AMANDA CURRY** and the Estate of **GAYLIA KAY McLEOD**.

Signed on this 21 day of October, 2016.

Board of County Commissioners of  
Levy County, Florida c/o  
Levy County Department of Public Safety

By: Anne Best Brown  
County Attorney



3

**THEODORE M. BURT**  
Attorney at Law  
403 East Wade Street  
Post Office Box 308  
Trenton, Florida 32693

Theodore M. Burt  
Burt@svic.net

(352) 463-2348  
fax (352) 463-6908

October 19, 2016

Anne Bast Brown, Esquire  
612 East Hathaway Avenue  
Bronson, Florida 32621

Re: Estate of Gaylia K. McLeod  
Levy County Case No. 15-2016-CP-000015

Dear Annie:

Pursuant to our telephone conversation of Wednesday, October 19, 2016, I understand that the Board of County Commissioners has agreed to settle its claim against the referenced estate for \$857.84.

Accordingly, please find enclosed a check from my trust account in the amount of \$857.84 payable to the Board of County Commissioners of Levy County, Florida, for a release of its claim against the estate.

I have also enclosed a Release of Claim form which you can utilize. I do request that the enclosed amount be held in escrow until such time as you can have the Release of Claim executed and mailed to me.

Thank you for your consideration.

Yours truly,



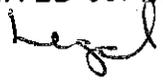
Theodore M. Burt

TMB/st

Enclosures

xc: Amanda Curry

RECEIVED OCT 21 2016



13301



**REGULAR MEETING  
LEVY COUNTY BOARD OF COUNTY COMMISSIONERS  
SEPTEMBER 6, 2016**

The Regular Meeting of the Board of Levy County Commissioners was held on September 6, 2016 at 9:00 A.M. in the Levy County Board of County Commissioners meeting room with the following Commissioners present:

Chairman John Meeks  
Comm. Rock Meeks  
Comm. Danny Stevens  
Comm. Lilly Rooks  
Comm. Mike Joyner

Also present were:

County Attorney – Anne Bast Brown  
County Coordinator – Fred Moody  
Danny J. Shipp – Clerk of Court

Chairman John Meeks called the Meeting to order at 9:00 A.M. Comm. Rock Meeks gave the invocation, followed by the Pledge of Allegiance.

**EXPENDITURES**

Comm. Joyner made a motion to approve the following expenditures presented for payment. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

<b>CHECK NUMBER</b>	<b>124796-124929</b>
<b>FUND</b>	<b>AMOUNT</b>
GENERAL REVENUE	1,058,545.24
ROAD	53,716.26
SHIP	14,806.84
PAL LIBRARY	5,461.17
MOSQUITO CONTROL	94.00
TRANSPORTATION	13,540.80
911	12,560.13
COURT FACILITIES	33,331.40
EMS	20,280.63
FIRE	10,619.97
TOURIST DEVELOPMENT	8,435.05
UTILITIES	70,695.45
COMMUNICATION	8,248.00
LANDFILL	115,230.90
<b>TOTAL</b>	<b>\$ 1,425,565.84</b>
<b>EFT PAYMENT</b>	<b>\$ 19,981.45</b>

**MINUTES**

The minutes for the Regular Board meeting held on July 19, 2016 were presented for Board approval.

- TABLED -

**EMERGENCY MANAGEMENT**

John MacDonald, Director

- A. Mr. MacDonald requested ratification by the Board of Emergency Declaration 2016-56 enacted on August 31, 2016.

Comm. Rock Meeks made a motion to ratify Emergency Declaration 2016-56 as requested. Second was made by Comm. Rooks and the MOTION CARRIES.

DRAFT

- B. Mr. MacDonald requested Board approval of the renewal between Levy County and Grubbs Emergency Services, LLC dated August 19, 2008. This extends the contract to October, 2017.

Comm. Rooks made a motion to ratify the extension which had been done between Levy County and Grubbs Emergency Services, LLC as requested. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

### **NON-AGENDA ITEM/EMERGENCY MANAGEMENT**

Comm. Rock Meeks made a motion to hear a non-agenda item as requested by John MacDonald concerning an Emergency Management item. Second was made by Comm. Stevens and the MOTION CARRIES.

Mr. MacDonald requested the Board approve extending Emergency Declaration 2016-56 for seven (7) days.

Comm. Rooks made a motion to extend Emergency Declaration 2016-56 for seven (7) days as requested. Second was made by Comm. Joyner and the MOTION CARRIES.

### **NON-AGENDA ITEM/ BUILDING & ZONING**

Comm. Rock Meeks made a motion to hear a Non-Agenda item as requested by Bill Hammond. Second was made by Stevens and the MOTION CARRIES.

Mr. Hammond requested Board approval of the Chairman's signature on the yearly Community Rating System (CRS) cover letter. The CC-213-1 Form Annual Re-Certification is due to FEMA by October 1<sup>st</sup> each year.

Comm. Stevens made a motion to approve the Chairman's signature on the CRS cover letter as requested. Second was made by Comm. Joyner and the MOTION CARRIES.

## **DEPARTMENT REPORTS**

### **COUNTY COORDINATOR**

Fred Moody

- A. Mr. Moody announced the County Auction is scheduled for Saturday, October 29, 2016 at the Levy County Road Department facility beginning at 9:00 A.M.

- B. Mr. Moody requested Board approval of a Third Amendment to Three Party Agreement between Levy County and the University of Florida Board of Trustees and William F. Hamilton, M.D. for District Medical Examiner Services, University Physician Support Services, University non-Physician Support Services, and facility use. The Agreement is effective October 1, 2016 to September 30, 2017 and the annual amount is \$50,472.00.

Comm. Joyner made a motion to approve the Third Amendment to the Three Party Agreement as presented. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

## **ROAD DEPARTMENT**

Alice LaLonde, Administrative Office Manager

- A. Request approval of Agreement with Mills Engineering for Annual Contract.

Fred Moody requested Board approval on behalf of Alice LaLonde the Agreement with Addendum for the Mills Engineering Annual Contract and stated the contract remains unchanged from last year. The Addendum was read into public record and includes the following:

Re-surfacing and widening C343  
 Re-surfacing and widening C40A  
 Reconstruction/Resurface Clay Landing  
 Re-surfacing and widening C326

Comm. Rooks made a motion to approve the Agreement with Addendum for the Mills Engineering Annual Contract as requested. Second was made by Comm. Joyner and the MOTION CARRIES.

- B. Request adoption of Resolution 2016-044 to schedule a Public Hearing on Tuesday, October 4, 2016 at 9:00 A.M. for the closure of portions of SE 110<sup>th</sup> Terrace and SE 4<sup>th</sup> Street located in Levy Ranchettes requested by petitioner Larry Myers.

Mr. Moody requested Board approval of Resolution 2016-044 scheduling a Public Hearing on Tuesday, October 4, 2016 at 9:00 A.M. for the closure of portions of SE 110<sup>th</sup> Terrace and SE 4<sup>th</sup> Street located in Levy Ranchettes as requested by petitioner Larry Myers.

Comm. Stevens made a motion to approve Resolution 2016-044 as requested. Second was made by Comm. Joyner and the MOTION CARRIES.

Mr. Moody reminded the Commissioners of the following upcoming Special Meeting dates for year-end business:

- Trim Hearing, September 8, 2016 at 6:00 P.M.
- Annual Rate Resolution Adoption, September 13, 2016 at 6:00 P.M.
- Final Budget Adoption, September 19, 2016 at 6:00 P.M.
- Meeting to pay Year End Bills, September 30, 2016 at 9:00 A.M.

### **ASSISTANT TO THE COUNTY COORDINATOR**

Wilbur Dean requested the Board re-appoint Marlon Gayle, Levy County Housing Planner, as the Levy County Representative to the Central Florida Community Action Agency Board (CFCAA) for October 1, 2016 through September 30, 2017 and approve a motion for staff to prepare a letter for submittal to CFCAA.

Comm. Rock Meeks made a motion to re-appoint Marlon Gayle as the Representative to the CFCAA Board and to have staff prepare a letter for submittal to CFCAA. Second was made by Comm. Rooks and the MOTION CARRIES.

### **PARKS AND RECREATION**

Matt Weldon, Director  
Request approval of the Florida Communities Trust's Parks and Open Space Program Grant application for the Waccasassa Basin Preservation Project.

Mr. Weldon requested the Board ratify the Florida Communities Trust's Parks and Open Space Program Grant application for the Waccasassa Basin Preservation Project. The amount of the grant is \$1.775 million.

Questions were asked by Dana Sheffield, Renate Cannon and Robert Jordan.

Comm. Joyner made a motion to ratify the Grant application as requested. Second was made by Comm. Rooks and the MOTION CARRIES.

Mr. Weldon provided information mosquito control efforts in Cedar Key after the storm stating he was not in favor of aerial spraying.

### **SHIP**

Shenley Neely, Planning Director  
Request a motion to approve SHIP Annual Reports to be submitted to the Florida Housing Finance Corporation.

Ms. Neely requested Board approval of the SHIP Annual Reports to be submitted to the Florida Housing Finance Corporation.

Comm. Rock Meeks made a motion to approve the SHIP Annual Reports to be submitted to the Florida Housing Finance Corporation as requested. Second was made by Comm. Rooks and the MOTION CARRIES.

## COUNTY ATTORNEY

Anne Bast Brown

A. Request motion to approve order form and renewal terms for Thompson Reuters/WestLaw subscription.

Atty. Brown requested Board approval of the order form and 5-year renewal term for the Thompson Reuters/WestLaw subscription.

Comm. Rock Meeks made a motion to approve the order form and renewal for Thompson Reuters/WestLaw subscription as requested. Second was made by Comm. Stevens and the MOTION CARRIES.

B. Request approval of Amendment to Agreement for legal services with Allen, Norton & Blue, P.A. for legal services related to employment issues.

Atty. Brown requested Board approval of the Amendment to the Agreement for legal services with Allen, Norton & Blue, P.A. for legal services related to employment issues. There is a \$15 per hour increase making the total fee per hour \$245.

Comm. Joyner made a motion to approve the Amendment to the Agreement with Allen, Norton & Blue, P.A. as requested. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

Mr. Jordan expressed concerns for the amount charged for services.

## PUBLIC COMMENT

Sallie Ann Collins stated she was not aware or notified of the Landfill being closed when the storm came through.

Wilbur Dean stated interviews will take place this Thursday for a 4-H Director for Levy County by the University.

Brett Beauchamp spoke on behalf of Sheriff McCallum of the work done by all agencies working together during the storm.

## COMMISSIONERS' REPORTS

Comm. John Meeks welcomed the newly hired Department of Public Safety Director, James Harrell to the meeting. Comm. John Meeks stated the Levy County CERT Program will have a meeting on September 12<sup>th</sup> at 6:00 P.M.

Comm. Joyner spoke of water run-off in the area near CR326 and 115<sup>th</sup> Street. Comm. Joyner stated the Love Levy Clothes Closet at the Morriston Baptist Church is open for those in need of clothes and non-perishable food items.

Comm. Rooks stated she would like to have a fly-over done in the area of CR345/CR247/SR24 concerning water drainage. Comm. Rooks stated there are meals being served at the Rosewood Baptist Church beginning at 5:00 P.M. Comm. Rooks stated Animal Service shelter is able to keep pets during a storm. She also informed everyone there is a Pet Adoption event scheduled for September 17<sup>th</sup>.

An announcement was made informing everyone of the passing of Chiefland City Commissioner, Teal Pomeroy as the result of a diving accident recently.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNED AT 10:30 A.M.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
LEVY COUNTY, FL

\_\_\_\_\_  
Clerk of Court, Danny J. Shipp

\_\_\_\_\_  
Chairman, John Meeks