

Levy County Board of County Commissioners

Agenda Item Summary

1. NAME/ORGANIZATION/TELEPHONE:

WILBUR DEAN, INTERIM COUNTY COORDINATOR

2. MEETING DATE:

December 6, 2016

3. REQUESTED MOTION/ACTION:

Request approval to adopt Ordinance 2016-05 for adoption of Procurement Regulations for Procurements funded by Federal Grants.

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 to adopt Ordinance 2016-05 for adoption of Procurement Regulations for Procurements funded by Federal Grants.; Providing for general procurement standards; providing for competition; providing for methods of procurement; providing for consideration of small and minority businesses and women' s business enterprises; providing for procurement of recovered materials; providing for cost and price; providing for agency review; providing for bonding requirements; providing for contract provisions; providing for protests; providing for conflicts of interest; providing for repeal on conflicting policies; providing for severability; providing an effective date.

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:

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**ORDINANCE
NUMBER 2016 - 05**

**AN ORDINANCE OF LEVY COUNTY, FLORIDA,
PROVIDING FOR ADOPTION OF PROCUREMENT
REGULATIONS FOR PROCUREMENTS FUNDED BY
FEDERAL GRANTS; PROVIDING FOR GENERAL
PROCUREMENT STANDARDS; PROVIDING FOR
COMPETITION; PROVIDING FOR METHODS OF
PROCUREMENT; PROVIDING FOR CONSIDERATION OF
SMALL AND MINORITY BUSINESSES AND WOMEN'S
BUSINESS ENTERPRISES; PROVIDING FOR
PROCUREMENT OF RECOVERED MATERIALS;
PROVIDING FOR COST AND PRICE; PROVIDING FOR
AGENCY REVIEW; PROVIDING FOR BONDING
REQUIREMENTS; PROVIDING FOR CONTRACT
PROVISIONS; PROVIDING FOR PROTESTS; PROVIDING
FOR CONFLICTS OF INTEREST; PROVIDING FOR
REPEAL OF CONFLICTING POLICIES; PROVIDING FOR
SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

RECITALS

WHEREAS, on December 26, 2013, the United States Office of Management and Budget adopted 2 CFR Chapter I and Chapter II, Part 200, et al., establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards; and

WHEREAS, 2 CFR Chapter II, Part 200 (herein 2 CFR Part 200), among other things, imposes administrative, cost principle and audit requirements on a local government in the event it purchases goods and services using federal funds granted to that local government; and

WHEREAS, among the requirements of 2 CFR Part 200 is that a local government that receives federal funding must implement and apply procurement

1 regulations governing purchases of goods and services using federal grant funds, which
2 regulations must meet the applicable provisions of 2 CFR Part 200; and

3 **WHEREAS**, Levy County relies heavily on federal grant funding for purchase of
4 goods and services for various County departments in order to benefit and serve the
5 needs of Levy County citizens; and

6 **WHEREAS**, in order to continue receiving federal grant funding for the purchase
7 of goods and services, and to comply with the federal requirements contained in 2 CFR
8 Part 200, Levy County must adopt procurement regulations governing purchases of
9 federally-funded goods and services; and

10 **WHEREAS**, the Board of County Commissioners of Levy County finds and
11 determines that the adoption of procurement regulations governing purchases of
12 federally-funded goods and services is necessary and in the best interests of the
13 citizens of Levy County, Florida.

14 **BE IT ORDAINED**, by the Board of County Commissioners of Levy County,
15 Florida:

16 **Section 1.** Amendment of Levy County Code. Sections 2-186 through 2-190
17 of the Levy County Code shall be reserved in Article VI, Chapter 2 of the Levy County
18 Code.

19 **Section 2.** Adoption of Procurement Regulations. The provisions of Article VII,
20 Chapter 2 of the Levy County Code are hereby adopted as part of the Levy County
21 Code and created to read as follows in their entirety:

22 **ARTICLE VII. PROCUREMENT**

23 **DIVISION 1. GENERALLY.**

24 **Secs. 2-191 – 2-210. Reserved.**

25 **DIVISION 2. PROCUREMENTS USING FEDERAL FUNDING.**

26 **Sec. 2-211. Procurements funded by federal grants.**

27 (a) *Procurements generally.* Generally, expenditures from funds other than
28 County tax or special assessment revenues may require special processes because of
29 specific legal terms and conditions placed by the funding agency. Grants often have
30 certain procurement requirements that require special procurement procedures. It is the
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1 responsibility of the user department to identify any special procurement requirements
2 or provisions, notify the chief administrative officer of the county of them, and to ensure
3 that all requirements are followed.

4
5 (b) *Applicability.* For projects or purchases of goods or services funded in
6 whole or in part with federal grant funds, the county will follow the procurement
7 standards set forth in this division and any other procurement requirements contained in
8 Florida Statutes and the county code. For such projects or purchases, in the event of a
9 conflict between the provisions of this division and any other state or county
10 procurement requirements, the provisions of this division will control.

11
12 (c) *Adoption of administrative policies.* The board may adopt policies and
13 procedures necessary and desirable for the administration of the provisions of this
14 division.

15
16 **Sec. 2-212. General procurement standards.**

17
18 (a) *General considerations.* The county will avoid acquisition of unnecessary
19 or duplicative items. The county will give consideration to consolidating or breaking out
20 procurements to obtain a more economical purchase. Where appropriate, the county
21 will make an analysis of lease versus purchase alternatives, and any other appropriate
22 analysis to determine the most economical approach.

23
24 (b) *Bases for award.* The county will award contracts only to responsible
25 contractors possessing the ability to perform successfully under the terms and
26 conditions of a proposed procurement. Consideration will be given to such matters as
27 contractor integrity, compliance with public policy, record of past performance, and
28 financial and technical resources.

29
30 (c) *Suspension and debarment.* The provisions of 2 CFR 200.213 regarding
31 suspension and debarment, as the same may be amended from time to time, shall
32 apply to all contractors and subcontractors providing goods or services to the county.

33
34 (d) *Procurement records.* The county will maintain records sufficient to detail
35 the history of each procurement. These records will include, but are not necessarily
36 limited to the following: rationale for the method of procurement, selection of contract
37 type, contractor selection or rejection, and the basis for the contract price.

38
39 (e) *Time and materials contracts.* The county may use a time and materials
40 type contract only after a determination that no other contract is suitable and if the
41 contract includes a ceiling price that the contractor exceeds at its own risk. Time and
42 materials type contract means a contract whose cost to the county is the sum of:

- 43
44 (1) The actual cost of materials; and
45

- 1 (2) Direct labor hours charged at fixed hourly rates that reflect wages, general
2 and administrative expenses, and profit.
3

4 Since the time and materials contract formula generates an open-ended contract price,
5 a time and materials contract provides no positive profit incentive to a contractor for cost
6 control or labor efficiency. Therefore, each contract must set a ceiling price that the
7 contractor exceeds at its own risk. Further, the county will assert a high degree of
8 oversight for a time and materials contract in order to obtain reasonable assurance that
9 the contractor is using efficient methods and effective cost controls.

10
11 **Sec. 2-213. Competition.**
12

13 (a) *Open competition.* All procurement transactions will be conducted in a
14 manner providing full and open competition consistent with the standards of this
15 division. In order to ensure objective contractor performance and eliminate unfair
16 competitive advantage, contractors that develop or draft specifications, requirements,
17 statements of work, or invitations for bids or requests for proposals are excluded from
18 competing for such procurements. Some of the situations considered to be restrictive of
19 competition include but are not limited to:
20

- 21 (1) Placing unreasonable requirements on firms in order for them to qualify to
22 do business;
23
24 (2) Requiring unnecessary experience and excessive bonding;
25
26 (3) Noncompetitive pricing practices between firms or between affiliated
27 companies;
28
29 (4) Noncompetitive contracts to consultants that are on retainer contracts;
30
31 (5) Organizational conflicts of interest;
32
33 (6) Specifying only a brand name product instead of allowing an equal
34 product to be offered and describing the performance or other relevant
35 requirements of the procurement; and
36
37 (7) Any arbitrary action in the procurement process.
38

39 (b) *Limitation on local preference.* The county will conduct procurements in a
40 manner that prohibits the use of statutorily or administratively imposed local
41 geographical preferences in the evaluation of bids or proposals, except in those cases
42 where applicable federal statutes expressly mandate or encourage geographic
43 preference. Nothing in this section preempts state licensing laws. When contracting for
44 architectural and engineering services, geographic location may be a selection criterion,
45 provided its application leaves an appropriate number of qualified firms, given the
46 nature and size of the project, to compete for the contract.

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2 (c) *Technical specifications and evaluation requirements.* The county will
3 adhere to the following procedures for procurement transactions. All solicitations will:
4

5 (1) Incorporate a clear and accurate description of the technical requirements
6 for the material, product, or service to be procured. Such description must
7 not, in competitive procurements, contain features which unduly restrict
8 competition. The description may include a statement of the qualitative
9 nature of the material, product or service to be procured and, when
10 necessary, must set forth those minimum essential characteristics and
11 standards to which it must conform if it is to satisfy its intended use.
12 Detailed product specifications should be avoided if at all possible. When
13 it is impractical or uneconomical to make a clear and accurate description
14 of the technical requirements, a brand name or equivalent description may
15 be used as a means to define the performance or other salient
16 requirements of procurement. The specific features of the named brand
17 which must be met by offers must be clearly stated; and
18

19 (2) Identify all requirements which the respondents must fulfill and all other
20 factors to be used in evaluating bids or proposals.
21

22 (d) *Bidder lists.* The county will ensure that all prequalified lists of persons,
23 firms, or products, if any, which are used in acquiring goods and services are current
24 and include enough qualified sources to ensure maximum open and free competition.
25 Also, the county will not preclude potential bidders from qualifying during the solicitation
26 period.
27

28 **Sec. 2-214. Methods of procurement to be followed.**
29

30 The county will use one of the following methods of procurement:
31

32 (a) *Procurement by micro-purchases.* Procurement by micro-purchase is the
33 acquisition of supplies or services, the aggregate dollar amount of which does not
34 exceed the micro-purchase threshold set by 2 CFR 200.67 and related federal
35 regulations, as the same may be amended from time to time. To the extent practicable,
36 the county will distribute micro-purchases equitably among qualified suppliers. Micro-
37 purchases may be awarded without soliciting competitive quotations if the county
38 considers the price to be reasonable.
39

40 (b) *Procurement by small purchase procedures.* Small purchase procedures
41 are those relatively simple and informal procurement methods for securing services,
42 supplies, or other property that do not cost more than the simplified acquisition
43 threshold set by 2 CFR 200.88 and related federal regulations, as the same may be
44 amended from time to time. If small purchase procedures are used, price or rate
45 quotations will be obtained from an adequate number of qualified sources.
46

1 (c) *Procurement by sealed bids (formal advertising)*. Procurement by sealed
2 bids (formal advertising) is the process where bids are publicly solicited and a firm fixed
3 price contract (lump sum or unit price) is awarded to the responsible bidder whose bid,
4 conforming with all the material terms and conditions of the invitation for bids, is the
5 lowest in price. The sealed bid method is the preferred method for procuring
6 construction, if the conditions in paragraph (c)(1) of this section apply.
7

8 (1) In order for sealed bidding to be feasible, the following conditions should
9 be present:

- 10 a. A complete, adequate, and realistic specification or purchase
11 description is available;
12
13 b. Two or more responsible bidders are willing and able to compete
14 effectively for the business; and
15
16 c. The procurement lends itself to a firm fixed price contract and the
17 selection of the successful bidder can be made principally on the
18 basis of price.
19

20
21 (2) If sealed bids are used, the following requirements apply:

- 22 a. Bids and the invitation for bids must be publicly advertised;
23
24 b. Bids must be solicited from an adequate number of known
25 suppliers, providing them sufficient response time prior to the date
26 set for opening;
27
28 c. The invitation for bids, which will include any specifications and
29 pertinent attachments, must define the items or services in order for
30 the bidder to properly respond;
31
32 d. All bids will be publicly opened at the time and place prescribed in
33 the invitation for bids;
34
35 e. A firm fixed price contract award will be made in writing to the
36 lowest responsive and responsible bidder. Where specified in
37 bidding documents, factors such as discounts, transportation cost,
38 and life cycle costs must be considered in determining which bid is
39 lowest. Payment discounts will only be used to determine the low
40 bid when prior experience indicates that such discounts are usually
41 taken advantage of; and
42
43 f. Any or all bids may be rejected if there is a sound documented
44 reason.
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1 (d) *Procurement by competitive proposals.* Procurement by competitive
2 proposals is the process where the technique of competitive proposals is normally
3 conducted with more than one source submitting an offer, and either a fixed price or
4 cost-reimbursement type contract is awarded. Competitive proposals are generally
5 used when conditions are not appropriate for the use of sealed bids. If this method is
6 used, the following requirements apply:
7

- 8 (1) Requests for proposals will be publicized and identify all evaluation factors
9 and their relative importance. Any response to publicized requests for
10 proposals must be considered to the maximum extent practical;
11
- 12 (2) Proposals will be solicited from an adequate number of qualified sources;
13
- 14 (3) The county will have a written method for conducting technical evaluations
15 of the proposals received and for selecting recipients;
16
- 17 (4) Contracts will be awarded to the responsible firm(s) whose proposal(s)
18 is(are) most advantageous to the program or project, with price and other
19 factors considered; and
20
- 21 (5) The county may use competitive proposal procedures for qualifications-
22 based procurement of architectural/engineering professional services
23 whereby competitors' qualifications are evaluated and the most qualified
24 competitor is selected, subject to negotiation of fair and reasonable
25 compensation. The method where price is not used as a selection factor
26 can only be used in procurement of architectural/engineering professional
27 services; this method cannot be used to purchase other types of services
28 though architectural/engineering firms are a potential source to perform
29 the proposed effort.
30

31 (e) *Procurement by noncompetitive proposals.* Procurement by
32 noncompetitive proposals is procurement through solicitation of a proposal from only
33 one source and may be used only when one or more of the following circumstances
34 apply:
35

- 36 (1) The item is available only from a single source;
37
- 38 (2) The public exigency or emergency for the requirement will not permit a
39 delay resulting from competitive solicitation;
40
- 41 (3) The federal awarding agency or pass-through entity expressly authorizes
42 noncompetitive proposals in response to a written request from the
43 county; or
44
- 45 (4) After solicitation of a number of sources, competition is determined
46 inadequate.

1
2 **Sec. 2-215. Contracting with small and minority businesses, women's business**
3 **enterprises, and labor surplus area firms.**
4

5 (a) *Use of small and minority businesses, women's business enterprises and*
6 *labor surplus area firms.* The county will take all necessary affirmative steps to assure
7 that minority businesses, women's business enterprises, and labor surplus area firms
8 are used in procurements when possible.
9

10 (b) *Affirmative steps.* Affirmative steps to assure that minority businesses,
11 and women's business enterprises are used in procurements when possible will include:
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- 13 (1) Placing qualified small and minority businesses and women's business
14 enterprises on solicitation lists;
- 15
- 16 (2) Assuring that small and minority businesses, and women's business
17 enterprises are solicited whenever they are potential sources;
- 18
- 19 (3) Dividing total requirements, when economically feasible, into smaller tasks
20 or quantities to permit maximum participation by small and minority
21 businesses, and women's business enterprises;
- 22
- 23 (4) Establishing delivery schedules, where the requirement permits, which
24 encourage participation by small and minority businesses, and women's
25 business enterprises;
- 26
- 27 (5) Using the services and assistance, as appropriate, of such organizations
28 as the Small Business Administration and the Minority Business
29 Development Agency of the United States Department of Commerce; and
30
- 31 (6) Requiring the prime contractor, if subcontracts are to be let, to take the
32 affirmative steps listed in paragraphs (1) through (5) of this section.
33

34 **Sec. 2-216. Procurement of recovered materials.**
35

36 The county and its contractors will comply with section 6002 of the federal Solid
37 Waste Disposal Act, as amended by the federal Resource Conservation and Recovery
38 Act, as either of the same may be amended from time to time. The requirements of
39 such section 6002 include procuring only items designated in guidelines of the
40 Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest
41 percentage of recovered materials practicable, consistent with maintaining a satisfactory
42 level of competition, where the purchase price of the item exceeds \$10,000 or the value
43 of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring
44 solid waste management services in a manner that maximizes energy and resource
45 recovery; and establishing an affirmative procurement program for procurement of
46 recovered materials identified in the EPA guidelines.

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2 **Sec. 2-217. Contract cost and price.**
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4 (a) The county will perform a cost or price analysis in connection with every
5 procurement action in excess of the simplified acquisition threshold set by 2 CFR
6 200.88 and related federal regulations, as the same may be amended from time to time,
7 including contract modifications. The method and degree of analysis is dependent on
8 the facts surrounding the particular procurement situation, but as a starting point, the
9 county will make independent estimates before receiving bids or proposals.
10

11 (b) The county will negotiate profit as a separate element of the price for each
12 contract in which there is no price competition and in all cases where cost analysis is
13 performed. To establish a fair and reasonable profit, consideration will be given to the
14 complexity of the work to be performed, the risk borne by the contractor, the contractor's
15 investment, the amount of subcontracting, the quality of its record of past performance,
16 and industry profit rates in the surrounding geographical area for similar work.
17

18 (c) Costs or prices based on estimated costs for contracts under a federal
19 award are allowable only to the extent that costs incurred or cost estimates included in
20 negotiated prices would be allowable for the county under 2 CFR Part 200, Subpart E—
21 Cost Principles, as the same may be amended from time to time. The county will rely on
22 its own cost principles that comply with the federal cost principles.
23

24 (d) The cost plus a percentage of cost and percentage of construction cost
25 methods of contracting will not be used.
26

27 **Sec. 2-218. Federal awarding agency or pass-through entity review.**
28

29 The county will comply with all requests by federal awarding agencies or pass-
30 through entities for documentation or other review of the county's procurement
31 processes.
32

33 **Sec. 2-219. Bonding requirements.**
34

35 For construction or facility improvement contracts or subcontracts exceeding the
36 simplified acquisition threshold set by 2 CFR 200.88 and other related federal
37 regulations, as the same may be amended from time to time, the county will follow all of
38 the bonding requirements set forth as follows:
39

40 (a) A bid guarantee from each bidder equivalent to five percent of the bid
41 price will be required. The bid guarantee must consist of a firm commitment such as a
42 bid bond, certified check, or other negotiable instrument accompanying a bid as
43 assurance that the bidder will, upon acceptance of the bid, execute such contractual
44 documents as may be required within the time specified.
45

1 (b) A performance bond on the part of the contractor for 100 percent of the
2 contract price will be required. A performance bond is one executed in connection with a
3 contract to secure fulfillment of all the contractor's obligations under such contract.
4

5 (c) A payment bond on the part of the contractor for 100 percent of the
6 contract price will be required. A payment bond is one executed in connection with a
7 contract to assure payment as required by law of all persons supplying labor and
8 material in the execution of the work provided for in the contract.
9

10 **Sec. 2-220. Contract provisions.**
11

12 The county's contracts for procurements will contain the applicable provisions
13 described in Appendix II to 2 CFR Part 200—Contract Provisions for non-Federal Entity
14 Contracts Under Federal Awards, as the same may be amended from time to time.
15

16 **Sec. 2-221. Protests.**

17 (a) *Protests allowed.* Any bidder, proposer or offeror may protest the terms,
18 conditions and specifications of a method of procurement used by the county, or a
19 recommended award of a contract resulting from a method of procurement used by the
20 county.

21 (b) *Contact by protestor.* A protestor, or someone acting on behalf of a
22 protestor, is prohibited from directly contacting any county officer, agent or employee,
23 other than the chief administrative officer of the county or a county employee
24 designated by the chief administrative officer of the county for purposes of
25 communication with procurement protestors, to discuss any matter relating in any way
26 to the procurement being protested. This prohibition begins with the issuance of the
27 procurement solicitation and ends upon execution or issuance of an agreement or other
28 contract document, or upon cancellation of the procurement solicitation. Failure to
29 adhere to this restriction may result in the protest being rejected or denied by the county
30 without further consideration.

31 (c) *Protest Submittal.* In order for a protest to be considered by the county, in
32 additional to all other requirements of this section 2-221, the protestor must submit a
33 completed written protest. After submittal of a completed written protest, the protestor
34 shall supply any additional information requested by the chief administrative officer of
35 the county or his/her designee within the time period set forth in the request. Failure of
36 a protestor to timely submit any of the required information or documentation in its
37 written protest or any requested additional information or documentation as specified
38 herein will result in the protest being rejected by the county without further
39 consideration. In order to expedite handling of a protest, the envelope containing the
40 protest must be labeled "Bid Protest." The written protest shall include the following, at
41 a minimum:

- 42 (1) The name and address of the protestor and, if relevant, the name and
43 address of the protestor's legal counsel; and

- 1 (2) Appropriate identification of the procurement matter, including, but not
2 limited to, the title and any number assigned to the solicitation; and
- 3 (3) The reasonable identification of the section or sections in this division or
4 other applicable laws, ordinances, policies or procedures the protestor
5 alleges have been violated; and
- 6 (4) A brief description of the actions or activities of the county officers, agents
7 or employees that are alleged to be in violation of the code sections, laws,
8 ordinances, policies or procedures identified in section 2-221(c)(2); and
- 9 (5) An attachment or appendix containing all supporting exhibits, evidence or
10 documents to substantiate any claims contained in the protest, unless not
11 available within the filing time, in which case such items shall be identified
12 and the reason for unavailability shall be described and the expected
13 availability date of such items shall be indicated; and
- 14 (6) A request for review by the chief administrative officer of the county,
15 including, where relevant, a description of the action(s) the protestor
16 desires such chief administrative officer to order should the protest be
17 sustained.
- 18 (d) *Protests of the terms, conditions and specifications of a method of*
19 *procurement.*
- 20 (1) A protestor of the terms, conditions and specifications of a method of
21 procurement or procurement solicitation used by the county shall first
22 notify the chief administrative officer of the county in writing, of its intent to
23 protest such terms, conditions, and specifications within three (3) business
24 days of the posting of the county's procurement solicitation or any
25 subsequent addenda.
- 26 (2) With respect to a protest of the terms, conditions and specifications
27 contained in a county procurement solicitation, including any provisions
28 governing the methods for ranking or evaluating bids, proposals, or
29 replies, awarding contracts, reserving the rights of further negotiation, or
30 modifying or amending any bid, proposal, reply, or contract, the formal
31 written protest shall be filed within seven (7) business days (as defined in
32 this section as beginning at 8:00 a.m. and ending at 5:00 p.m., Monday
33 through Friday, except for county recognized holidays) after the posting of
34 the procurement solicitation or the posting any subsequent addenda.
- 35 (3) In order for a protest to be considered by the county, a protestor must
36 submit a completed written protest containing all the information and
37 documentation required in section 2-221(c). Failure of a protestor to timely
38 submit any of the required information or documentation will result in the
39 protest being rejected by the county without further consideration.
- 40 (4) Upon receipt of a timely filed written protest of the terms, conditions or
41 specifications of a method of procurement issued by the county, the chief
42 administrative officer of the county shall stop the subject procurement
43 solicitation process until the subject protest is resolved, unless it is

1 determined that particular facts and circumstances require the
2 continuance of the procurement solicitation process without delay to avoid
3 an immediate and serious danger to the public health, safety or welfare of
4 the county or any of its citizens. The chief administrative officer of the
5 county shall take as much time as necessary to review the documentation
6 and provide a written decision to the protestor. Nothing contained herein
7 shall prohibit the chief administrative officer of the county from issuing an
8 addendum to extend the due date of the solicitation.

9 (5) The protestor may appeal a denial by the chief administrative officer of the
10 county to the board of county commissioners. The formal written appeal
11 shall be made within seven (7) business days of receipt of the decision of
12 the chief administrative officer of the county and shall include the factual
13 and legal basis for the protestor's disagreement with the decision of the
14 chief administrative officer of the county. The decision of the board of
15 county commissioners shall be final.

16 (6) Any bidder, proposer or offeror who fails to submit a protest of the terms,
17 conditions, and specifications of a procurement solicitation within the
18 specified time frame, will be deemed to have waived any right to protest
19 the terms, conditions or specifications of that solicitation.

20 (e) *Protests of recommended award.*

21 (1) A protestor of a recommended award pursuant to a procurement
22 solicitation issued by the county (herein "recommended award") shall first
23 notify the chief administrative officer of the county in writing, of their intent
24 to protest a recommended award of such a procurement solicitation within
25 three (3) business days of the posting of the notice of recommended
26 award.

27 (2) A protestor of a recommended award shall file a formal written protest with
28 the chief administrative officer of the county within seven (7) business
29 days of the posting of the notice of recommended award.

30 (3) In order for a protest of a recommended award to be considered by the
31 county, a protestor must submit a written protest containing all the
32 information and documentation required in section 2-221(c). In addition to
33 all other requirements of section 2-221(c), the protestor must demonstrate
34 in its written protest that it would be entitled to the recommended award
35 and the reasons therefor. Failure of a protestor to timely submit any of the
36 required information or documentation will result in the protest being
37 rejected by the county without further consideration.

38 (4) If a protest of a recommended award is ultimately denied, the full amount
39 of the bond will be retained by the county. If a protest of a recommended
40 award is upheld at any stage of the protest process, the full amount of the
41 bond will be returned to the protestor. If the subject procurement
42 solicitation is terminated at any point in the appeal process, the bond will
43 be returned.

- 1 (5) Upon receipt of a timely filed formal written protest of a recommended
2 award, the chief administrative officer of the county shall stop the contract
3 award process until the protest is resolved, unless it is determined that
4 particular facts and circumstances require the continuance of the contract
5 award process without delay to avoid an immediate and serious danger to
6 the public health, safety or welfare of the county or any of its citizens.
7 Nothing herein shall prohibit proceeding with evaluation of bids or
8 proposals, contract negotiations or other similar activities.
- 9 (6) The chief administrative officer of the county shall furnish a decision in
10 writing within seven business days of receipt of the formal written protest
11 of a recommended award. The chief administrative officer of the county
12 may conduct such due diligence investigations as he/she deems
13 necessary to respond to the protest.
- 14 (7) The protestor of a recommended award may appeal the decision of the
15 chief administrative officer of the county to the board of county
16 commissioners. The formal written appeal shall be made within seven (7)
17 business days of receipt of the decision of the chief administrative officer
18 of the county and shall include the factual and legal basis for the
19 protestor's disagreement with the decision of the chief administrative
20 officer of the county. The decision of the board of county commissioners
21 shall be final.
- 22 (g) *Administrative proceedings before the board.*
- 23 (1) The administrative appeal proceedings before the board of county
24 commissioners provided in this section are quasi-legislative in nature and
25 will not constitute public hearings or quasi-judicial proceedings. In the
26 event a protestor who has appealed the chief administrative officer's
27 decision on any procurement matter provided for in this section to the
28 board of county commissioners, the chief administrative officer of the
29 county shall provide such protestor with a copy of the appeal procedures
30 set forth in this section prior to the protestor's appeal being heard by the
31 board of county commissioners.
- 32 (2) A bidder or proposer who has been recommended for an award which is
33 being protested shall be afforded the opportunity to participate in the
34 protest process, including the administrative appeal proceedings before
35 the board of county commissioners. The chief administrative officer of the
36 county shall provide the recommended awardee with a copy of the appeal
37 procedures set forth in this section prior to the appeal being heard by the
38 board of county commissioners. Any bidder or proposer who is afforded
39 the opportunity to participate in the protest proceedings shall be bound by
40 the board of county commissioner's determination and may not protest
41 that decision.

42
43
44

1 **Sec. 2-222. Conflicts of interest.**
2

3 County employees, officers and agents involved in any procurement process
4 shall abide by the following standards to avoid conflicts of interest, which standards are
5 specifically found to be consistent with the provisions regulating conflicts of interest in
6 the county's Personnel Policies and Procedures Manual:
7

8 (a) County employees and officers involved in the selection, award or
9 administration of contracts or purchase orders for the procurement or acquisition of
10 goods or services shall comply with the restrictions of Sections 112.313 and 112.3148,
11 Florida Statutes, as the same may be amended from time to time.
12

13 (b) No county employee, officer or agent involved in the selection, award or
14 administration of a contract funded in whole or in part by federal grant funds, any
15 member of his/her immediate family, his/her partner, or an organization which employs
16 or is about to employ any of the foregoing parties, may have a financial or other interest
17 in or a tangible personal benefit from a firm considered for such contract. Additionally,
18 county employees, officers and agents involved in the selection, award or administration
19 of such a contract may not solicit or accept gratuities, favors or anything of monetary
20 value from contractors or parties to subcontracts, with the exception of unsolicited items
21 of nominal value such as novelties with company logos.
22

23 (c) In addition to any discipline that may be administered by the Florida
24 Commission on Ethics pursuant to Chapter 112, Florida Statutes, a county employee,
25 officer or agent violating the restrictions of this section shall be subject to discipline by
26 the county. Any discipline of a county officer, the chief administrative officer of the
27 county or the county attorney shall be administered by the board of county
28 commissioners. Any discipline of any county employee (other than the chief
29 administrative officer of the county or county attorney) or agent shall be administered by
30 the chief administrative officer of the county with the cooperation and assistance of the
31 human resources department. Discipline of a county employee pursuant to this section
32 shall be consistent with all applicable provisions of the county Personnel Policies and
33 Procedures Manual, any applicable contractual agreement between a collective
34 bargaining unit and the county, or any applicable employment contract between such
35 county employee and the county, as any of the same may apply. Discipline of a county
36 employee may include, but may not be limited to, written or oral reprimand, suspension
37 from work without pay, or termination. Discipline of an agent may include but not be
38 limited to written or oral reprimand, prohibition on future appointment as an agent of the
39 county, termination of any contract between the county and the agent or the firm of the
40 agent, or prohibition on any future contracts between the county and the agent or the
41 firm of the agent.
42

43 (d) Any potential conflict of interest discovered during a procurement process
44 shall be disclosed in writing upon such discovery to the federal agency or pass-through
45 entity awarding the funds being used for the procurement process, as required by the
46 policies of the applicable federal agency.

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Section 3. Repeal. Any ordinance, resolution, policy, or vote, or part of any of them, in conflict with this Ordinance, is hereby repealed as a result of such conflict. Specifically, but not by way of limitation, the Levy County Procurement Policies and Procedures for Community Development Block Grant Programs and Projects, developed in 1990, are hereby repealed and replaced with this Ordinance and with any subsequent procurement policies developed to implement and administer this Ordinance.

Section 4. Severability. If any subsection, sentence, clause, phrase, or portion of these sections is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remainder of the chapter.

Section 5. Effective Date. This ordinance shall take effect upon its filing in the Office of the Secretary of the State, State of Florida.

PASSED AND DULY ADOPTED this 6th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
OF LEVY COUNTY, FLORIDA

ATTEST: Danny Shipp, Clerk of the
Circuit Court and Ex-Officio Clerk to
The Board of County Commissioners

John Meeks, Chair

Danny Shipp

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Anne Bast Brown, County Attorney

z:\ord\purchasing.federalgrant.2cfr200.final.docx
LR2015-065; 11/10/16

Levy County Board of County Commissioners

Agenda Item Summary

1. NAME/ORGANIZATION/TELEPHONE:

BILL HAMMOND, DEVELOPMENT DIRECTOR

2. MEETING DATE:

December 6, 2016

3. REQUESTED MOTION/ACTION: (Public Hearing) Hardship Variance for Robert Gosselin

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)

Ha. Va. 16-02 Robert Gosselin petitioning the board for a Hardship Variance to allow a second dwelling in order to help care for his sister (Diane Hines), on a parcel of land located in the S1/2 of the SW14/ of the NE , in Section 32, Township 12S, Range 18E, in Levy County. Said parcel contains 20 acres more or less and is located within an "RR" Rural Residential zone.

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 <input checked="" type="checkbox"/> NO	YES ___ NO	YES ___ NO	YES ___ NO	YES ___ NO	YES ___ NO

8. COMMISSION ACTION:

APPROVED

DENIED

DEFERRED DATE TO BRING BACK:

OTHER SPECIFY:

APPLICATION FOR A HARDSHIP VARIANCE
Levy County, Florida

Filing Date: 10-26-10
 Fee: \$150.00

Petition Number: 10-02
 Validation Number: _____

TO THE LEVY COUNTY BOARD OF COUNTY COMMISSIONERS:

This application is hereby made to the Board of County Commissioners of Levy County, Florida pursuant to the provisions of Chapter 163, Florida Statutes, the adopted Levy County Comprehensive Plan and the Levy County Zoning Ordinance petitioning for a Hardship Variance on the following described property. [Source: Levy County Land Development Code, Section 50-852]

I. OWNER/AGENT INFORMATION: CELL PHONE # 352 441 5006

Applicant's Name ROBERT Gasselini Owner's Name Robert Gasselini
 Address 4550 NE 147 CT Address 4550 NE 147 CT
 City Williston Zip 32696 City Williston Zip 32696

Phone Number(s) (352) 528 6632
 Name of Person (s) Receiving Care DIANE HINES
 Relationship to Applicant/Owner SISTER

1. PARCEL INFORMATION:

Parcel Number (s)	Section/Township/Range	Acreage
a. <u>04243-000-00</u>	<u>32-12-18</u>	<u>20</u>
b. _____	_____	_____
Total Acreage <u>21.68</u>		_____
Subdivision Name: <u>INDIGO ACRES</u>	Lot (s) _____	Block _____

Current Use (Actual) and Improvements on the Property: (i.e. Single family home, well, septic, pole barn, etc....)
SINGLE FAMILY HOME WITH 2 POLE BARN LAND USED FOR COWS

Directions to the Property: (Please start directions from a State or County Road):
ABOUT 1/2 MILE SOUTH OF SR 27A ON 147TH CT LEVY RD 104

APPLICATION FOR A HARDSHIP VARIANCE
Levy County, Florida

2. **TO BE SUPPLIED AT THE TIME OF SUBMISSION:** Attach the items in the order listed below. **The application will not be processed without these items.** Any information changes must be submitted, in writing to the Development Department and received one week prior to the Board of County Commissioners Public Hearing.

*** Upon completion of the above application, **please submit the original and 8 copies** to the Levy County Development Department, 622 East Hathaway Avenue, Bronson, Florida, for processing.

Property Description

- Property Deed or Tax Certificate:** The most recent one pertaining to the proposed amendment property; obtained from the Clerk of Circuit Court's Office or Tax Collector.
- Detailed Site Plan:** See Section 4 of this application for required information to be shown on the site plan.

Maps:

- Property Appraiser's Parcel Map:** Identify the proposed site clearly using a color or pattern. _____

Documentation:

- Identification:** **Must provide picture ID of the hardship recipient (person receiving care) [Current driver's license]**
- Medical Certification:** Letter obtained by a doctor or by the Florida Department of Health and Rehabilitative Services etc.
- Narrative:** Provide a letter for this application which documents in writing why the requested Hardship Variance is needed and what special conditions exist that justifies the Variance.

3. **DETAILED SITE PLAN:** Property owner/agent shall submit a site plan of his proposed Hardship Variance to be reviewed by the Board of County Commissioners. The site showing the relationship of the proposed use to the parcel on which it is located. Where a site plan approval is required the following shall be required:

- 1) **Position all existing criteria on the site plan.**
 - A. Dimensions of the entire property and the size of the parcel of land for which a hardship variance is requested, in square feet.
 - B. Name of road fronting property.

APPLICATION FOR A HARDSHIP VARIANCE
Levy County, Florida

- C. All existing structures, and the distance from such structures to:
 - 1) The property line.
 - 2) The setback lines required for that zoning district.
- D. All locations of any natural or topographical peculiarities. (i.e. sinkholes, water ways, marshland, etc.) [if applicable]
- E. Both the centerline and edge of the right-of-way of adjoining roads or easements. [if applicable]

4. The Applicant states that she/he has read and understands the instructions and submission requirements stated in this application. Approval granted by said Commission in no way constitutes a waiver from any applicable Local, State, or Federal regulation.

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner or authorized agent of the above described property.

Applicant/Owner (s) Signature  Date 10-26-16

6. **APPLICATION INSTRUCTIONS:**

- a. An application for a Hardship Variance must be accompanied by a fee of \$150.00. Please note, application fee may be subject to change. **The filing fee will not be collected and the application will not be processed for a Public Hearing until staff has reviewed the application and found it complete.**
- b. If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. **Owner's authorization is required at the time this application is submitted.**
- c. All required documentation and submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.
- e. The Hardship Variance applications are processed once a month. Applications received by the **first day** of the month will tentatively be scheduled, advertised and presented at a public hearing the following month. Applications received after the **first day** of the month will not be scheduled for the following month.

APPLICATION FOR A HARDSHIP VARIANCE
Levy County, Florida

f. Applications may be submitted as follows:

In Person: Levy County Zoning Department located on Alternate 27 , within the Levy County Building and Zoning Office.

By Mail: Levy County Zoning Department, Levy County Courthouse, Post Office Box 672, Bronson, Florida, 32621.

g. This office will prepare the poster and place it on the property involved in this request.

h. Abutting property owners will be notified by mail of the request. "Abutting property" is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300' (three hundred feet) of the subject property lines including, immediately across any road or public right-of-way for said property.

i. It is highly advised that the applicant or representative be present at the Public Hearing by the Board of County Commissioners. The Board, at its discretion, may defer action, or take decisive action, on any application, regardless of attendance by the applicant, owner or representative thereof.

Additional Assistance: If you require further information, please contact the Levy County Zoning Department at (352) 486-5203 or visit the above address in person.

OFFICE USE ONLY:

Board of County Commissioners Public Hearing Date: _____

Board of County Commissioners Action: Approval Denial

Notes, Instructions and Comments:

HARDSHIP VARIANCE
AFFIDAVIT

Hardship Variance No. _____

Date 10-26-14

PARCEL INFORMATION: Legal Description of Property

Subdivision INDIGO ACRES Unit _____ Lot (s) _____ Block _____
Parcel No. 01243 - 000 - 00 911 Address _____ Section(s) _____
Township _____ Range _____ Net Area of Parcel or Lot (s) _____ Acres 21.68 ACRES

Mailing Address: Robert Gosselin
4550 NE 147 CT
Williston, FL 32696

I, the property owner {or authorized agent}, understand that if the Hardship Variance that I am applying for is granted, the variance becomes null and void at the time the hardship ceases to exist. {i.e. the person that the hardship variance benefits moves from the property, deceases, or is institutionalized for an indefinite period of time}. I agree to honestly answer and return {mail back} the annual status report in a timely manner. I agree to remove the second {or first} dwelling from the property within sixty (60) days from the time the hardship ceases to exist. I understand that if improvements to the property, such as but not limited to a separate septic tank is involved, that it is a loss I must endure.

I understand that the variance is non-transferable, that any new property owner would not be allowed to assume the variance or keep a second dwelling on their property as "grandfathered-in". I would not be able to assign the variance to any other member of the family not named in the variance, without re-applying and being approved by the Board of County Commissioners.

I Robert Gosselin, on this 26 day of Oct 2014,
have read, or caused to have read to me, this legal instrument and do hereby agree to the conditions set herein.

Robert Gosselin
Owner/Authorized Agent's Signature

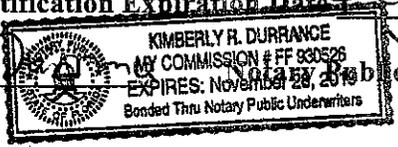
STATE OF FLORIDA
COUNTY OF LEVY

Before me personally appeared Robert Gosselin to be well known to me, to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that _____ executed said instrument for the purpose therein expressed.

Witness my hand and official seal this 26 day of Oct 2014.

Personally known _____ Identification Expiration Date FL DL Exp. 4/23/19

Notary Public Kimberly R. Durran
(Print)



Kimberly R. Durran
(Signature)

My Commission Expires: _____

LEVY COUNTY PROPERTY APPRAISER

Osborn "Oz" Barker

Recent Sales in Neighborhood Recent Sales in Area		Previous Parcel	Next Parcel	Field Definitions	Return to Main Search Page	Levy Hom
Parcel Number	0424300000					
Owner Name	GOSELIN ROBERT J 100.00%					
Mailing Address	4550 NE 147TH CT WILLISTON, FL 32696					
Location Address	4550 NE 147 CT WILLISTON 32696-					
Homestead	Y					
Land Use *	6000-PASTURE LAND 1					
Subdivision	(000000.00)					
Neighborhood	BR 2 (2.1.00)					
Acres	20					
Tax District/Rate	SW FLORIDA WT MG 15.8599					
Legal Description	SEC: 32, TWP: 12, RNG: 18, 32-12-18 0020.00 ACRES S1/2 OF SW1/4 OF NE1/4 OR BOOK 485 PAGE 194					

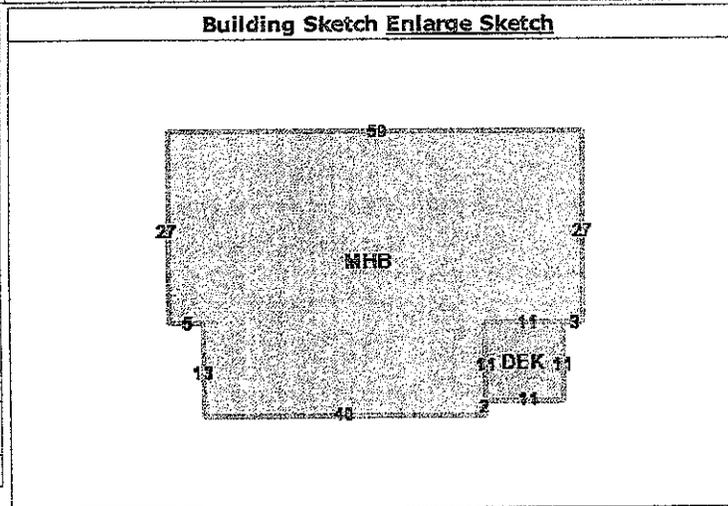
The legal description shown here may be condensed for assessment purposes. Exact description should be obtained from the recorded deed. Attention: Land Use and Zoning are not the same. [Click here for zoning information.](#)

2016 Preliminary Value Summary							Tax Information
Building Value	Extra Feature Value	Market Land Value	AG Classification	Just Value	Assessed Value	Taxable Value	SOH Values
\$ 46,530	\$ 11,663	\$ 59,516	Yes	\$ 117,709	\$ 68,081	\$ 29,788	\$ 64,035

Exemptions						
Homestead	2nd Homestead	Widow/er	Disability	Seniors	Veterans	Other
\$ 25,000	\$ 9,247	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Building Information						
Actual Area	Conditioned Area	Actual Year Built	Use	Style	Class	Site Address
2234 sqft	2113 sqft	1997	MOBILE HOME >1996 YR BLT	02	0	

Element	Information
EXTERIOR WALL	VINYL SIDING
ROOF STRUCTURE	GABLE OR HIP
ROOF COVER	METAL
INTERIOR FLOORING	CARPET
INTERIOR WALL	DRYWALL
HEATING TYPE	FORCED AIR DUCTED
HEATING FUEL	STANDARD
AIR CONDITIONING	CENTRAL
BATHS	2



Building Sub Areas		
Description	Conditioned Area	Actual Area
MHB - MOBILE HOME BASE	2113	2113
DEK - DECK	0	121
Total SqFt	2113	2234

Extra Features					
Code Description	BLD	Length	Width	Height	Units
FIREPLACE-C	1	0	0	0	1
DG-C GARAGE	1	40	30	0	1200
POLE BARN F-2-B	1	50	22	0	1100
DC-C CARPORT	1	20	18	0	360

DU-C STORAGE	1	20	16	0	320
--------------	---	----	----	---	-----

Land Lines				
Use Description	Front	Depth	Total Land Units	Land Value
9903	0	0	1	\$ 0
PASTURE LAND 1	0	0	19	\$ 0
MOBILE HOME	0	0	19	\$ 0

Sale Information								
Sale Date	Sale Price	Instrument	OR Book	OR Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
No Sales Information available for this parcel								
Recent Sales in Neighborhood		Previous Parcel		Next Parcel		Field Definitions		Return to Main Search Page
Recent Sales in Area								Levy Home

The Levy County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. Website Updated: October 23, 2016

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1420.85

INDIGO ACRES

#88, PG. 3

NE Cor. Of SW 1/4
OF NE 1/4 OF
SEC. 32-12-18

50

Por. Of
SW 1/4 OF NE 1/4 Of Sec.
32-12-18

S89°37'48"E 1348.96'

60.10'

21.78 Acres

N 1/2 - SW 1/4 - NE 1/4

1420.12

710.36'

702.14'

1404.29'

(Graded Limerock Road)

S89°57'51"E

PURPOSED HOME 1200 sq feet

170 FT

465 FT

21.68 Acres

S 1/2 SW 1/4 - NE 1/4

CURRENT HOME 2000 sq feet

180 FT

580 FT

POLE BARN

3'

40.05'

N02°47'04"W C.C.P. NO. 104

702.15'

N03°17'48"W

710.37'

14

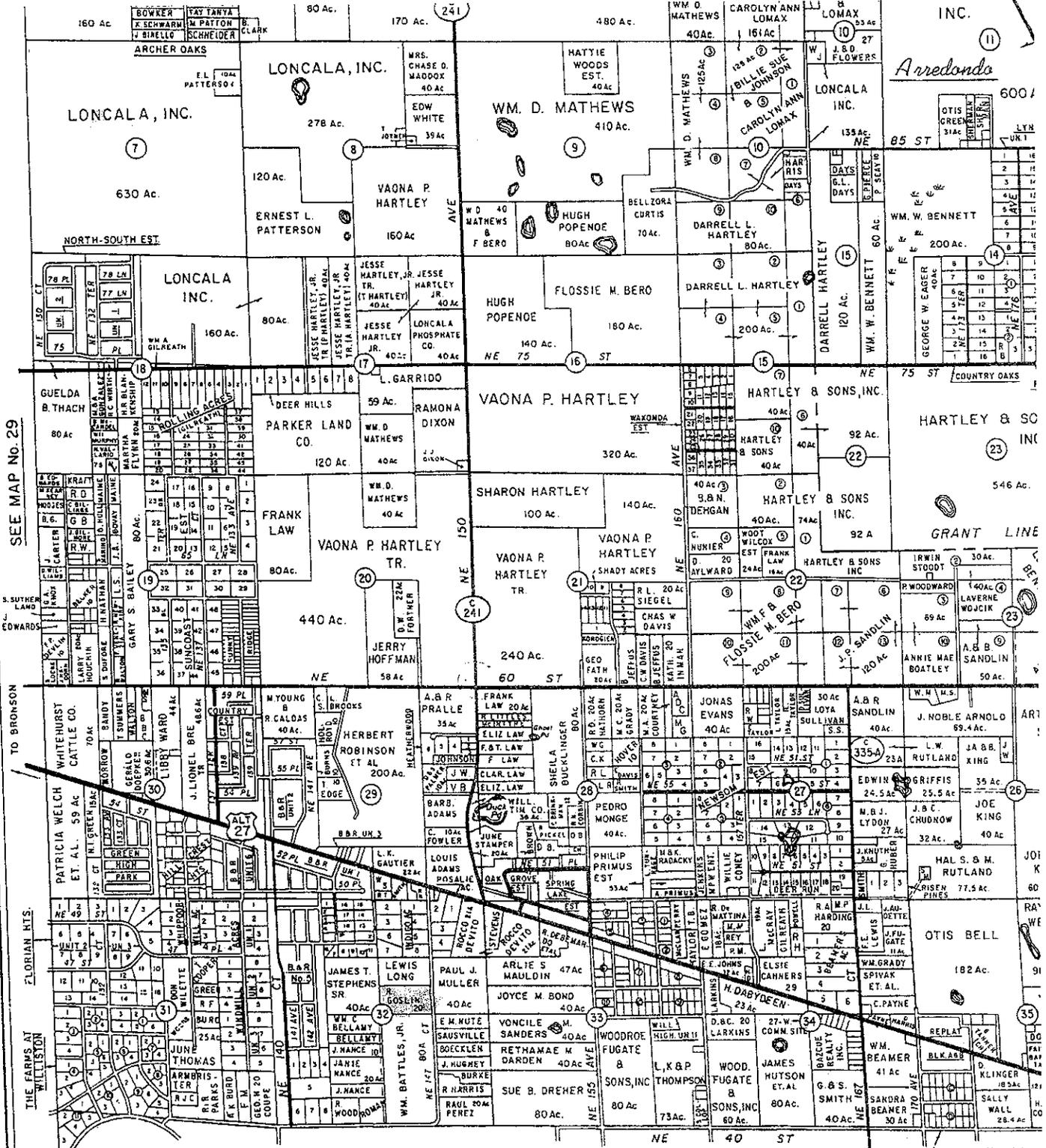
16

N89°41'54"E 1335.50'

SE 1/4
of N
Sec

27'

CERTIFICATION: THIS IS TO CERTIFY THAT THE MAP SHOWN HEREON IS A TRUE AND CORRECT SURVEY MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND THAT SAID SURVEY IS OF MY KNOWLEDGE AND BELIEF AND FURTHER THAT THIS SURVEY MEETS THE MINIMUM TECHNICAL FORTH BY THE FLORIDA BOARD OF LAND SURVEYORS PURSUANT TO SECTION 472.027, FLORIDA



SEE MAP No. 29

SEE MAP No. 35

34

TWP. 12 S.
RGE. 18 E.
Levy County, Florida



0 2000
GRA

Attn: Jerry County zoning
Re: Hardship Re-Zoning

Dear Sirs:

10/6/14

My brother is Robert Gosselin and we
are the last of our family.

I very, very much want to and need to
be close to my brother, this requires a
variance for another trailer to sit
next to his home. But is the only person
who I can feel safe and trust, when
I am with him my feelings of anxiety
are put to rest.

I am so pleased that he wants me to
live with him and his family on his
property. This way he can help me when
I need help.

There comes a time when you get old
and realize you cannot live alone any
more and you realize you cannot be
independent anymore. I am tired
of being alone. I have my brother
and need to be with him.

Please help me.

Respect fully,
Robert Gosselin

P.S. I hope you can read this. It
was a hard letter to write. Please
excuse my writing - I do not own
a computer.

Chatuge Family Practice

241 Church Street; PO Box 1309; Hayesville, NC 28904 (828) 389-6383

October 5, 2016

Re: Diane Hines, DOB 2.29.44

To Whom It May Concern:

Ms. Hines is contemplating moving to Florida to be near her brother. She is doing this due to her own health issues: heart disease, chronic kidney disease. These issues have also led to a degree of anxiety, as one might expect.

Due to these hardships, any accomodation you could make in order for her to live on her brother's property would be greatly appreciated.

Sincerely,

Teresa A Heavner, MD



Levy County Board of County Commissioners

Agenda Item Summary

1. NAME/ORGANIZATION/TELEPHONE: *911 ADDRESSING /LCSO*
MIKE WEST (352) 486-5214

2. MEETING DATE: *12-6-16*

3. REQUESTED MOTION/ACTION: *REQUESTING APPROVAL TO PURCHASE 2 REDUNDANT SERVERS FOR MAPFLEX OUT OF 911 CARRY FORWARD FUNDS.*

4. Agenda Presentation
 Time Requested: 5 MIN
 (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: *PAY FROM CARRY FORWARD*
 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)
THIS PROJECT IS TO REFRESH SINGLE SERVER USED FOR E911 MAPPING TO TWO SERVERS FOR REDUNDANCY.

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:



CenturyLink

Customer Legal Name: Levy County

Customer Billing Name: Levy County

9150 NE 80TH AVE

BRONSON

FL, 32621

Quote-Build #: 16-016561

Valid Until January 6, 2017

Description of Work to be Performed:

2 new MapFlex Servers for Levy County, with West Professional Services and CenturyLink Labor

Part Number	Description	Quantity	Unit Price	Extended Price
MapFlex Hardware				
MF-HW	MapFlex Server Hardware	1		
MF-HWBU	MapFlex Backup Server Hardware	1		
				SUBTOTAL
				\$ 13,099.24
Antivirus				
914143	Symantec EndPoint Protection Manager (EPM) - 1 year	2		
				SUBTOTAL
				\$ 150.00
Staging				
MF-SRV-INS	MapFlex Server Staging	1		
				SUBTOTAL
				\$ 3,214.29
Installation				
950104	Professional Services (per Day)	1		
960575	Living Expense per Day per Person	3	\$ 186.00	
960580	Travel Fee per Person	1		
P10121	Remote MapFlex Configuration	1		
				SUBTOTAL
				\$ 5,617.52
Project Management Services				
950510	Project Management Services	1		
				SUBTOTAL
				\$ 444.67
Misc Material				
MCC-1	Misc material and cables	1		
				SUBTOTAL
				\$ 238.10
Parts				\$ 22,759.82
Miscellaneous				\$ -
Shipping				\$ 481.25
Parts Subtotal				\$ 23,241.07
Labor				\$ 2,317.44
Vendor Support (See Vsupport Tab for Details).....				\$ -
TOTAL PRICE				\$ 25,558.51

All Products listed on this Quote are governed by the Standard Terms and Conditions for Communications Services and the Equipment Sales Product Annex, both posted to http://about.centurylink.com/legal/rates_conditions.html

Voice | Data | Internet | Wireless | Entertainment

Public Safety Technical Scope of Work

Customer Name: E911 Florida Levy County

Project Name: Levy County 911 MapFlex Server Refresh

Site Information

Name of Site	Address	City, State, Zip
Levy County E911	9150 NE 80 th Ave	Bronson, FL 32621

Contact Information

(Customer Contacts MUST be authorized decision-makers)

Customer

Name: Mike West
 Phone # : 352-486-5214
 Alt. # : _____
 Email Address: mwest@levyso.com

Alt. Contact

Name: Christine Sheppard
 Phone # : 352-486-5214
 Alt. # : _____
 Email Address: csheppard@levyso.com

Vendor Contact

Name: Alan Woods
 Phone # : 678-787-4247
 Alt. # : _____
 Email Address: alan.woods@intrado.com

Telco Administrator

Name: _____
 Phone # : _____
 Alt. # : _____
 Email Address: _____

Site Availability

Normal business hours of operation	8a-5p		Other	24x7x365
Cutover time requested	8a-5p		Other	

CenturyLink Sales Contact

Name: Ford Frey
 Phone # : 239-284-0610
 Alt. # : _____
 Email Address: Ford.frey@centurylink.com

CenturyLink PS SE Contact (SOW Author)

Name: Doug Cunningham
 Phone # : 352-368-8809
 Alt. # : 352-816-2489
 Email Address: Douglas.c.cunningham@centurylink.com

Items not specifically address in this document will be addressed on a time and material basis.

Project Overview / Customer SOW

This Project is to refresh Levy County PSAP's mapping system with WEST MapFlex product.

This project will convert the customer's existing MapFlex server to new redundant servers configuration for the Levy County SO PSAP.

Solution Components

Part Number	Description	Quantity
-	-	-
-	Levy County	-
-	-	-
-	MapFlex Hardware	-
MF-HW	MapFlex Server Hardware	1
MF-HWBU	MapFlex Backup Server Hardware	1
-	Antivirus	-
914143	Symantec EndPoint Protection Manager (EPM) - 1 year	2
-	Staging	-
MF-SRV-INS	MapFlex Server Staging	1
-	Installation	-
950104	Professional Services (per Day)	1
960575	Living Expense per Day per Person	3
960580	Travel Fee per Person	1
P10121	Remote MapFlex Configuration	1
-	Project Management Services	-
950510	Project Management Services	1
-	Misc Material	-
MCC-1	Misc material and cables	1

Items not specifically address in this document will be addressed on a time and material basis.

Maintenance

CenturyLink Centurion Maintenance

- Emergency coverage 24/7/365.
- Two-hour response time, remote or on-site, for major outages.
- Convenient remote servicing capabilities.
- On-site service by an experienced and certified CenturyLink technician.
- Parts replacement for covered equipment.

E911 Outages

When notice of an E911 outage is received by the CENTURYLINK™ Public Safety (E911) Repair Center at 877-433-1989 and a trouble ticket has been issued, CENTURYLINK will respond for critical services/major outages and non-critical services as follows:

CRITICAL SERVICES / MAJOR OUTAGES

A critical system failure is defined as a major malfunction, consisting of one or more of the conditions listed below. Critical services/major outages receive a two (2) hour response time (remote access or technician on-site).

- A. Total E9-1-1 Equipment Failure at a PSAP/SSAP.
- B. Partial 9-1-1 System Failure affecting call processing to one or more PSAP location(s).
- C. An individual PSAP/SSAP cannot receive calls at all positions.
- D. An individual PSAP/SSAP cannot transfer calls at all positions.
- E. Twenty-five (25%) of positions are not properly functioning (unless a two position PSAP/SSAP).
- F. ANI/ALI System Failure at all PSAP/SSAP locations.
- G. Low volume is occurring system wide.
- H. CPE equipment calls for service that is not identified in this list but are agreed upon by CENTURYLINK and the Customer at the time of the service request as an "emergency" critical issue.

NON - CRITICAL SERVICES

Any equipment malfunction that requires CENTURYLINK to take action and is not critical to public safety as listed below will receive an eight (8) hour response time (remote access or technician on-site) or next business day if trouble is called in after 5:00 pm Central Standard Time.

Items not specifically address in this document will be addressed on a time and material basis.

West Software Protection/ Remote Support

Software Protection

This offering provides for the availability of software product updates. Installation and training (if needed) are not included. West will publish periodic software release bulletins to customers which announce important product updates for West Software. Customers may then request the new update from West, based on applicability of the release to Customer's System. Customer is responsible for installation of all these releases, unless the On-Site Maintenance Service is purchased. If On-Site Maintenance has not been purchased and the customer prefers to have West deploy a new release, West will dispatch appropriate personnel to perform the upgrade on a mutually agreed upon date at West's then current prices for such services.

Remote Technical Support

Support is provided by associates who specialize in the diagnosis and resolution of system performance issues. Remote Technical Support is available 24/7 through both a toll free hotline and a secure customer Internet portal. All service inquiries are tracked by a state-of-the-art CRM trouble ticket system that can be queried by customers through the online portal to obtain the most up-to-date status on their issues.

Mapping

Detailed Description of Services	Software/Equipment List
A dual video card and a second monitor is provided for Mapping display. Existing Map data from Hardee County will be loaded onto the workstations. Map data will be loaded after being validated by West.	See attached Equipment list

Items not specifically address in this document will be addressed on a time and material basis.

Solution Implementation Plan

MapFlex Servers will be installed and configured into the customer's existing VIPER cabinets.

West and CenturyLink will install the software on the IWS positions in the dispatch center, the Mapflex software will be replacing the PowerMap software and configured for each IWS.

CenturyLink Project Manager will be assigned and may update this plan before implementation.

Items not specifically address in this document will be addressed on a time and material basis.

Levy County Board of County Commissioners

Agenda Item Summary

This completed form is required to be turned in at the Board of County Commission Office by noon on Wednesday before the Tuesday Regular Meeting

1. *NAME/ORGANIZATION/TELEPHONE:*

Dr. Peter Frederick, University of Florida. 352-846-0565

2. *MEETING DATE:*

6 December 2016

3. *REQUESTED MOTION/ACTION:* Brief presentation to Commissioners about a new University of Florida \$8.3 million oyster restoration project approved for Levy County waters.

4. *Agenda Presentation*

Time Requested:

15

(Request will be granted if possible)

ALLOTTED TIME NOT

5. *IS THIS ITEM BUDGETED (IF APPLICABLE) ? : Yes_ No_ IF NO, STATE ACTION REQUIRED*

BUDGET ACTION: NONE

FINANCIAL IMPACT SUMMARY STATEMENT: NA

DETAILED ANALYSIS ATTACHED?: YES__ NO__ BUDGET OFFICER APPROVAL ____ DATE

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

This is a news item about a restoration project awarded to University of Florida for restoring reef chains in Suwannee Sound over an 8-year period. This project is supported by monies from Restore funds, but does NOT compete with county funding sources. Dr. Frederick will go over rationale, timing, restoration activities and likely economic impacts to the County.

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:

