



CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

Phone # (850) 682 - 1560 Fax # (850) 682-8077

May 24, 2021

6:00 PM

Council Chambers

REGULAR COUNCIL MEETING

The Public is invited to view our meetings on the City of Crestview Live stream a at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 PM the day of the meeting, please) to cityclerk@cityofcrestview.org.

1. Call to Order

2. Invocation, Pledge of Allegiance

- 2.1. Pastor Edwin Stallworth, Police Chaplain
Evelenar MBC

3. Open Policy Making and Legislative Session

4. Approve Agenda

5. Presentations and Reports

6. Consent Agenda

- 6.1. Skate Park Contract
6.2. Appointment of Crestview Housing Authority Board Members

7. Public Hearings / Ordinances on Second Reading

- 7.1. Ordinance 1824 - Jones Road Annexation

8. Ordinances on First Reading

9. Resolutions

10. Action Items

- 10.1. Circulation Desk Purchase
- 10.2. Approval of CESF Grant with Proposed Budget
- 10.3. Purchase of Self Contained Breathing Apparatus
- 10.4. Lift Station #17 Budget
- 10.5. Update to the Enterprise Fleet Maintenance Program

11. City Clerk Report

- 11.1. Memorial Day Program

12. City Manager Report

13. Comments from the Mayor and Council

14. Comments from the Audience

15. Adjournment

Note: The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. If any person decides to appeal any decision made by the City Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation as provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.

Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.



Staff Report

CITY COUNCIL MEETING DATE: May 24, 2021

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 5/20/2021
SUBJECT: Skate Park Contract

BACKGROUND:

In the summer of 2019, the citizens of Crestview offered suggestions for a skatepark to be located near Fire Station #3 on Brookmeade Drive. At that time the property served as a Public Services storage area.

In Spring 2020, the City entered into contract with the American Ramp Company for design and construction of the skatepark. A community survey was completed and designs proposed.

In Spring 2021, the council approved the final design and construction timeline. At this time it was discussed with council that staff was seeking sponsorships to assist with the cost of the construction of the park.

DISCUSSION:

The Eglin Federal Credit Union has agreed to partner with the city on this project. The credit union will be contributing \$100,000 toward the design and construction of the skatepark. This partnership includes naming rights and promotional opportunities for a ten year period beginning June 1st, 2021.

The grand opening of the Eglin Federal Credit Union Skatepark is scheduled for June 5th, 2021.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

This agreement includes a \$100,000 donation to the city for the design and construction of the skatepark.

RECOMMENDED ACTION

Staff respectfully requests the council agree to the terms and conditions of the attached document and authorize the Mayor to sign the Contribution agreement.

Attachments

1. Contribution Agreement

CONTRIBUTION AGREEMENT

This is an agreement for a contribution to be made by Eglin Federal Credit Union (in this Agreement, "EFCU") to the City of Crestview, Florida (in this Agreement, the "City"). The City intends to open a recreational facility within the City limits of the City of Crestview, described below in this Agreement. The City has solicited contributions for that activity, and EFCU has a program for making contributions where, in the judgment of the Board of Directors of EFCU, it is consistent with the interests of the members of EFCU to do so.

The City has solicited a contribution in the amount of \$100,000 from EFCU. EFCU is willing to make that contribution according to the terms and conditions set forth below.

Considering the foregoing, the parties agree as follows:

1. **Term.** The term of this Agreement will be ten years, beginning June 1, 2021, and ending on May 31, 2031.
2. **Purpose.** The facility to be developed and operated by the City will be a skatepark, located along Brookmeade Drive within the City of Crestview. When it is opened, and throughout the term of this Agreement, the skatepark will be referred to as the "Eglin Federal Credit Union Skatepark". No other entity may have its name associated with the skatepark or have naming rights to the skatepark or any subpart of the skatepark. The City will design, provide at its own cost, and maintain for the duration of this Agreement, adequate signage at the facility for the public to be aware that it is a facility made possible by contributions of EFCU. The signage will include, but not be limited to, signs on the exterior of the facility, the location of which will be mutually agreed upon by the parties.
3. **Promotional Material.** EFCU hereby consents to the use of its logo and copyrighted name to be used in printed material, marketing and promotional materials related to the facility. EFCU will have a right of approval for the use of its name, logo and artwork. All promotional efforts by the City, with the exception of social media posts, will identify the skatepark as a facility "made possible by contributions from Eglin Federal Credit Union."
4. **Skatepark Operation.** The design and operation of the facility will be 100% a function of the City. This Agreement is not a joint venture or partnership agreement and does not obligate or permit EFCU to have any management, operational or decision-making role in the facility at any time during the term of this Agreement. The City will post a sign in a visible location on the property that the facility is managed and operated on as a function of the City and not of EFCU.
5. **Contribution.** On or before the effective date of this Agreement, EFCU will make its contribution of \$100,000 by check made payable to the City. The City will organize an event or function at which the contribution will be received and representatives of EFCU will be invited to be present for a public award ceremony.
6. **EFCU Protection of City.** EFCU represents to the City that the artwork, logos and intellectual property provided to the City by EFCU are the property of EFCU and that EFCU has the right to delegate the authority to use those assets to the City. EFCU will protect the elected officials, employees and agents of the City from any liability for the use of that information.

7. **City Protection of EFCU.** The City will protect EFCU from any claim or demand arising out of the use of its skatepark. The City shall fully defend, indemnify and hold harmless EFCU from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damages, equitable relief, premises liability, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state or local government body or agency, arising out of, or in any way related to, any acts, omissions, negligence, recklessness, strict liability, willful misconduct or premises liability on the part of the City, its officers, agents, personnel, employees, contractors, invitees or volunteers. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorney fees, damages, costs and expenses. The City shall also reimburse EFCU for all legal fees, expenses and costs incurred by it in defending against or otherwise litigating or negotiating any such claims.

8. **Limitation of Use.** The City will not use the logo, name or artwork involving EFCU for any purpose other than that which is authorized in this Agreement, and that right will expire as of the expiration of this Agreement.

9. **Assignment.** This Agreement will not be assigned by either party without the written consent of the other.

10. **Applicable Law and Venue.** This Agreement shall be governed by the laws of the State of Florida. Venue for any disputes arising under this Agreement shall lie exclusively in the state and federal courts in and for Okaloosa County, Florida, or the Northern District of Florida.

11. **Confidentiality.** Because the City is a public entity, there shall be no confidentiality with respect to documents and records arising from or related to this Agreement unless such documents and records are specifically exempted from Florida's public records laws by applicable provisions of existing or subsequently enacted laws.

12. **Counterparts.** This Agreement may be executed in one or more counterparts which, when assembled together, shall constitute one Agreement. Facsimile or electronic signatures of the parties hereto shall be binding as though they were original signatures.

In Witness Whereof, the Parties have set their hands and seals on the dates set forth below:

CITY OF CRESTVIEW, FLORIDA

EGLIN FEDERAL CREDIT UNION

By: _____
J.B. Whitten, Mayor

By:  5/17/21
Name: Jerry B. Williams

Attest: _____
Elizabeth M. Roy, City Clerk

Title: President/CEO



Staff Report

CITY COUNCIL MEETING DATE: May 24, 2021

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 5/20/2021
SUBJECT: Appointment of Crestview Housing Authority Board Members

BACKGROUND:

Members of the Crestview Housing Authority are appointed by the Mayor of the City of Crestview and approved by the City Council in regular session.

DISCUSSION:

There are currently 2 (two) open positions on the Housing Authority Board.

The Mayor has made a selection of the following individuals:

Josh Molyneux
Timothy Grandberry

These appointments will be retroactive to January 14, 2021, as that is when the previous terms expired.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no Financial impact to the City for these appointments

RECOMMENDED ACTION

Staff respectfully requests that the City Council approve the Mayor's appointment of Josh Molyneux and Timothy Grandberry to the Crestview Housing Authority Board.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: May 24, 2021

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Trae Duley, Planning Administrator
DATE: 5/18/2021
SUBJECT: Ordinance 1824 - Jones Road Annexation

BACKGROUND:

On April 8, 2021 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 331 Jones Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The Planning and Development Board recommended approval on May 3, 2021 and the first reading was on May 10, 2021.

DISCUSSION:

The property description is as follows:

Property Owner: Moulton, Richard C
Parcel ID: 05-3N-23-0000-0003-0000
Site Size: 115.94 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Residential (R)	Single-Family Low-Density District (R-1)	Vacant
East	Public Lands (PL), Okaloosa County Mixed Use, & Mixed Use (MU)	Public Lands (PL), Okaloosa County Mixed Use, & Mixed Use (MU)	Public School, Residential, & Vacant
South	Residential (R)	Single-Family Low-Density District (R-1), Single-Family Medium-Density District (R-2), & Mixed Use (MU)	Residential & Vacant
West	Residential (R) & Okaloosa County Mixed Use	Single and Multi-Family District (R-3) & Okaloosa County Mixed	Residential & Vacant

The subject property is currently undeveloped, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property should be developed residentially.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of one (1) lot in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on April 12, 2021. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on April 16, 2021. The property was posted on April 20, 2021. An advertisement ran in the Crestview News Bulletin on April 21, 2021.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows.

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

The cost of advertising will be \$656.88.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1824 on second reading.

Attachments

1. Exhibit Packet - Jones Rd

ORDINANCE: 1824

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 115.94 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 5, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

PIN # 05-3N-23-0000-0003-0000 (Deed recorded in Book 3342, page 752, dated March 16, 2008)

THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER, AND THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER LESS AND EXCEPT, THE FOLLOWING STRIP DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE EXTENSION OF THE EASTERLY RIGHT OF WAY LINE OF JONES ROAD WITH THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 5, TOWNSHIP 3 NORTH, RANGE 23 WEST; THENCE NORTH FIFTY FEET; THENCE WEST ALONG A LINE PARALLEL WITH THE SOUTH LINES OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER AND THE NORTHEAST AND NORTHWEST QUARTERS OF THE SOUTHWEST QUARTER TO THE POINT OF INTERSECTION WITH THE WEST LINE OF THE EAST SIXTY FOUR FEET (64.00') OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER; THENCE SOUTH FIFTY FEET (50.00') TO THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER; THENCE EAST ALONG THE SOUTH LINES OF THE NORTHWEST AND NORTHEAST

QUARTERS OF THE SOUTHWEST QUARTER AND OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER TO THE POINT OF BEGINNING, ALL LYING IN SECTION 5, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA.

AND

THE EAST SIXTY FOUR FEET (64.00') OF THE OF THE NORTHWEST QUARTER OF THE OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 3 NORTH, RANGE 23 WEST, LOCATED IN OKALOOSA COUNTY FLORIDA.

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land use category for the parcel as Residential (R) with the Single and Multi-Family Dwelling Zoning District (R-3) to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are

hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

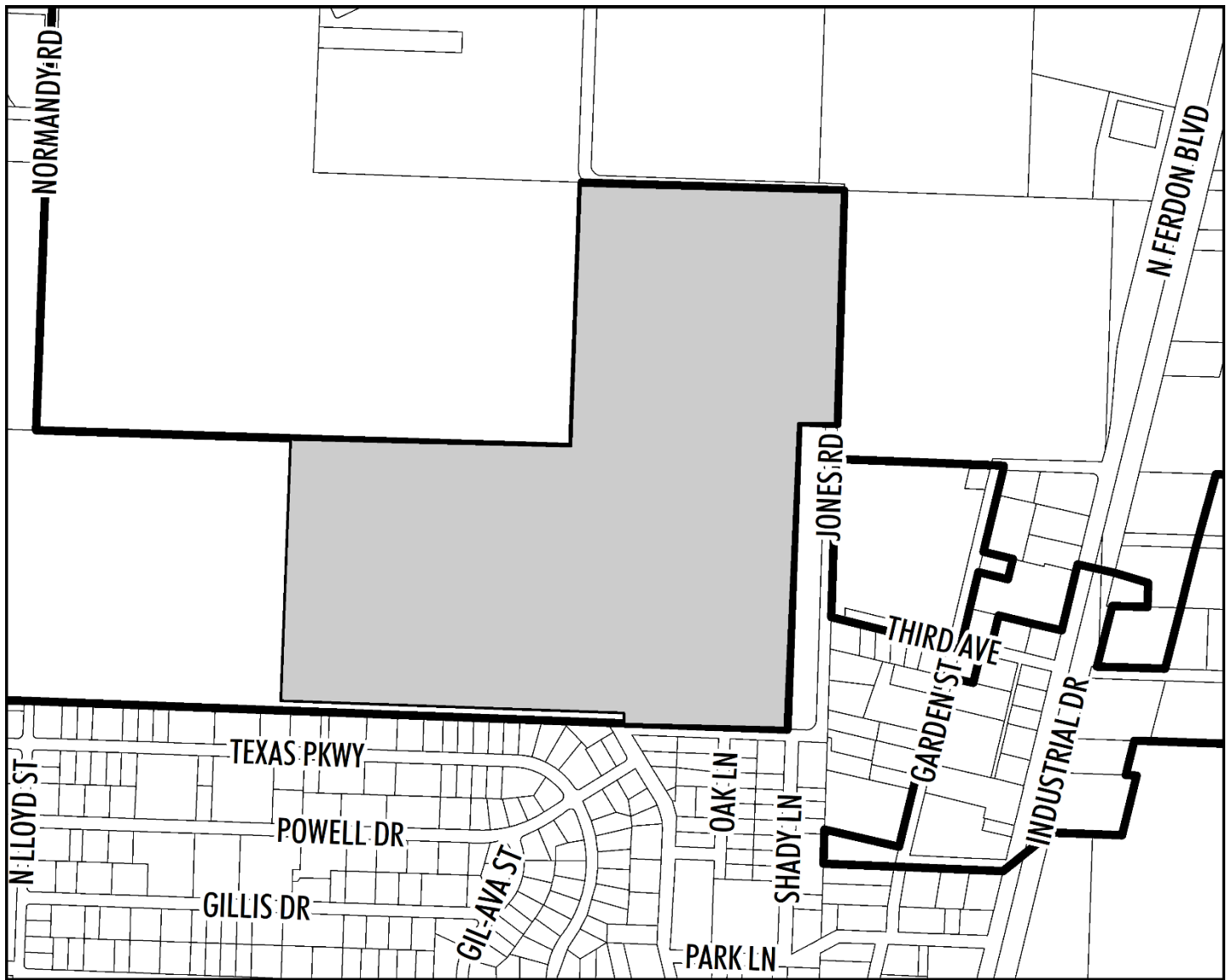
**PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,
FLORIDA ON THE _____ DAY OF _____, 2021.**

ATTEST:

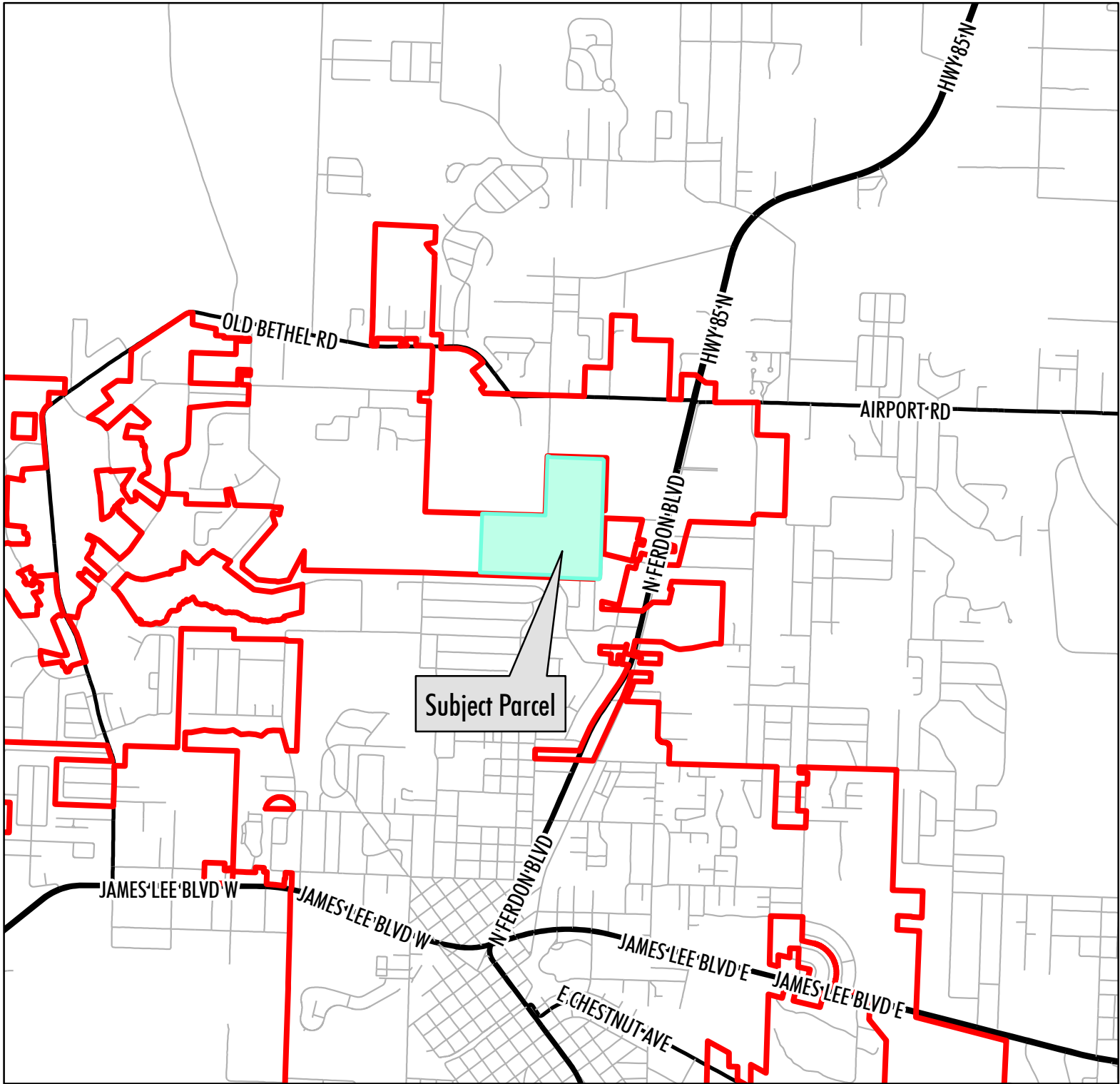
ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2021.

J. B. WHITTEN
Mayor



Vicinity Map



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N



0 225 450
Feet

Legend

 Subject Parcel

 City Limits

Existing Use



 Improved A

 No AG Acre

 Office

 Public School

 Single Family

 Timberland

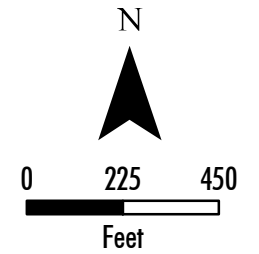
 Vacant

 Vehicle Sale

 Warehouse

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Zoning



Legend

Subject Parcel

City Limits

City Zoning

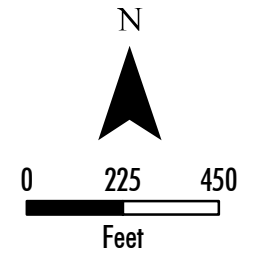
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Residential - 1 (R-1)
- Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcel

City Limits

City Zoning

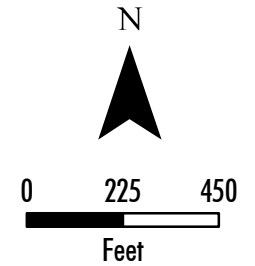
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- Conservation (E)

County Zoning

- Residential - 1 (R-1)
- Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use



Legend

Subject Parcel

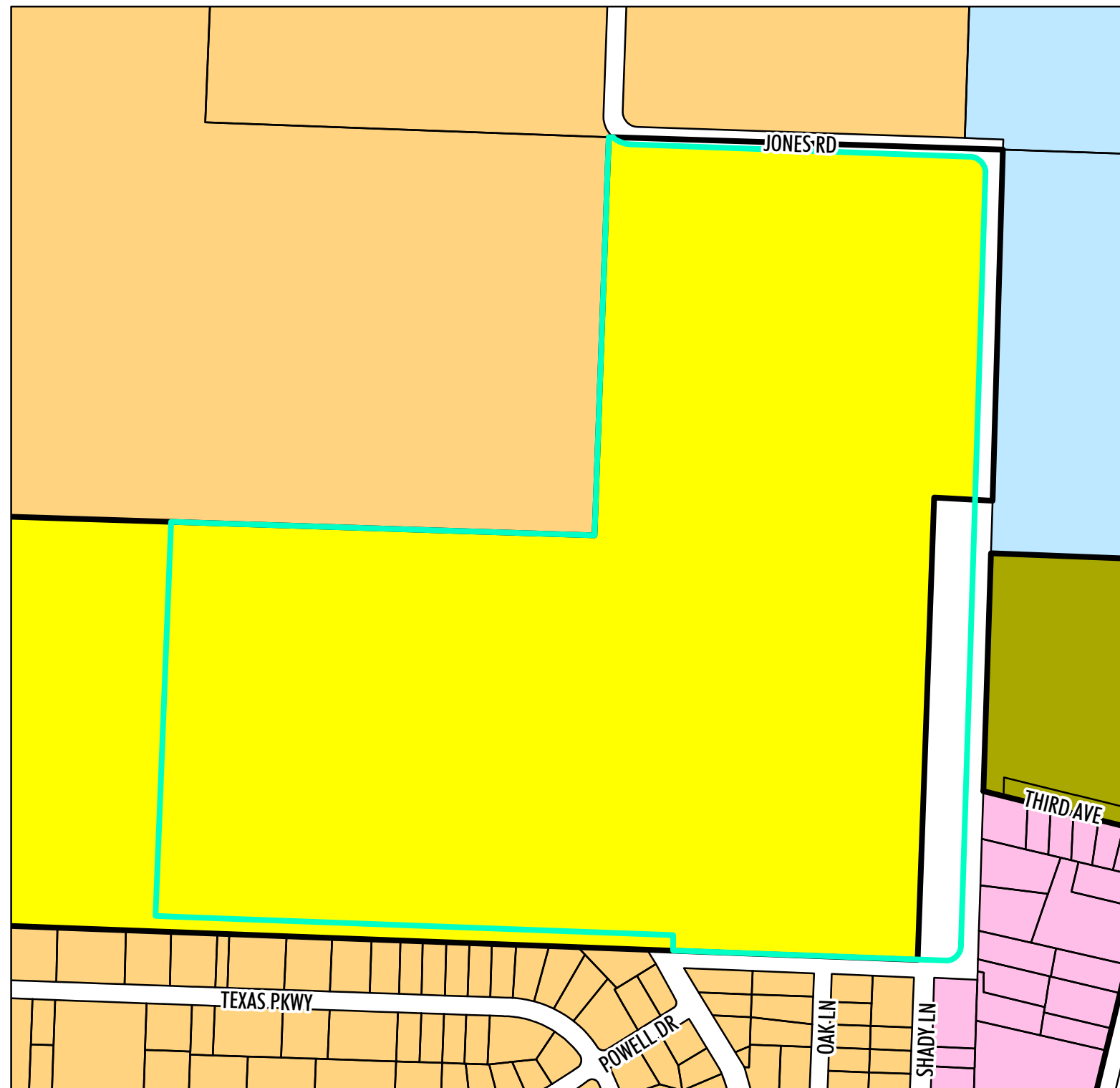
City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Low Density Residential (LDR)
- Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 225 450
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

 Conservation (CON)

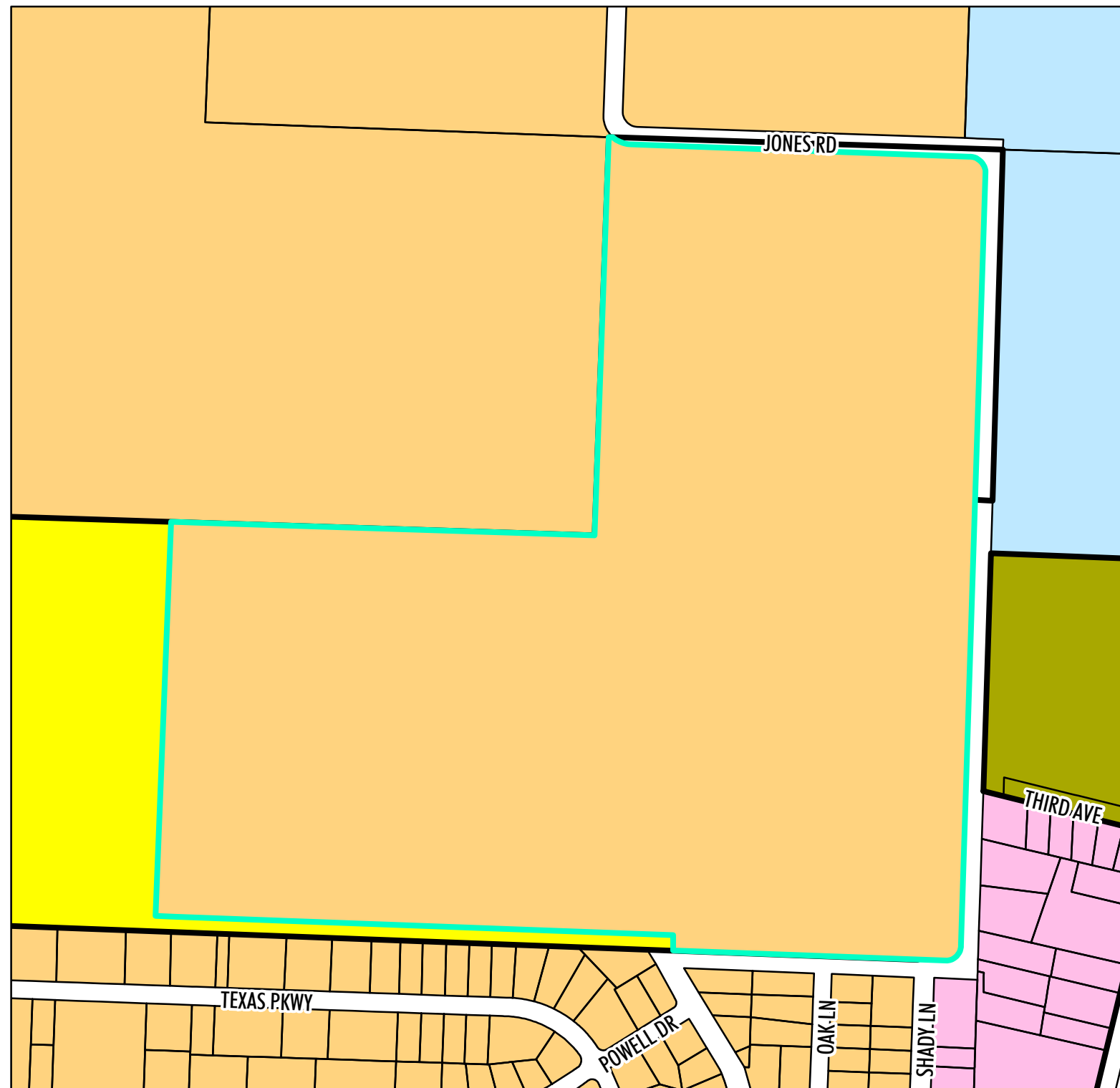
 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)

 Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: May 24, 2021

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jean McCarthy, Director of Library Services
DATE: 5/20/2021
SUBJECT: Circulation Desk Purchase

BACKGROUND:

The circulation desk in the library is the original unit that was placed upon opening in 2002. This unit has a great deal of wear and tear including degraded work surface and broken cabinets. The original carpet was replaced in 2016. This change highlights the disrepair and aesthetic damages to the current desk.

DISCUSSION:

Current upgrades to the library's interior flow and functionality would be benefited greatly by replacing the circulation desk at this time.

After careful consideration and research, staff determined that mediatechnologies malibu circulation desk would be most suitable for price, style, fit and functionality. This requested purchase would "piggyback" Miami-Dade County furniture contract number RTQ-00439 with Creative Library Concepts through their User Access Program (UAP). Miami-Dade County offers a UAP which would allow the City access to nearly 800 competitively established County contracts and prequalification pools for a wide variety of goods and services. In addition, the program allows for a two percent (2%) discount on prices, collected through a deduction on vendor invoices. As a UAP purchasing partner, the City would share in the revenue rebates. (1.5% rebated to Miami-Dade and .5% retained by the City)

The following information and corresponding attachments have been obtained to meet the piggyback purchasing requirements set forth in the City's current Purchasing Manual. These have been reviewed and approved by the finance department.

Creative Library Concepts Invitation to Bid was awarded with a 44% discount on all Mediatechnologies Anyspace 2020 catalog (see CLC Miami-Dade County Furniture Contract Submittal 04-24-2020.) The ability to customize a circulation desk at this discount meets the requirements of the library as it provides an installed desk for approximately the same price as a non-custom desk that would not include installation. The specific applications for Crestview Public Library are in the attached Sikes Library MT MDC Quote document, Robert L. F. Sikes Library proposal and Sikes Library rev0 rendering.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

Total cost is \$26,220.69 with \$15,000.00 in the current budget. The additional requested funding is available in the library's equipment account due to savings on some services provided by the library, computer purchases and discontinuation of maintenance service of old security system in favor of new RFID.

RECOMMENDED ACTION

Staff respectfully requests council approval to participate in the UAP program and "piggyback" Miami-Dade County Furniture Contract #RTQ-00439 for the purchase of a mediatechnologies malibu circulation desk for The Robert L. F. Sikes (Crestview) Public Library and authorization of expenditures not to exceed \$26,220.69 to Creative Library Concepts, Inc., which includes freight and basic installation.

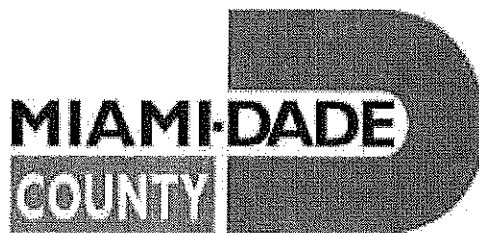
Attachments

1. RTQ-00439 BID SOLICITATION
2. CLC Miami-Dade County Furniture Contract Submittal - 04-24-2020 (003)
3. MDC Award
4. Sikes Library MT MDC Quote
5. ROBERT L. F. SIKES LIBRARY PROPOSAL REVISED
6. Sikes Library rev0

Solicitation RTQ-00439

FURNITURE OFFICE AND NON-OFFICE

Solicitation Designation: Public



Miami-Dade County

Solicitation RTQ-00439 FURNITURE OFFICE AND NON-OFFICE

Solicitation Number RTQ-00439
Solicitation Title FURNITURE OFFICE AND NON-OFFICE

Solicitation Start Date Sep 30, 2016 9:37:30 AM EDT
Solicitation End Date Oct 21, 2016 6:00:00 PM EDT
Question & Answer End Date Oct 14, 2016 2:00:00 PM EDT

Solicitation Contact Roma Campbell
305-375-3233
rcamp@miamidade.gov

Contract Duration See Bid Documents
Contract Renewal Not Applicable
Prices Good for 30 days

Solicitation Comments This solicitation will establish a pool of pre-qualified vendors capable of delivering/providing various types of office and non-office furniture, including but not limited to replacement parts, upholstery, all related products, installation and support services and solutions.

Added on Oct 11, 2016:
Additional Addendum to follow.

Addendum # 1

Previous End Date	Oct 14, 2016 6:00:00 PM EDT	New End Date	Oct 21, 2016 6:00:00 PM EDT
Previous Q & A End Date	Oct 7, 2016 2:00:00 PM EDT	New Q & A End Date	Oct 14, 2016 2:00:00 PM EDT
Previous Contract Renewal	Not Applicable	New Contract Renewal	Not Applicable

Addendum # 2

New Documents	RTQ-00-439 ADDENDUM NO. 2.docx RTQ-00439 ATTACHMENT A.docx		
Previous Contract Renewal	Not Applicable	New Contract Renewal	Not Applicable

Addendum # 3

New Documents	RTQ-00-439 ADDENDUM NO. 3.pdf		
Previous Contract Renewal	Not Applicable	New Contract Renewal	Not Applicable

Addendum # 4

New Documents RTQ-00-439 ADDENDUM NO. 4.pdf

Previous Contract Renewal Not Applicable

New Contract Renewal Not Applicable

Addendum # 5

New Documents RTQ-00-439 ADDENDUM NO. 5.pdf

Previous Contract Renewal Not Applicable

New Contract Renewal Not Applicable

Item Response Form

Item RTQ-00439--01-01 - FURNITURE OFFICE AND NON-OFFICE

Quantity 1 each

Percentage

Delivery Location Miami-Dade County

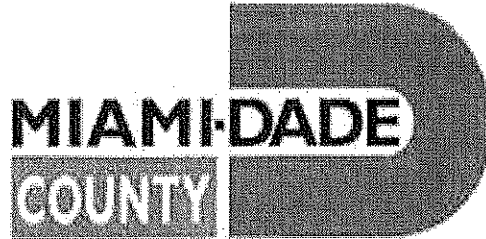
No Location Specified

Qty 1

Description

Furniture (Office and Non-Office) Request to Qualify.

SOLICITATION NO.: RTQ-00439
OPENING: 6:00 PM
FURNITURE OFFICE AND NON-OFFICE
Oct 21, 2016



MIAMI-DADE COUNTY, FLORIDA
R E Q U E S T T O Q U A L I F Y

TITLE:
FURNITURE OFFICE AND NON-OFFICE

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON Oct 21, 2016

FOR INFORMATION CONTACT:
Roma Campbell 305-375-3233 rcamp@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.
- IT IS THE POLICY OF MIAMI-DADE COUNTY THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN ENFORCEMENT ACTION. (SEE IMPLEMENTING ORDER 7-7)

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r16-3.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the

equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

SECTION 2 – SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

This solicitation will establish a pool of pre-qualified vendors capable of delivering/providing various types of office and non-office furniture, including but not limited to replacement parts, upholstery, all related products, installation and support services and solutions.

2.2 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the eight (8) year period.

2.3 PRE QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

Requirements:

2.3.1 The successful bidder(s) must submit a letter on the manufacturers' letterhead from each manufacturer that the successful bidder(s) will represent in this contract, stating that the successful bidder is an authorized representative of the manufacturer's product line. If a bidder fails to provide the manufacturer's authorization letter they will not be allowed, under this contract to represent the manufacturer. This "source-of-supply" letter must remain current throughout the term of this contract.

2.3.2 Bidders shall provide contact information to include: Name of contact, company's main phone number, contact phone number if different from main phone number, facsimile, email address, website information, and cellular number for Primary (required) and Secondary (optional). In addition, provide staff(s) who are responsible for providing a response to spot market quotes issued by the Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (Eastern Standard Time).

2.4 CATALOGS AND PRICE LISTS

The vendor shall submit two (2) copies of the current manufacturer's price list(s) and catalog(s) with the initial offer or a digital price list or catalogs will be preferred. These documents shall be in effect at the commencement of the contract and as catalogs become updated throughout the term of the contract, the vendor must provide the County with the updated catalogs. Discounts offered will be evaluated against these price lists and catalogs. Miami-Dade County may allow a vendor to submit price list during the evaluation period.

Upon request, the vendor shall provide additional sets of the manufacturer's product catalogs and price lists at no additional cost to the County.

The lowest price based on percentage discount or mark-up will be calculated on a manufacturer by manufacturer basis and will be determined using one of the two following ways according to the bid proposal received:

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

By taking the price from the manufacturers "Most Recent Published Price List" or catalog, minus the discount off the list.

Example:

"List Price" (\$100.00) – "Discount" 40% (\$40.00) = "Price" \$60.00

or

Where manufacturers do not have a "Price List" but have a "Net Price" book, the lowest price will be calculated as the "Net Price" plus the mark-up.

Example:

"Net Price" (\$100.00) + "Mark-up" 10% (\$10.00) = "Price" (\$110.00)

2.5 METHOD OF AWARD: TO THE HIGHEST PERCENTAGE DISCOUNT OR TO THE LOWEST MARK-UP BY MANUFACTURER (Exclusive of Options)

Award of this contract will be made to the responsive, responsible bidder(s) who offers the highest percentage discount off the manufacturers' most recent published price lists per manufacturer product line or the lowest mark-up per manufacturer product line, whichever is most advantageous to the County. Award will only be made to one bidder per manufacturer product line.

2.6 PRE-AWARD INSPECTION

The County may conduct a pre-award inspection of the bidder's site to determine if the bidder(s) possesses the competency to perform the services as outline. The County recognizes that from time-to-time manufacturers change their dealer structure. Any manufacturer wishing to rescind their "source-of-supply" letter for an awarded bidder/vendor may do so in writing to the County. The County may then re-award that manufacturer to another bidder as designated by said manufacture while maintaining same discount and/or mark-up.

2.7 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.8 DELIVERY REQUIREMENTS

The vendor shall deliver and or install as established on the RFQ. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor(s) to whom the RTQ is awarded fail to deliver and or install in the number of days stated, the County reserves the right to cancel the contract on a default basis. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

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any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this RTQ. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material picked-up, the vendor shall contact the appropriate user department to confirm the authorization.

2.9 WARRANTY

A. Type of Warranty Coverage Required

The vendor shall provide a copy of its written warranty certificates with its initial offer, or upon request from the County. Failure to meet this requirement may result in the offer being deemed non-responsive. The warranty supplied by the vendor shall remain in force for the full period identified by the vendor; regardless of whether the vendor is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the vendor does not constitute a waiver of these warranty provisions.

B. Correcting Defects Covered Under Warranty

The vendor shall be responsible for promptly correcting any deficiency, at no cost to the County, within seven (7) calendar days after the County notifies the vendor of such deficiency in writing. If the vendor fails to satisfy the warranty within the period specified in the notice, the County may (a) place the vendor in default of its contract, and/or (b) procure the products or services from another source and charge the vendor for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

The successful bidder shall be responsible for all shipping costs associated with the return of defective parts or devices, whether new, remanufactured or refurbished. Additional warranty may apply if so specified in the Request for Quote issued by the authorized County departments.

2.10 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

2.11 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

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SOLICITATION NO. RTQ-00439

2.12 COMPLIANCE WITH FEDERAL REGULATIONS

Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.13 DAMAGED GOODS WHEN SHIPPING IS PROVIDED BY VENDOR:

The vendor shall be responsible for filing, processing, and collecting all damage claims against the shipper.

2.14 FURNISH AND INSTALLATION REQUIREMENTS

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the bidder from furnishing, installing or performing such work where required to the satisfactory completion of the project.

2.15 ADDITIONAL MANUFACTURERS/VENDORS MAY BE ADDED

The County may replace any vendor(s) who has gone out of business or has had their "source-of-supply" letter rescinded by the manufacturer. The County at its sole discretion may make a separate request for bids for specific new or replacement manufacturers during the contract period. Such request(s) for bids will be made to vendors who meet the requirements of this solicitation.

All items added, whether part of the original award or part of subsequent addition(s), are subject to the terms and conditions of the contract.

2.16 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS/AGENCIES

Although this Solicitation is specific to a County Department, It is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

2.17 MULTIPLE AWARDS BY MANUFACTURERS PRODUCT

It is the County's intent to award all Products from a manufacture to one bidder unless that manufacturer markets specific products separately in which case the award may be split between two bidders. If a manufacturer has a different discount structure for different product lines such as between chairs and systems furniture, these should be shown separately by the bidder in the bid proposal, in order to clarify the complete proposal to the County.

2.18 FEDERALLY FUNDED AGENCIES – EXEMPTION TO CERTAIN CLAUSES

Quotations issued off this request to qualify may be done by federally funded agencies, including Public Housing and Community Development and Community Action and Human Services Department and any other departments who in the future will utilize federal funds. As federally funded agencies, certain clauses within this request to qualify will not apply to subsequent spot market quotations:

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Section 1, Paragraph 1.11 (Local Preferences), Section 1, Paragraph 1.28 (Office of the Inspector General Fee), Section 1, Paragraph 1.36 (County User Access Program-UAP), Section 1, Paragraph 1.44 (Small Business Enterprises (SBE) Measures), Section 1, Paragraph 1.45 (Local Certified Veteran's Business Enterprise Preference).

2.19 SPECIAL SECURITY REQUIREMENTS AT CERTAIN MIAMI-DADE COUNTY DEPARTMENTS

Miami-International Aviation (MDAD), Water and Sewer (WASD), Transportation and Public Works (DTPW) and Seaport (PortMiami) Departments operate under strict security regulations. These regulations involve the issuance of special identification (ID) cards. Please review the General Terms and Conditions, Section 1, Paragraph 1.46 for detailed information on Security Requirements.

Special Security Requirements at Miami-Dade Aviation Department:

- A. *The Miami-Dade County Aviation Department operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to frequently (more than 5 times within a 90-day period) enter the restricted areas of the Miami International Airport. These ID cards are required for access and are issued by the Miami-Dade Aviation Department at the current cost of \$38.00 for fingerprints and \$20.00 for the ID badge, per applicant per year. Therefore, the awarded vendor(s) under this group shall obtain and pay for ID cards for each of his/her employees and/or agents who will be frequently visiting or performing services at the Miami International Airport restricted areas. For more information concerning ID cards, you may contact the Miami-Dade Aviation Department ID Section at 305.876.7188.*

The Vendor must follow all security procedures required of workers at MDAD. This will include security checks and passes for all employees, a special driving course for those who operate a vehicle on the aircraft operating area (AOA), additional badges to work within the US Customs service area and may include bonding for a Customs I.D.

For Customs ID, call 786-265-5715 or email: cbp-miami-airport-security@dhs.gov for information. Vendors are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained prior to start of contract.

- B. *When performing work at the County's Aviation Department, the awarded vendor(s) shall acquire approval to access the Airside Operations Area (AOA). Vendor(s) shall gain access to the AOA and shall comply with all AOA drivers training requirements and endorsements for each employee assigned to MIA. (Note: Section - Insurance requirements)*
- C. *Vendor(s) and their sub-contractors working at Miami Dade Aviation Department (MIA) are subject to complying with ISO 14001 regulations regarding Environmental responsibility. Vendor(s) will receive training and familiarization about the ISO 14001 protocol from the Miami Dade Aviation Department.*

Please see Section 1, General Terms and Conditions, Paragraph 1.46 for information pertaining to this Section. Security procedures must be adhere to at all times. There are no exception to the rules.

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

This contract is to pre-qualified vendors capable of delivering/providing various types of office and non-office furniture, including replacement parts, upholstery, all related products, installation and support services and solutions. The successful bidders will represent the awarded manufacturer product lines in the contract.

3.2 ELECTRICAL HOOK-UP

The successful bidder shall be responsible, when required by the County to install and connect the electrical supply including outlets, junction boxes and installation of power supply to the house power panel and components of the "System Furniture" when such electrical components are to be part of the furniture procured from the bidder. Electrical components shall be installed by a licensed electrician competent to perform each connection. A building permit is required and is the responsibility of the bidder. A separate price quotation will be requested for the bidder for specific projects for the electrical hook-up when required. When approved by the County and included in the purchase order the successful bidder may invoice the County for such electrical hook-up costs, in addition to the normal discounted installation cost.

3.3 WAREHOUSING

Should conditions dictate that the delivery or installation of the furniture be delayed through no fault of the bidder, the successful bidder shall be required to warehouse subject furniture for a period not to exceed thirty (30) calendar days at no additional cost to the County. Should the warehousing exceed thirty (30) calendar days, the successful bidder may after negotiations with the County invoice the cost of the goods and additional warehousing period to the County.

3.4 ASSEMBLED (DEFINED)

All items procured by the County under this agreement must be delivered and set in place to the address and location indicated by the County, free of delivery charges. Furniture which requires on-location assembly, (items which consist of component parts which require extensive screws, bolts or electrical connection or attachment to floor, wall or ceiling) may be subject to installation charges, such as system furniture, filing systems, component furniture and bolted-in-place seating. Installation charges will not be allowed for loose seating, filing cabinets, or free standing desks, including "L" and "U" shaped desks.

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

SECTION 4 - BID SUBMITTAL FORM

Enter Company's Legal Name _____

Enter Company's Federal tax Identification Number _____

RESPONSE FORM**CONTACT INFORMATION:**

Section 2, Paragraph 2.3.3	Primary Contact Information (required):	Initial as completed
	Company's Name:	
	Primary Contact Name:	
	Company's Main Phone Number:	
	Company's Facsimile:	
	Contact Phone Number if different from main number:	
	E-Mail Address:	
	Cellular Phone Number (if applicable)	
	Secondary Contact Information (optional):	
	Secondary Contact Name:	
	Company's Main Phone Number:	
	Company's Facsimile:	
	Contact Phone Number if different from above:	
	E-Mail Address:	
	Cellular Phone Number (if applicable)	

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

**SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICE**

FIRM NAME: _____

Manufacturer	Discount Off Price List	Markup Net Price
--------------	-------------------------	------------------

Manufacturer: _____

Catalog No.: _____ Delivery Days After Receive of Order _____

Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	_____ %		_____ %

Manufacturer: _____

Catalog No.: _____ Delivery Days After Receive of Order _____

Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	_____ %		_____ %

Manufacturer: _____

Catalog No.: _____ Delivery Days After Receive of Order _____

Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	_____ %		_____ %

Manufacturer: _____

Catalog No.: _____ Delivery Days After Receive of Order _____

Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	_____ %		_____ %

Make copies of this proposal page as needed to include all the manufacturers you will represent

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

**SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICE**

FIRM NAME: _____

Manufacturer

Cost of Installation based on Percentage of Project Value

OPTIONAL: Installation Cost

Manufacturer: _____

Estimated Quantity **Installation Cost**

\$10,000.00 _____ %

Manufacturer: _____

Estimated Quantity **Installation Cost**

\$10,000.00 _____ %

Manufacturer: _____

Estimated Quantity **Installation Cost**

\$10,000.00 _____ %

Manufacturer: _____

Estimated Quantity **Installation Cost**

\$10,000.00 _____ %

Make copies of this proposal page as needed to include all the manufacturers you will represent



**Miami-Dade County
Procurement Management Services
Proposal Submittal Form**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Solicitation No. RTQ-00439		Solicitation Title: FURNITURE OFFICE AND NON-OFFICE	
Legal Company Name (include d/b/a if applicable):		Federal Tax Identification Number:	
If Corporation - Date Incorporated/Organized:		State Incorporated/Organized:	
Company Operating Address:		City	State
Company Contact Person:		Email Address:	
Phone Number (include area code)	Fax Number (include area code)	Company's Internet Web Address:	

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

☐ Place a check mark here only if Proposer has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming Proposer meets requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to proposal submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming Proposer is a Local Certified Veteran Business Enterprise. **A copy of the certification must be submitted with this proposal.**

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes ☐ No ☐

If yes, please provide your Certification Number:

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this proposal through a duly authorized representative, the Proposer certifies that the Proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the Proposer shall execute the proposal through a duly authorized representative and shall also initial this space:

In such event, the Proposer shall furnish together with its proposal response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any

contract resulting from this solicitation for default if the Proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

The submittal of a proposal by a Proposer will be considered a good faith commitment by the Proposer to negotiate a contract with the County in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a contract substantially in the terms herein.

Proposer's Authorized Representative's Signature:

Date:

Type or Print Name

**FAIR SUBCONTRACTING PRACTICES**

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

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☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

--

Signature

--

Date



SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: _____

FEIN No.: _____

In accordance with Sections 2-8.1, 2-8.8 and 10-34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplier/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/businessdevelopment-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractor-payment.pdf>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Proposer	Print Name	Print Title	Date

MMA

Miami-Dade County**Contractor Due Diligence Affidavit**

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. : Federal Employer Identification Number (FEIN):

Contract Title:

Printed Name of Affiant Printed Title of Affiant Signature of Affiant

 Name of Firm Date

 Address of Firm State Zip Code

Notary Public Information

Notary Public -- State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20____

by _____ He or she is personally known to me or has produced identification

Type of identification produced _____

 Signature of Notary Public Serial Number

 Print or Stamp of Notary Public Expiration Date Notary Public Seal

**ADDENDUM NO. 2****October 11, 2016**

TO: All Prospective Bidders
SUBJECT: Bid Solicitation Addendum
BID NO.: RTQ-00439
TITLE: Furniture Office and Non-Office

PRIOR SOLICITATION END DATE: 10/14/2016**NEW SOLICITATION END DATE:** 10/21/2016

This Addendum is and does become a part of the above mentioned solicitation.

- A) Change Solicitation End Date from 10/14/2016 to 10/21/2016 @ 6:00 p.m.
- B) Change Solicitation question and answer period to end October 14, 2016 @ 2:00 p.m.
- C) All Bidders will be required to complete an Attachment "A" form, if an installation surcharge is being applied for **Systems Furniture**. This form must be included with all quotes for **System Furniture** where applicable. Failure to include this form with your quotes will deem your bid final, and inclusive of all installation. The form will be included as part of the solicitation documents in BidSync.
- D) Questions and Answers

Question 1

Regarding Term, Contract section 2.2, page 1 of 9 - Is there an anticipated date upon which the Notice of Award will be sent?

Background: After reading the term regarding the pre-qualification pool beginning on the first calendar date of the month succeeding approval, we are still unclear about how long the evaluations may take and when the Board will be meeting to review the pre-qualified bidders may occur.

Response –

We don't have an anticipated date for the award of this project

Question 2.

Should we provide a single delivered and installed discount for systems furniture or a product discount and installation add-on? Many bids like this allow for installation to be quoted separately.

Response:

Bidders shall include installation with their quotes, except for systems furniture.

Addendum No. 2 - RTQ-00439

Question 3.

Do all bidders need to provide digital price lists with the bid or just the winning bidder for those lines?

Response:

This is a pre-qualification pool. Please re-read Section 2.3, Paragraph 2.3.2 for information pertaining to digital price lists.

Question 4.

Do all bidders need to provide warranty information for all the manufacturers bid or just the winning bidder for those lines?

Response:

This is a pre-qualification pool. Please review Section 2, Paragraph 2.9 "WARRANTY"

Question 5.

Will the bid due date be extended due to Hurricane Matthew?

Response:

Yes, the bid is extended

Question 6.

May installation charges be applied to purchases relating to systems furniture? In most cases, a charge to this type of installation is applicable. It is noted that furniture which requires on-location assembly may be subject to said charges.

Response:

Bidders shall include installation with their quotes, except for systems furniture.

Question 7.

On the Supplier Response Form, are we submitting the race, gender and ethnicity for the supplier and subcontractor companies as a whole or only those of which are located within Miami-Dade County?

Response:

Information should be provided for all suppliers/firms utilized.

Question 8.

Can a manufacturer bid direct without an authorized dealer?

Response:

Yes.

INSTALLATION

All quotes shall include installation, except for **System Furniture**. Bidders may apply an installation surcharge based on a percentage of the system furniture cost.

Example of Optional Installation charges for System Furniture:

Cost of installation is based on a Percentage of Project Value.

Bidder (A)

Product Cost Installation Cost

Addendum No. 2 - RTQ-00439

$$\text{\$10,000.00} + 10\% = (\text{\$1,000.00})$$

Total Cost: \\$11,000.00

Bidder (B)

Product Cost		Installation Cost
\$10,000	+	0% = (\$-0)

Total Cost: \$10,000.00

Bidder (C)

Product Value		Installation Cost
\$10,000	+	5% = (\$500.00)

Total Cost: \$10,500.00

Based on this example, **low bidder is "B"**.

ALL ELSE REMAINS THE SAME.

Roma Campbell
Procurement Contracting Officer
ISD/PMD

ATTACHMENT A**RTQ-00439: FURNITURE OFFICE AND NON-OFFICE****Installation Cost On System Furniture**

Bidder Name: _____

Manufacturer/Brand: _____

Product Cost **Installation Cost**

\$ _____ + _____ % = \$ _____

Total Cost: \$ _____

**ADDENDUM NO. 3****October 13, 2016**

TO: All Prospective Bidders
SUBJECT: Bid Solicitation Addendum
BID NO.: RTQ-00439
TITLE: Furniture Office and Non-Office

SOLICITATION END DATE: October 21, 2016

This Addendum is and does become a part of the above mentioned solicitation.

A) Questions and Answers

Question 9

Your place an offer button on bid sync only has place for one item and one discount %. We are submitting for several manufacturers. Do you just upload the entire bid and price lists, etc. as an attachment? What number do we use for the one discount % available on the place offer page?

Response:

Please make copies of pricing pages as needed to include all the manufacturers you will represent

Question 10.

What is the term of the intended contract in terms of initial award period, and optional extension periods?

Response:

The term of the contract is in Section 2, Paragraph 2.2, it explains in details the term, etc. We don't have an anticipated date for the award of this project.

Question 11.

Is this RTQ a process in which vendors pre-qualify to participate in a later RFQ process for the 1072 Furniture Contract, or will this result in a separate MD Contract?

Response:

Yes this RTQ is to pre-qualify vendors to participate in RFQ. This contract will be replacing the 1072 contract which ends in February, 2017.

Addendum No. 3 - RTQ-00439

Question 12.

What is the length of the contract? Are you able to send yearly updated price lists?

Response:

Vendors should provide catalogs and price list throughout the term of the contract. Please reference Section 2, Paragraph 2.4 "Catalogs and Price List.

ALL ELSE REMAINS THE SAME.

Roma Campbell
Procurement Contracting Officer
ISD/PMD

**ADDENDUM NO. 4****October 14, 2016**

TO: All Prospective Bidders
SUBJECT: Bid Solicitation Addendum
BID NO.: RTQ-00439
TITLE: Furniture Office and Non-Office

SOLICITATION END DATE: October 21, 2016

This Addendum is and does become a part of the above mentioned solicitation.

A) Questions and Answers**Question 13**

You didn't answer what to do we do with the place offer button on bid sync only having space for one discount %. We are submitting for several manufacturers. What do we do in that case?

Response:

You may enter a -0- in BidSync, and in Section 4 Bid Submittal form, you may enter your pricing/discounts, etc. As stated on the bottom of the Bid Submittal page, please make copies of the Form as needed to submit all manufacturer you are representing.

Question 14.

We have multiple Lines with different discount structures. How do we show these?

Response:

Please see Section 4 Bid Submittal form and make additional copies as needed

Question 15.

What do you mean by: "Please make copies". Your answer to question 9. How do we make copies?

Response:

You may download copies of the Bid Submittal page, to include any additional manufacturer you are representing, complete as required, and upload them back with your proposal to the system.

ALL ELSE REMAINS THE SAME.

Roma Campbell
Procurement Contracting Officer
ISD/PMD



ADDENDUM NO. 5

October 14, 2016

TO: All Prospective Bidders
SUBJECT: Bid Solicitation Addendum
BID NO.: RTQ-00439
TITLE: Furniture Office and Non-Office

SOLICITATION END DATE: October 21, 2016

This Addendum is and does become a part of the above mentioned solicitation.

A) Questions and Answers

Question 16

Can you submit yearly an updated price list to be used for the bid discount submitted in this solicitation?

Response:

Please review Section 2, Paragraph 2.4 "CATALOGS AND PRICE LISTS"

ALL ELSE REMAINS THE SAME.

Roma Campbell
Procurement Contracting Officer
ISD/PMD

Question and Answers for Solicitation #RTQ-00439 - FURNITURE OFFICE AND NON-OFFICE

Overall Solicitation Questions

Question 1

Question: Regarding Term, Contract section 2.2, page 1 of 9 - Is there an anticipated date upon which the Notice of Award will be sent?

Background: After reading the term regarding the pre-qualification pool beginning on the first calendar date of the month succeeding approval, we are still unclear about how long the evaluations may take and when the Board will be meeting to review the pre-qualified bidders may occur.

Thank you in advance for your consideration of this inquiry. Your guidance is greatly appreciated. (Submitted: Oct 5, 2016 8:46:25 AM EDT)

Answer

- Regarding questions on the date Notice of Award will be sent: Not at this time.

It is unclear regarding your statement about background, is there a question and if so, what are you asking? (Answered: Oct 5, 2016 9:49:41 AM EDT)

Question 2

Should we provide a single delivered and installed discount for systems furniture or a product discount and installation add-on? Many bids like this allow for installation to be quoted separately. (Submitted: Oct 6, 2016 12:25:42 PM EDT)

Question 3

Do all bidders need to provide digital price lists with the bid or just the winning bidder for those lines? (Submitted: Oct 6, 2016 12:26:19 PM EDT)

Question 4

Do all bidders need to provide warranty information for all the manufacturers bid or just the winning bidder for those lines? (Submitted: Oct 6, 2016 12:27:20 PM EDT)

Question 5

Will the bid due date be extended due to Hurricane Matthew? (Submitted: Oct 6, 2016 12:27:48 PM EDT)

Question 6

Question: May installation charges be applied to purchases relating to systems furniture? In most cases, a charge to this type of installation is applicable. It is noted that furniture which requires on-location assembly may be subject to said charges. (Submitted: Oct 6, 2016 4:52:21 PM EDT)

Question 7

Question: On the Supplier Response Form, are we submitting the race, gender and ethnicity for the supplier and subcontractor companies as a whole or only those of which are located within Miami-Dade County? (Submitted: Oct 7, 2016 9:29:59 AM EDT)

Question 8

Can a manufacturer bid direct without an authorized dealer? (Submitted: Oct 11, 2016 1:37:05 PM EDT)

Question 9

Your place an offer button on bid sync only has place for one item and one discount %. We are submitting for several manufacturers. Do you just upload the entire bid and price lists, etc. as an attachment? What number do we use for the one discount % available on the place offer page? (Submitted: Oct 12, 2016 10:04:00 AM EDT)

Question 10

What is the term of the intended contract in terms of initial award period, and optional extension periods?

(Submitted: Oct 12, 2016 6:08:49 PM EDT)

Question 11

Is this RTQ a process in which vendors pre-qualify to participate in a later RFQ process for the 1072 Furniture Contract, or will this result in a separate MD Contract? (Submitted: Oct 12, 2016 6:25:50 PM EDT)

Question 12

What is the length of the contract?
Are you able to send yearly updated price lists?
Thank you. (Submitted: Oct 13, 2016 10:34:11 AM EDT)

Question 13

You didn't answer what to do we do with the place offer button on bid sync only having space for one discount %. We are submitting for several manufacturers. What do we do in that case? (Submitted: Oct 13, 2016 4:47:13 PM EDT)

Question 14

Can you submit yearly an updated price list to be used for the bid discount submitted in this solicitation? (Submitted: Oct 14, 2016 12:57:01 PM EDT)

RTQ-00439--01-01 - FURNITURE OFFICE AND NON-OFFICE**Question 1**

We have multiple Lines with different discount structures. How do we show these? (Submitted: Oct 13, 2016 5:05:04 PM EDT)

Question 2

What do you mean by: "Please make copies". Your answer to question 9. How do we make copies? (Submitted: Oct 13, 2016 5:05:44 PM EDT)

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

SECTION 4 - BID SUBMITTAL FORMEnter Company's Legal Name Creative Library ConceptsEnter Company's Federal tax Identification Number 22-2753756**RESPONSE FORM****CONTACT INFORMATION:**

Section 2, Paragraph 2.3.3	Primary Contact Information (required):	Initial as completed
MIAMI-DADE COUNTY	Company's Name: <u>Creative Library Concepts</u>	
	Primary Contact Name: <u>Chris Gaffis</u>	
	Company's Main Phone Number: <u>908-276-9200</u>	
	Company's Facsimile:	
	Contact Phone Number if different from main number: <u>813-777-7068</u>	
	E-Mail Address: <u>chris@creativelibraryconcepts.com</u>	
	Cellular Phone Number (if applicable): <u>813-777-7068</u>	
	Secondary Contact Information (optional):	
	Secondary Contact Name: <u>Brad Kingsburg</u>	
	Company's Main Phone Number: <u>908-276-9200</u>	
	Company's Facsimile:	
	Contact Phone Number if different from above: <u>908-812-8190</u>	
	E-Mail Address: <u>bradk@creativelibraryconcepts.com</u>	
	Cellular Phone Number (if applicable)	

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICEFIRM NAME: Creative Library Concepts

Manufacturer	Discount Off Price List	Markup Net Price
<u>Media Technologies</u>		
Manufacturer: <u>AnySpace MediaSpace</u>		
Catalog No.: <u>Elements Catalog</u>		Delivery Days After Receive of Order <u>90 days</u>
	<u>List Pricing 2020</u>	
Estimated Quantity	Discount Off List Price	OR Markup Net Price
\$100,000	<u>44</u> %	%

<u>MJ Library Shelving by Aurora</u>		
Manufacturer: <u>MJ Library Shelving</u>		
Catalog No.: <u>Price List July 2018</u>		Delivery Days After Receive of Order <u>90 days</u>
Estimated Quantity	Discount Off List Price	OR Markup Net Price
\$100,000	<u>35</u> % <u>System 30</u>	%
	<u>43</u> % <u>Welded Frame</u>	

<u>TMC Furniture</u>		
Manufacturer: <u>TMC</u>		
Catalog No.: <u>Price List 2019</u>		Delivery Days After Receive of Order <u>90 days</u>
Estimated Quantity	Discount Off List Price	OR Markup Net Price
\$100,000	<u>25</u> %	%

<u>Muzo</u>		
Manufacturer: <u>Muzo</u>		
Catalog No.: <u>Pricebook 2020</u>		Delivery Days After Receive of Order <u>60 days</u>
Estimated Quantity	Discount Off List Price	OR Markup Net Price
\$100,000	<u>25</u> %	%

Make copies of this proposal page as needed to include all the manufacturers you will represent

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

**SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICE**

FIRM NAME: Creative Library Concepts

Manufacturer Discount Off Price List Markup Net Price

Manufacturer: 3branch
 Catalog No.: 3branch List Prices 2020 Delivery Days After Receive of Order 60 days
 Estimated Quantity Discount Off List Price OR Markup Net Price
 \$100,000 _____ % 25 %

Manufacturer: ISA International
 Catalog No.: 2019 ISA Master Price List Delivery Days After Receive of Order 90 days
 Estimated Quantity Discount Off List Price OR Markup Net Price
 \$100,000 40 % _____ %

Manufacturer: Jasper Chair
 Catalog No.: Jasper Chair Price List 2020 Delivery Days After Receive of Order 90 days
 Estimated Quantity Discount Off List Price OR Markup Net Price
 \$100,000 40 % _____ %

Manufacturer: Hale Manufacturing
 Catalog No.: Hale Frame Price List # 0919 Delivery Days After Receive of Order 120 days
 Estimated Quantity Discount Off List Price OR Markup Net Price
 \$100,000 40 % _____ %

Make copies of this proposal page as needed to include all the manufacturers you will represent

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICEFIRM NAME: Creative Library Concepts

Manufacturer	Discount Off Price List	Markup Net Price
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Manufacturer:	<u>Biblo XPO</u>		
Catalog No.:	<u>Biblo XPO Price List 2020</u>	Delivery Days After Receive of Order	<u>90 days</u>
Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	<u>35</u> %		%

Manufacturer:	<u>HLF Furniture</u>		
Catalog No.:	<u>HLF Furniture Price Book 2020</u>	Delivery Days After Receive of Order	<u>90 days</u>
Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	<u>40</u> %		%

Manufacturer:	<u>Palmieri Furniture</u>		
Catalog No.:	<u>Palmieri Furniture Price List 2019</u>	Delivery Days After Receive of Order	<u>90 days</u>
Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	<u>35</u> %		%

Manufacturer:			
Catalog No.:		Delivery Days After Receive of Order	
Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	%		%

Make copies of this proposal page as needed to include all the manufacturers you will represent

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

**SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICE**FIRM NAME: Creative Library Concepts

Manufacturer

Cost of Installation based on Percentage of Project Value

OPTIONAL: Installation CostManufacturer: Media Technologies

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: MJ Library Shelving by Aurora

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: TMC Furniture

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: MUZO

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Make copies of this proposal page as needed to include all the manufacturers you will represent

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

**SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICE**

FIRM NAME: Creative Library Concepts

Manufacturer

Cost of Installation based on Percentage of Project Value

OPTIONAL: Installation CostManufacturer: 3branch

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: ISA International

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: Jasper Chair

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: Hale Manufacturing

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Make copies of this proposal page as needed to include all the manufacturers you will represent

SOLICITATION TITLE: FURNITURE OFFICE AND NON-OFFICE

SOLICITATION NO. RTQ-00439

**SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICE**FIRM NAME: Creative Library Concepts

Manufacturer

Cost of Installation based on Percentage of Project Value

OPTIONAL: Installation CostManufacturer: Biblo XPO

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: HLF Furniture

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: Palmieri Furniture

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	<u>20</u> %

Manufacturer: _____

<u>Estimated Quantity</u>	<u>Installation Cost</u>
\$10,000.00	_____ %

Make copies of this proposal page as needed to include all the manufacturers you will represent



**Miami-Dade County
Procurement Management Services
Proposal Submittal Form**

111 NW 1st Street, Suite 1900, Miami, FL 33128

Solicitation No. RTQ-00439		Solicitation Title: FURNITURE OFFICE AND NON-OFFICE	
Legal Company Name (include d/b/a if applicable): <u>Creative Office Concepts d/b/a Creative Library</u>		Federal Tax Identification Number: <u>22 - 2753756</u>	
If Corporation - Date Incorporated/Organized: <u>5/1986</u>		State Incorporated/Organized: <u>New Jersey</u>	
Company Operating Address: <u>4374 Turkey Creek Rd</u>		City: <u>Plant City</u>	State: <u>FL</u>
Company Contact Person: <u>Chris Griffiths</u>		Email Address: <u>chris@creative.library.concepts.com</u>	
Phone Number (include area code)	Fax Number (include area code)	Company's Internet Web Address: <u>www.creative.library.concepts.com</u>	

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

☐ Place a check mark here only if Proposer has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming Proposer meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to proposal submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming Proposer is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes ☐ No ☒

If yes, please provide your Certification Number: _____

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

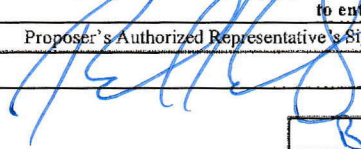
By executing this proposal through a duly authorized representative, the Proposer certifies that the Proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Proposer is unable to provide such certification but still seeks to be considered

for award of this solicitation, the Proposer shall execute the proposal through a duly authorized representative and shall also initial this space: BC

In such event, the Proposer shall furnish together with its proposal response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any

contract resulting from this solicitation for default if the Proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

The submittal of a proposal by a Proposer will be considered a good faith commitment by the Proposer to negotiate a contract with the County in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a contract substantially in the terms herein.

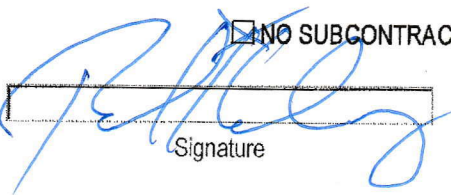
Proposer's Authorized Representative's Signature:	Date:
	4/24/2020
Type or Print Name	
Brad Knagberg, President	

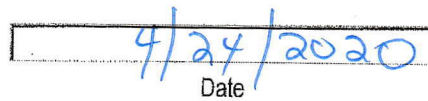
**FAIR SUBCONTRACTING PRACTICES**

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

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☒ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT


Signature


Date



CONTRACT AWARD SHEET INTERNAL SERVICES DEPARTMENT

BID NO.: RTQ-00439
PREVIOUS BID NO.: 1072-1/16-1
TITLE: FURNITURE OFFICE AND NON-OFFICE
CURRENT CONTRACT PERIOD: 03/01/2018 THROUGH 02/28/2021
TOTAL # OF OTRs: 0
CONTRACT AMOUNT: \$54,706,231.40
REQUISITION NO.:

SECTION #1 – APPLICABLE ORDINANCES

Living Wage: N UAP: N IG: N
Other Applicable Ordinances:

SECTION #2 – CONTRACT MEASURES

Local Preference: N Micro Enterprise: N Full Federal Funding: N Performance Bond: N
Small Business Enterprise (SBE): N PTP Funds: N Partial Federal Funding: N Insurance: N
Miscellaneous:

SECTION #3 – CONTRACTING OFFICER

Name : Mary Hammett
Phone : 305-375-5471
Fax : -
Email : Mary.Hammett@MIAMIDADE.GOV

SECTION #4 – BPO INFORMATION

1. ABCW1800272

Commodity ID	Commodity Name
420-65	LOUNGE FURNITURE, OUTDOOR, WOOD
420-66	MAILROOM FURNITURE: BINS, BOXES, CARTS,
420-68	MATTRESSES AND BEDSPRINGS (NOT HOSPITAL
420-72	MIRRORS, GLASS (NOT AUTO, BARBER,
420-73	MIRRORS, SAFETY AND SECURITY, NON-GLASS,
415-55	FURNITURE, LABORATORY (CUSTOM MADE)
420-04	AUDITORIUM, STADIUM, TEAM SEATING
420-08	CAFETERIA FURNITURE, CHAIRS AND TABLES
420-09	CAFETERIA FURNITURE, BOOTHS
420-12	CHAPEL FURNISHINGS: PEWS, PULPITS, ETC.
420-14	COUNTERS, SALES AND STORE
420-74	MIRRORS, SAFETY AND SECURITY (FOR BLIND
420-81	RECYCLED FURNITURE FOR CAFETERIA,
420-16	DORMITORY FURNITURE, METAL: WARDROBES,
420-86	SCHOOLROOM FURNITURE; PLASTIC,
420-84	SCHOOLROOM FURNITURE, METAL: CABINETS,
410-34	FURNITURE, HOSPITAL (NOT SPECIALIZED)
420-03	ARTS AND CRAFTS FURNITURE (TABLES, ETC.)
420-13	CHILDREN'S FURNITURE (INCLUDING STACKABL
420-15	COURTROOM FURNITURE: CHAIRS, TABLES,

420-56	LIBRARY FURNITURE: BOOK TRUCKS, CARD
425-94	WORK STATIONS, MODULAR, SYSTEMS
150-49	MILLWORK: COUNTERS, CUSTOM-MADE
420-20	DORMITORY FURNITURE, WOOD: WARDROBES,
420-24	FOLDING CHAIRS, TABLES, AND CHAIR
420-88	SCHOOLROOM FURNITURE, WOOD: CABINETS,
420-92	SHOWCASE, TROPHY CASES AND EXHIBIT CASES
425-07	CHAIRS, OFFICE, WOOD
425-40	FILING CABINETS, OFFICE, METAL: CARD,
425-54	MODULAR PANEL SYSTEMS, (WITH METAL
425-81	SHELVING, MOBILE, TRACK TYPE, OFFICE
420-28	FOLDING CHAIRS AND TABLES, WOOD
420-30	FURNITURE, GENERAL (CUSTOM MADE)
420-40	HOUSEHOLD FURNITURE, GENERAL LINE
420-44	INSTITUTIONAL FURNITURE, ALL TYPES
420-48	LIBRARY SHELVING, METAL
420-52	LIBRARY SHELVING, WOOD
420-59	LOUNGE FURNITURE, UPHOLSTERED
420-60	LOUNGE FURNITURE, STEEL, INDOOR
420-61	LOUNGE FURNITURE, STEEL, OUTDOOR
420-61	LOUNGE FURNITURE, STEEL, OUTDOOR
420-62	LOUNGE FURNITURE, INDOOR: FIBERGLASS,
420-64	LOUNGE FURNITURE, INDOOR, WOOD

Department	Department Allocation
EL*****	\$250,000.00
ET*****	\$221,000.00
CJ*****	\$386,835.00
FR*****	\$1,139,670.00
HR*****	\$30,000.00
ID06****	\$11,461,697.44
ID0902**	\$4,642,338.11
MT*****	\$242,504.70
OC*****	\$40,825.00
JU*****	\$40,000.00
LB*****	\$12,034,500.00
ME*****	\$134,000.00
PD*****	\$4,854,000.00
PE01****	\$381,251.15
PR*****	\$921,100.00
SP*****	\$1,646,279.00
SW*****	\$608,500.00
WS*****	\$2,308,500.00
AV*****	\$11,019,445.00
CL*****	\$492,300.00
CO*****	\$519,000.00
CR*****	\$584,600.00

2.	ABCW1800273
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Commodity ID	Commodity Name
420-52	LIBRARY SHELVING, WOOD
420-59	LOUNGE FURNITURE, UPHOLSTERED
420-60	LOUNGE FURNITURE, STEEL, INDOOR
420-61	LOUNGE FURNITURE, STEEL, OUTDOOR
420-62	LOUNGE FURNITURE, INDOOR: FIBERGLASS,
420-64	LOUNGE FURNITURE, INDOOR, WOOD
420-65	LOUNGE FURNITURE, OUTDOOR, WOOD

420-66	MAILROOM FURNITURE: BINS, BOXES, CARTS,
420-68	MATTRESSES AND BEDSPRINGS (NOT HOSPITAL
420-72	MIRRORS, GLASS (NOT AUTO, BARBER,
420-73	MIRRORS, SAFETY AND SECURITY, NON-GLASS,
420-74	MIRRORS, SAFETY AND SECURITY (FOR BLIND
420-81	RECYCLED FURNITURE FOR CAFETERIA,
420-86	SCHOOLROOM FURNITURE; PLASTIC,
420-88	SCHOOLROOM FURNITURE, WOOD: CABINETS,
420-92	SHOWCASE, TROPHY CASES AND EXHIBIT CASES
425-07	CHAIRS, OFFICE, WOOD
425-40	FILING CABINETS, OFFICE, METAL: CARD,
420-84	SCHOOLROOM FURNITURE, METAL: CABINETS,
420-03	ARTS AND CRAFTS FURNITURE (TABLES, ETC.)
420-13	CHILDREN'S FURNITURE (INCLUDING STACKABL
420-15	COURTROOM FURNITURE: CHAIRS, TABLES,
425-54	MODULAR PANEL SYSTEMS, (WITH METAL
425-81	SHELVING, MOBILE, TRACK TYPE, OFFICE
420-56	LIBRARY FURNITURE: BOOK TRUCKS, CARD
425-94	WORK STATIONS, MODULAR, SYSTEMS
150-49	MILLWORK: COUNTERS, CUSTOM-MADE
415-55	FURNITURE, LABORATORY (CUSTOM MADE)
410-34	FURNITURE, HOSPITAL (NOT SPECIALIZED)
420-04	AUDITORIUM, STADIUM, TEAM SEATING
420-08	CAFETERIA FURNITURE, CHAIRS AND TABLES
420-09	CAFETERIA FURNITURE, BOOTHS
420-12	CHAPEL FURNISHINGS: PEWS, PULPITS, ETC.
420-14	COUNTERS, SALES AND STORE
420-16	DORMITORY FURNITURE, METAL: WARDROBES,
420-20	DORMITORY FURNITURE, WOOD: WARDROBES,
420-24	FOLDING CHAIRS, TABLES, AND CHAIR
420-28	FOLDING CHAIRS AND TABLES, WOOD
420-30	FURNITURE, GENERAL (CUSTOM MADE)
420-40	HOUSEHOLD FURNITURE, GENERAL LINE
420-44	INSTITUTIONAL FURNITURE, ALL TYPES
420-48	LIBRARY SHELVING, METAL

Department	Department Allocation
FR*****	\$56,165.00
HD*****	\$222,000.00
PD*****	\$60,000.00
CO*****	\$46,000.00

3.	ABCW1800537
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Commodity ID	Commodity Name
420-14	COUNTERS, SALES AND STORE
420-16	DORMITORY FURNITURE, METAL: WARDROBES,
420-20	DORMITORY FURNITURE, WOOD: WARDROBES,
420-24	FOLDING CHAIRS, TABLES, AND CHAIR
420-28	FOLDING CHAIRS AND TABLES, WOOD
420-30	FURNITURE, GENERAL (CUSTOM MADE)
420-40	HOUSEHOLD FURNITURE, GENERAL LINE
420-44	INSTITUTIONAL FURNITURE, ALL TYPES
420-59	LOUNGE FURNITURE, UPHOLSTERED
420-60	LOUNGE FURNITURE, STEEL, INDOOR
420-61	LOUNGE FURNITURE, STEEL, OUTDOOR
420-61	LOUNGE FURNITURE, STEEL, OUTDOOR
420-62	LOUNGE FURNITURE, INDOOR: FIBERGLASS,

420-64	LOUNGE FURNITURE, INDOOR, WOOD
420-65	LOUNGE FURNITURE, OUTDOOR, WOOD
420-66	MAILROOM FURNITURE: BINS, BOXES, CARTS,
420-68	MATTRESSES AND BEDSPRINGS (NOT HOSPITAL
420-72	MIRRORS, GLASS (NOT AUTO, BARBER,
420-73	MIRRORS, SAFETY AND SECURITY, NON-GLASS,
420-74	MIRRORS, SAFETY AND SECURITY (FOR BLIND
420-81	RECYCLED FURNITURE FOR CAFETERIA,
420-86	SCHOOLROOM FURNITURE; PLASTIC,
420-88	SCHOOLROOM FURNITURE, WOOD: CABINETS,
420-92	SHOWCASE, TROPHY CASES AND EXHIBIT CASES
425-07	CHAIRS, OFFICE, WOOD
425-40	FILING CABINETS, OFFICE, METAL: CARD,
425-54	MODULAR PANEL SYSTEMS, (WITH METAL
425-81	SHELVING, MOBILE, TRACK TYPE, OFFICE
420-48	LIBRARY SHELVING, METAL
420-84	SCHOOLROOM FURNITURE, METAL: CABINETS,
420-52	LIBRARY SHELVING, WOOD
410-34	FURNITURE, HOSPITAL (NOT SPECIALIZED)
420-03	ARTS AND CRAFTS FURNITURE (TABLES, ETC.)
420-13	CHILDREN'S FURNITURE (INCLUDING STACKABL
420-15	COURTROOM FURNITURE: CHAIRS, TABLES,
420-56	LIBRARY FURNITURE: BOOK TRUCKS, CARD
425-94	WORK STATIONS, MODULAR, SYSTEMS
150-49	MILLWORK: COUNTERS, CUSTOM-MADE
415-55	FURNITURE, LABORATORY (CUSTOM MADE)
420-04	AUDITORIUM, STADIUM, TEAM SEATING
420-08	CAFETERIA FURNITURE, CHAIRS AND TABLES
420-09	CAFETERIA FURNITURE, BOOTHS
420-12	CHAPEL FURNISHINGS: PEWS, PULPITS, ETC.
Department	Department Allocation
SP*****	\$363,721.00

SECTION #5 – AWARD INFORMATION

BCC Award: N
BCC Date: 01/22/2020
DPM Award: N
DPM Date: 11/19/2019
Additional Items Allowed:
Agenda Item No.: 8F5SUBSTITUTE
Special Conditions: Insurance is required from all vendors who are or will be providing installation on Miami-Dade County properties. It is the User Department responsibility to make sure the Vendors are in compliance with the requested insurance. No exceptions)

SECTION #6 – VENDORS AWARDED

- Vendor Name:** AFFORDABLE INTERIOR SYSTEMS, INC.
DBA:
FEIN: 043489948
Suffix: 01
Street: 4 Bonazzoli Ave.
City: Hudson
State: MA
Zip: 01749
FOB Terms: DEST-P

Delivery:
Payment NET30
Terms:
Toll Phone: 800-4347400

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Assigned Measures
Set Aside:
Selection Factor:
Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Ben Maxwell	978-5050888	800-4347400	978-5620811	bmaxwell@ais-inc.com

2. **Vendor Name:** HUMANSIZE CORPORATION

DBA:
FEIN: 112793425
Suffix: 01
Street: 220 CIRCLE DR. NORTH
City: PISCATAWAY
State: NJ
Zip: 08854
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-4000625

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Assigned Measures
Set Aside:
Selection Factor:
Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Katie Miglin	732-5372944	800-4000625	732-3564146	kmiglin@humansize.com

3. **Vendor Name:** EMPIRE OFFICE INC

DBA:
FEIN: 131945763
Suffix: 01
Street: 2 OAKWOOD BLVD, SUITE 140
City: HOLLYWOOD
State: FL
Zip: 33020
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 954-798-7866

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Assigned Measures
Set Aside:
Selection Factor:
Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
JAY BINKOSKI	954-707-6200	954-798-7866	954-707-6222	JBINKOWSKI@EMPIREOFFICE.COM

4. **Vendor Name:** KNOLL INC

DBA:

FEIN: 133873847

Suffix: 01

Street: 1235 Water Street

City: East Greenville

State: PA

Zip: 18041

FOB Terms: DEST-P

Delivery:

Payment Terms: NET30

Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Karen Bastian	305-5710903	-	305-5710930	kbastian@knoll.com

5. **Vendor Name:** RESIDENTIAL KITCHEN DESIGNS INC

DBA:

FEIN: 200265138

Suffix: 01

Street: 5921 NW 176TH STREET SUIT # 2

City: MIAMI

State: FL

Zip: 33015

FOB Terms: DEST-P

Delivery:

Payment Terms: NET14

Toll Phone: 800-4073460

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Marcial L Torres	305-7965940	800-4073460	954-3376374	marcialtorres7@gmail.com

6. **Vendor Name:** YOUR OFFICE INC

DBA:

FEIN: 201359939

Suffix: 01

Street: 6193 Rock Island Road #306

City: Tamarac
State: FL
Zip: 33319
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Chuck S Williams	954-5300137	-	954-5671439	yourofficefl@aol.com

7. **Vendor Name:** COMPASS OFFICE SOLUTIONS LLC

DBA:

FEIN: 204013098

Suffix: 01

Street: 3320 ENTERPRISE WAY

City: MIRAMAR

State: FL

Zip: 33025

FOB Terms: DEST-P

Delivery:

Payment NET30

Terms:

Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
JOSE M DIAZ	954-430-4590	-	954-430-4591	DIAZJ@COMPASS-OFFICE.COM

8. **Vendor Name:** SEGIS-USA, INC

DBA:

FEIN: 204409723

Suffix: 01

Street: 3431 West Andrew Johnson Highway

City: Morristown

State: TN

Zip: 37814

FOB Terms: DEST-P

Delivery:

Payment NET30

Terms:

Toll Phone: -

Local Vendor:

Certified Vendor

Assigned Measures

SBE:
Micro Ent. :
Other:

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Howard Shore	404-6805500	-	678-2623549	hms@hshore.com

9. **Vendor Name:** CREATIVE OFFICE CONCEPTS INC.
DBA: Creative Library Concepts
FEIN: 222753756
Suffix: 01
Street: 2 ravenlake rd
City: monroe
State: NJ
Zip: 08831-0000
FOB Terms: DEST-P
Delivery:
Payment NET45
Terms:
Toll Phone: -
Local Vendor: 0

Certified Vendor
SBE: 0
Micro Ent. : 0
Other:

Assigned Measures

Set Aside: 0
Selection Factor: 0
Bid Pref.: 0
Goal: 0
Vendor Record Verified? 0

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Brad Kingsburg	908-2769200	-	-	JODI@CREATIVELIBRARYCONCEPTS.COM

10. **Vendor Name:** TEKNION LLC
DBA:
FEIN: 223785040
Suffix: 01
Street: 350 FELLOWSHIP ROAD
City: MT LAUREL
State: NJ
Zip: 08054
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 877-552-5830

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:
Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
ANDREW GIRTEN	305-803-9704	877-552-5830	856-552-5830	ANDREW.GIRTEN@TEKNION.COM

11. **Vendor Name:** FORMS & SURFACES INC

DBA:
FEIN: 251476717
Suffix: 01
Street: 30 Pine Street
City: Pittsburgh
State: PA
Zip: 15223
FOB Terms: DEST-P
Delivery:
Payment Terms: NET30
Toll Phone: 800-4510410

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Ed j Pelaez	305-5625653	800-4510410	412-7817840	ed.pelaez@forms-surfaces.com

12. **Vendor Name:** GLOBAL COMMERCIAL FURNISHINGS INC

DBA:
FEIN: 264213422
Suffix: 01
Street: 3132 Fortune Way D1
City: Wellington
State: FL
Zip: 33414
FOB Terms: DEST-P
Delivery:
Payment Terms: NET30
Toll Phone: -

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Angie Haynes	561-4294004	-	-	ahaynes@gcfnew.com

13. **Vendor Name:** OFS BRANDS INC

DBA:
FEIN: 300056548
Suffix: 02
Street: 1204 EAST 6TH STREET
City: HUNTINGBURG
State: IN
Zip: 47542
FOB Terms: DEST-P
Delivery:
Payment Terms: NET30
Terms:

Toll Phone: 800-5215381

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Anna McClelland	704-7719003	800-5215381	-	amcclelland@ofs.com

14. **Vendor Name:** KIMBALL OFFICE INC

DBA:

FEIN: 351688210

Suffix: 03

Street: 1600 ROYAL STREET

City: JASPER

State: IN

Zip: 475491022

FOB Terms: DEST-P

Delivery:

Payment NET30

Terms:

Toll Phone: 800-4821616

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Angi Grundhoefer	800-4821616	800-4821616	812-6343014	angi.grundhoefer@kimball.com

15. **Vendor Name:** ALLSTEEL INC

DBA:

FEIN: 360717079

Suffix: 01

Street: 13358 COLLECTIONS CENTER DR

City: CHICAGO

State: IL

Zip: 60693

FOB Terms: DEST-P

Delivery:

Payment NET30

Terms:

Toll Phone: 888-2557833

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
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ATHENA VANWAARDENBURG	954-9266411	888-2557833	954-9212048	AllsteelGovContracts@AllsteelOffice.com
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16. **Vendor Name:** CLASSROOM OUTFITTERS LLC
DBA:
FEIN: 364626586
Suffix: 01
Street: 19301 SW 106 AVENUE SUITE #11
City: MIAMI
State: FL
Zip: 33157
FOB Terms: DEST-P
Delivery:
Payment NET14
Terms:
Toll Phone: 877-5090664

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
RICHARD A BREWER	786-7351155	877-5090664	786-7388399	RICK@CLASSROOMOUTFITTERS.COM

17. **Vendor Name:** LANDSCAPE FORMS INC
DBA:
FEIN: 381897577
Suffix: 01
Street: 431 LAWNDAL AVE
City: KALAMAZOO
State: MI
Zip: 49048
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-4411945

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Josh Buursma	269-3371203	800-4411945	269-2162738	AR@landscapeforms.com

18. **Vendor Name:** HANCOCK AND MOORE, LLC
DBA: Cabot Wrenn
FEIN: 383974409
Suffix: 01
Street: 166 Hancock and Moore Lane
City: Taylorsville

State: NC
Zip: 28681
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Tracy L Parsons	828-3268249	-	828-3254659	tracyp@cabotwrenn.com

19. Vendor Name: BAY VIEW INDUSTRIES, INC.
DBA: SurfaceWorks
FEIN: 390874653
Suffix: 01
Street: 7821 South 10th Street
City: Oak Creek
State: WI
Zip: 53154
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Kelly Ciezki	414-5702677	-	414-5702676	contracts@surfaceworks.us

20. Vendor Name: KRUEGER INTERNATIONAL INC
DBA: KI
FEIN: 391375589
Suffix: 03
Street: 1330 Bellevue Street
City: Green Bay
State: WI
Zip: 54302
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Assigned Measures

Set Aside:

Bid Pref.:

Micro Ent. :
Other:

Selection Factor:

Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Scott Russell	305-3895969	-	305-7540951	scott.russell@ki.com

21. **Vendor Name:** MAXON FURNITURE INC.
DBA:
FEIN: 421295118
Suffix: 01
Street: 200 Oak Street
City: Muscatine
State: IA
Zip: 52761
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-8764274

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Contract Manager	563-2992949	800-8764274	800-2572635	MaxonContractManager@maxonmail.com

22. **Vendor Name:** THE HON COMPANY LLC
DBA:
FEIN: 421491474
Suffix: 02
Street: 200 Oak Street
City: Muscatine
State: IA
Zip: 52761
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Greg Bauer	563-2727354	-	-	contractmanager@honcompany.com

23. **Vendor Name:** SPECTRIM BUILDING PRODUCTS LLC
DBA:

FEIN: 460472211
Suffix: 01
Street: 3433 Marshall Lane
City: Bensalem
State: PA
Zip: 19020
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-4371030

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Mike Andersen	267-2231030	800-4371030	215-2458704	mikea@spectrimbp.com

24. Vendor Name: OFFISTATION INC
DBA:
FEIN: 481275111
Suffix: 01
Street: 1405 SW 20 STREET
City: FT.LAUDERDALE
State: FL
Zip: 33315
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
GEORGE A. LEE JR., PRESIDENT	954-766-9878	-	954-766-9896	GEORGE@OFFISTATION.COM

25. Vendor Name: GLOBAL INDUSTRIES INC
DBA: EVOLVE FURNITURE GROUP
FEIN: 520953534
Suffix: 02
Street: 17 WEST STOW ROAD
City: MARLTON
State: NJ
Zip: 08053
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:

Toll Phone: 800-2201900

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
JOSEPH FREUND	954-8468888	800-2201900	856-5521069	JFREUND@GLOBALINDUSTRIES.COM

26. **Vendor Name:** GLOBAL INDUSTRIES INC
DBA: OFFICES TO GO
FEIN: 520953534
Suffix: 03
Street: 17 WEST STOW ROAD
City: MARLTON
State: NJ
Zip: 08053
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-2201900

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
JOSEPH FREUND	954-8468888	800-2201900	856-5521069	JFREUND@GLOBALINDUSTRIES.COM

27. **Vendor Name:** PATTERSON POPE INC
DBA:
FEIN: 560986683
Suffix: 01
Street: P O BOX 535722
City: ATLANTA
State: GA
Zip: 30353
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-4326230

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
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Brad Ostiguy	954-3927874	800-4326230	407-3288188	salesfl@pattersonpope.com
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28. **Vendor Name:** DAR RAN FURNITURE INDUSTRIES INC

DBA:
FEIN: 561171971
Suffix: 01
Street: 2402 SHORE ST
City: HIGH POINT
State: NC
Zip: 27263
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-334-7891

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
CAMI BOND	336-681-2428	800-334-7891	336-434-7602	CBOND@DARRAN.COM

29. **Vendor Name:** TROUTMAN CHAIR COMPANY LLC

DBA:
FEIN: 562137177
Suffix: 01
Street: 134 ROCKER LANE
City: STATESVILLE
State: NC
Zip: 28677
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
JEAN H LAND	704-872-7625	-	704-878-6996	JEAN@TROUTMANCHAIRS.COM

30. **Vendor Name:** LIBRARY INTERIORS OF FLORIDA INC

DBA:
FEIN: 581877256
Suffix: 01
Street: 2801 DIVISION STREET
City: METAIRIE
State: LA
Zip: 70002

FOB Terms: DEST-P
Delivery:
Payment Terms: NET30
Toll Phone: -

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Set Aside:
Selection Factor:

Assigned Measures

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Jen Anderson	954-4717181	-	-	jen.anderson@libraryinteriors.com

31. **Vendor Name:** PRADERE MANUFACTURING CORP
DBA: PRADERE OFFICE PRODUCTS
FEIN: 591423861
Suffix: 02
Street: 7655 West 20th Avenue
City: Hialeah
State: FL
Zip: 33014
FOB Terms: DEST-P
Delivery:
Payment Terms: NET30
Toll Phone: -

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Set Aside:
Selection Factor:

Assigned Measures

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Michelle P Noriega	305-8230190	-	305-8230192	jenny@pradereoffice.com

32. **Vendor Name:** NEWTON SEATING COMPANY INC
DBA:
FEIN: 591566453
Suffix: 01
Street: 2344 HARPER STREET
City: JACKSONVILLE
State: FL
Zip: 32204
FOB Terms: DEST-P
Delivery:
Payment Terms: NET30
Toll Phone: 888-847-4614

Local Vendor:

Certified Vendor
SBE:
Micro Ent. :
Other:

Set Aside:
Selection Factor:

Assigned Measures

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
MICHAEL C BATES	904-355-2080	888-847-4614	904-355-7021	M.BATES@NEWTON-FL.COM

33. **Vendor Name:** HUGH ROBINSON INC
DBA:
FEIN: 591752369
Suffix: 01
Street: 2718 NW 31st Ave
City: LAUDERDALE LAKES
State: FL
Zip: 33311
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-7668711

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
John S Robinson	954-4840660	800-7668711	954-4840664	hri@robinsonwalls.com

34. **Vendor Name:** BERWIN INC
DBA: JC WHITE ARCHITECTURAL INTERIOR PRODUCTS
FEIN: 591851050
Suffix: 02
Street: 3501 Commerce Parkway
City: Miramar
State: FL
Zip: 33025
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Phil Wodecki	954-4996677	-	954-4996678	phil.wodecki@jcwhite.com

35. **Vendor Name:** PRISON REHAB INDUSTRIES & DIV ENTERP INC
DBA: PRIDE ENTERPRISES
FEIN: 592167018
Suffix: 01

Street: 223 MORRISON ROAD
City: BRANDON
State: FL
Zip: 33511
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 813-890-3449

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
JASON M. BROWN	813-890-2133	813-890-3449	727-570-3449	BIDS@PRIDE-ENTERPRISES.ORG

36. **Vendor Name:** GALLOWAY OFFICE SUPPLIES INC
DBA: GALLOWAY OFFICE SUPPLIES & FURNITURE
FEIN: 592524876
Suffix: 02
Street: 10201 NW 21ST STREET
City: MIAMI
State: FL
Zip: 33172
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
JIM TOURAL	305-591-1616	-	305-591-5655	JIM@GALLOWAYOFFICESUPPLY.COM

37. **Vendor Name:** R GEORGE & ASSOCIATES INC
DBA:
FEIN: 592954122
Suffix: 01
Street: 945 ISLAND GROVE DRIVE
City: DELAND
State: FL
Zip: 32724
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 866-235-6960

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
AARON KEMBLE	561-498-9810	866-235-6960	561-498-0720	INFO@RGEORGE.COM

38. **Vendor Name:** SSE & ASSOCIATES INC
DBA: SOUTHEASTERN SURFACES & EQUIPMENT
FEIN: 593265072
Suffix: 01
Street: 569 CANAL STREET
City: NEW SMYRNA BEACH
State: FL
Zip: 32168
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-6448875

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
KELLI MORRIS	386-4288875	800-6448875	386-4288767	KMORRIS@SSETEAM.COM

39. **Vendor Name:** NATIONAL OFFICE FURNITURE, INC.
DBA:
FEIN: 630577594
Suffix: 01
Street: 1610 Royal Street
City: Jasper
State: IN
Zip: 47549
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-4821213

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Leanna Bechtel	812-6343013	800-4821213	800-3110059	leanna.becht@NationalOfficeFurniture.com

40. **Vendor Name:** OFFICE DIMENSIONS INC
DBA:
FEIN: 650025931
Suffix: 01
Street: 3621 N.E. 1 ST COURT
City: MIAMI
State: FL
Zip: 331373609
FOB Terms: DEST-P
Delivery:
Payment Terms: NET14
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
MARK STERN	305-576-7550	-	305-576-7511	MSTERN@ODIMIAMI.COM

41. **Vendor Name:** OFFICE EXPRESS SUPPLY INC
DBA:
FEIN: 650085768
Suffix: 01
Street: 8005 W 20 AVE
City: HIALEAH
State: FL
Zip: 33014
FOB Terms: DEST-P
Delivery:
Payment Terms: NET14
Toll Phone: 800-5571667

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
RANDY GARCIA	305-5571667	800-5571667	305-8249211	RANDY@XPRESSBUY.COM

42. **Vendor Name:** ADVANCED FILING SYSTEMS INC
DBA: FLORIDA OFFICE SYSTEMS
FEIN: 650167601
Suffix: 02
Street: 1561 SW 68th Avenue
City: Plantation
State: FL
Zip: 33317
FOB Terms: DEST-P
Delivery:

Payment NET14
Terms:
Toll Phone: 877-7928226

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
David L Stoutamire	954-7928226	877-7928226	954-7922569	david@advancedfiling.com

43. **Vendor Name:** ABP AVENTURA INC
DBA: RELAX THE BACK
FEIN: 650789887
Suffix: 03
Street: 8751 NW 99TH STREET
City: MEDLEY
State: FL
Zip: 33178
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Juan Gallo	786-3511648	-	305-6299312	juang@relaxtheback.net

44. **Vendor Name:** APRICOT OFFICE INTERIORS
DBA:
FEIN: 650962841
Suffix: 01
Street: 20401 NW 2ND AVE SUITE 300
City: MIAMI GARDENS
State: FL
Zip: 33169
FOB Terms: DEST-P
Delivery:
Payment NET14
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
STACEY E SILVERA	305-5171288	-	305-5173988	BASIL.BERNARD@APRICOTOS.COM

45. **Vendor Name:** NANCY REYNOLDS ASSOCIATES INC

DBA:
FEIN: 650986355
Suffix: 01
Street: 911 NE 5 AVE
City: FT LAUDERDALE
State: FL
Zip: 33304
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Nancy Reynolds	954-4107272	-	954-4634700	nancy@nancyreynolds.com

46. **Vendor Name:** ALL RACK & SHELVING INC

DBA:
FEIN: 651064028
Suffix: 01
Street: 10930 SW 129 STREET
City: MIAMI
State: FL
Zip: 33176
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
RON ROSSITER	305-7930358	-	305-2540880	allrackandshelving@gmail.com

47. **Vendor Name:** TJJA ARCHITECTS PA

DBA:
FEIN: 651078531
Suffix: 01
Street: 14 Westward Drive
City: Miami Springs

State: FL
Zip: 33166
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
TODD J. JONAS	305-377-4808	-	305-377-4559	TJJA@TJJA-ARCHITECTS.COM

48. Vendor Name: CAMILO HOLDINGS, LLC
DBA:
FEIN: 821716453
Suffix: 01
Street: 2333 Brickell Ave suite A-1
City: Miami
State: FL
Zip: 33129
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Camilo Lopez III	305-2169425	-	-	Camiloiii@camiloholdings.com

49. Vendor Name: WRK LAB, INC
DBA:
FEIN: 832276706
Suffix: 01
Street: 3605 NW 115TH AVE
City: DORAL
State: FL
Zip: 33178
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Assigned Measures

Set Aside:

Bid Pref.:

Micro Ent. :
Other:

Selection Factor:

Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
DANIEL GARCIA	305-4008101	-	-	CASH-WL@WRKLAB.COM

50. **Vendor Name:** MITY LITE INC.
DBA:
FEIN: 870652595
Suffix: 01
Street: 1301 West 400 North
City: Orem
State: UT
Zip: 84057
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-6829421

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Rhonda Dearing	801-2240589	800-6829421	801-2246191	Rhonda.Dearing@mityinc.com

51. **Vendor Name:** LAKESHORE EQUIPMENT COMPANY
DBA: LAKESHORE LEARNING MATERIALS
FEIN: 941525814
Suffix: 01
Street: 2695 E Dominguez St.
City: Carson
State: CA
Zip: 90895
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Mariela Benavides	800-4215354	-	310-5377990	biddept@lakeshorelearning.com

52. **Vendor Name:** SUN NORTHWEST INC.
DBA:

FEIN: 943061546
Suffix: 02
Street: 350 26th Avenue #4
City: San Francisco
State: CA
Zip: 94121
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Steve P Eliopoulos	415-2794914	-	-	snwcorp@aol.com

53. **Vendor Name:** EGAN VISUAL WEST INC.

DBA:
FEIN: 953983808
Suffix: 01
Street: 222 W Mercandise Mart Pl
City: Chicago
State: IL
Zip: 60654-1198
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: 800-2632387

Local Vendor:

Certified Vendor

SBE:
Micro Ent. :
Other:

Assigned Measures

Set Aside:
Selection Factor:

Bid Pref.:
Goal:
Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Jamie Noguchi	905-8512826	800-2632387	905-8513426	contracts@egan.com

54. **Vendor Name:** DIRT ENVIRONMENTAL SOLUTIONS INC

DBA:
FEIN: 980443904
Suffix: 01
Street: 7303 30TH STREET
City: CALGARY
State: CA
Zip: 12345
FOB Terms: DEST-P
Delivery:
Payment NET30
Terms:
Toll Phone: -

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
JORGE A GARCIA	305-336-9038	-	-	JGARCIA@DIRTT.NET

55. **Vendor Name:** ARCONAS CORPORATION

DBA:

FEIN: 981365220

Suffix: 01

Street: 5700 Keaton Crescent

City: Mississauga

State: ON

Zip: L5R3H5

FOB Terms: DEST-P

Delivery:

Payment NET30

Terms:

Toll Phone: 800-3879496

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
Ray Vella	905-2724224	800-3879496	905-8977470	rvella@arconas.com

56. **Vendor Name:** DSI INDUSTRIES INC

DBA: OFGO

FEIN: FRN775947

Suffix: 01

Street: 115 CIDERMILL AVE

City: CONCORD

State: ON

Zip: L4K4G5

FOB Terms: DEST-P

Delivery:

Payment NET30

Terms:

Toll Phone: 800-3743375

Local Vendor:

Certified Vendor

SBE:

Micro Ent. :

Other:

Assigned Measures

Set Aside:

Selection Factor:

Bid Pref.:

Goal:

Vendor Record Verified?

Contact Details

Name	Phone 1	Phone 2	Fax	Email Address
NICOLE SHAMIR	905-6691357	800-3743375	905-6695564	nicole@ofgo.com

SECTION #7 – ITEMS AWARDED

Details:

See attached Roadmap

Item #	Description	Qty.	Unit Price
	No Items Awarded		\$

SECTION #8 – ADDITIONAL NOTES

Insurance is required from all vendors who are or will be providing installation on Miami-Dade County properties. It is the User Department responsibility to make sure the Vendors are in compliance with the requested insurance. No exceptions)

Error! Bookmark not defined.



a division of Silver Street, Inc.

**892 Industrial Park Drive
Shelby, MI 49455 USA**

Phone: (231) 861-2194 Fax: (231) 861-6678

Sales Quotation

Page No.: 1 of 4
Quotation No.: **142289**
Quotation Date: **03/30/21**
Revised Date: **04/07/21**
Valid Until: **05/07/21**
Customer No.: **C000190**
Sales Person: **Mickey Lay**

CUSTOMER
Creative Library Concepts Creative Library Concepts 4374 Turkey Creek Rd. Plant City, FL 33567

BILL TO
Creative Library Concepts Creative Library Concepts 4374 Turkey Creek Rd. Plant City, FL 33567

SHIP TO
Robert L. F. Sikes Public Library 1445 Commerce Drive Crestview, FL 32539 Attn: Jean McCarthy

Shipping Method	Project Name	Contract	Contact Name	Misc	Terms	Quoted By	Estimated Ship Date
Best Way	Sikes Library Circ Desk	MDC	Chris Griffis		Net 30	Kelley, Dan	

QTY	UoM	Ref	Model/Item#	Description	Wt.	Cu. Ft.	Fgt Cl	List Price	Disc.	Disc. Price	Line Total
1	Ea.	A	MCD-MB-36BR-39M	Malibu Book Return 36"W x 30"D x 39"H	139Lb	24.375	175	\$ 3,813.00	44	\$ 2,135.28	\$ 2,135.28
			960-021763-000	Maple construction, HPL worksurface with solid wood edge, and HPL inlay, front panel book slot, for use with but does not include MCD-DBTM. Please specify stain finish on maple, worksurface HPL, and inlay HPL.							
to have electrical pass through to adjacent unit(s)											
HPL Work Surface: TBD Finish: Natural Maple HPL Vertical Accent/Toe: TBD											
1	Ea.	A-1	MCD-DBTM-2424-24	Depressible Platform Book Truck, 23.625"D x 24.25"W x 24"H	137Lb	7.959	175	\$ 2,427.00	44	\$ 1,359.12	\$ 1,359.12
			960-203775-000	Maple construction with wood edges, spring-loaded platform lift mechanism. Note: Use for 32"-39"H Book Return Units. Please specify stain finish on maple.							
Finish: Natural Maple											
3	Ea.	B / D / F	MCD-MB-36KS-39M	Malibu Kneespace Unit 36"W x 30"D x 39"H	453Lb	73.125	175	\$ 4,418.00	44	\$ 2,474.08	\$ 7,422.24
			960-021855-000	Maple construction, HPL worksurface with solid wood edge, and HPL inlay, upper full-width drawer. Please specify stain finish on maple, worksurface HPL, and inlay HPL.							

E-Mail:

Website: www.mediatechnologies.com



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QTY	UoM	Ref	Model/Item#	Description	Wt.	Cu. Ft.	Fgt Cl	List Price	Disc.	Disc. Price	Line Total
3	Ea.	B / D / F	MCD-MB-36-TRXM	Malibu Transaction Top 36"W x 9"D x 7"H	57Lb	3.915	175	\$ 705.00	44	\$ 394.80	\$ 1,184.40
			960-021647-000	Maple construction, HPL worksurface with solid wood edge. Please specify stain finish on maple, worksurface HPL.							
*** to have electrical pass through to adjacent unit(s)***											
HPL Work Surface: TBD											
Finish: Natural Maple											
HPL Vertical Accent/Toe: TBD											
2	Ea.	C / E	MCD-MB-36C3DL-39M	Malibu Cupboard & 3 Drawer Unit 36"W x 30"D x 39"H	512Lb	48.75	175	\$ 6,376.00	44	\$ 3,570.56	\$ 7,141.12
			960-021803-000	Maple construction, HPL worksurface with solid wood edge, and HPL inlay, left hinged cupboard door, 3 drawers (box/file/file) on right. Please specify stain finish on maple, worksurface HPL, and inlay HPL.							
to have electrical pass through to adjacent unit(s)											
HPL Work Surface: TBD											
Finish: Natural Maple											
HPL Vertical Accent/Toe: TBD											
1	Ea.	G	MCD-MB-60D-ADAM-29	Malibu ADA Desk Unit 60"W x 30"D x 29"H	212Lb	33.375	175	\$ 5,064.00	44	\$ 2,835.84	\$ 2,835.84
			960-180127-000	Maple construction, HPL worksurface with solid wood edge, and HPL inlay. Please specify stain finish on maple, worksurface HPL, and inlay HPL.							
to have recessed front panel for ADA requirements											
HPL Work Surface: TBD											
Finish: Natural Maple											
2	Ea.		MCD-MB-29EPM-LH	Malibu Left Hand End Panel 30"W x 1"D x 29"H	38Lb	0.968	85				
			960-283509-000	Maple construction, Left Hand End Panel for 29"H Unit. Please specify stain finish on maple.							
Finish: Natural Maple											

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QTY	UoM	Ref	Model/Item#	Description	Wt.	Cu. Ft.	Fgt Cl	List Price	Disc.	Disc. Price	Line Total
2	Ea.		MCD-MB-29EPM-RH	Malibu Right Hand End Panel 30"W x 1"D x 29"H	38Lb	0.968	85				
			960-283510-000	Maple construction, Right Hand End Panel for 29"H Unit. Please specify stain finish on maple.							
Finish: Natural Maple											
5	Ea.		MCD-MB-29EPM	Malibu End Panel 30"W x 1"D x 29"H	95Lb	2.42	85				
			960-021635-000	Maple construction, Malibu End Panel for 29"H Unit. Please specify stain finish on maple.							
**intermediate panel											
Finish: Natural Maple											
1	Ea.	G-1	WMP661222-W-MM-P?A	elements Mobile Pedestal 2 Standard, 1 File Drawers 16-1/4"W x 22"D x 27.125"H	79Lb	5.655	175	\$ 1,694.00	44	\$ 948.64	\$ 948.64
			951-482341-000	Maple box finish, Maple front finish, P? pull, Alike locks, 2 standard drawers and 1 file drawer below, (4) 2" swivel casters							
Finish: Natural Maple Pull: TBD											
7	Ea.		A30G	Wire Grommet - Black 80MM, Installed		0.049	85	\$ 36.00	44	\$ 20.16	\$ 141.12
			350-000001-000	grommet 3-1/8" (80mm) diam black							
Dealer to specify locations											
1	Ea.		CS4842-24-MB-MM-H?P?A	Rubix - Cupboard Storage 48"W x 24"D x 42"H, Mobile	130Lb	21	175	\$ 3,221.00	44	\$ 1,803.76	\$ 1,803.76
			951-000198-000	HPL top, Maple Case, H? style hinge, P? style pull, Alike lock, 1-double door cupboard with verical divider and 4 adjustable shelves. Powder coated steel Chassis with 75mm locking casters							
HPL Top: TBD Finish: Natural Maple NM-30 Powder Coat: TBD Hinge: H3 Concealed Pull: P2 Nickel											
Subtotal										\$ 24,971.52	

E-Mail:

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QTY	UoM	Ref	Model/Item#	Description	Wt.	Cu. Ft.	Fgt Cl	List Price	Disc.	Disc. Price	Line Total
1	Ea.		FC	Freight Charge				\$ 2,100.00		\$ 2,100.00	\$ 2,100.00
			998-000000-000	(Freight is included to the end user . CLC pays the \$2,100 freight charge)							
Net Totals:					Lb 1,890	222.56		List Price SubTotal		44,592.00	
								After Discount			
								Discount 44%	0.00	-19,620.48	
								Tax			
								Total		\$24,971.52	

Unless noted otherwise, pricing assumes standard grade finish options, HPL, PVC and powder coat options. This quote is only for the items and quantities listed. Pricing is based on all items quoted being ordered. Our pricing is based on the project as quoted. Reductions in volume may decrease your discount as we discount based on a tiered schedule. No representation is made as to the quantities and items required for the project listed. Unless otherwise stated above this quote is valid for 30 days from the date listed above. Notice: due to fluctuating material and fuel cost, a surcharge may be applied to the product prices if the invoice or delivery date exceeds the valid date of the quote. All shipments are F.O.B. Shelby, MI 49455

E-Mail:

Website: www.mediatechnologies.com



CREATIVE LIBRARY CONCEPTS
4374 TURKEY CREEK RD
PLANT CITY, FL 33567
813-777-7068

Proposal

100468 - CIRCULATION DESK PROPOSAL

Customer ROBERT L.F. SIKES PUBLIC LIBRARY
Status PROPOSAL PRESENTED
Expires 06/14/2021

Updated 04/28/2021 08:54am
Business FLORIDA/CHRIS

Addresses

JOB SITE 1445 COMMERCE DRIVE
CRESTVIEW, FL 32539

BILL TO 1445 COMMERCE DRIVE
CRESTVIEW, FL 32539

Participants

Company	Name	Role	Phone
ROBERT L.F. SIKES PUBLIC LIBRARY	MCCARTHY, JEAN	CUSTOMER CONTACT	
CREATIVE LIBRARY CONCEPTS	GRIFFIS, CHRIS	SALESPERSON	813.777.7068

Lines

PRODUCT

1 - CIRCULATION DESK	1 @ \$24,971.52/each \$24,971.52
Description PER THE ATTACHED MEDIA TECH QUOTE. INCLUDES FREIGHT	

LIST PRICE: \$44,592

PRODUCT	\$24,971.52
----------------	--------------------

SERVICES

2 - DELIVERY & INSTALLATION (RT)	1 @ \$1,248.57/each \$1,248.57
---	---------------------------------------

SERVICES	\$1,248.57
-----------------	-------------------

Totals

Totals

Sell \$26,220.09
Tax --
Total \$26,220.09

Notes

Customer Notes MIAMI DADE COUNTY CONTRACT #RTQ-00439
44% DISCOUNT, FREIGHT IS INCLUDED
CLC PAYS THE FREIGHT

Creative Library Concepts, in accordance with the Miami-Dade County Contract #RTQ-00439, will provide a 2% discount of the purchase order dollar amount, under the MDC User Access Program, with 1.5% (in form of a check) sent to Miami-Dade County and .5% applied to the CLC invoice to the City of Crestview for the circulation desk at Robert L.F. Sikes Library.

Terms and Conditions

General Terms and Conditions

THE PRICES QUOTED ON THIS PROPOSAL ARE SUBJECT TO CHANGE 30 DAYS FROM SUBMISSION.

CANCELLATION AND CHANGES. In the event that this proposal is accepted by the buyer and becomes an order, it is understood and agreed that it cannot be canceled or changed except by mutual consent. The seller's order confirmation is final and binding and any subsequent changes are subject to seller's ability to conform and are dependent upon factory approval.

Changes in quantity or specifications are subject to approval by seller and manufacturer. additional charges resulting from the manufacturer shall be paid by the buyer. All requests for changes in quantity or specifications shall be delivered to the seller in writing.

Delivery and Installation

- In the event that delivery and/or installation is required as a part of this proposal, the following provisions shall apply:
- 1. Condition of Job Site - The job site shall be clean, clear, and free of debris prior to installation.
 - 2. Job Site Services - Electric current, heat, hoisting, and/or elevator service will be furnished without charge to the seller. Adequate facilities for offloading, staging, moving and handling of merchandise shall be provided.
 - 3. Special Packaging or Handling - If special packaging or handling is required that is not contained in the specifications, it will be subject to an extra charge to the buyer.
 - 4. Delivery During Normal Business Hours - Delivery and installation will be made during normal business working hours unless otherwise stated in the proposal. Additional labor costs resulting from overtime work performed at the buyers' request will be paid by the buyer.
 - 5. Storage Space - Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage space will be provided by the buyer. If the space provided is inadequate and requires excessive sorting or storage cost, such excess cost will be reimbursed by the buyer. If the space provided is inconveniently located or on another floor, the extra cost of transporting to and from storage will be reimbursed by the buyer. If the merchandise must be moved due to the progress of other trades or other reasons, the extra cost of such moving will be reimbursed by the buyer.
 - 6. Construction and Assembly - seller's ability to construct or assemble furniture knocked down or to permanently attach, affix, or bolt in place moveable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesmen at the site other than the seller's own installation personnel, resulting in additional costs will be paid by the buyer.
 - 7. Damage - After arriving at the site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the buyer, and the buyer agrees to hold the seller harmless from loss for such reasons.
 - 8. Insurance - Public Liability, Workman's Compensation, Property damage, Occupational Disease Insurance are carried by the seller and certificates will be delivered upon request. Fire, tornado, flood and other insurance will be provided and paid for by the buyer.

Claims

Claims for transportation damage will be prosecuted by the seller and damaged merchandise will be repaired to the satisfaction of the buyer or merchandise replaced.

Warranty

Standard manufacturer warranties apply to all furniture and shelving. Install and services are warranted by the seller to be free from defects in materials or workmanship for a period of twelve (12) months from the date of delivery unless otherwise specified.

Delays

In the event that construction delays or other causes not within the seller's control force postponement of the installation, the furnishings will be stored until installation can be resumed, and will be considered accepted by the buyer until installation can be resumed, and will be considered accepted by the buyer for purposes of payment. In such event, the buyer shall reserve the right to withhold 10% of the invoice amount of such shipments against the completion of the contract. Transfer and storage charges incurred shall be paid by the buyer. Orders held 30 days past original delivery date are subject to storage charges and are due upon receipt, net 30 days.

Payment

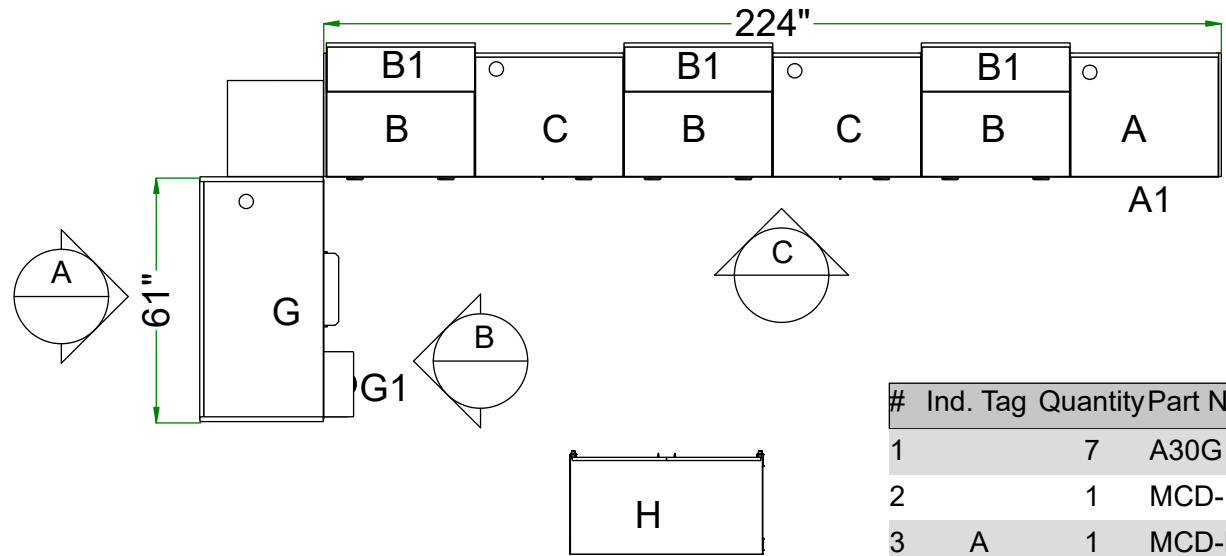
Acceptance of delivery constitutes acceptance as delivered. Merchandise will be invoiced the first day of installation and or product being delivered to the site. The buyer agrees to pay each invoice within thirty (30) days of the invoice date. No payment shall be withheld on any invoice because of partial delivery of the entire order. For outstanding punch-list items, the buyer agrees to pay 90% of the project cost, withholding 10% of the project cost or the cost of the punch-list items, whichever is less.

Other

NO OTHER AGREEMENTS. There are no other agreements expressed or implied other than those specified herein. The terms and conditions set forth herein may not be varied except upon the written approval of both buyer and seller.

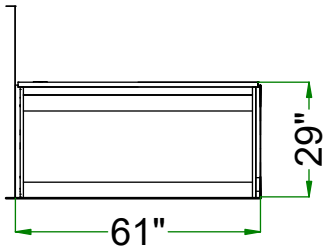
Customer's Signature _____

Date _____

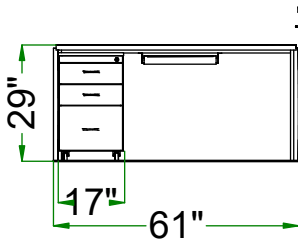


#	Ind. Tag	Quantity	Part Number	Description
1		7	A30G	8Omm Pass Thru Grommet
2		1	MCD-1817	Steel Pencil Drawer, black, 18"W x 17"D x 2"H, not lockable
3	A	1	MCD-MB-36BR-39M	Malibu Book Return, 36"W X 30"D X 38.5"H, maple
4	A1	1	MCD-DBTM-2424-24	Depressible book truck, maple, for 32"/39"H Book Return units, 24" x 24" x 24"H
5	B	1	MCD-MB-36KS-39M	Malibu Kneespace Unit, 36"W X 30"D X 38.5"H, maple
6	B1	3	MCD-MB-36-TRXM	Malibu Transaction Top, 36"W X 9"D, 7"H, maple
7	C	2	MCD-MB-36C3D-39LM	Malibu Cupboard Unit w/ 3 locking drawers, B/F/F, door left, 36"W X 30"D X 38.5"H, maple
8	F	1	CS4842-24-MB-TT	Rubix Cupboard Storage unit, mobile, TFL case & doors, 48"W x 24"D x 42"H
9	G	1	MCD-MB-60D-29-ADAM	Malibu ADA Desk Unit, 36"W X 30"D X 29"H, maple
10	G-1	1	WMP661222-L	6/6/12 Mobile File pedestal, HPL with HPL fronts, 16.25"W x 22"D x 27.12"H

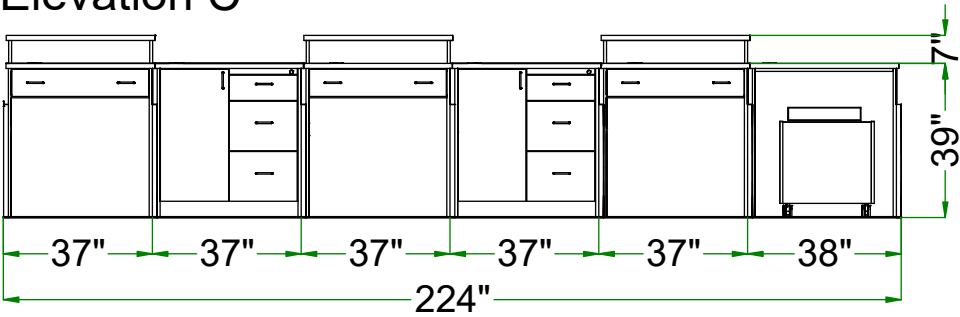
Elevation A



Elevation B



Elevation C



Scale1/4" = 1'



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PROJECT
SIKES LIBRARY

DEALER
CREATIVE LIBRARY
CONCEPTS

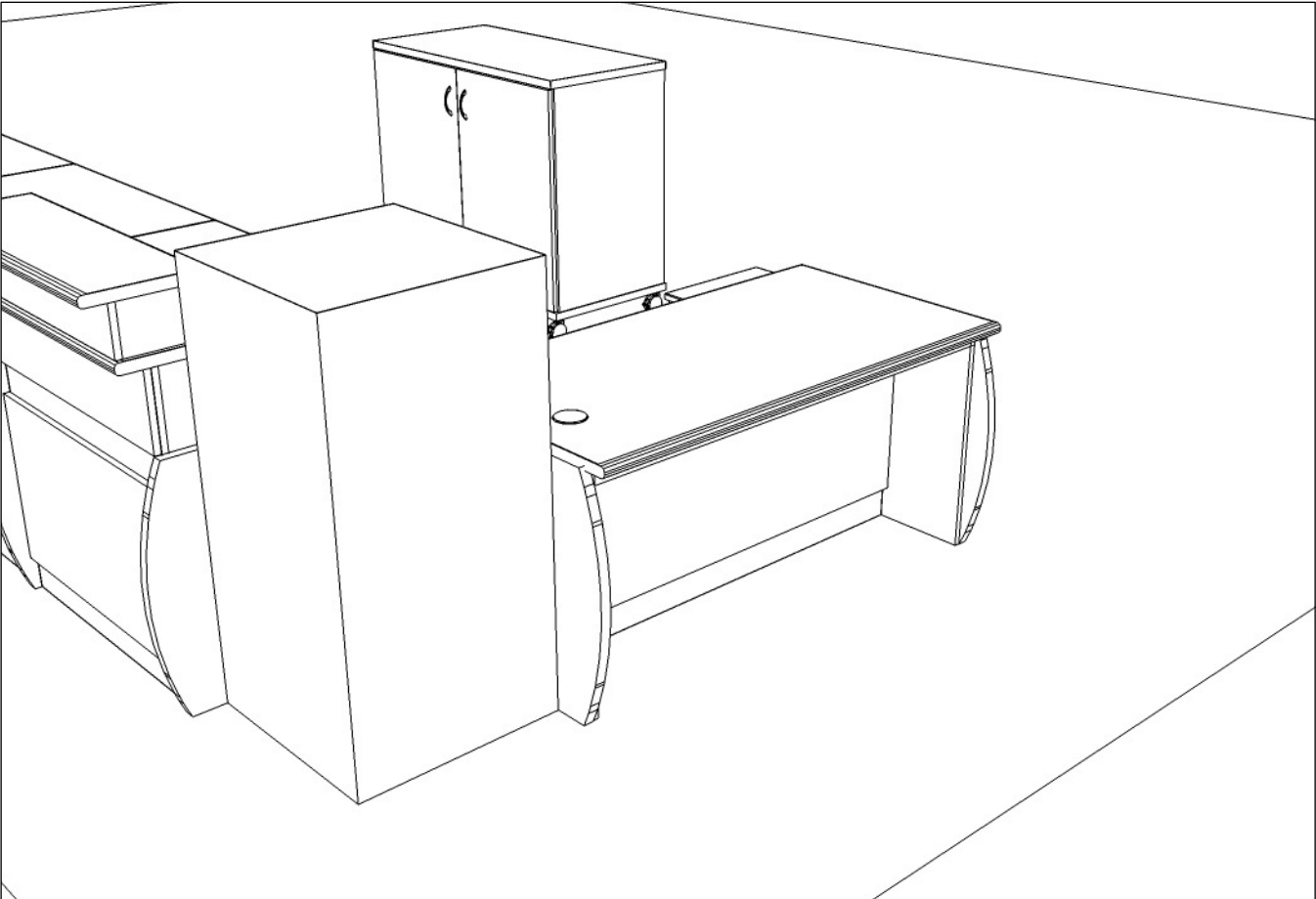
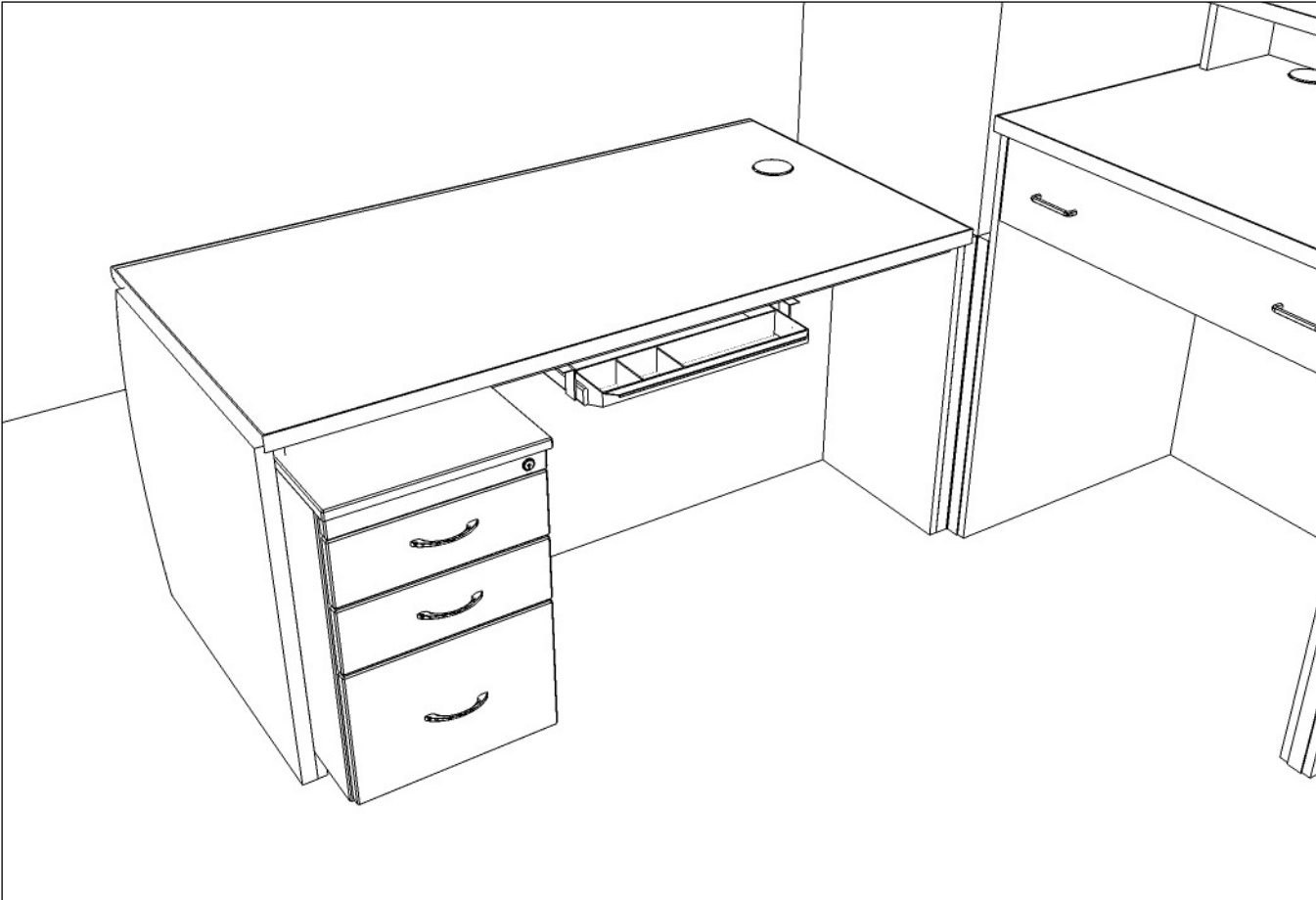
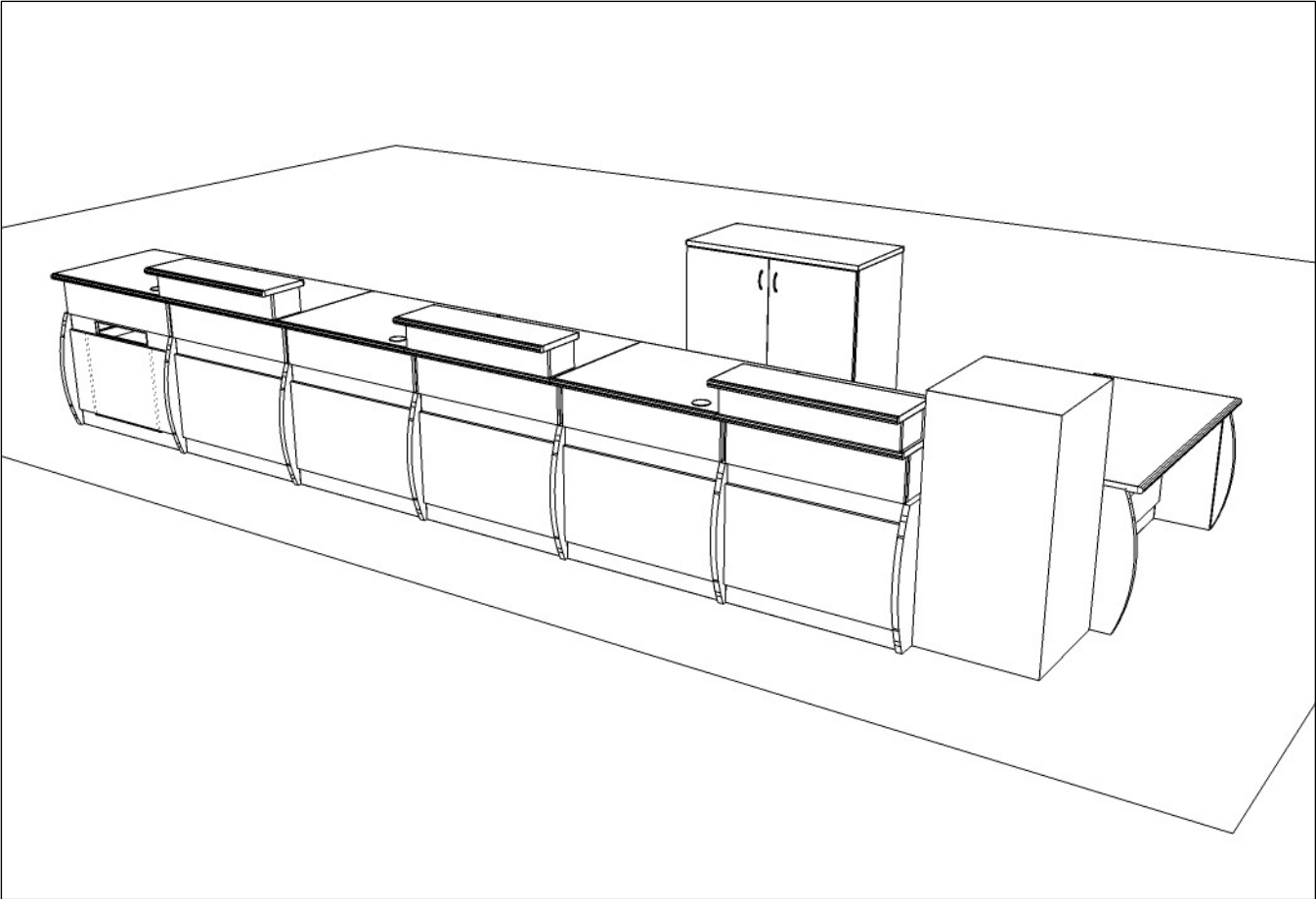
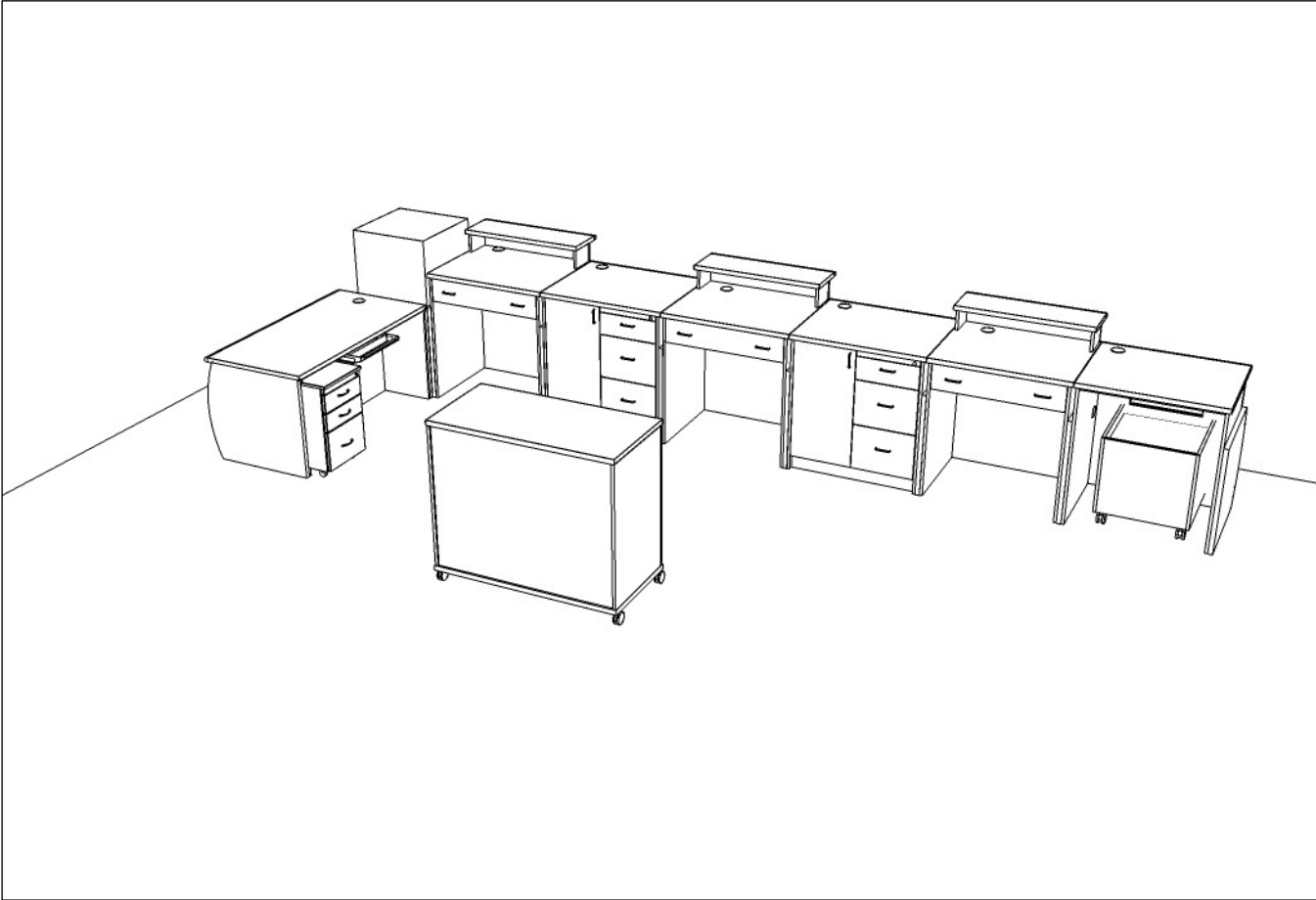
DEALER CONTACT
CHRIS GRIFFIS

REV	DATE	BY	HRS
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DRAWN BY KMW 1.5
DRAWN DATE 4/13/2021

SHEET 1 OF 2

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PROJECT
SIKES LIBRARY

DEALER
CREATIVE LIBRARY
CONCEPTS

DEALER CONTACT
CHRIS GRIFFIS

REV	DATE	BY	HRS
-----	------	----	-----

DRAWN BY	KMW	1.5
DRAWN DATE	4/13/2021	

SHEET 2 OF 2



Staff Report

CITY COUNCIL MEETING DATE: May 24, 2021

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Stephen McCosker, Police Chief
DATE: 5/20/2021
SUBJECT: Approval of CESF Grant with Proposed Budget

BACKGROUND:

On June 8, 2020, the Crestview Police Department submitted a request before council seeking approval to submit for a Coronavirus Emergency Supplemental Funding grant (CESF) to offset expenses of items that were not previously budgeted. The original application was for \$132,447.00 of which, \$111,457.00 was approved.

DISCUSSION:

The following is a summary of the grant as it was requested and approved;

Salaries and Benefits: **Requested Amount:\$50,258.00** **Approved Amount \$37,558.00**

- Overtime of approximately 21 Police Officers at an average rate of \$18.30 per hour.Benefits to be charged to the grant include: FICA.
- Overtime for approximately 5 administrative staff members at an average of \$25.20 per hour.Benefits to be charged to the grant include: FICA.

Expenses: **Requested Amount: \$15,500.00** **Approved Amount:**
\$14,200.00

- Personal Protective Equipment: \$4,850.00
- Sanitation Supplies and Decontamination Equipment: \$4,950.00
- Advanced First Aid Kits: \$3,200.00
- Traffic Cones: \$2,500.00

Operating Capital Outlay: **Requested Amount: \$56,689.00** **Approved Amount:**
\$49,699.00

- Electronic Sign/Radar Trailer: \$22,699.00
- Decontamination Machine/ Fogger: \$1,000.00
- Software: \$12,000.00
- 10 Laptops @\$2,000 each: \$20,000.00

- 10wifi Wireless signals @ \$99.00 Each: \$990.00

Contractual Services: **Requested Amount: \$10,000.00** **Approved Amount: \$10,000.00**

- Training courses 40 @ 250: \$10,000.00

Total Approved Budget: **Requested Amount: \$132,447.00** **Approved Amount: \$111,457.00**

Following the award of the grant one of the requested items, COVID training was no longer available. In accordance with Section IV Subaward Management and Reporting Requirements, 5.0 Grant Adjustments, staff will reallocate this funding to Capital Outlay as follows;

Salaries and Benefits: **Amended Amount \$37,558.00**

- Overtime of approximately 21 Police Officers at an average rate of \$18.30 per hour. Benefits to be charged to the grant include: FICA.
- Overtime for approximately 5 administrative staff members at an average of \$25.20 per hour. Benefits to be charged to the grant include: FICA.

Expenses: **Amended Amount: \$14,200.00**

- Personal Protective Equipment: ~~\$4,850.00~~ \$3,550.00
- Sanitation Supplies and Decontamination Equipment: \$4,950.00
- Advanced First Aid Kits: \$3,200.00
- Traffic Cones: \$2,500.00

Operating Capital Outlay: **Amended Amount: \$59,699.00**

- Electronic Sign/Radar Trailer: \$22,699.00
- ~~Decontamination Machine/ Fogger:~~ \$1,000.00
- Software: ~~\$12,000~~ \$11,000.00
- ~~10~~ 13 Laptops @\$2,000 each: ~~\$20,000~~ \$26,000.00
- ~~10wifi Wireless signals @ \$99.00 Each: \$990~~

Contractual Services: **Amended Amount: \$0.00**

- ~~Training courses 40 @ 250: \$10,000.00~~

Total Amended Budget: **\$111,457.00**

Upon approval, Staff is requesting permission to proceed with the purchase of 13 laptop computers from Vtechio, a vendor of the City of Crestview. Due to the nature of the purchase and to ensure consistency with IT equipment and support. In anticipation of this grant, Staff has been working with both companies that currently supply IT equipment to the City. Vtechio was the only respondent to the request for a price. The vendor is indicating a two (2) month delay in receiving the equipment at this time. For this reason, Staff is

seeking permission to waive the requirement for additional bids and proceed with purchasing the laptops.

Staff will submit for reimbursement of items already expended and purchase the remaining equipment the equipment not yet purchased. With the approval of this item, Staff is requesting that the City Manager and Finance Director be allowed to adjust within the budget as necessary moving forward.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

Staff will use contingency funding to make the purchases which will be reimbursed at a later date.

RECOMMENDED ACTION

Staff respectfully requests the approval of the amended budget for the CESF grant and to purchase 13 laptop computers from Vtechio and to proceed with the remaining purchases as approved in the amended budget.

Attachments

1. Agenda Item June 2020
2. 2021-CESF-OKAL-1-C9-078 APPROVAL



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 6/4/2020
SUBJECT: Department of Justice , Corona-virus Emergency Supplement Funding (CESF)

BACKGROUND:

The Department of Justice has announced that specific law enforcement entities across the nation are eligible to receive federal funding for unexpected expenditures and potential future expenditures affiliated with the COVID-19 pandemic.

The Crestview Police Department is submitting to the council for approval, to seek federal funding under the COVID-19 Grant, identified as the "Coronavirus Emergency Supplemental Funding" grant. (FY 2020-FY 2022)

DISCUSSION:

The Crestview Police Department has been allocated a sum of: \$111,457.00 to alleviate any non-budgeted expenditures made during the outbreak to include salaries and overtime, equipment, training, safety equipment/supplies and other essential items associated with the Police Department's response to and prevention of the COVID-19 pandemic.

Additionally, the funding has the potential to supplement any future-anticipated expenditures that may arise as the pandemic continues.

If approved by council, the Crestview Police Department will move forward with the pursuit of said funding in preparation of alleviating the burden of these unexpected and unanticipated expenditures.

After submission and prospective approval through the grant process, the funding will assist the department, employees and the citizens we serve in the education, prevention and reduction of the spread of COVID-19 while minimizing the local impact of COVID-19 related projects and funding.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

If approved, the Crestview Police Department may be eligible to receive funding of \$111,457.00.

RECOMMENDED ACTION

Staff respectfully requests that council approved the Crestview Police Department to submit the necessary applications and supportive documents to apply for the Coronavirus Emergency Supplemental Funding, pre-determined allocation of funds for the department.

Attachments

1. CESF Solicitation
2. FY2020-CESF-Local-Allocations-(Final)

Coronavirus Emergency Supplemental Funding (CESF) Program

CERTIFICATE OF SUBAWARD

Subrecipient: City of Crestview

Subrecipient DUNS: 025063611

Date of Award: 08/18/2020

Grant Period: From: 01/20/2020 TO: 01/31/2022

Project Title: 2020 CESF PROGRAM

Subgrant Number: 2021-CESF-OKAL-1-C9-078

Federal Funds: \$111,457.00

Matching Funds: \$0.00

Total Project Cost: \$111,457.00

CFDA Number: 16.034

Federal Award Number: 2020-VD-BX-0174

Federal Awarding Agency: U.S. Department of Justice (USDOJ)

Pass-through Entity: Florida Department of Law Enforcement (FDLE)

Research and Development: No

Indirect Cost: No

A subaward agreement is entered into by and between the Florida Department of Law Enforcement (herein referred to as "FDLE" or "Department") and the City of Crestview (herein referred to as "Subrecipient");

WHEREAS, the Department has the authority pursuant to Florida law and does hereby agree to provide federal financial assistance to the Subrecipient in accordance with the terms and conditions set forth in the subgrant agreement, and

WHEREAS, the Department has available funds resulting from a federal Coronavirus Emergency Supplemental Funding Program Grant award issued under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C.

WHEREAS, the Subrecipient and the Department have each affirmed they have read and understood the agreement in its entirety and the Subrecipient has provided an executed agreement to the Department.

NOW THEREFORE, in consideration of the foregoing:

A subaward is hereby made to the Subrecipient identified above. The subaward is for the amount and time period specified above.

This award is a cost-reimbursement agreement. Requests for reimbursement must be submitted on either a monthly or quarterly basis, as designated in the Financial Section of the agreement. The Subrecipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s) and not eligible for payment under another state or federal funding source. Supporting documentation includes, but is not limited to: timesheets, activity reports, paystubs, third-party contracts, quotes, procurement documents, equipment inventory records, purchase orders, original receipts, invoices, canceled checks or EFT records, or bank statements, as

Coronavirus Emergency Supplemental Funding (CESF) Program

CERTIFICATE OF SUBAWARD (continued)

applicable. Payment shall be contingent upon the Department's grant manager receiving and accepting the invoice and requested supporting documentation.

The Subrecipient must provide Performance Reports on either a monthly or quarterly basis, as designated in the Performance Section of the agreement, to the Department attesting to the progress toward deliverables and to validate the required minimum acceptable level of service performed. Performance Reports are due no later than 15 days after the end of each reporting period.

This award is subject to all applicable rules, regulations, and conditions as contained in the Office of Justice Programs (OJP) Financial Guide, and/or the Office of Management and Budget (OMB) Uniform Grant Requirements (2 C.F.R. Part 200), in their entirety. It is also subject to the standard and special conditions attached and such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government.

Failure to comply with provisions of this agreement, or failure to meet minimum performance specified in the agreement will result in required corrective action up to and including project costs being disallowed, withholding of federal funds and/or termination of the project, as specified within the terms of the agreement and OMB Uniform Guidance 200.338 - 200.342.



Authorized Official
Cody Menacof
Bureau Chief

3/24/21

Date

This award is subject to the special conditions (if any) prescribed below.

Ref# S43065: WITHHOLDING OF FUNDS: Prior to the drawdown of funds for salaries and benefits, the sugrantee must submit a copy of their overtime/pay policy to the Office of Criminal Justice Grants.

Ref# S43066: WITHHOLDING OF FUNDS: Prior to the drawdown of funds, the sugrantee must submit a copy of their procurement/purchasing policy to the Office of Criminal Justice Grants.

Ref# S43067: At the time of application approval, the subgrantee had not submitted a current EEO Plan (Utilization Report) to the Office of Criminal Justice grants. These documents must be maintained and provided to the Office of Criminal Justice Grants at monitoring.

Coronavirus Emergency Supplemental Funding (CESF) Program

ACCEPTANCE OF FEDERAL FUNDING ASSISTANCE

Subrecipient: City of Crestview

Subgrant Number: 2021-CESF-OKAL-1-C9-078

Project Title: 2020 CESF PROGRAM

Pass-through Entity: Florida Department of Law Enforcement

This award is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.F.R. Part 200). This award is also subject to the incorporated standard and special conditions, and such further rules, regulations, and policies as may be reasonably prescribed by the State or Federal Government.

In witness whereof, the parties affirm they each have read and understand the conditions set forth in this agreement, have read and understand the agreement in its entirety, and accept this agreement through the signature of their duly authorized officers on the date, month, and year set out below.

City of Crestview

Authorizing Official (Commission Chairperson, Mayor, or Designated Representative)

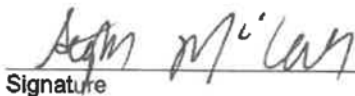

Signature

3/22/21
Date

J.B. Whitten, Mayor
Printed Name and Title

City of Crestview Police Department

Authorizing Official (Official, Administrator, or Designated Representative)


Signature

3/22/21
Date

Stephen McCosker, CHIEF
Printed Name and Title

Florida Department of Law Enforcement
Office of Criminal Justice Grants


Signature

3/24/21
Date

Cody Menacof, Bureau Chief

Printed Name and Title

Coronavirus Emergency Supplemental Funding (CESF) Program

SPECIAL CONDITIONS

Subrecipient: City of Crestview

Subgrant Number: 2021-CESF-OKAL-1-C9-078

Project Title: 2020 CESF PROGRAM

Pass-through Entity: Florida Department of Law Enforcement

In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

Ref# S43065: WITHHOLDING OF FUNDS: Prior to the drawdown of funds for salaries and benefits, the sugrantee must submit a copy of their overtime/pay policy to the Office of Criminal Justice Grants.

Ref# S43066: WITHHOLDING OF FUNDS: Prior to the drawdown of funds, the sugrantee must submit a copy of their procurement/purchasing policy to the Office of Criminal Justice Grants.

Ref# S43067: At the time of application approval, the subgrantee had not submitted a current EEO Plan (Utilization Report) to the Office of Criminal Justice grants. These documents must be maintained and provided to the Office of Criminal Justice Grants at monitoring.

Application for Funding Assistance

Florida Department of Law Enforcement
Coronavirus Emergency Supplemental Funding

Section 1: Administration

Subgrant Recipient

Organization Name: City of Crestview

County: Okaloosa

Chief Official

Name: J.B. Whitten

Title: Mayor

Address: 198 North Wilson Street

City: Crestview

State: FL **Zip:** 32536-3436

Phone: 850-682-3812 **Ext:**

Fax: 850-682-2080

Email: jbwhtten@cityofcrestview.org

Chief Financial Officer

Name: Gina Toussaint

Title: Finance Director

Address: 198 North Wilson Street

City: Crestview

State: FL **Zip:** 32536-1209

Phone: 850-682-1560 **Ext:** 248

Fax:

Email: ginatoussaint@cityofcrestview.org

Application for Funding Assistance

Florida Department of Law Enforcement
Coronavirus Emergency Supplemental Funding

Section 1: Administration

Implementing Agency

Organization Name: City of Crestview Police Department

County: Okaloosa

Chief Official

Name: Stephen McCosker

Title: Chief of Police

Address: 201 Stillwell Boulevard

City: Crestview

State: FL **Zip:** 32539-2221

Phone: 850-682-3544 **Ext:**

Fax: 850-682-2080

Email: mccoskers@crestviewpd.org

Project Director

Name: Andrew Schneider

Title: Commander

Address: 201 Stillwell Boulevard

City: Crestview

State: FL **Zip:** 32539-2221

Phone: 850-682-3544 **Ext:** 111

Fax: 850-682-2080

Email: schneidera@crestviewpd.org

Application for Funding Assistance

Florida Department of Law Enforcement
Coronavirus Emergency Supplemental Funding

Section 2: Project Overview

General Project Information

Project Title: 2020 CESF PROGRAM
Subgrant Recipient: City of Crestview
Implementing Agency: City of Crestview Police Department
Project Start Date: 1/20/2020 **End Date:** 1/31/2022

Problem Identification

The Crestview Police Department was directly impacted through the contraction of the COVID-19 Virus by some of the residence within out city. The Crestview Police Department was unexpectedly thrust into precautionary, educational, preventative and material expenses that were not fiscally budgeted. Furthermore, the risk of exposure of our officers was greatly increased, requiring the purchase of protective equipment, sanitizing equipment and other materials.

Our agency participated and continues to participate in several public outreach programs such as food distribution, the coordination of preventive testing, public assistance programs and elderly assistance programs. Many of these require the usage of equipment that the department does not currently have the capacity to adequately achieve. (i.e. automated instructional/directional signs and lighting.) Employee scheduling, event staffing and overtime was directly impacted as employees were required to adjust to meet the mandates of responding to the outbreak and adjusting internally for social distancing guidelines. This also impacted the need to have portable communication and equipment necessary for some employees to work from home.

As an essential law enforcement agency with essential employees, our greatest impact has been on the necessity for law enforcement officers to participate in events and programs that were not previously implemented. This created an abundance of unplanned overtime and the establishment and usage of equipment that was not previously budgeted. Officers were required to meet the DOH Standards for protective measures while interacting with the public and those of highest risks. Disallowing officers to ride together, greatly extending the training periods of new employees which created an issue of short-staffing due to having some employees who were unable to complete mandated schooling and training. Some employees were required to work at home when considered non-essential, and some essential employees who were of high-risk were unable to work due to the outbreak, creating a shortage in standard manpower across the department. An increased workload to events and happenings related to COVID-19 created an unexpected increase in actions and responses from the department that often required longer resolutions time due to extra precautions.

Project Summary (Scope of Work)

The City of Crestview will use grant funds to support police department overtime and supplies to prepare for, prevent, and/or respond to the coronavirus.

Deliverable 1: Grant funds will be used to support overtime costs associated with covering shift shortages for officers and administrative staff out of work due to the virus and responding to COVID related events. Documentation to be provided at monitoring will include timesheets, payroll, and paystubs. Minimum performance is in

Application for Funding Assistance

Florida Department of Law Enforcement Coronavirus Emergency Supplemental Funding

accordance with employment agreements, position descriptions, and/or supervisor's command.

Deliverable 2: Grant funds will be used to purchase PPE, hand sanitizer, disinfectants, and first aid kits to safeguard police department officers and staff. Documentation to be provided at monitoring will include: procurement documentation, purchase order, invoice, packing slip, inventory records and cancelled check or statements.

Deliverable 3: Grant funds will be used to purchase traffic cones to help direct crowds with any testing or distribution of COVID information. Documentation to be provided at monitoring will include: procurement documentation, purchase order, invoice, packing slip, inventory records and cancelled check or statements.

Deliverable 4: Grant funds will be used to purchase an electronic sign trailer to display critical information to the residents of the community. Documentation to be provided at monitoring will include: procurement documentation, purchase order, invoice, packing slip, inventory records, and cancelled check or statements.

Deliverable 5: Grant funds will be used to pay for laptops and services that will enable town employees to work remotely from their homes. Documentation to be provided at monitoring will include: procurement documentation, purchase order, invoice, packing slip, inventory records, and cancelled check or statements.

Deliverable 6: Grant funds will be used to purchase training courses on pandemic response. Documentation to be provided at monitoring will include: procurement documentation, purchase order, invoice, packing slip, inventory records, and cancelled check or statements.

Application for Funding Assistance

Florida Department of Law Enforcement
Coronavirus Emergency Supplemental Funding

Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Prime Purpose Area: CESF - Coronavirus Emergency Supplemental Funding

State Purpose Area: 2O - Overtime

Objectives and Measures

Objective: Overtime Questions - Questions for all recipients using overtime for personnel.

Measure: Overtime 01

Will the applicant expend funds on overtime?

Goal: Yes

Measure: Overtime 02

If yes, how much money is being allocated to overtime for personnel?

Goal: 37558

Measure: Overtime 03

How many overtime hours are estimated to funded with grant funds?

Goal: 2000

State Purpose Area: 3E - Equipment (OCO)

Objectives and Measures

Objective: Equipment Questions - Questions for all recipients purchasing equipment.

Measure: Equipment 01

Will the applicant expend funds on equipment?

Goal: Yes

Measure: Equipment 02

If yes, how much money is being allocated to purchasing equipment?

Goal: 49699

State Purpose Area: 4S - Supplies (Expenses)

Objectives and Measures

Application for Funding Assistance

Florida Department of Law Enforcement
Coronavirus Emergency Supplemental Funding

Section 3: Performance

Objective: Supplies Questions - Questions for all recipients purchasing supplies.

Measure: Supplies 01

Will the applicant expend funds on supplies?

Goal: Yes

Measure: Supplies 02

If yes, how much money is being allocated to supplies?

Goal: 14200

Measure: Supplies 03

Will the applicant expend funds to purchase personal protective equipment (PPE)?

Goal: Yes

Measure: Supplies 04

If yes, how much money is allocated to the purchase of PPE?

Goal: 4850

State Purpose Area: 5T - Training

Objectives and Measures

Objective: Training Questions - Questions for all recipients attending, hosting, or developing training

Measure: Training 01

Will the applicant expend funds on coronavirus-related training?

Goal: Yes

Measure: Training 02

If yes, how much money is allocated to coronavirus-related training?

Goal: 10000

Application for Funding Assistance

Florida Department of Law Enforcement
Coronavirus Emergency Supplemental Funding

Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000295

Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	\$37,558.00	\$0.00	\$37,558.00
Contractual Services	\$10,000.00	\$0.00	\$10,000.00
Expenses	\$14,200.00	\$0.00	\$14,200.00
Operating Capital Outlay	\$49,699.00	\$0.00	\$49,699.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$111,457.00	\$0.00	\$111,457.00
Percentage	100.0	0.0	100.0

Project Generated Income:

Will the project earn project generated income (PGI)? No

Application for Funding Assistance

Florida Department of Law Enforcement
Coronavirus Emergency Supplemental Funding

Section 4: Financial (cont.)

Budget Narrative:

The amounts below are estimates based on information available at the time of application.

Salaries and Benefits =\$37,558

Overtime for approximately 21 police officers at an average rate of \$18.30 per hour. Benefits to be charged to the grant will include: FICA.

Overtime for approximately 5 administrative staff members at an average of \$25.20 per hour. Benefits to be charged to the grant will include: FICA.

Expenses = \$14,200

Sanitation Supplies (e.g.) hand sanitizer, disinfectant wipes, glass spray bottles, vehicle contamination kits, UV light sterilization box, bleach, alcohol = \$4,950

Personal Protective Equipment (e.g.) masks, gloves, coveralls = \$4,850

First Aid Kits = \$3,200

Traffic cones = \$2,500

Operating Capital Outlay = \$49,699

1 - Electronic sign trailer = \$22,699

1 - Decontamination machine/fogger = \$1,000

1 - software = \$12,000

10 - laptops @ \$2,000 each = \$20,000

10 - wifi wireless signals @ \$99 each = \$990

Contractual Services = \$10,000

Training for responding to persons with COVID -19

40 courses @ \$250 each = \$10,000

The City of Crestview is responsible for any amount over the grant allocation of \$111,457.

Grant funds will be used to pay for any applicable shipping or freight charges. Extended warranties (if applicable) will not be requested for reimbursement on the grant.

Application for Funding Assistance

Florida Department of Law Enforcement
Coronavirus Emergency Supplemental Funding

Section 4: Financial

Section Questions:

Question: What is the Operating Capital Outlay threshold used by the subgrantee? If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

Answer: 1,000

Coronavirus Emergency Supplemental Funding (CESF) Program

SUBAWARD STANDARD CONDITIONS

The State of Florida, Department of Law Enforcement (FDLE) is a recipient of federal Coronavirus Emergency Supplemental Funding. FDLE, as the non-federal pass-through entity and State Administering Agency (SAA) for this program, subawards this funding to eligible units of government. All subawards made by FDLE to units of government under this program require compliance with the agreement and Standard Conditions upon signed acceptance of the subaward.

The Department will only reimburse subrecipients for authorized activities. The Department will not reimburse for costs incurred for any purpose other than those specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform grant activities as specified in the agreement, will result in required corrective action up to and including financial consequences. A financial consequence may be imposed for non-compliance in accordance with 2 C.F.R. § 200 and these Standard Conditions, including but not limited to project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All subrecipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide
https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf

Office of Management and Budget (OMB) Uniform Grant Guidance (2 CFR Part 200)
Subpart A, Definitions
Subparts B-D, Administrative Requirements
Subpart E, Cost Principles
Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: www.gpo.gov/fdsys/
2 C.F.R. §175.15(b), Award Term for Trafficking in Persons
28 C.F.R. §38, Equal Treatment for Faith-Based Organizations
28 C.F.R. § 66, U.S. Department of Justice Common Rule for State and Local Governments
28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace
28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
<http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf> and
<http://dos.myflorida.com/media/698314/g2-sl-2017-final.pdf>

State of Florida Statutes
Section 215.971, F.S., Agreements funded with federal or state assistance
Section 215.985, F.S., Transparency in government spending

DEFINITIONS

Disallowed costs means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. *See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.*

Grant agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements. Improper payment also includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation in 48 CFR Subpart 2.1 (Definitions). It is \$3,500 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal entity is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Non-federal pass-through entity is a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§200.210 Information contained in a Federal award paragraph (a)(5) and 200.331 Requirements for pass-through entities, paragraph (a)(1)(iv)).

Protected Personally Identifiable Information (PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

Questioned cost means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds

used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67)

Subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.

SECTION I: TERMS AND CONDITIONS

1.0 Payment Contingent on Appropriation and Available Funds - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subrecipients for incurred costs is subject to available federal funds.

2.0 Commencement of Project - If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subaward funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

3.0 Supplanting - The subrecipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

4.0 Personnel Changes - The subrecipient agrees to promptly notify the Department through the SIMON Help Desk of any change in chief officials or key project staff, including changes to contact information or title changes. The subrecipient acknowledges that some changes in points of contact will require formal grant adjustment to reflect the change in the agreement.

5.0 Non-Procurement, Debarment and Suspension - The subrecipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Government wide Debarment And Suspension (Non-procurement)". These procedures require the subrecipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the subaward is \$100,000 or more, the sub recipient and implementing agency certify that they and their principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of the "Lobbying, Debarment and Drug Free Workplace" certification; and
- 4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

6.0 Federal Restrictions on Lobbying - In general, as a matter of federal law, federal funds may not be used by any subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

7.0 State Restrictions on Lobbying - In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.

8.0 Additional Restrictions on Lobbying - The subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

9.0 "Pay-to-Stay" - Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

10.0 The Coastal Barrier Resources Act - The subrecipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 18, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

11.0 Background Check - Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435, F.S. shall apply.

All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

Such background investigations shall be conducted at the expense of *the employing agency or employee*.

12.0 Privacy Certification - The subrecipient must comply with all confidentiality requirements of 34 U.S.C. § 10231 and 28 C.F.R. § 22 that are applicable to collection, use, and revelation of data or information. Subrecipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28

C.F.R. §§ 22 and, in particular, 22.23. Privacy Certification forms must be signed by the subrecipient or implementing agency chief official or an individual with formal, written signature authority for the chief official.

- 13.0 Conferences and Inspection of Work** - Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.
- 14.0 Insurance for Real Property and Equipment** - The subrecipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.
- 15.0 Flood Disaster Protection Act** - The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.
- 16.0 Immigration and Nationality Act** - No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324(a), Section 274(A) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274(A) of the INA. Such violation by the subrecipient of the employment provisions contained in Section 274(A) of the INA shall be grounds for unilateral cancellation of this contract by the Department.
- 17.0 Compliance with Applicable Restrictions** – The subrecipient must comply with all applicable restrictions on the use of federal funds as set out in federal appropriations statutes. General appropriations-law restrictions can be found at <https://www.ojp.gov/funding/explore/award-condition-general-appropriations-law-restrictions-use-federal-award-funds-fy-2020>.

SECTION II: CIVIL RIGHTS REQUIREMENTS

- 1.0 Participant Notification of Non-discrimination** FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.
- 2.0 Title VI of the Civil Rights Act of 1964** - The subrecipient at any tier, must comply with all applicable requirements of 28 CFR § 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program.

Equal Employment Opportunity Certification (EEOC) - A subrecipient or implementing agency must submit an EEO Certification annually within 120 days of award.

Equal Employment Opportunity Program (EEOP) - A subrecipient or implementing agency must comply with all applicable requirements in 28 C.F.R. §42, Subpart E.

Subrecipients are advised to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (<https://ojp.gov/about/ocr/eeop.htm>).

- 3.0 Title IX of the Education Amendments of 1972** If the subrecipient operates an education program or activity, the subrecipient must comply with all applicable requirements of 28 C.F.R. § 54, "Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance."
- 4.0 Equal Treatment for Faith Based Organizations** The subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Equal Treatment for Faith Based Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.
- 5.0 Americans with Disabilities Act** - Subrecipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.
- 6.0 Section 504 of the Rehabilitation Act of 1973 (28 C.F.R. § 42, Subpart G)** - Subrecipients must comply with all provisions prohibiting discrimination on the basis of disability in both employment and the delivery of services.

7.0 Age Discrimination Act of 1975 - Subrecipients must comply with all requirements in Subpart I of 28 C.F.R. §42 which prohibits discrimination based on age in federally assisted programs.

8.0 Limited English Proficiency (LEP) - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subrecipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises subrecipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.

9.0 Finding of Discrimination - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a subrecipient of funds, the subrecipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.

10.0 Filing a Complaint - If the subrecipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subrecipient, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

11.0 Retaliation - In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

12.0 Non-discrimination Contract Requirements -Subrecipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the subrecipient.

13.0 Pass-through Requirements - Subrecipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that they may file a discrimination complaint with the subrecipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILITY

1.0 Fiscal Control and Fund Accounting Procedures - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide, the 28 C.F.R. § 66, and 2 C.F.R. § 200 as applicable, in their entirety.

Subrecipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management systems must be able to record and report on the receipt, obligation, and expenditure of grant funds; and able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest bearing account, but any earned interest must be used for program purposes and expended before the federal grant period end date. Any unexpended interest remaining at the end of the federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to DOJ.

2.0 Match - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

SECTION IV: SUBAWARD MANAGEMENT AND REPORTING REQUIREMENTS

1.0 Obligation of Subrecipient Funds - Subaward funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the period of performance. Only project costs incurred on

or after the effective date, and on or prior to the termination date of the subrecipient's project are eligible for reimbursement. All payments must be completed within forty-five (45) days of the end of the subaward period of performance.

2.0 Use of Funds - Grant funds may be used only for the purposes in the subrecipient's approved application. Subrecipients shall not undertake any work or activities not described in the approved grant award, and that use of staff, equipment, or other goods or services paid for with grant funds, without prior written approval from FDLE's Office of Criminal Justice Grants (OCJG).

3.0 Advance Funding - Advance funding may be provided to a subrecipient upon a written request to the Department. The request must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

4.0 Performance and Reporting

Reporting Time Frames - The Project Director, Application Manager, or Performance Contacts shall submit Monthly or Quarterly Project Performance Reports to the Department, within fifteen (15) days after the end of the reporting period. In addition, if the subaward period is extended beyond the "original" project period, additional Project Performance Reports shall be submitted.

Failure to Submit - Performance Reports that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Subaward Management and Reporting Requirements.

Report Contents - Performance Reports must include a response to all objectives included in your subaward. A detailed response is required in the narrative portion for yes/no performance objectives. Submitted performance reports must clearly articulate, where appropriate, performance during the execution of the award has met a standard against which the subrecipient's performance can be measured. The narrative must also reflect on accomplishments for the period and identify problems with project implementation and address actions being taken to resolve the problems. Additional information may be required if necessary to comply with federal reporting requirements.

Requirement for Data on Performance and Effectiveness Under the Award - The subrecipient must collect and maintain data that measures the performance and effectiveness of work under this award. The data must be provided to OCJG in the manner (including within the timeframes) specified by OCJG. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

Financial Consequences for Failure to Perform - In accordance with s. 215.971 F.S., payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the subrecipient fails to meet the minimum level of service or performance identified in this agreement, or is customary for subawards, then the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or services from an alternate source. Any payment made in reliance on subrecipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as an overpayment.

5.0 Grant Adjustments - Subrecipients must submit a grant adjustment through SIMON for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, project director, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Adjustments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Subrecipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Requests for changes to the subaward agreement must be electronically signed by the subrecipient or implementing agency's chief official or the chief official's designee.

All requests for changes, including all requests for project period extensions, must be submitted in SIMON no later than thirty (30) days prior to grant expiration date.

6.0 Financial Expenditures and Reporting

Reporting Requirements - The subrecipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty (30) days after the end of the reporting period. In addition, if the subaward period is extended, additional Project Expenditure Reports shall be submitted.

All project expenditures for reimbursement of subrecipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the SIMON (Subgrant Information Management Online).

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

Before the "final" Project Expenditure Report will be processed, the subrecipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

Reports are to be submitted even when no reimbursement is being requested.

Submission - The report must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

7.0 Project Generated Income (PGI) - All income generated as a direct result of a sub project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

Required Reports - The subrecipient shall submit Quarterly PGI Earnings and Expenditures Reports to the Department within thirty (30) days after the end of the reporting period covering subaward project generated income and expenditures during the previous quarter.

PGI Expenditure - Program income should be used as earned and expended as soon as possible and used to further the objects in which the award was made.

Submission - PGI Earnings and Expenditures reports must be electronically signed by the subrecipient or implementing agency's chief financial officer or the chief financial officer's designee.

Unexpended PGI - If any PGI remains unspent after the subaward ends, the subrecipient must continue submitting quarterly PGI reports until all funds are expended.

Additionally, any unexpended PGI remaining at the end of the federal grant period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

8.0 Subrecipient Integrity and Performance Matters - Requirement to report information on certain civil, criminal, and administrative proceedings to OCJG, SAM and FAPIIS.

The subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, subrecipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

SECTION V: MONITORING AND AUDITS

1.0 Access to Records - The Florida Department of Law Enforcement, the Auditor General of the State of Florida,

the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subrecipient, implementing agency and contractors for the purpose of audit and examination according to the Financial Guide and the 28 C.F.R. § 66. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the subrecipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of s. 119, F.S., unless specifically exempted and/or made confidential by operation of s. 119, F.S., and made or received by the subrecipient or its contractor in conjunction with this agreement.

The subrecipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

2.0 Monitoring - The recipient agrees to comply with FDLE's grant monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with grant monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).

3.0 Property Management - The subrecipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide, and 28 C.F.R. § 66. This obligation continues as long as the subrecipient retains the property, notwithstanding expiration of this agreement.

Property Use - The subrecipient must use equipment acquired under a Federal award for the authorized purposes of the project during the period of performance, or until the property is no longer needed. Subrecipients must use, manage and dispose of equipment acquired under a Federal award in accordance with ss. 274, F.S. Tangible Property and 2 C.F.R. 200.313, Equipment.

4.0 Subaward Closeout - A Financial Closeout Audit shall be submitted to the Department within forty-five (45) days of the end date of the performance period.

The Financial Closeout Audit report located in SIMON must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

Subaward Closeout will be initiated by the Department after the Financial Closeout has been completed and approved. Failure to submit closeout reports timely will result in an Administrative Closeout by the Department.

5.0 High Risk Subrecipients - If a subrecipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, the subrecipient must disclose that fact and certain related information to FDLE's OCJG. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subrecipient's past performance, or other programmatic or financial concerns with the subrecipient. The subrecipient's disclosure must include the following: 1. The federal awarding agency that currently designates the subrecipient high risk, 2. The date the subrecipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

6.0 Imposition of Additional Requirements - The subrecipient agrees to comply with any additional requirements that may be imposed by OCJG during the period of performance for this award, if the subrecipient is designated as "high risk" for purposes of the DOJ high-risk grantee list.

7.0 Retention of Records - The subrecipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The subrecipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:

<https://dos.myflorida.com/media/693576/gs1-sl-2017-final.pdf>.

8.0 Disputes and Appeals - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subrecipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the subrecipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subrecipient's right to appeal the Department's decision is contained in § 120, F.S., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S.

9.0 Failure to Address Audit Issues - The subrecipient understands and agrees that FDLE's OCJG may withhold award funds, or may impose award conditions or other related requirements, if (as determined by OCJG) the subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.

10.0 Single Annual Audit - Subrecipients that expend \$750,000 or more in a year in federal awards shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the subrecipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" s. 215.97, F.S., "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter 10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Subrecipients that expend less than \$750,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the subrecipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

SECTION VI: SUBAWARD PROCUREMENT AND COST PRINCIPLES

1.0 Procurement Procedures - Subrecipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.317-326.

This condition applies to agreements that OCJG considers to be a procurement "contract", and not a second tier subaward.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at <https://ojp.gov/funding/Implement/Resources/GuideToProcurementProcedures.pdf>.

2.0 Cost Analysis - A cost analysis must be performed by the subrecipient if the cost or price is at or above the \$35,000 acquisition threshold and the contract was awarded non-competitively in accordance with s. 216.3475, F.S. The subrecipient must maintain records to support the cost analysis, which includes a detailed budget,

documented review of individual cost elements for allowability, reasonableness, and necessity. See also: [Reference Guide for State Expenditures](#).

- 3.0 Allowable Costs** - Allowance for costs incurred under the subaward shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide, 28 C.F.R. § 66, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", and 2 CFR Subpart E, "Cost Principles".
- 4.0 Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.
- 5.0 Indirect Cost Rate** - A subrecipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise OCJG in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.
- 6.0 Sole Source** - If the project requires a non-competitive purchase from a sole source, the subrecipient must complete the Sole Source Justification for Services and Equipment Form and submit to OCJG upon application for pre-approval. If the subrecipient is a state agency and the cost meets or exceeds \$250,000, the subrecipient must also receive approval from the Department of Management Services (DMS) (s. 287.057(5), F.S.). The Sole Source form must be signed by the subrecipient or implementing agency chief official or chief official designee. Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.
- 7.0 Personal Services** - Subrecipients may use grant funds for eligible personal services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal program's authorizing legislation. Subrecipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the subrecipient's written compensation and pay plan.

Documentation - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where grant subrecipients work on multiple grant programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

- 8.0 Contractual Services** - The subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

Requirements for Contractors of Subrecipients - The subrecipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 42 U.S.C. § 3711 et seq.; the provisions of the current edition of the DOJ Grants Financial Guide (https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf); and all other applicable federal and state laws, orders, circulars, or regulations. The subrecipient must pass-through all requirements and conditions applicable to the federal grant award/subaward to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

Approval of Consultant Contracts Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds \$650 (excluding travel and subsistence costs) per eight-hour day, or \$81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to subrecipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates, 28 C.F.R. § 66, and applicable state statutes. The Department's approval of the subrecipient agreement

does not constitute approval of individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the \$650 threshold does not apply.

FFATA Reporting Requirements - Subrecipients that enter into subawards of \$25,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at <https://ojp.gov/funding/Explore/FFATA.htm>

9.0 Travel and Training - The cost of all travel shall be reimbursed according to the subrecipient's written travel policy. If the subrecipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines § 112.061, F.S. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.

10.0 Expenses Related to Conferences, Meetings, Trainings, and Other Events - Subgrant funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Subgrant applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating subgrant funds for these purposes.

11.0 Training and Training Materials – Any training or training materials that has been developed or delivered with grant funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.

12.0 Publications, Media and Patents Ownership of Data and Creative Material - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the DOJ Grants Financial Guide, 28 C.F.R. §§ 66, and 200.315.

Publication or Printing of Materials - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Subrecipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Subrecipients must submit for review and approval one (1) copy of any written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

All electronic and print materials paid under this award must contain the following statements identifying the federal award:

"This project was supported by Award No. 2020-VD-BX-0174 awarded by the Bureau of Justice Assistance, Office of Justice programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice or grant-making component."

Any website funded in whole or in part under this award must include the same statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a web-based service, including any pages that provide results or outputs from the service.

Patents - Subrecipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (37 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Subrecipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

13.0 Information Technology Projects

Criminal Intelligence Systems - The subrecipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the subrecipient may be fined as per 42 U.S.C. § 3789g(c)-(d). The subrecipient may not satisfy such a fine with federal funds.

The subrecipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the subrecipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

State IT Point of Contact - The subrecipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the subrecipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

The State IT Point of Contact will ensure the subrecipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

Interstate Connectivity - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subrecipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

14.0 Interoperable Communications Guidance - Subrecipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at <https://www.dhs.gov/publication/funding-documents>.

Subrecipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The subrecipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the subrecipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Subrecipients must provide a listing of all communications equipment purchased with grant award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

15.0 Global Standards Package - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, recipients are encouraged to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at <https://it.ojp.gov/>. Grantee shall document planned approaches to information sharing and describe

compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

16.0 Unreasonable Restrictions on Competition - This condition applies with respect to any procurement of property or services funded (in whole or in part) by this subaward, by the subrecipient (at any tier), and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

- i. Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 and 200.319(a) -- Subrecipient (at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
- ii. Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
- iii. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- iv. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

17.0 Task Force Training Requirement - The subrecipient agrees that within 120 days of award, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org).

All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When FDLE awards funds to support a task force, the subrecipient must compile and maintain a task force personnel roster along with course completion certificates. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

SECTION VIII: ADDITIONAL REQUIREMENTS

1.0 Environmental Protection Agency's (EPA) list of Violating Facilities - The subrecipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

2.0 National Environmental Policy Act (NEPA)

The subrecipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of subaward funds by the subrecipient. This applies to the following new activities whether or not they are being specifically funded with these subaward funds. That is, it applies as long as the activity is being conducted by the subrecipient or any third party and the activity needs to be undertaken in order to use these subaward funds. Accordingly, the subrecipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the grant, the recipient agrees to contact FDLE OCJG.

- 1) New construction;
- 2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- 3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- 4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
- 5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The subrecipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The subrecipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at <https://www.bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

3.0 National Historic Preservation Act – The Act will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

4.0 Human Research Subjects - Subrecipient agrees to comply with the requirements of 28 C.F.R. part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

5.0 Disclosures

Conflict of Interest - The subrecipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Subrecipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).

Violations of Criminal Law - The subrecipient and implementing agency must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the sub award.

6.0 Uniform Relocation Assistance and Real Property Acquisitions Act - The subgrant recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

7.0 Limitations on Government Employees Financed by Federal Assistance - The subrecipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7321-7326, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

8.0 Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable - Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

9.0 Text Messaging While Driving - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and §316.305, F.S., the subrecipient is

encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subaward and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10.0 DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database - If JAG program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ FY 2012 DNA Backlog Reduction Program, available at <https://www.ncjrs.gov/pdffiles1/nij/si001062.pdf>.

In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS (the National DNA Database operated by the FBI).

11.0 Environmental Requirements and Energy - For subawards in excess of \$100,000, the subrecipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C 85), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR 1). The subrecipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.

12.0 Other Federal Funds - The subrecipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the subrecipient will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

13.0 Trafficking in Persons - The subrecipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, subrecipients or individuals defined as "employees" of the subrecipient. The details of the recipient and subrecipient obligations related to prohibited conduct related to trafficking in persons are incorporated by reference and posted at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>

14.0 Employment Eligibility Verification for Hiring Under This Award – The subrecipient must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

- i. All persons who are or will be involved in activities under this award must be made aware of the requirement for verification of employment eligibility, and associated provisions of 8 U.S.C. 1324a(a)(1) and (2) that make it unlawful in the United States to hire (or recruit for employment) certain aliens.
- ii. The subrecipient must provide training (to the extent necessary) to those persons required by this condition to be notified of the requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
- iii. As part of the recordkeeping requirements of this subaward, the subrecipient must maintain records of all employment eligibility verifications pertinent to compliance with this condition and in accordance with I-9 record retention requirements, as well as pertinent records of notifications and trainings.
- iv. Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
- v. Persons who are or will be involved in activities under this award includes any and all subrecipient officials or other staff who are or will be involved in the hiring process with respect to a grant funded position under this award.
- vi. For the purposes of satisfying this condition, the subrecipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the subrecipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.

- vii. Nothing in this condition shall be understood to authorize or require any subrecipient, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
- viii. Nothing in this condition, including paragraph vi., shall be understood to relieve any subrecipient, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to FDLE prior to award acceptance.

15.0 Determination of Suitability to Interact with Minors – This condition applies if it is indicated in the application for subaward (at any tier) that a purpose of some or all of the activities to be carried out under the subaward is to benefit a set of individuals under 18 years of age.

The subrecipient (at any tier), must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.



Staff Report

CITY COUNCIL MEETING DATE: May 24, 2021

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 5/20/2021
SUBJECT: Purchase of Self Contained Breathing Apparatus

BACKGROUND:

In 2016 the City of Crestview worked with Fisher Scientific to develop a replacement schedule for its Self-Contained Breathing Apparatus and air cylinders.

As of the time of this report, The Crestview Fire Department maintains twenty-two (22) SCBA and forty-four (44) cylinders.

An SCBA consists of the harness, regulators, face piece and air gage, while the cylinders provide air supply to the SCBA.

In 2020, upon receipt of the CARES Funding the City Council set aside \$100,000 for Fire Department Related needs. As of the time of this report, there is still approximately \$70,000 available from this funding.

DISCUSSION:

Each SCBA consists of the harness, regulators, face piece and air gage, while the cylinders provide air supply to the SCBA. These units are maintained on each fire truck and must be interchangeable.

In 2020, upon receipt of the CARES Funding the City Council set aside \$100,000 for Fire Department Related needs. As of the time of this report, there is still approximately \$70,000 available from this funding.

In last year's budget, the City did not make its normal purchase due to a spending freeze implemented. Currently, eleven (11) SCBA and five (5) cylinders are in need of replacement.

Staff is requesting approval to purchase the remaining 11 units and five (5) cylinders using the remaining funding available in the CARES Act allocation.

Staff is requesting approval to purchase the remaining 11 units and five (5) cylinders using funding available in the CARES Act allocation. Staff further request City Council approval to direct purchase these units through Fisher Scientific to ensure compatibility with the existing system and to complete the replacement program.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

CARES Act Funding previously allocated to the Fire Department will be utilized for this purchase in the amount of \$67,024.75.

RECOMMENDED ACTION

Staff respectfully requests the City Council to waive the purchasing policy and approve the purchase of SCBA and cylinders from Fisher Scientific in the amount of \$67,024.75.

Attachments

1. 1110-3193-16

Sales Quotation

*Quote Nbr	Creation Date	Due Date	Page
1110-3193-16	04/20/2021		1 of 1
Payment Terms		Delivery Terms	
NET 30 DAYS		DEST	
Valid To		Prepared By	
08/18/2021		SHIPLEY, CHRISTINE	
Customer Reference		Sales Representative	
SCBA/CYLINDERS			
To place an order	Ph: 800-766-7000	Fx: 800-926-1166	
Submitted To:		Customer Account: 813627-002	
ANTHONY CHRISTINE.SHIPLEY@THERMOFISHER.COM 000-000-0000		CRESTVIEW FIRE DEPARTMENT 321 W WOODRUFF AVE CRESTVIEW FL 32536-3467	



Part of Thermo Fisher Scientific

FISHER SCIENTIFIC COMPANY LLC
4500 TURNBERRY DRIVE
HANOVER PARK IL 60133-5491

Review and Place Order

[Click here or go through your purchasing system to fishersci.com quotes](#)

***Please reference this Quote Number on all correspondence.**

Don't have a profile? Register on fishersci.com

For complete Terms and Conditions, please [click here.](#)

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	11	EA	NON-CATALOG	SCBA 4500 SNAP CHANGE EBSS Vendor Catalog # X8914021305301	5,604.00	61,644.00
2	5	EA	NON-CATALOG	45MIN CYLINDER SNAPCHG 4500 1EA Vendor Catalog # 200129-01(LAKE COUNTY)	1,076.15	5,380.75
MERCHANDISE TOTAL						67,024.75

NOTES:

Returns are subject to manufacturer terms and conditions.

We now offer highly competitive financing with low monthly payments. Please contact your local sales representative for more information.

Tell us about your recent customer service experience by completing a short survey. This should take no longer than three minutes. Enter the link into your browser and enter the passcode: USA-PGH-CS2

<http://survey.medallia.com/fishersci>



Staff Report

CITY COUNCIL MEETING DATE: May 24, 2021

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 5/20/2021
SUBJECT: Lift Station #17 Budget

BACKGROUND:

The rehab of sanitary sewer lift station #17 was approved in the 2020-2021 budget. It includes replacing older pumps and upgrading the control panel.

This Lift Station is located at 201 John King Road and serves all homes on the north side of John King Road from east of Hwy 85 to Old Mill Way.

DISCUSSION:

The rehab of lift station #17 was approved in the 2020-2021 budget cycle for \$90,000. However the quotes received ranged from \$122,000-\$128,000. (see attached quotes) This is primarily due to material cost increases that have occurred since the estimates were received last year.

Pump and Process was the lowest quote at \$122,857. An additional \$32,857 is required to keep this Sewer CIP on schedule.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

The rehab of lift station #17 was approved in the 2020-2021 budget cycle for \$90,000.

The lowest quote received is \$122,857, so an additional \$32,857 is required.

This additional funding will be transferred from the Sewer Capital Improvement account # 533-6301, this amount of \$50,000 was approved for the Split Creek Engineering Project, this project will be deferred until the

next budget cycle.

RECOMMENDED ACTION

Staff respectfully requests approval of the budget transfer in the amount of \$32,857.00 to complete this project.

Attachments

1. LS17



CITY OF CRESTVIEW
ATTN: ACCOUNTS PAYABLE
198 NORTH WILSON
P O BOX 1209
CRESTVIEW, FL 32536
AN EQUAL OPPORTUNITY EMPLOYER

**PURCHASE
ORDER NO.
211827
Type: P**

DATE: 4/29/2021

TO: PUMP PROCESS EQUIPMENT INC.
300 SHADOW WOOD PARKS
BIRMINGHAM, AL 35244

SHIP TO: PUBLIC WORKS
715 N. FERDON BLVD
CRESTVIEW, FL 32536

Our P.O. # MUST Appear on ALL Invoices, Packages and Correspondence

DELIVER BY	REQUISITION #	REQUISITION DATE	TERMS	CONFIRMED BY
04/29/2021	0000004776	04/29/2021	NET	LEEANN
FOB	CONTRACT#	ACCOUNT NUMBER	PROJECT#	AUTHORIZED BY
DESTINATION		44017355336301	9999	FINANCE
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE	UNIT COST	EXTENDED COST

1	1.00 / \$	PARTS TO REHAB LS #17 (PIPES, PUMPS, CONTROLS)	122,857.0000	122,857.00
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TOTAL PURCHASE AMOUNT:

\$122,857.00

CRESTVIEW CITY HALL
ATTN: ACCOUNTS PAYABLE
198 NORTH WILSON ST
CRESTVIEW, FL 32536

Authorized Signature: *Gina Toussaint*



City of Crestview

Quote Comparison Form

Requisition No. _____

Date: 4/20/21

Name Brandon Bolton

Dept: Sewer

Item/Service Requested:

Materials to rehab Lift Station #17 (pipes, pumps, controls, etc.)

* 90,000 was approved in the 2021 budget. Due to price increases we will use the balance of 32,857.00 from another project, Split Creek Engineering Study that will not get done this year, which had a budget amount of 50,000. *a*

Quote 1

Company Pump & Process

Contact Butch Branton

Vendor No. _____

Phone No. 850-432-0334

Quote \$122,857.00

___mail___X telephone___fax___X email___other

Quote 2

Company Gulf Coast Electric Motor

Contact Hineo

Vendor No. _____

Phone No. 850-433-5134

Quote \$125,326.87

___mail___X telephone___fax___X email___other

Quote 3

Company Crane Pumps & Systems

Contact _____

Vendor No. _____

Phone No. 937-773-2442

Quote \$128,377.62

___mail___X telephone___fax___X email___other

I hereby affirm that the above quotes have been sought and conform in every respect with the requirements of the City's Purchasing Manual.

Carl Jan
Department Head

440-1735-5330 63-01
460/040

PO# 211827 Reg # ~~4770~~ 4774
Project # 9999

RECEIVED
APR 29 2021
INITIALS UN

440-1735 Sewer Continued...

\$15,462	\$18,358	\$21,417	\$18,952	\$19,000	533 5202 Fuel				\$31,800	67%
					Gas	12	\$1,500	\$18,000		
					Diesel	12	\$1,000	\$12,000		
					Variable costs	1	\$1,800	\$1,800		
					5400 Dues & Subscriptions				\$2,145	
					Omni Site Advantages (Telemetry)	13	\$165	\$2,145		
\$508					533 5600 Training				\$8,871	
					CEU's - 3 employees	1	\$470	\$470		
					License Renewal - 2 Each	2	\$75	\$150		
					Lawn & Ornamental License - 3 employees	1	\$525	\$525		
					CDL license Test - 3 employees	1	\$1,350	\$1,350		
					Maintenance of Traffic (MOT) training	1	\$300	\$300		
					Electrician Training Certifications - 1 employee	1	\$6,076	\$6,076		
			\$9,724		533 6400 Equipment				\$0	
\$102,730	\$109,924	\$78,100	\$154,621	\$118,900	Total Operating Expenses				\$566,369	380%
Capital Expenses										
			\$73,193	\$175,000	533 6300 Improvements/Not buildings				\$0	-100%
			\$3,141	\$351,652	533 6301 Improvements				\$2,538,456	622%
					GIPP Lining Program	1	\$50,000	\$50,000		
					Low-Pressure Sewer Program	1	\$25,000	\$25,000		
					Benjamin Sewer Exansion*	1	\$105,000	\$105,000		
					Manhole Lining Program	1	\$50,000	\$50,000		
					Split Creek Engineering Study*	1	\$50,000	\$50,000		
					New Control Panel for LS #19	1	\$59,228	\$59,228		
					New Control Panel for LS #29	1	\$59,228	\$59,228		
					New Control Panel for LS #38	1	\$20,000	\$20,000		
					LS#15 Upgrade*	1	\$250,000	\$250,000		
					Foxwood Country Club	1	\$830,000	\$830,000		
					PD&E & Construction Sewer Lines	1	\$150,000	\$150,000		
					PI phase 4 Relocate	1	\$800,000	\$800,000		
					LS 17 Rehab	1	\$90,000	\$90,000		
					Vehicle Leases				\$24,120	
					Chevy 1500 Crew Cab	3	\$8,040	\$24,120		
\$0	\$0	\$0	\$3,141	\$351,652	Capital Expenses				\$2,562,576	622%
\$185,326	\$200,723	\$171,692	\$256,187	\$580,461	Total Expenses				\$3,825,764	559%
\$185,326	\$200,723	\$171,692	\$256,187	\$580,461	Net Revenue / Expenses				\$3,825,764	559%

Reg # A776
PO # 211827

3810 Hopkins St
Pensacola, Florida 32505
P: (850) 433-5134 * F: (850) 433-0308

04-April 2021

City of Crestview
PO Drawer 1209
Crestview, FL 32536

Proposed to: Brandon Boltor
Via: Email

Gulf Coast Electric Motor Service is pleased to propose the following:

Provide: Lift Station Equipment Package

DESCRIPTION

Two (2) KSB F80-217 7.5HP Vortex Pumps.

One (1) KSB 1.7 HP Mixer

Crestview duplex panel with Panhandle Alarm telemetry.

KSB Rail Systems/Mixer Mast mounted on SST Hat Stand.

SST pipe/Valves and fittings - for above ground valves installation.

Electrical Installation Package.

NET PRICE DELIVERED TO CRESTVIEW.....\$125,326.87

1. Terms are 2% 10 days, Net 30 Days.

Proposed by: *Henes Rodriguez*

Accepted By: _____ Date: _____

Reg # 4774
PO # 211827



PUMPS & SYSTEMS

420 Third St
Piqua, OH 45356-0603 USA
Tel: (937) 773-2442
Fax: (937) 773-7157
CranePumps@CranePumps.com

Quotation

Quotation Date 04/19/2021

Company Name The City of Crestview
715 Ferdon Blvd./Crestview, FL.

Job Name LS 17 Rehab.

Equipment Pumps/Rail Systems/Panel

Contact Brandon Bolton
brandonbolton@cityofcrestview.org
850-305-8261

Lead Time 12 Weeks

Freight Freight to be "Prepaid & Added"

Item	Description			
	Duplex Sewage Pumping Equipment/SST Pipe/Valves/Panel to include following:			
1	Barnes Vortex Sewage Pumps Pumps: 7.5 HP/230/3-Phase, 1750 RPM			
2	Guide Rail Systems / SST Discharge Pipe / Valves			
3	Duplex Panel with float switches			
			Total:	\$128,377.62

Exceptions:

1. Pump Warranty is 5 year pro-rated.
2. Panel does not include SCADA. SCADA is to be "by others".

Quotes are generally honored for 30 days. All Crane Pumps & Systems products and services are offered and sold subject to the Crane Pumps & Systems standard terms and conditions agreement set forth at www.cranepumps.com. All prices are subject to change. Quoted prices do not include any applicable taxes, freight charges, submittals, start-up, alignment, training or any other field or factory services unless specifically listed above.

1. Terms and Conditions are "Net 30 Days" after shipment.

Reg # 4776
PO # 211827

BARNES

burks

DEMING

WEINMAN



PROSSER



Staff Report

CITY COUNCIL MEETING DATE: May 24, 2021

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 5/20/2021
SUBJECT: Update to the Enterprise Fleet Maintenance Program

BACKGROUND:

In previous years, each department would assess the vehicles within its fleet and work to get as many replaced as would fit in the budget. The process for selecting the vehicles to be replaced was not based on any specific replacement policy but was instead based on the condition of vehicles and available funds. During the 2020 budget process, the City Manager discussed the need to develop a system to replace vehicles on a regular replacement schedule and prior to the vehicle becoming a liability.

While working on the fleet analysis, staff met with representatives from Enterprise Fleet Maintenance to discuss the option to lease vehicles. The Enterprise team worked with staff to provide various options to meet fleet needs with both the white fleet and the emergency vehicles.

This option was brought before the City Council on December 16, 2019, action was taken and the City entered into an agreement with Enterprise Fleet Maintenance for lease of all City Fleet needs. Enterprise Fleet Management was selected through the competitive bidding process as performed through the NJPA contract. This selection meets or exceeds the requirements for competitive bidding as specified in the Purchasing Policy.

DISCUSSION:

To provide an update to the City Council as to the success of the program with leasing vehicles from Enterprise Fleet Maintenance and also review the comments below from a meeting on May 18, 2021 between City Public Services Director Wayne Steele and James Davidson our Client Strategy Manager with Enterprise Fleet Maintenance.

Staff and the representative discussed the state of the industry and cannot overstate the deficit in the current market. Inventory is severely low, EFM has access to vehicles and is closely monitoring manufacturer cutoffs and deadlines. Proactive planning (in excess of 18 months) will be necessary to alleviate any future issues with downtime, maintenance failures and overpaying for vehicles reactively.

Staff and the representative discussed specific vehicles to be sold from Crestview's existing fleet now. The resale market is up 30% and now is the absolute best time to sell our vehicles in the open market. They will never be worth more than they are right now.

Staff and the representative discussed Total Cost of Ownership. In our partnership, we should not simply focus on acquisition cost. All agree that operational cost (including fuel, maintenance, administrative, and downtime costs) make up more than 65% of the total cost of operating a vehicle. In addition, leveraging a resource such as Enterprise to maximize our resale on said vehicles, will allow the City of Crestview to enjoy a low total cost

of ownership and maximize cashflow to fund other initiatives for the city.

James will follow-up with a separate list of vehicles that could potentially be cycled within 6 months because of the current resale market. (To clarify, I am referring to cycling new leased units because they can be sold for much more than what we've acquired them for. Rolling the equity from these units will lower the cost of their replacements.)

It's important to note, that James stated to us, that all indications is that Ford and RAM will be the only manufactures to open order banks this year and there is no guarantee that the manufacture will deliver our order as requested.

Staff and the representative also discussed a 10 year plan (including the vehicles already leased – non police). The projected savings over the 10 year period is \$1.7M. James was able to level the replacements year to year to allow for consistent budgeting while replacing our city owned vehicles.

Recommendation: (for immediate ordering – Ford Order banks for Trucks only close next week): 32 Truck replacements (combining 2022 and 2023 replacement years) - roughly \$55K in potential equity to gain.

Next Steps: James to confirm with Wayne if the decision has been made to replace the above mentioned vehicles. Will need a decision on this by end of week May 24, 2021.

Aside from these immediate replacements, James will schedule a follow-up Fleet Analysis Meeting to include City Manager Tim Bolduc to discuss the long term plan and future replacements.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

No immediate funding will be required to place the truck order before the close of the order banks next week. The cost of the lease program with Enterprise Fleet Maintenance will be included as part of the regular budget submittals in the amount of \$276,864.00 for the 32 vehicles.

RECOMMENDED ACTION

Staff respectfully requests approval of the immediate ordering of 32 truck replacements for the years 2022 and 2023 as leases with Enterprise Fleet Maintenance program.

Attachments

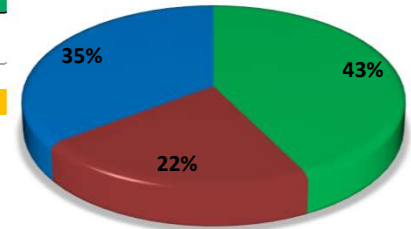
1. City of Crestview Non-ERV Fleet Analysis 4.23
2. City of Crestview Non-ERV Fleet Profile 4.23
3. vehicle replacement worksheet 4.23

City of Crestview, Florida - Fleet Planning Analysis

Current Fleet	102	Fleet Growth	0.00%	Proposed Fleet	102
Current Cycle	15.69	Annual Miles	9,200	Proposed Cycle	2.41
Current Maint.	\$95.00			Proposed Maint.	\$39.84
Maint. Cents Per Mile	n/a	Current MPG	11	Price/Gallon	\$2.60

Fleet Costs Analysis

Fleet Mix			Fleet Cost							Annual		
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	102	6.5	102	0	183,755	0			116,280	221,804	521,838	0
'21	102	13	89	13	0	74,873	-6,500	-62,357	107,676	216,150	329,841	191,997
'22	102	32	66	36	0	276,864	-16,184	-104,887	92,453	206,147	454,392	67,446
'23	102	37	44	58	0	441,491	-45,750	-204,200	77,892	196,579	466,012	55,827
'24	102	51	22	80	0	568,248	-82,740	-384,048	63,331	187,011	351,803	170,035
'25	102	72	0	102	0	651,426	-287,610	-454,720	48,770	177,443	135,310	386,528
'26	102	60	0	102	0	651,426		-500,088	48,770	177,443	377,551	144,287
'27	102	64	0	102	0	651,426		-627,210	48,770	177,443	250,429	271,409
'28	102	74	0	102	0	651,426		-517,066	48,770	177,443	360,574	161,264
'29	102	62	0	102	0	651,426		-445,619	48,770	177,443	432,021	89,817
'30	102	60	0	102	0	651,426		-592,468	48,770	177,443	285,171	236,667
10 Year Savings										\$1,775,278	Avg. Sustainable Savings	\$180,689



■ Fuel ■ Maintenance ■ Purchase

Current Fleet Equity Analysis

YEAR	2021	2022	2023	2024	2025	Under-Utilized
QTY	13	23	22	22	22	0
Est \$	\$500	\$704	\$2,080	\$3,761	\$13,073	\$0
TOTAL	\$6,500	\$16,184	\$45,750	\$82,740	\$287,610	\$0
Estimated Current Fleet Equity**					\$438,784	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet

59% of the current light and medium duty fleet is over 10 years old
Resale of the aging fleet is significantly reduced

Reduce operating costs

Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets
Currently vehicle budget is underfunded

City of Crestview, Florida - Fleet Profile

Fleet Profile

Fleet Replacement Schedule

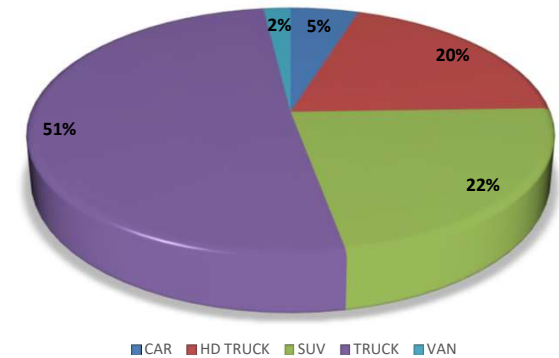
Replacement Criteria

Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage
Full-size Sedan	5	4.8	9,200
Full-size Van-Passenger	2	17.0	9,200
Mid Size SUV 4x2	13	13.8	9,200
Mid Size SUV 4x4	1	4.3	9,200
Full Size SUV 4x2	9	13.7	9,200
1/2 Ton Pickup Reg 4x2	14	12.6	9,200
1/2 Ton Pickup Reg 4x4	3	16.5	9,200
1/2 Ton Pickup Ext 4x2	6	11.5	9,200
1/2 Ton Pickup Ext 4x4	11	7.6	9,200
1/2 Ton Pickup Quad 4x2	13	4.0	9,200
1/2 Ton Pickup Quad 4x4	5	5.5	9,200
3/4 Ton Pickup Reg 4x2	9	18.4	9,200
3/4 Ton Pickup Reg 4x4	1	13.4	9,200
3/4 Ton Pickup Ext 4x2	1	2.3	9,200
1 Ton Pickup Quad 4x2	3	4.7	9,200
1 Ton Cab Chassis	5	13.3	9,200
1 1/2 Ton Cab Chassis	1	12.4	9,200
Totals/Averages	102	10.8	9,200

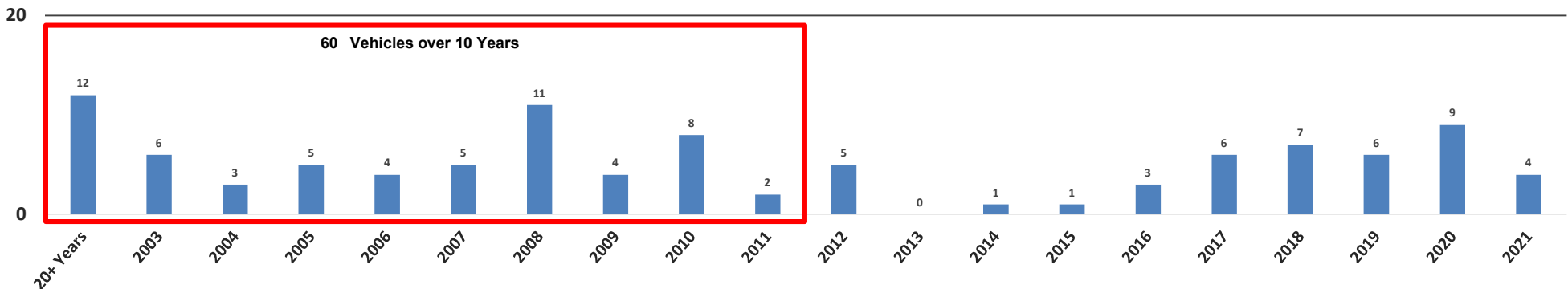
2021	2022	2023	2024	2025	Under-Utilized
4	1	0	0	0	0
0	1	0	1	0	0
0	5	1	5	2	0
0	0	0	0	1	0
0	1	4	4	0	0
0	2	5	7	0	0
0	2	1	0	0	0
1	2	2	0	1	0
2	0	4	1	4	0
6	0	1	2	4	0
0	0	1	0	4	0
0	6	2	1	0	0
0	0	1	0	0	0
0	0	0	0	1	0
0	0	0	0	3	0
0	3	0	0	2	0
0	0	0	1	0	0
13	23	22	22	22	0

- * Fiscal Year 2021 = 10 years old and older, or odometer over 100,000
- * Fiscal Year 2022 = 8 years old and older, or odometer over 93,300
- * Fiscal Year 2023 = 6 years old and older, or odometer over 86,600
- * Fiscal Year 2024 = 4 years old and older, or odometer over 79,900
- * Fiscal Year 2025 = Remaining Vehicles
- * Underutilized = Annual Mileage less than

Vehicle Types



Model Year Analysis



Vehicle #	VIN	Department	Year	Make
123	1C6RREGGXLN354085	City of Crestview, Florida	2020	RAM
123	1N4BL4BV9LC276380	City of Crestview, Florida	2020	Nissan
123	1C6RREGG6LN354102	City of Crestview, Florida	2020	RAM
123	1C6RR7KG1LS161389	City of Crestview, Florida	2020	RAM
123	1N4BL4BV6LC276479	City of Crestview, Florida	2020	Nissan
123	1C6RREGG8LN354084	City of Crestview, Florida	2020	RAM
123	1C6RREGG1LN354086	City of Crestview, Florida	2020	RAM
123	1C6RREGG8LN354103	City of Crestview, Florida	2020	RAM
123	1C6RREGG9LN354093	City of Crestview, Florida	2020	RAM
123	3C6RR6KT9MG563130	City of Crestview, Florida	2021	RAM
123	3C6RR7KT4MG518439	City of Crestview, Florida	2021	RAM
123	1N4BL4BV1MN336075	City of Crestview, Florida	2021	Nissan
123	1N4BL4BV8MN335988	City of Crestview, Florida	2021	Nissan
691	1GDJC34R8WF040883	City of Crestview, Florida	1998	*GMC
361	1FMZU34E4XUA87600	City of Crestview, Florida	1999	*Ford
606	1FBSS31L9YHA88853	City of Crestview, Florida	2000	Ford
401	1J4FT28S0YL178644	City of Crestview, Florida	2000	Jeep
451	1GCEC14W3YZ353647	City of Crestview, Florida	2000	Chevrolet
399	1GTEC14V3YZ122982	City of Crestview, Florida	2000	GMC
616	1GCEC14W2YE318489	City of Crestview, Florida	2000	Chevrolet
01*8	1GNCE13T61R208494	City of Crestview, Florida	2001	Chevrolet
621	1GCEC14V01Z301941	City of Crestview, Florida	2001	Chevrolet
02*2	1G1ND52J02M544094	City of Crestview, Florida	2002	Chevrolet
02*1	1GNCS18W62K136704	City of Crestview, Florida	2002	Chevrolet
423	1GTEK14VX2Z220577	City of Crestview, Florida	2002	GMC
435	1GTEC14X63Z173760	City of Crestview, Florida	2003	GMC
436	1GKDT13S532206956	City of Crestview, Florida	2003	GMC
428	1GCEK14T13Z188358	City of Crestview, Florida	2003	Chevrolet
440	1GCEC14X83Z239998	City of Crestview, Florida	2003	Chevrolet
432	1FDWF36P03EC57578	City of Crestview, Florida	2003	Ford
652	1GBHC24U13E316554	City of Crestview, Florida	2003	Chevrolet
628	1FTRF12WX4NA26336	City of Crestview, Florida	2004	Ford
04*4	1GNDS13S242125761	City of Crestview, Florida	2004	Chevrolet
658	1GCEK14V54Z280494	City of Crestview, Florida	2004	Chevrolet
05*7	2FTPX12535NB56742	City of Crestview, Florida	2005	Ford
649	1FBSS31S95HB44017	City of Crestview, Florida	2005	Ford
481	1FTRX14W25NB33313	City of Crestview, Florida	2005	Ford
472	1FTNF20545EB99530	City of Crestview, Florida	2005	Ford
471	1FTNF20525EB90227	City of Crestview, Florida	2005	Ford
492	1GNDS13S662293955	City of Crestview, Florida	2006	Chevrolet
486	1FTRX14W46NA95746	City of Crestview, Florida	2006	Ford
650	1GCEC19V86Z125687	City of Crestview, Florida	2006	Chevrolet
581	1GTDT196X68277349	City of Crestview, Florida	2006	GMC
511	1FTRF12257NA83710	City of Crestview, Florida	2007	Ford

499	1FTRF12W87KC20210	City of Crestview, Florida	2007	Ford
503	1FTRF12W77NA41266	City of Crestview, Florida	2007	Ford
497	1FTRX12W17FA14068	City of Crestview, Florida	2007	Ford
496	1GCCS199978127999	City of Crestview, Florida	2007	Chevrolet
545	1FTNF215X8EE19451	City of Crestview, Florida	2008	Ford
544	1GCDT19E188147521	City of Crestview, Florida	2008	Chevrolet
522	1FTRF12W98KC03210	City of Crestview, Florida	2008	Ford
520	1FTRF14W68KC28143	City of Crestview, Florida	2008	Ford
08*3	1FMFU15568LA49640	City of Crestview, Florida	2008	Ford
546	1GCDT39E388221288	City of Crestview, Florida	2008	Chevrolet
08*4	1FMFU15548LA49636	City of Crestview, Florida	2008	Ford
08*5	1FMFU155X8LA49639	City of Crestview, Florida	2008	Ford
521	1FTRF12W38KC03171	City of Crestview, Florida	2008	Ford
08*2	1FMFU15588LA49638	City of Crestview, Florida	2008	Ford
08*6	1FMFU15568LA49637	City of Crestview, Florida	2008	Ford
555	1FDAF56R29EA59505	City of Crestview, Florida	2009	Ford
559	1FTRF12W79KA45483	City of Crestview, Florida	2009	Ford
646	1FBNE31L29DA42956	City of Crestview, Florida	2009	Ford
09*6	1FMFU155X9LA09398	City of Crestview, Florida	2009	Ford
568	1FTMF1CFXAKC00041	City of Crestview, Florida	2010	Ford
10*2	1FMEU6DE1AUA39639	City of Crestview, Florida	2010	Ford
10*4	1FMEU6DEXAUA39641	City of Crestview, Florida	2010	Ford
10*6	1FMJU1F55AEB20684	City of Crestview, Florida	2010	Ford
10*3	1FMEU6DE8AUA39640	City of Crestview, Florida	2010	Ford
10*1	1FMEU6DE2AUA42808	City of Crestview, Florida	2010	Ford
10*5	1FMEU6DE1AUA39642	City of Crestview, Florida	2010	Ford
10*7	1FMJU1F53AEB20683	City of Crestview, Florida	2010	Ford
583	1FTMF1CF2BKD52915	City of Crestview, Florida	2011	Ford
582	1FTMF1CF4BKD52916	City of Crestview, Florida	2011	Ford
592	1FTBF2A60CEA41547	City of Crestview, Florida	2012	Ford
12*1	1FTFW1CFXCFA48489	City of Crestview, Florida	2012	Ford
598	1FTMF1CF4CFB27227	City of Crestview, Florida	2012	Ford
597	1FTMF1CF2CFB27226	City of Crestview, Florida	2012	Ford
12*2	1FTFW1CF8CFA48488	City of Crestview, Florida	2012	Ford
624	1FTNF1CF7EKE25690	City of Crestview, Florida	2014	Ford
638	1FTEX1E82FFC07775	City of Crestview, Florida	2015	Ford
645	1FTEX1E84GFA73174	City of Crestview, Florida	2016	Ford
651	1FT8W3A67GEC61810	City of Crestview, Florida	2016	Ford
16*1	1FTEW1C88GFA18135	City of Crestview, Florida	2016	Ford
670	1FM5K8B82HGD93421	City of Crestview, Florida	2017	Ford
664	1GTV2LEH5HZ270798	City of Crestview, Florida	2017	GMC
661	1FTEW1EG0HFA88699	City of Crestview, Florida	2017	Ford
660	1FT8W3A61HEC34085	City of Crestview, Florida	2017	Ford
663	1GB3KYCY2HZ192900	City of Crestview, Florida	2017	Chevrolet
659	1FT8W3A6XHEC34084	City of Crestview, Florida	2017	Ford
695	1FTEX1EB6JKF95654	City of Crestview, Florida	2018	Ford
692	1FMCU0F78JUA35624	City of Crestview, Florida	2018	Ford
687	1GB3KYCG0JZ191936	City of Crestview, Florida	2018	Chevrolet
689	1FMCU0F79JUA35616	City of Crestview, Florida	2018	Ford
677	1FTEX1C59JKD46942	City of Crestview, Florida	2018	Ford

676	3GCUKNEC6JG244065	City of Crestview, Florida	2018	Chevrolet
671	1GTV2LEC1JZ202122	City of Crestview, Florida	2018	GMC
699	2GCVKNEC3K1159893	City of Crestview, Florida	2019	Chevrolet
698	2GCVKNEC9K1159509	City of Crestview, Florida	2019	Chevrolet
19*4	1FTEW1CB6KKC54035	City of Crestview, Florida	2019	Ford
19*1	1FT7X2A69KED77327	City of Crestview, Florida	2019	Ford
19*2	1FTEW1CB2KKC54033	City of Crestview, Florida	2019	Ford
19*3	1FTEW1CB4KKC54034	City of Crestview, Florida	2019	Ford

Crestview, Florida Replacement Worksheet

Model	Current Odometer	Estimated Value from FSM	Assigned Category
1500	296	\$500.00	1/2 Ton Pickup Quad 4x2
Altima	306	\$500.00	Full-size Sedan
1500	339	\$500.00	1/2 Ton Pickup Quad 4x2
1500 Classic	763	\$500.00	1/2 Ton Pickup Ext 4x4
Altima	995	\$500.00	Full-size Sedan
1500	1,261	\$500.00	1/2 Ton Pickup Quad 4x2
1500	1,772	\$500.00	1/2 Ton Pickup Quad 4x2
1500	2,804	\$500.00	1/2 Ton Pickup Quad 4x2
1500	6,991	\$500.00	1/2 Ton Pickup Quad 4x2
1500 Classic	0	\$500.00	1/2 Ton Pickup Ext 4x2
1500 Classic	0	\$500.00	1/2 Ton Pickup Ext 4x4
Altima	1,439	\$500.00	Full-size Sedan
Altima	3,079	\$500.00	Full-size Sedan
*1TO	123,579	\$500.00	1 Ton Cab Chassis
* EX	141,087	\$725.00	Mid Size SUV 4x2
E-350 Super Duty	101,319	\$825.00	Full-size Van-Passenger
Cherokee	101,326	\$675.00	Mid Size SUV 4x2
Silverado 1500	112,456	\$900.00	3/4 Ton Pickup Reg 4x2
Sierra 1500	140,000	\$775.00	3/4 Ton Pickup Reg 4x2
Silverado 1500	202,378	\$450.00	3/4 Ton Pickup Reg 4x2
Tahoe	230,129	\$500.00	Full Size SUV 4x2
Silverado 1500	241,040	\$207.50	3/4 Ton Pickup Reg 4x2
Malibu	80,000	\$525.00	Full-size Sedan
Blazer	117,048	\$625.00	Mid Size SUV 4x2
Sierra 1500	186,620	\$762.50	3/4 Ton Pickup Reg 4x2
Sierra 1500	11,487	\$500.00	1/2 Ton Pickup Reg 4x2
Envoy	76,848	\$1,300.00	Mid Size SUV 4x2
Silverado 1500	89,709	\$2,575.00	1/2 Ton Pickup Reg 4x4
Silverado 1500	131,495	\$500.00	1/2 Ton Pickup Ext 4x2
F-350 Chassis	136,330	\$500.00	1 Ton Cab Chassis
Silverado 2500	193,841	\$500.00	3/4 Ton Pickup Reg 4x2
F-150	145,123	\$637.50	1/2 Ton Pickup Reg 4x2
Trailblazer	176,935	\$600.00	Mid Size SUV 4x2
Silverado 1500	192,470	\$1,725.00	1/2 Ton Pickup Reg 4x4
F-150	152,633	\$500.00	1/2 Ton Pickup Ext 4x2
E-350 Super Duty	164,875	\$1,175.00	1 Ton Cab Chassis
F-150	46,691	\$500.00	1/2 Ton Pickup Ext 4x4
F-250	77,687	\$500.00	3/4 Ton Pickup Reg 4x2
F-250	79,977	\$1,300.00	3/4 Ton Pickup Reg 4x2
TrailBlazer	52,970	\$1,887.50	Mid Size SUV 4x2
F-150	85,876	\$500.00	1/2 Ton Pickup Quad 4x4
Silverado 1500	98,893	\$2,662.50	1/2 Ton Pickup Ext 4x2
Canyon	126,498	\$500.00	1/2 Ton Pickup Ext 4x4
F-150	50,876	\$500.00	1/2 Ton Pickup Reg 4x2

F-150	64,752	\$3,112.50	1/2 Ton Pickup Reg 4x2
F-150	79,221	\$2,912.50	1/2 Ton Pickup Reg 4x2
F-150	82,103	\$3,937.50	1/2 Ton Pickup Quad 4x2
Colorado	101,353	\$2,025.00	1/2 Ton Pickup Ext 4x2
F-250	23,602	\$6,125.00	3/4 Ton Pickup Reg 4x4
Colorado	70,838	\$4,437.50	1/2 Ton Pickup Ext 4x4
F-150	81,047	\$3,225.00	1/2 Ton Pickup Reg 4x2
F-150	107,277	\$3,300.00	1/2 Ton Pickup Reg 4x4
Expedition	108,817	\$3,350.00	Full Size SUV 4x2
Colorado	109,233	\$4,312.50	1/2 Ton Pickup Ext 4x4
Expedition	111,037	\$3,350.00	Full Size SUV 4x2
Expedition	116,715	\$3,350.00	Full Size SUV 4x2
F-150	120,218	\$2,375.00	1/2 Ton Pickup Reg 4x2
Expedition	124,473	\$3,025.00	Full Size SUV 4x2
Expedition	134,234	\$2,675.00	Full Size SUV 4x2
F-550 Chassis	17,407	\$500.00	1 1/2 Ton Cab Chassis
F-150	59,212	\$4,775.00	1/2 Ton Pickup Reg 4x2
E-350 Super Duty	79,230	\$4,287.50	Full-size Van-Passenger
Expedition	156,438	\$2,937.50	Full Size SUV 4x2
F-150	47,851	\$500.00	1/2 Ton Pickup Reg 4x2
Explorer	68,303	\$5,350.00	Mid Size SUV 4x2
Explorer	79,895	\$5,125.00	Mid Size SUV 4x2
Expedition	97,575	\$5,937.50	Full Size SUV 4x2
Explorer	98,349	\$4,625.00	Mid Size SUV 4x2
Explorer	112,278	\$4,375.00	Mid Size SUV 4x2
Explorer	115,716	\$4,375.00	Mid Size SUV 4x2
Expedition	115,933	\$5,487.50	Full Size SUV 4x2
F-150	60,701	\$7,750.00	1/2 Ton Pickup Reg 4x2
F-150	102,772	\$6,250.00	1/2 Ton Pickup Reg 4x2
F-250	35,691	\$500.00	3/4 Ton Pickup Reg 4x2
F-150	58,661	\$12,825.00	1/2 Ton Pickup Quad 4x2
F-150	67,935	\$8,950.00	1/2 Ton Pickup Reg 4x2
F-150	75,405	\$500.00	1/2 Ton Pickup Reg 4x2
F-150	118,977	\$9,900.00	1/2 Ton Pickup Quad 4x2
F-150	44,172	\$500.00	1/2 Ton Pickup Reg 4x2
F-150	24,982	\$20,075.00	1/2 Ton Pickup Ext 4x4
F-150	20,938	\$22,475.00	1/2 Ton Pickup Ext 4x4
F-350	23,732	\$29,950.00	1 Ton Pickup Quad 4x2
F-150	47,513	\$20,550.00	1/2 Ton Pickup Quad 4x2
Explorer	6,619	\$20,625.00	Mid Size SUV 4x4
Sierra 1500	8,730	\$26,350.00	1/2 Ton Pickup Ext 4x4
F-150	10,482	\$500.00	1/2 Ton Pickup Quad 4x4
F-350	16,291	\$32,025.00	1 Ton Pickup Quad 4x2
Silverado 3500HD Chassis	16,445	\$37,500.00	1 Ton Cab Chassis
F-350	17,055	\$500.00	1 Ton Pickup Quad 4x2
F-150	1,386	\$27,375.00	1/2 Ton Pickup Ext 4x4
Escape	1,469	\$15,050.00	Mid Size SUV 4x2
Silverado 3500HD Chassis	2,529	\$500.00	1 Ton Cab Chassis
Escape	3,633	\$15,050.00	Mid Size SUV 4x2
F-150	4,380	\$24,875.00	1/2 Ton Pickup Ext 4x2

Silverado 1500	17,994	\$29,475.00	1/2 Ton Pickup Quad 4x4
Sierra 1500	20,015	\$500.00	1/2 Ton Pickup Ext 4x4
Silverado 1500 LD	759	\$27,375.00	1/2 Ton Pickup Quad 4x4
Silverado 1500 LD	1,050	\$27,375.00	1/2 Ton Pickup Quad 4x4
F-150	5,000	\$30,425.00	1/2 Ton Pickup Quad 4x2
F-250	5,000	\$30,775.00	3/4 Ton Pickup Ext 4x2
F-150	5,054	\$30,050.00	1/2 Ton Pickup Quad 4x2
F-150	5,336	\$30,050.00	1/2 Ton Pickup Quad 4x2

Recommended Replacement Year	New Replacement Category	Notes
2021	1/2 Ton Pickup Quad 4x2	
2021	Full-size Sedan	
2021	1/2 Ton Pickup Quad 4x2	
2021	1/2 Ton Pickup Ext 4x4	
2021	Full-size Sedan	
2021	1/2 Ton Pickup Quad 4x2	
2021	1/2 Ton Pickup Quad 4x2	
2021	1/2 Ton Pickup Quad 4x2	
2021	1/2 Ton Pickup Quad 4x2	
2021	1/2 Ton Pickup Ext 4x2	
2021	1/2 Ton Pickup Ext 4x4	
2021	Full-size Sedan	
2021	Full-size Sedan	
2022	1 Ton Cab Chassis	
2022	Mid Size SUV 4x2	
2022	Full-size Van-Passenger	
2022	Mid Size SUV 4x2	
2022	3/4 Ton Pickup Reg 4x2	
2022	3/4 Ton Pickup Reg 4x2	
2022	3/4 Ton Pickup Reg 4x2	
2022	Full Size SUV 4x2	
2022	3/4 Ton Pickup Reg 4x2	
2022	Full-size Sedan	
2022	Mid Size SUV 4x2	
2022	3/4 Ton Pickup Reg 4x2	
2022	1/2 Ton Pickup Reg 4x2	
2022	Mid Size SUV 4x2	
2022	1/2 Ton Pickup Reg 4x4	
2022	1/2 Ton Pickup Ext 4x2	
2022	1 Ton Cab Chassis	
2022	3/4 Ton Pickup Reg 4x2	
2022	1/2 Ton Pickup Reg 4x2	
2022	Mid Size SUV 4x2	
2022	1/2 Ton Pickup Reg 4x4	
2022	1/2 Ton Pickup Ext 4x2	
2022	1 Ton Cab Chassis	
2023	1/2 Ton Pickup Ext 4x4	
2023	3/4 Ton Pickup Reg 4x2	
2023	3/4 Ton Pickup Reg 4x2	
2023	Mid Size SUV 4x2	
2023	1/2 Ton Pickup Quad 4x4	
2023	1/2 Ton Pickup Ext 4x2	
2023	1/2 Ton Pickup Ext 4x4	
2023	1/2 Ton Pickup Reg 4x2	

2023	1/2 Ton Pickup Reg 4x2	
2023	1/2 Ton Pickup Reg 4x2	
2023	1/2 Ton Pickup Quad 4x2	
2023	1/2 Ton Pickup Ext 4x2	
2023	3/4 Ton Pickup Reg 4x4	
2023	1/2 Ton Pickup Ext 4x4	
2023	1/2 Ton Pickup Reg 4x2	
2023	1/2 Ton Pickup Reg 4x4	
2023	Full Size SUV 4x2	
2023	1/2 Ton Pickup Ext 4x4	
2023	Full Size SUV 4x2	
2023	Full Size SUV 4x2	
2023	1/2 Ton Pickup Reg 4x2	
2023	Full Size SUV 4x2	
2024	Full Size SUV 4x2	
2024	1 1/2 Ton Cab Chassis	
2024	1/2 Ton Pickup Reg 4x2	
2024	Full-size Van-Passenger	
2024	Full Size SUV 4x2	
2024	1/2 Ton Pickup Reg 4x2	
2024	Mid Size SUV 4x2	
2024	Mid Size SUV 4x2	
2024	Full Size SUV 4x2	
2024	Mid Size SUV 4x2	
2024	Mid Size SUV 4x2	
2024	Mid Size SUV 4x2	
2024	Full Size SUV 4x2	
2024	1/2 Ton Pickup Reg 4x2	
2024	1/2 Ton Pickup Reg 4x2	
2024	3/4 Ton Pickup Reg 4x2	
2024	1/2 Ton Pickup Quad 4x2	
2024	1/2 Ton Pickup Reg 4x2	
2024	1/2 Ton Pickup Reg 4x2	
2024	1/2 Ton Pickup Quad 4x2	
2024	1/2 Ton Pickup Reg 4x2	
2024	1/2 Ton Pickup Ext 4x4	
2025	1/2 Ton Pickup Ext 4x4	
2025	1 Ton Pickup Quad 4x2	
2025	1/2 Ton Pickup Quad 4x2	
2025	Mid Size SUV 4x4	
2025	1/2 Ton Pickup Ext 4x4	
2025	1/2 Ton Pickup Quad 4x4	
2025	1 Ton Pickup Quad 4x2	
2025	1 Ton Cab Chassis	
2025	1 Ton Pickup Quad 4x2	
2025	1/2 Ton Pickup Ext 4x4	
2025	Mid Size SUV 4x2	
2025	1 Ton Cab Chassis	
2025	Mid Size SUV 4x2	
2025	1/2 Ton Pickup Ext 4x2	

2025	1/2 Ton Pickup Quad 4x4	
2025	1/2 Ton Pickup Ext 4x4	
2025	1/2 Ton Pickup Quad 4x4	
2025	1/2 Ton Pickup Quad 4x4	
2025	1/2 Ton Pickup Quad 4x2	
2025	3/4 Ton Pickup Ext 4x2	
2025	1/2 Ton Pickup Quad 4x2	
2025	1/2 Ton Pickup Quad 4x2	