

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
JULY 15, 2015**

**AGENDA TAB NO. 10**

**SUBJECT TITLE: Tavares Square RFP**

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**OBJECTIVE:**

To present the Tavares Square Development RFP and have council provide staff with direction on disposition of the former Lake County Clerk of Court's Public Records building.

**SUMMARY:**

On May 27, 2015 the City closed on the purchase of the former Lake County Clerk of Court's Public Records Center located at 122 E. Main St. from the County. The intended purpose of that purchase is for future development of the city block now occupied by that building consistent with the vision of the Downtown Tavares Redevelopment Master Plan. Council has approved staff to solicit a Request for Proposals (RFP) for development interests to provide proposals and conceptual plans for that parcel consistent with the Master Plan for the project to be named Tavares Square. Staff has developed this RFP (attached) and is prepared to move forward with solicitation, but requires direction from Council regarding the disposition of the building.

Staff has previously presented the disposition of this building to Council at the May 20, 2015 meeting (see attached Agenda Tab 12). At that time council voted and directed staff to pursue option number 5 (conduct an asbestos assessment and report back to Council). Per Council's direction, staff retained the services of Professional Services Industries Inc. to perform the asbestos survey and provide the attached report. As the report indicates, there is a minimal amount of asbestos present in levels that require minimal removal prior to demolition. The estimated cost of this removal is \$7,000. Staff has received an estimate of \$49,500 from a building demolition contractor for the building demolition. Additionally, staff has solicited a buyer for the building generator at a sale price of \$27,000. The summary of costs is as follows:

Demolition	- \$49,500
Asbestos Removal	- \$ 7,000
Sale of Generator	<u>+\$27,000</u>
Net Demo Cost	\$29,000

As it relates to the remaining \$29,000 the Finance Department has reviewed all Department budgets and recommends that the \$29,000 be funded from savings in the I.T department related to Healthcare and savings in the Community Services Department related to the signage program.

It should be noted that the artistic rendering on the side of the building shall be documented and that documentation shall be preserved at the Historical Society and at City Hall. The plaque on the side of the building shall also be removed carefully, preserved and redisplayed in a location approved by the City Council.

The following options are provided for council to consider.

**OPTIONS:**

1. Incorporate the asbestos environmental assessment, demolition and re-development into the "Tavares Square RFP". This results in a \$0 cost to the city.
2. Have the City do the asbestos removal and require the re-developers demo the building and then re-develop it and incorporate this in the RFP. This results in a \$7,000 cost to remove the asbestos.
3. Have the City do the asbestos removal and demolition providing a clean site for the re-developers and direct staff to proceed with the sale of the generator. This results in a \$27,000 revenue gain for the City, a \$7,000 cost to do the asbestos removal and \$49,500 to demolish the building, resulting in a net cost to the City of \$29,500 to demolish the building and provide a clean site for the re-developers.

**STAFF RECOMMENDATION:**

Staff recommends option 3 – That Council moves to do the asbestos removal, demolition of the building, proceed with the sale of the generator and disseminate the attached RFP to redevelop the site.

**FISCAL IMPACT:**

The \$56,500 cost to demo the building shall be made up of \$29,500 identified in the I.T. Department and Community Services Department and the \$27,000 from sale of generator.

**LEGAL SUFFICIENCY:**

Legally sufficient.

## EXHIBIT A

*An opportunity to develop a trend setting mixed-use project off the shores of Lake Dora in downtown Tavares, Florida – “America’s Seaplane City”*



**Notice of Request for Proposals  
for the Development of the**

## **Tavares Square**

The City of Tavares invites developers that have the capability to implement at a minimum a \$100 million commercial/residential mixed-use project to provide proposals to the City of Tavares.



**City of Tavares**  
**201 East Main Street | Tavares, Florida 32778**  
**[www.tavares.org](http://www.tavares.org)**

*DRAFT*

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## Background

*TAVARES: The Capital waterfront City of Lake County; building on a historic foundation; creating an authentic, accessible community of neighborhoods, businesses, and citizen services; distinguishing itself as the defining vision of where you want to be.*

In 2007, Tavares residents, business owners and officials met in a series of workshops to discuss the future. The result of these meetings was the development of the City's vision for the future and a clear, decisive plan for implementation. Tavares City Council approved and adopted the Downtown Redevelopment Master Plan in August 2008.

Over the past six years the City of Tavares has been implementing various components of the adopted Downtown Redevelopment Master Plan. America's Seaplane City® was created and branded. Wooton Park, the City's valuable waterfront asset located immediately south of downtown Main Street, was completely re-developed. This project included the development of an FAA approved virtual runway, a historic replica serving as the airport terminal building (pictured right), fueling facilities, marina, infrastructure for special events, and a seaplane themed children's splash park. A historic replica of the City's train station was constructed (pictured right) followed by the construction of a special events facility the Tavares Pavilion on the Lake (pictured below), yet another historic rebuild.

In addition to these iconic buildings in downtown Tavares, the overall infrastructure has been enhanced; roads have been upgraded, with beautifully decorated traffic circles inserted into Main Street. Modern utility infrastructure was also installed. A large parking garage was constructed in addition to a developed Governmental Campus and judicial complex.



*Prop Shop at the Woodlea House*



*Tavares Train Station  
Home to the Tavares Chamber of Commerce and  
the Orange Blossom Cannonball Train Tours*



*The Tavares Pavilion on the Lake*

This resulted in substantial investment into the downtown by the private sector including the development of three new multi story boutique hotel buildings, seaplane tours and flight training, restaurants, bars, air shows, more than 20 new special events, and the creation of an "Entertainment District" which permits the carrying of alcoholic beverages along sidewalks. This downtown "Renaissance" period continues as new businesses and visitors discover Tavares every day.

**CITY OF TAVARES**

**REQUEST FOR PROPOSAL**



America's Seaplane City<sup>SM</sup>

**Tavares Square Project  
RFP 2016-0001**



America's Seaplane City™

**Advertisement/Invitation to Bid  
REQUEST FOR PROPOSALS  
RFP 2016-0001  
CITY OF TAVARES  
TAVARES SQUARE PROJECT**

The City of Tavares, Florida, (City) is requesting Sealed Proposals from qualified firms to provide proposals for a Tavares Square Project, which will be received at the Office of the City Clerk, City of Tavares, 201 East Main Street, Tavares, Florida 332778, until xxxxxxxx

**TAVARES SQUARE PROJECT  
RFP 2016-0001**

The City is inviting the submission of proposals from qualified vendors for the Tavares Square Project that will encompass a mixed use urban pedestrian oriented plaza, that may contain Retail, Residential, Office, Cultural Center, Recreation, Entertainment, Public Amenities

**A Non- Mandatory prebid will be held in that City of Tavares Council Chamber at 10:00am Tuesday XXXXXXX, 2015**

**Submittals must be received no later than 2:00 p.m. on xxxxxxx and clearly marked on the outside of package "RFP 2016-0001" Tavares Square Project. Late submittals will not be accepted. Please submit one original, one digital (preferably in pdf) and four (4) copies to:**

**Office of the City Clerk  
City of Tavares  
201 East Main Street  
Tavares, Florida 32778**

Interested firms may obtain the Request for Proposals (RFP) package from [www.demandstar.com](http://www.demandstar.com) or [jrumble@tavares.org](mailto:jrumble@tavares.org). The RFP package contains detailed information about the Statement of Work, Proposal submission requirements and selection procedure from this RFP.

Any or all questions should be directed in writing to John Rumble, Purchasing Manager, via email to [jrumble@tavares.org](mailto:jrumble@tavares.org) .

The City reserves the right to accept or reject any and/or all proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities and to request new proposals for the required materials or services.

**REQUEST FOR PROPOSAL  
TAVARES SQUARE PROJECT  
RFP 2016-0001  
GENERAL INFORMATION**

**A. SCOPE OF SERVICES:**

The City of Tavares, Florida (City) is inviting the submission of proposals from qualified vendors for a Tavares Square Project. To achieve these goals, the City will work with the selected vendor to redevelop the downtown square (**See Attachment A, B and C at the end of these bid documents**)

**B. PROPOSAL DUE DATES:**

Complete proposals are due on xxxxxxx at 2:00 p.m. Proposals must be received in the Office of the City Clerk by the date and time indicated. Proposal opening follows immediately after closing of proposal submission deadline at the City of Tavares, 201 East Main Street, Tavares FL. 32778. Proposals must be addressed and delivered to:

RFP 2016-0001  
Office of the City Clerk  
City of Tavares  
201 East Main Street  
Tavares, FL 32778

**C. Questions concerning this RFP should be directed to:**

**[jrumble@tavares.org](mailto:jrumble@tavares.org)**  
John Rumble, Purchasing Manager  
City of Tavares  
201 East Main Street  
Tavares Fl. 32778  
(352)742-6131

**D. In order to facilitate review of the proposals, each proposer must submit one (1) original, one (1) digital (preferably in PDF) plus four (4) additional copies of the RFP response on or before the submission deadline indicated herein.**

THE RESPONSIBILITY FOR OBTAINING AND SUBMITTING A PROPOSAL TO THE OFFICE OF THE CITY CLERK ON OR BEFORE THE STATED DATE AND TIME OF:

IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. THE CITY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE. ANY PROPOSAL RECEIVED AFTER THE

Hand-carried Proposals may be delivered to the above address during the City's regular business hours, Monday through Friday, excluding holidays observed by the City, but not beyond the Due Date and Time. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required information appears on the outer wrapper or envelope used by such service.

The Proposal must be signed by an authorized officer of the Proposer who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Proposal by a Proposer will be considered by the City as constituting an offer by the Proposer to perform the required services, and/or provide the required goods, at the price stated by the Proposer.

#### **E. ACRONYMS/DEFINITIONS**

For the purposes of this RFP, the following acronyms/definitions will be used:

<b><i>Contract</i></b>	Shall refer to the Contract that may result from this Request for Proposals.
<b><i>Contractor</i></b>	The organization(s)/individual(s) that is awarded and has an approved contract with the City for the services identified in this RFP.
<b><i>City/Owner</i></b>	Shall refer to the City of Tavares, Florida or its designated representative, as applicable.
<b><i>Commission</i></b>	The term Commission as used throughout this document will mean the City Council of the City of Tavares, Florida.
<b><i>Due Date &amp; Time</i></b>	Shall refer to the due date and time listed in the Solicitation Timetable of this Solicitation.
<b><i>Evaluation Committee</i></b>	An independent committee comprised solely of representatives of the City established to review proposals submitted in response to the RFP, score the proposals and recommend a Proposer(s).
<b><i>FSS</i></b>	Florida State Statutes.
<b><i>May</i></b>	Indicates something that is not mandatory but permissible.
<b><i>Proposal</i></b>	Shall refer to any offer(s) submitted in response to this Request for Proposal.
<b><i>Proposer</i></b>	Shall refer to anyone submitting a Proposal in response to the Request for Proposal.
<b><i>Proposer or</i></b>	

**Successful Proposer** Shall refer to the Proposer receiving an award as a result of this Request for Proposal.

**Request for Proposal, RFQ or Solicitation** Shall mean this Request for Proposal including all Exhibits and Attachments as approved by the City and amendments or change orders issued by the City.

**Responsible Vendor** A vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

**Responsive Bid/Proposal** A bid or proposal or reply submitted by a responsive and responsible vendor that conforms in all material respects to the solicitation.

**Work, Services, Program, Project or Engagement** Shall refer to all matters and things that will be required to be done by the Successful Proposer in accordance with the Scope of Work and the Terms and Conditions of this Solicitation.

**Shall/Must** Indicates a mandatory requirement. Failure to meet a mandatory requirement will, if material, result in the rejection of a proposal as non-responsive.

**Should** Indicate something that is recommended but not mandatory. If the Proposer fails to provide recommended information, the City may, at its sole option, ask the Proposer to provide the information or evaluate the proposal without the information. Failure to provide the information after demand will result in rejection.

**Sub-Contractor & Sub-Consultant** Shall refer to any person, firm, entity, or organization, other than the employees of the Successful Proposer, who contract with the Successful Proposer to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Proposer.

## SECTION 1

### REQUEST FOR PROPOSALS

**SUBJECT:** Tavares Square Project

**CLOSING DATE & TIME:** Thursday, xxxxxx 2:00 p.m.

**SUBMIT TO:** Office of the City Clerk  
City of Tavares  
201 East Main Street  
Tavares Fl. 32778

**RFP NUMBER:** 2016-0001

#### 1.1 INTENT

The City of Tavares, Florida (City) is inviting the submission of proposals from qualified firms for a Tavares Square Project for the City.

A more complete scope of services is included under the Special Conditions of this proposal.

#### 1.2 CONTRACT PERIOD

To be Determined

#### 1.3 PROPOSAL REQUIREMENTS

Proposals must include but need not be limited to, **one (1) original, one (1) digital (preferably in PDF) plus four (4) additional copies** of the complete Proposal Form including Attachments as follows:

- Proposal Form
- Respondent's Certification
- Reference List
- Other References
- Proposer's Qualifications
- Indemnification Clause
- Business Entity Affidavit

The City-provided proposal forms, which shall be completed, signed, notarized and certified as to authorization. In addition, the proposal packet shall include a copy of all insurance policies.

#### **1.4 CITY'S RIGHTS**

The City reserves the right to accept or reject any and/or all proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities and to request new proposals on the required materials or services. The City Council shall make a final determination and award of proposal(s).

All materials submitted in response to the Request for Proposals become the property of the City and will be returned only at the option of the City. The City has the right to use any or all ideas presented in any response to the RFP, whether amended or not, and selection or rejection of the Proposal does not affect this right, provided however, that any submittal that has been submitted to the City Clerk's Office may be withdrawn prior to submittal opening time stated herein, upon proper identification and signature releasing submittal documents back to the proposing firm.

## SECTION 2

### GENERAL CONDITIONS

#### INTRODUCTION

All proposals must conform to the following terms and conditions.

#### 2.1 PURPOSE OF PROPOSAL

The City of Tavares, Florida (City) requests proposals from qualified vendors for the development of the Tavares Square Project.

Any questions concerning the proposal specifications or any required need for clarification should be made at least five (5) days prior to the date of the proposal opening. No plea of ignorance or delay or required need of additional information shall exempt a proposer from submitting their proposal on the required date and time of day as publicly noted.

In the event of any conflicts between provisions contained in the General Conditions (Section 2.1 through 2.28) and Special Conditions (Section 3.1 through 3.24), the provisions contained in the Special Conditions shall govern.

#### 2.2 SUBMISSION OF PROPOSALS

Proposers must use the proposal form(s) furnished by the City. Failure to do so may cause the proposal to be rejected. Removal of any part of the proposal may invalidate the proposal.

Proposals having an erasure or corrections must be initialed by the proposer in ink. Proposals shall be signed in ink. All quotations shall be typewritten or filled in with ink.

### **2.3 CONFIDENTIALITY**

The City will treat all proposals received and the information contained therein as confidential until unsealed at which time they will become public record. If there is any apparent conflict between Florida's public records laws and this RFP, the law will prevail.

### **2.4 GUARANTIES**

No guaranties or warranty is given or implied by the City as to the total amount of services that may or may not be purchased from any resulting contract or award. These quantities are for proposal purposes only and will be used for tabulation and presentation of the proposal. The City reserves the right to reasonably increase or decrease quantities as required. The prices offered herein and the percentage rate of discount applies to other representative items not listed in this proposal.

### **2.5 DELIVERY**

All items shall be delivered F.O.B. destination (i.e., at a specific City address), and delivery costs and charges (if any) will be included in the proposal price. Exceptions should be noted. When practical, the City may make pick-ups at the vendor's place of business.

### **2.6 TAXES**

Proposer should not include taxes in proposal prices.

### **2.7 MISTAKES**

If there is a discrepancy in the unit and extended prices, the unit price(s) will prevail and the extensions adjusted to coincide. Proposers are responsible for checking their calculations. Failure to do so will be at the Proposer's risk and errors will not release the proposer from his responsibility as noted herein.

### **2.8 BRAND NAMES**

If a brand name, make, of any "or equal" manufacturer trade name, trade name, or vendor catalog is mentioned whether or not followed by the words "approved equal" it is for the purpose of establishing a grade or quality of material only. Vendor may offer equals with appropriate identification, samples and/or specifications on such item(s). The City shall be the sole judge concerning the merits of items proposed as equals.

Provision of any written indication of intent to quote an alternative brand or model number, or designation of objective of the proposal will be considered as a quotation in complete compliance with the specifications as listed, at the discretion of the City, which would best serve the City's interest.

## **2.9 MATERIAL**

Acceptance of any materials delivered under this proposal shall remain the property of the seller until accepted to the satisfaction of the City. In the event material(s) supplied to the City is found to be defective or does not conform to specifications, the City reserves the right to return the product(s) to the seller at the seller's expense.

## **2.10 WARRANTY**

Vendor will warrant and maintain all equipment provided to City through the duration of the initial contract and any extensions approved by mutual consent.

## **2.11 PRICING**

Prices should be stated in units of quantity specified in the proposal specifications. In case of a discrepancy, the City reserves the right to make the final determination at the lowest net cost to the City.

## **2.12 SAFETY STANDARDS**

The proposer warrants that the product(s) supplied to the City conforms in all respects to the standards set forth in the occupational safety and health act and its amendments. Proposals must be accompanied by materials data safety sheets (MDSS) when applicable.

## **2.13 PAYMENTS**

Payment will be made after commodities/services have been received, accepted, and properly invoiced as indicated in the contract and/or purchase order. Invoices must bear the purchase order number.

## **2.14 LIABILITY, INSURANCE, LICENSES AND PERMITS**

Where proposers are required to enter onto City property or public right of way to deliver materials or to perform work or services as a result of a proposal award, the proposer will assume the full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance required. The proposer shall be liable for any damages or loss to the City occasioned by negligence of the proposer (or their agent) or any person the proposer has designated in the completion of his contract as a result of the proposal. Contractor shall be required to furnish a certified copy of all licenses, certificates of competency or other licensure requirements necessary to perform services hereunder as required by Florida State Statute, Florida Building Code, or City Code, if any. These documents shall be furnished to the City along with the proposal response. Failure to furnish these documents or to have required licensure will be grounds for rejecting the proposal.

The contractor shall not commence work under this contract unit they have obtained all insurance required and such insurance has been approved by the City's Risk Management. The contractor shall hold the City, their agents and employees harmless

on account of claims for damages to persons, property or premises arising out of the operations to complete this contract and specifically name the City as an additional insured under their policy.

The vendor shall furnish certificate(s) of insurance to the Finance Director, City of Tavares, 201 East Main Street, Tavares FL 32778.

#### **2.15 PAYMENT BOND**

NOT REQUIRED

#### **2.16 COMPLIANCE WITH LAW**

Proposer shall conduct its operations in compliance with all applicable federal, state, county and local laws in providing any services hereunder.

#### **2.17 ASSIGNMENT**

The contractor shall not transfer or assign the performance required by this proposal without the City's prior written consent. Any award issued pursuant to this proposal invitation and monies which may be payable by the City, are not assignable except with the City's prior written approval.

#### **2.18 AWARD OF PROPOSAL**

The City reserves the right to accept or reject any and/or all proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities, and to request new proposals on the required materials or services. The City also reserves the right to award the contract on a split order basis, group by group or item by item, or such combination as will best serve the interests of the City unless otherwise stated. The City also reserves the right to waive minor variations to the specifications (interpretation of such to be made by the applicable department personnel). Final determination and award of proposal (s) shall be made by the City Commission.

#### **2.19 EVALUATION OF PROPOSALS**

The City, at its discretion, reserves the right to inspect any/all proposers' facilities to determine their capability of meeting the City's needs.

## **2.20 HOLD HARMLESS**

All proposers shall hold the City, its officials and employees harmless and covenant not to sue the City, its officials and employees from their decisions to reject, award or not award a proposal, as applicable.

## **2.21 CANCELLATION**

Failure on the part of the vendor to comply with the conditions, specifications, requirements and terms as determined by the City, shall be just cause for cancellation of the award, with the vendor holding the City harmless.

## **2.22 DISPUTES**

If any dispute concerning a question of fact arises under this contract, other than termination for default or convenience, the dispute will be handled in accordance with Section 2-259 of the City Code.

## **2.23 ADDENDA, CHANGES OR INTERPRETATIONS DURING BIDDING**

Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for the opening of the proposals will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if desired, will be mailed or sent by available means to all known prospective proposers not later than the established proposal opening date. Each prospective proposer shall acknowledge receipt of such addenda by including it in the proposal form. In case any proposer fails to include such addenda or addendum, his proposal will nevertheless be considered as though it had been received and acknowledged and the submission of his proposal will constitute acknowledgement of the receipt of same. All addenda are a part of the contract documents and each proposer will be bound by such addenda, whether or not received by him. It is the responsibility of each prospective proposer to verify that he has received all addenda issued before proposals are opened.

Any questions regarding the specifications may be directed in writing to the John Rumble Purchasing Manager, located at 201 East Main Street, Tavares FL, [jrumble@tavares.org](mailto:jrumble@tavares.org) (352)742-6309. Under no circumstances will the City accept facsimile transmissions in lieu of a sealed proposal. Any proposals received in the above manner will be deemed unresponsive and a "no proposal" will be entered for the proposer.

## **2.24 DEFAULT PROVISIONS**

In case of default by the proposer or contractor, the City may cancel the service agreements, procure the articles or services from other sources and hold the proposer or contractor responsible for any excess costs occasioned or incurred thereby.

## **2.25 INDEMNIFICATION**

The contractor shall indemnify, save harmless and defend the City, its officers, agents and employees from and against any claims, demands or causes of action of whatsoever kind or nature arising out of error, omission, negligent act, conduct or misconduct of the contractor, his agents, servants or employees in the provision of goods or the performance of services pursuant to this proposal and/or from any procurement decision of the City including without limitation, awarding the contract to a contractor.

## **2.26 SECONDARY/OTHER VENDORS**

The City reserves the right in the event the primary proposer cannot provide an item(s) or Service(s) in a timely manner as requested, to contact the second best proposer of this RFP to perform said service. If the secondary contractor is unavailable, the City reserves the right to seek and obtain other sources without thereby violating the intent of the contract.

## **2.27 CONE OF SILENCE**

### **APPLIES AFTER RECEIPT OF PROPOSALS**

**Prospective firms are hereby warned not to contact any City employee or official on matters relating to this Invitation for proposal, except as indicated herein. Any attempt to do so, or engaging in lobbying or any other activity interfering with the evaluation process may result in immediate disqualification of the vendor from any City business**

**END OF THIS SECTION**

## SECTION 3

### SPECIAL CONDITIONS

#### TAVARES SQUARE PROJECT

##### INTRODUCTION

##### Required Competencies:

##### **Executive Summary**

Proposer must provide a brief acknowledgement of the Scope of Work and summarize the company's core competencies for selection.

##### **Company Experience**

The proposer must have a proven development track record with projects of a similar scope and size

1. Proposer must demonstrate extensive experience in Planning , Designing , Execution and Construction of similar projects
2. Proposer must demonstrate that they have a competitive, creative design team and the financial resources to bring the project to completion
3. References included must be current (within the last 10 years)
4. The Proposer must give evidence of the long-term fiscal stability of the service Proposer.

If the company is publically traded, provide SEC 10-K reports or other annual fiscal audits. If the company is privately traded, provide audited financials, D & B reports, or other annual fiscal audits which demonstrate evidence of financial security. Documents must be for the most recent closed fiscal year (e.g. 2014).

These reports should be in a separate sealed envelope and will remain confidential

### **3.4 REQUIREMENTS**

The original proposal one (1) digital and four (4) copies must be submitted to the City Clerk in a sealed envelope clearly marked: RFP 2016-0001 –Tavares Square Project, by 2:00 p.m. on Thursday, December 3, 2009. The opening of the proposals will take place at 2:00 p.m. on Thursday, December 3, 2009, in the City Council Chambers

RFP Due Date: Whether forwarded by mail or personally delivered, the RFP envelope must be received by the Office of the City Clerk, City of Tavares, 201 East Main Street, Tavares, Florida 32778, by 2:00 p.m. on Thursday, xxxxxx. Untimely submissions, or submissions delivered to another location, will not be accepted.

The City will not consider proposals received after the deadline. Any proposals so received after the scheduled closing time shall be returned to the Vendor, unopened. Any dispute over the timeliness of the submission will be resolved against the Vendor. Proposals may be sent by mail or delivered in person; however, if sent by mail, the responsibility for delivering a proposal to the City before the deadline is wholly upon the Vendor.

The City is tax exempt.

Any proposal may be withdrawn up to the date and time set above as the Deadline for submittal of RFP(s). Any proposal not so timely withdrawn shall constitute an irrevocable Proposal, for a period of one hundred and twenty (120) days to provide to the City the products and services described in the attached specifications, or until one (1) or more of the proposals have been approved by the City Council, whichever occurs first. A Vendor may not withdraw its proposal after it is formally opened by a City representative.

The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved as to form and legal sufficiency by the City Attorney's Office. In the event the selected Proposer and the City are unable to enter into an agreement satisfactory to both parties, the City has the right to terminate discussions with the selected Proposer and begin discussions with another Proposer.

### **3.5 COST**

Those submitting proposals do so entirely at their own cost and expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs or expenses incurred in preparing or submitting proposals, providing additional information when requested by the City, or for participating in any selection interviews.

## **3.6 EVALUATION PROCESS**

### **3.6.1 INITIAL SCREENING (Step 1)**

Minimum Qualifications and Responsiveness: The Project Evaluation Team will review proposals for initial decisions on responsiveness and responsibility. The All Proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step 2.

### **3.6.2 EVALUATION CRITERIA**

The Project Evaluation Team will evaluate proposals for completeness.

### **3.6.3 SITE VISITS**

a) Site visits by the City to proposers developments and/or cities where redevelopment has been implemented may be made at the City's discretion.

b) Site visits to the City by the proposers are encouraged. Email John Rumble [mailto: jrumble@tavares.org](mailto:jrumble@tavares.org) if you require assistance

### **3.6.4 SELECTION PROCESS**

The Project Evaluation Team will forward all proposals to City Council and may comment or make observations including but not limited to proposal summaries. The City reserves the right to reject any or all bids, to waive any informality, irregularity or technicality in any bid or proposal, to re-advertise for bids, or take any other such actions that may be deemed to be in the best interests of the City.

## **3.7 PROPOSAL FORMAT AND CONTENT**

### **3.7.1 PRESENTATION**

Each Vendor must present its products, services and applicable features in a clear and concise manner that demonstrates the Vendor's capabilities to satisfy the requirements of this RFP. The emphasis should be on accuracy, clarity, comprehensiveness and ease of identifying pertinent information and suitability of the product and services.

### **3.7.2 LETTER OF TRANSMITTAL**

The Letter of Transmittal shall be addressed to: City Administrator and must, at a minimum, contain the following:

- a) Identification of Proposer, including name, address and telephone number.
- b) Acknowledgment of receipt of all RFP addenda, if any.
- c) Name, title, address and telephone number of contact person during period of proposal evaluation.
- d) Signature of a person authorized to bind Proposer/Vendor to the terms of the proposal.

### **3.8 VENDOR QUALIFICATIONS AND EXPERIENCE**

This section of the proposal should establish the ability of the Vendor to satisfactorily perform the required work based on its experience in performing work of a similar nature; list of locations currently using this program or have used this program, demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load, and record of meeting schedules on similar projects.

### **3.9 NO CONTINGENT FEE**

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure the agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the contractor, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making the agreement. For the breach or violation of this provision, the City shall have the right to terminate the agreement, without liability, at its discretion.

### **3.10 ATTORNEY'S FEES**

If the City incurs any expense in enforcing the terms of the agreement whether suit be brought or not, contractor agrees to pay all such costs and expenses including, but not limited to, court costs, interest and reasonable attorney's fees.

### **3.11 ADDENDA, CHANGES OR INTERPRETATIONS DURING BIDDING**

Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for the opening of the proposals will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if desired, will be mailed or sent by available means to all known prospective proposers not later than the established proposal opening date. Each prospective proposer shall acknowledge receipt of such addenda by including it in the proposal form. In case any proposer fails to include such addenda or addendum, his proposal will nevertheless be considered as though it had been received and acknowledged and the submission of his proposal will constitute acknowledgement of the receipt of same. All addenda are a part of the contract documents and each proposer will be bound by such addenda, whether or not received by him. It is the responsibility of each prospective proposer to verify that he has received all addenda issued before proposals are opened.

Any questions regarding the specifications may be directed **in writing** to John Rumble, Purchasing Manager [jrumble@tavares.org](mailto:jrumble@tavares.org) Fax (352) 742-6001. Under no circumstances will the City accept facsimile transmissions in lieu of a sealed proposal. Any proposals received in the above manner will be deemed unresponsive and a "no proposal" will be entered for the proposer.

### **3.12 BASIS OF AWARD**

Award will be made to the most responsive and responsible proposer

## **SECTION 5**

### **ADDITIONAL INFORMATION**

Provide any additional information, including promotional material, that highlights experience or expertise, which is relevant and directly applicable to this RFP.

**END OF THIS SECTION**



COUNTY OF \_\_\_\_\_ )

The foregoing instrument was sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by \_\_\_\_\_ who is personally known to me or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_

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

Commission No.: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**SEAL**

(if Corporation)





## | Area Information

*"Small town charm, friendly atmosphere, responsive local government and close proximity to major cities, like Orlando, Tampa, Miami and Jacksonville, make Lake County the perfect location to live, work and play."*

Tavares serves as the county seat of Lake County, offering a thriving business location with multi-modal transportation opportunities. Tavares is located in the center of Lake County and the State of Florida. Our transportation infrastructure of roads, rail, air, water and public transportation makes the Tavares location an ideal spot for any business that desires quick access to the East and West coast of Florida in addition to our nation's air transportation system. The City is building a strong and diverse business base that will meet the needs of its growing community.

Downtown Tavares offers a steady customer base from the County Administration, Sheriffs and Fifth Judicial Circuit Court employees. The City of Tavares annual event season attracts diverse crowds on weekends. In-state and out-of-state visitors come to Downtown Tavares to take part in one of the many events. The City features 5ks, air shows, fishing tournaments, jet ski races, classic boat shows, historical reenactments, dragonboat festivals, and arts and cultural fairs. The annual event season grows in attendance and volume each year, building upon regular attendees while attracting many first-timers to the downtown. The 2014 opening of the Tavares Pavilion on the Lake has added to downtown activity offering a premiere one of a kind venue for events. This new downtown feature is spurring business opportunities in the event hosting and wedding industry, and drawing more interest and traffic into downtown Tavares.

Lake County offers small-town charm with the pleasure and convenience of a major metropolitan area being only a short distance from Orlando. The mild sub-tropical year round climate paired with an abundant natural resources and eco-tourism makes for a delightful, outdoor centric atmosphere. Recreation is king in Lake County with over 1,000 bodies of water, 950 acres of park land and over 14 miles of paved recreational trails. Premeire golf courses, nationally acclaimed arts and cultural festivals and every kind of water front activity can be found here.

The City of Tavares along with Lake County place tremendous focus on the economic development and support of exisiting businesses. This commitment to business support is paired with our talented labor force, affordable business environment and access to markets, ports and airports makes Lake County built to service the needs of any company.

### City of Tavares

Population:  
13,951

Largest Employers:  
Florida Hospital Waterman

Lake County Board of  
County Commissioners

Lake County Sheriffs

Lake County Public  
Schools

### Lake County

Population:  
297,052

Population Density:  
257

Households:  
121,289

Housing Units:  
144,996

Mean Income:  
\$56,000/year

14 Municipalities

2010 US Census Data

EXHIBIT C

Property Information



Property 1  
101 East Ruby Street  
Alt Key 1768845

Property 2  
107 East Ruby Street  
Alt Key 3890032

Property 3  
Alt Key 1497281

Property 1: 101 East Ruby Street

**General Information**

<b>Owner Name:</b>	KIRKLAND ELVEY T LIFE ESTATE	<b>Alternate Key:</b>	1768845
<b>Mailing Address:</b>	PO BOX 403 TAVARES, FL 32778-0403 <a href="#">Update Mailing Address</a>	<b>Parcel Number:</b>	29-19-26-010000800A02
<b>Property Location:</b>	101 EAST RUBY ST TAVARES FL 32778 <a href="#">Update Property Location</a>	<b>Millage Group and City:</b>	00T1 (Tavares)
		<b>Total Millage Rate:</b>	21.98320
		<b>Trash/Recycling/Water/Info:</b>	<a href="#">My Public Services Map</a>
<b>Property Description:</b>	TAVARES LOTS A, B--LESS N 23 FT-- , BLK 8 PB 1 PG 64   ORB 1319 PG 459 ORB 4362 PG 2022 ORB 4376 PG 1808	<b>Property Name:</b>	-- <a href="#">Submit Property Name</a>
		<b>School Locator:</b>	<a href="#">School and Bus Map</a>

**Land Data**

Line	Land Use	Frontage	Depth	Notes	No. Units	Type	Class Value	Land Value
1	DRY SFR LOT (0100)	63	97		63	FF	\$0.00	\$17,536.00

**Residential Building(s)**

**Building 001**

Residential	Single Family	Building Value: \$45,066.00						
<b>Summary</b>								
Year Built: 1972	Total Living Area: 1478	Central A/C: No	Attached Garage: No					
Bedrooms: 0	Full Bathrooms: 2	Half Bathrooms: 0	Fireplaces: 0					
<i>Incorrect Bedroom, Bath, or other information? <a href="#">Click here to Update My Information.</a></i>								
<b>Section(s)</b>								
Section No.	Section Type	Ext. Wall Type	No. Stories	Floor Area	Finished Attic	Basement	Basement Finished	Map Color
1	FINISHED LIVING AREA (FLA)	Block (002)	1	1478	N	0%	0%	
2	SCREEN PORCH (SPF)	No Wall Type (000)	1	140	N	0%	0%	

**General Information**

<b>Owner Name:</b>	KIRKLAND ELVEY T	<b>Alternate Key:</b>	3890032
<b>Mailing Address:</b>	PO BOX 403 TAVARES, FL 32778-0403 <a href="#">Update Mailing Address</a>	<b>Parcel Number:</b>	29-19-26-010000800C00
		<b>Millage Group and City:</b>	00T1 (Tavares)
		<b>Total Millage Rate:</b>	21.98320
		<b>Trash/Recycling/Water/Info:</b>	<a href="#">My Public Services Map</a>
<b>Property Location:</b>	107 RUBY ST TAVARES FL 32778 <a href="#">Update Property Location</a>	<b>Property Name:</b>	-- <a href="#">Submit Property Name</a>
		<b>School Locator:</b>	<a href="#">School and Bus Map</a>
<b>Property Description:</b>	TAVARES, LOTS C & D-LESS N 14 FT-BLK 8 PB 1 PG 64   ORB 1462 PG 1403		

**Land Data**

Line	Land Use	Frontage	Depth	Notes	No. Units	Type	Class Value	Land Value
1	DRY SFR LOT (0100)	63	106		63	FF	\$0.00	\$18,127.00

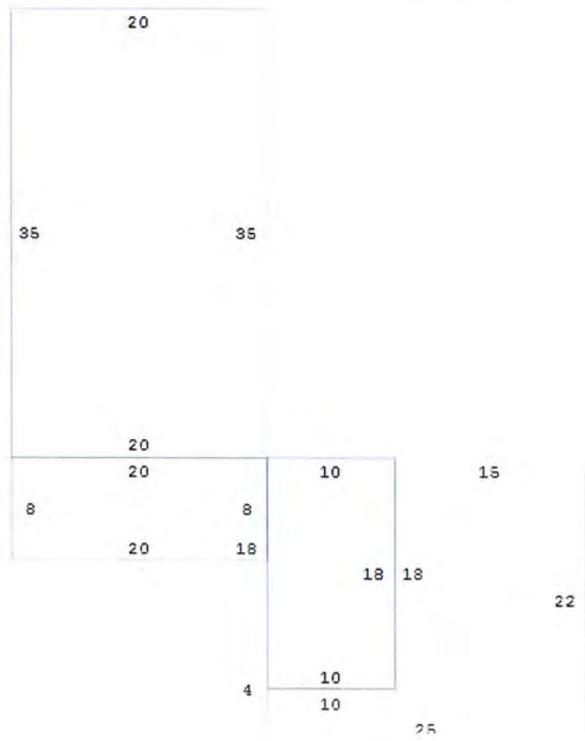
**Residential Building(s)**

**Building 001**

Residential	Single Family	Building Value: \$17,352.00	
<b>Summary</b>			
Year Built: 1930	Total Living Area: 700	Central A/C: No	Attached Garage: No
Bedrooms: 0	Full Bathrooms: 1	Half Bathrooms: 0	Fireplaces: 0
<i>Incorrect Bedroom, Bath, or other information? <a href="#">Click here to Update My Information.</a></i>			

**Section(s)**

Section No.	Section Type	Ext. Wall Type	No. Stories	Floor Area	Finished Attic	Basement	Basement Finished	Map Color
1	FINISHED LIVING AREA (FLA)	Wood (001)	1	700	N	0%	0%	<span style="color: red;">■</span>
2	ENCLOSED PORCH (EPA)	Wood (001)	1	160	N	0%	0%	<span style="color: green;">■</span>
3	SCREEN PORCH (SPU)	No Wall Type (000)	1	180	N	0%	0%	<span style="color: blue;">■</span>
4	CARPORT (CPU)	No Wall Type (000)	1	370	N	0%	0%	<span style="color: yellow;">■</span>



Property 3: No Address

**General Information**

<b>Owner Name:</b>	KIRKLAND ELVEY T LIFE ESTATE	<b>Alternate Key:</b>	1497281	
<b>Mailing Address:</b>	PO BOX 403 TAVARES, FL 32778-0403 <a href="#">Update Mailing Address</a>	<b>Parcel Number:</b>	29-19-26-010000800A01	
<b>Property Location:</b>	TAVARES FL 32778 <a href="#">Update Property Location</a>	<b>Millage Group and City:</b>	00T1 (Tavares)	
<b>Property Description:</b>	TAVARES, S 9 FT OF N 23 FT OF LOTS A, B BLK 8 PB 1 PG 64   ORB 1462 PG 1403		<b>Total Millage Rate:</b>	21.98320
		<b>Trash/Recycling/Water/Info:</b>	<a href="#">My Public Services Map</a>	
		<b>Property Name:</b>	<a href="#">Submit Property Name</a>	
		<b>School Locator:</b>	<a href="#">School and Bus Map</a>	

**Land Data**

Line	Land Use	Frontage	Depth	Notes	No. Units	Type	Class Value	Land Value
1	VACANT RESIDENTIAL (0000)	9	63		9	FF	\$0.00	\$1,148.00

**Miscellaneous Improvements**

There is no improvement information to display.

**Sales History**

O.R. Book / Page	Sale Date	Instrument	Q/U	Vac./Imp.	Sale Price
<a href="#">1462 / 1403</a>	9/1/1996	QC	U	I	\$0.00
<a href="#">4362 / 2012</a>	8/1/2013	WD	U	V	\$100.00

previous

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
MAY 20, 2015**

**AGENDA TAB NO. 12**

**SUBJECT TITLE: Disposition of County Clerk's Public Records Building**

**OBJECTIVE:**

To have council provide staff with direction on disposition of the former Lake County Clerk of Court's Public Records building to be acquired by the City on May 27, 2015.

**SUMMARY:**

Council previously approved the purchase of the Lake County Clerk of Court's Public Records Center located at 122 E. Main St. from the County, for future development of the city block now occupied by that building consistent with the vision of the Downtown Tavares Redevelopment Master Plan. Council has approved staff to solicit a Request for Proposals (RFP) for development interests to provide proposals and conceptual plans for that parcel consistent with the Master Plan. The property transfer is scheduled for May 27, 2015 at which time the City of Tavares will take ownership and possession of the building.

Staff has explored the potential disposition of this building and it has been determined that the estimated cost of demolition (with no environmental/asbestos issues) would be around \$65,000. Currently no funds have been budgeted for this.

As it relates to the presence of asbestos, since portions of the building are older it is prudent to conduct an environmental assessment to identify if there is any asbestos and then identify the cost to remove it. Lake County has two firms under contract that do environmental assessments for buildings. Staff estimates a cost of \$5,000 for an asbestos environmental survey and report of the facility to determine the extent of any asbestos present and remediation required. The following options are provided for council to consider.

**OPTIONS:**

1. Incorporate the asbestos environmental assessment, demolition and re-development into the "Re-Development RFP" This results in a \$0 cost to the city.
2. Have the City do the asbestos environmental assessment report using one of the County's contractors and provide that in the "Re-Development RFP". This results in approximately a \$5,000 cost to the city to conduct the assessment report.
3. Have the City do the asbestos environmental assessment report and ensuing asbestos removal and provide that the re-developers demo the building and then re-develop it. This results in a \$5,000 cost for the report plus the cost to remove the asbestos (cost unknown)
4. Have the City do the asbestos environmental assessment report, ensuing asbestos removal and the entire demolition project and provide a clean site for the re-developers in the RE-Development RFP. (Cost \$65,000 to demo the building, \$5,000 environmental assessment and asbestos removal cost is un-known).
5. Have the City do the asbestos environmental assessment report using one of the County's contractors and report back to the Council the findings and then make a

decision whether or not to have the city do the complete demolition work or have the developer do the demolition work. This results in a \$5,000 cost to the city.

**STAFF RECOMMENDATION:**

Staff recommends option 5.

**FISCAL IMPACT:** \$5,000 estimated from reserves for contingencies.

**LEGAL SUFFICIENCY:**

Legally sufficient.

June 29, 2015

Mr. John Rumble  
 City of Tavares  
 201 East Main Street  
 Tavares, Florida 32778

Subject: NESHAP Asbestos Demolition Survey  
 122 East Main Street  
 Tavares, Florida 32778  
 PSI Project No. 06632508

Dear Ms. Rumble:

Professional Service Industries, Inc. (PSI) was retained by the City of Tavares to conduct a National Emission Standards for Hazardous Air Pollutants (NESHAP) asbestos demolition survey for suspect asbestos-containing material (ACM) for the structure located at 122 E. Main Street in Tavares, Florida. During the site visit, PSI observed that the subject building is currently vacant and was configured for the use of office space. The subject building consisted of a total of approximately 15,881+/- gross square feet.

PSI conducted this survey in general accordance with standards established by the U.S. Environmental Protection Agency (EPA). By initiating this project, the City of Tavares has sought to comply with current regulations concerning asbestos.

The asbestos survey was conducted on June 8, 2015, by EPA-accredited asbestos inspector, Mr. Andrew Pinkerton, Certificate No. 140387-4339.

During this survey, a total of 80 samples representing 33 homogenous materials of suspect ACM were collected and submitted for laboratory analysis of which all samples were analyzed on a first positive stop for each homogeneous material observed.

The EPA considers a homogeneous material to be ACM if it is determined to contain greater than one percent (1%) asbestos. The following chart lists each material sampled, sample location, total approximate quantity of material observed in the section of the building where it was sampled and type and percent of asbestos, if any.

Sample No.	Material Description	Sampled Location	Approximate Quantity	Percent Asbestos – Type
1	Drywall/Joint Compound	North Foyer Area	NQ <sup>(1)</sup>	NAD <sup>(2)</sup>
2		Room 110 SE Corner	NQ	NAD
3		Room 120 NW Corner	NQ	NAD
4		Room 126 SW Corner	NQ	NAD
5		Room 123 NE Corner	NQ	NAD
6		Room 125 SW Corner	NQ	NAD
7		Room 103 NW Corner	NQ	NAD

Sample No.	Material Description	Sampled Location	Approximate Quantity	Percent Asbestos – Type
8		Room 104 NW Corner	NQ	NAD
9		Room 138 SW Corner	NQ	NAD
10	Plaster	Pink Restroom	NQ	NAD
11		North Vault	NQ	NAD
12		Vault Room	NQ	NAD
13	Carpet with yellow mastic	Room 121 W Side	NQ	NAD
14		Room 126 SW Corner	NQ	NAD
15	Blue 4" Cove Base with Yellow Mastic	Room 110	NQ	NAD
16		Room 128	NQ	NAD
17	Pink 4" Cove Base with Yellow Mastic	Men's Public Restroom	NQ	NAD
18		Women's Public Restroom	NQ	NAD
19	2'x2' White Ceiling Tiles with Fissures	South Foyer	NQ	NAD
20		Room 129	NQ	NAD
21	Beige 12"x12" Vinyl Floor Tile (VFT) with Blue Specks and Yellow Mastic	South Foyer	NQ	NAD
22		North	NQ	NAD
23	12"x12" Grey VFT with Yellow Mastic	Men's Public Restroom	NQ	NAD
24		Women's Public Restroom	NQ	NAD
25	12"x12" Orange streaked Off-white VFT with Black Mastic	Tele-communications Room	25 ft <sup>2(4)</sup>	Floor Tile-NAD, Mastic-3% CH <sup>(6)</sup>
26		Tele-communications Room	25 ft <sup>2</sup>	Floor Tile-NAD, Mastic-3% CH
27	White Heating, Ventilation, and Air Conditioning (HVAC) Duct Mastic	South Foyer	NQ	NAD
28		Room 134 Electric Room	NQ	NAD
29	Yellow Construction Adhesive Associated with Wood Veneered Panels and Moldings	Room 120	NQ	NAD
30		Room 121	NQ	NAD
31	12"x12" Off-White with Grey Streaks with Yellow Mastic	Room 130	NQ	NAD
32		Room 115 Computer Room	NQ	NAD
33	12"x12" Blue VFT with Yellow Mastic	West Foyer	NQ	NAD
34		Room 110	NQ	NAD
35	12"x12" Lt. Blue with Blue Streaks VFT with Yellow Mastic	Room 101	NQ	NAD
36		Room 110	NQ	NAD
37	Grey Sink Undercoat	Room 101	NQ	NAD
38		Room 123		
39	Mirror Adhesive	Pink Bathroom	NQ	NAD
40		Men's Public Bathroom	NQ	NAD
41	Grey 4" Cove with Yellow Mastic	Room 123	NQ	NAD
42		Room 123	NQ	NAD
43	Black Mastic Glued 12" Ceiling Tiles above drop ceiling	Room 102	NQ	NAD
44		Room 103	NQ	NAD
45	White Caulk	Window W. of S. Entrance	NQ	NAD



Sample No.	Material Description	Sampled Location	Approximate Quantity	Percent Asbestos – Type
46		Window in Room 101	NQ	NAD
47	Asphalt Shingle Roof with Tar	South East Roof	NQ	NAD
48		South Central Roof	NQ	NAD
49	Black Exterior Gutter Sealant	South East Downspout	NQ	NAD
50		South Central Downspout	NQ	NAD
51	Exterior Stucco	South Exterior	NQ	NAD
52		North Exterior	NQ	NAD
53	Concrete Slab	South Entrance	NQ	NAD
54		North Entrance	NQ	NAD
55	Black Exterior Window and Door Caulk	West Window	NQ	NAD
56		North Window	NQ	NAD
57	Brick and Mortar	North Exterior	NQ	NAD
58		North Exterior	NQ	NAD
59	Concrete Block and Mortar	Men's Public Restroom	NQ	NAD
60		Women's Public Restroom	NQ	NAD
61	Green and White Ceramic Tile/Thinset/Mortar	Men's Public Restroom	NQ	NAD
62		Women's Public Restroom	NQ	NAD
63	Pink Ceramic Tile/Thinset/Mortar	Pink Bathroom	NQ	NAD
64		Pink Bathroom	NQ	NAD
65	Stone Pattern Ceramic Tile/Thinset/Mortar	Room 123	NQ	NAD
66		Room 123	NQ	NAD
67	White Ceramic Tile/Thinset/Grout	Room 123 Men's Bathroom	NQ	NAD
68		Room 123 Women's Bathroom	NQ	NAD
69	Lt. Blue Ceramic Tile/Thinset/Grout	Room 123 Men's Bathroom	NQ	NAD
70		Room 123 Women's Bathroom	NQ	NAD
71	White Pipe Insulation Mastic	Above the Main Entrance	150 LF	5% CH
72		North End of the Hallway Leading to South Entrance	150 LF	NA <sup>(3)</sup>
73	Exterior Red Caulk	North Exterior	NQ	NAD
74		North Exterior	NQ	NAD
75	Felt Paper Beneath Metal Roof	West Roof	NQ	NAD
76		West Roof	NQ	NAD
77	Stone Roof with Tar and Paper	Southwest Entry Roof	2,100 ft <sup>2</sup>	Tar-NAD, Paper-10% CH
78		South Central Roof Entry	2,100 ft <sup>2</sup>	Tar-NAD, Paper-10% CH
79	Silver Paint	South Central Roof	NQ	NAD
80		Southeast Roof	NQ	NAD

Notes:

- (1) NQ – Not Quantified based on no asbestos detected
- (2) NAD – No Asbestos Detected in the sampled material analyzed
- (3) NA – Not analyzed as samples were analyzed by first positive stop
- (4) Ft<sup>2</sup> – Square Feet



Sample No.	Material Description	Sampled Location	Approximate Quantity	Percent Asbestos – Type
(5)	LF – Linear Feet			
(6)	CH - Chrysotile			

The laboratory analytical report is included in Appendix A for reference.

The following materials were determined to contain greater than 1% asbestos:

Material Description	General Location of Material Observed
Black Mastic Associated with 12" Orange Streaked Off-White Floor Tile	Telecommunication Room
White Mastic Associated with Fiberglass Pipe Insulation	Pipe Run from the North End to the South End of the Subject Building
Felt Paper Associated with Built-up Roofing	<ul style="list-style-type: none"> <li>- Covered Roof Entries on the South Side of Subject Building.</li> <li>- Open, Covered Area on the Outside and to the West of the Subject Building.</li> </ul>

Roofing materials, floor tiles and associated floor mastics are considered to be Category I non-friable ACM's if they are in good condition as per U.S. EPA National Emission Standards for Hazardous Air Pollutants (NESHAP) 40 Code of Federal Regulations (CFR) Part 61, Subpart M and State of Florida, Department of Environmental Protection (DEP) Chapter 62-257 – Asbestos Program. The pipe mastic is considered to be Category II non-friable ACM's if they are in good condition as per the referenced standards. "Friability" refers to the propensity of a material to crumble under hand pressure when dry allowing fibers to become airborne. The materials do not pose a significant exposure problem unless sawn, drilled, sanded or structurally altered in a way which could make them friable. The materials as observed were in good, undamaged condition.

The State of Florida regulations allow Category I and Category II non-friable materials in good condition with a low probability of becoming friable to be left in place during demolition of the structure, but all requirements of the regulation must be adhered to, including keeping the debris wet. Demolition of a structure with ACM such as roofing and flooring left in place is regulated by OSHA as Class II asbestos work. This requires that workers involved in the demolition meet the OSHA training requirements, the materials must be kept wet, and the waste must be placed in sealed, labeled containers for transport. Also, the State of Florida requires that any contractor hired to "remove, encapsulate, or enclose asbestos containing materials or dispose of asbestos containing waste" be licensed. If the building will be burned or if the waste is to be recycled, ACMs must be removed prior to demolition. Due to the complexity of meeting the OSHA and State of Florida requirements, PSI recommends that all ACM be removed by a Florida Licensed Asbestos Contractor prior to demolition. PSI also recommends documentary air monitoring to verify compliance with OSHA Regulation.

It should be noted that a Notice of Asbestos Renovation or Demolition form is required to be filed with the appropriate district office of the Florida Department of Environmental Protection (FDEP) at least ten business days prior to starting demolition of a structure, even if no ACM was identified within the building or if ACM is removed prior to demolition. During demolition activities, at least one asbestos trained employee should be on-site, even if no ACM was identified during the building survey or the



identified ACM has been removed. This person should have the authority to stop the work if additional suspect materials are discovered or the contractor is not performing the work in accordance with the NESHAP requirements.

If additional suspect materials are discovered that were not assessed during this survey, work should be stopped and the materials tested by a Florida licensed asbestos consultant.

### **General Abatement Cost**

Based on the ACMs identified during this survey and their respective quantities, a general cost for abatement of these materials prior to the demolition of structure is estimated to be \$7,000.00. It should be noted that this estimate is an opinion of probable cost. A complete walk through of the structure by a licensed asbestos abatement contractor would be necessary in order for obtain a proposal for asbestos abatement services.

### **Warranty**

PSI warrants that the findings contained herein have been prepared in general accordance with accepted professional practices at the time of this preparation, as applied by similar professionals in the community. Changes in the state of the art or in applicable regulations cannot be anticipated and have not been addressed in this report.

This report was prepared pursuant to authorization received from Mr. John Rumble, representing The City of Tavares in reference to PSI Proposal No. 0663-152498 dated March 24, 2015. That contractual relationship included an exchange of information about the property that was unique and between PSI and its client and serves as the basis upon which this report was prepared. Because of the importance of the communication between PSI and its client, reliance or any use of this report by anyone other than CCI Cabot Construction, Inc. for whom it was prepared, is prohibited and therefore not foreseeable to PSI.

Reliance on or use by any such third party without explicit authorization in the report does not make said third party a third party beneficiary to PSI's contract with the City of Tavares. Any such unauthorized reliance on or use of this report, including any of its information or conclusions, will be at the third party's risk. For the same reasons, no warranties or representations, expressed or implied in this report, are made to any such third party.

The survey and analytical methods have been used to provide the client with information regarding the presence of the parameters tested in the facility at the time of study. Test results are valid only for the locations sampled. There is a distinct possibility that conditions may exist which could not be identified within the scope of the study or which were not apparent during the site visit. This inspection covered only those areas that were physically accessible to the inspector. The study is also limited to the information provided by the client at the time the survey was conducted.

As directed by the client, PSI did not provide any service to investigate or detect the presence of moisture, mold or other biological contaminants in or around any structure, or any service that was designed or intended to prevent or lower the risk of the occurrence of the amplification of the same. Client acknowledges that mold is ubiquitous to the environment with mold amplification occurring when building materials are impacted by moisture. Client further acknowledges that site conditions are outside of PSI's control, and that mold amplification will likely occur, or continue to occur, in the



June 29, 2015

presence of moisture. As such, PSI cannot and shall not be held responsible for the occurrence or recurrence of mold amplification.

PSI appreciates the opportunity to provide the City of Tavares with asbestos consulting services on this important project. Please do not hesitate to contact the undersigned at (407) 304-5560 with any questions or comments regarding the information presented above. We look forward to working with you again in the future.

Respectfully submitted,

**PROFESSIONAL SERVICE INDUSTRIES, INC.**



Andrew Pinkerton, EI  
Project Manager



CSP No. 20958

Jeremy R. Jernigan, CIH, CSP, CHMM  
Florida Licensed Asbestos Consultant  
License No. #AX73

Digitally signed by  
jeremy.jernigan@p  
siousa.com

Attachments: Laboratory Analytical Results  
Personnel and Laboratory Certifications

**ATTACHMENT A**  
**LABORATORY ANALYTICAL RESULTS**



**REPORT OF BULK SAMPLE ANALYSIS FOR ASBESTOS**

TESTED FOR: PSI, Inc.  
1748 33rd Street  
Orlando, FL 32839  
Attn: Stephen Ungaro

Project ID: 06632508  
NESHAP ACM  
122 Main Street

Date Received: 6/11/2015

Date Completed: 6/18/2015

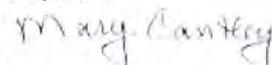
Date Reported: 6/18/2015

Analyst: PH Work Order: 1506306 Page: 1 of 6

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
1	001A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported
2	002A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported
3	003A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported
4	004A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported
5	005A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported
6	006A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported
7	007A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported
8	008A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported

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Respectfully submitted,  
PSI, Inc.

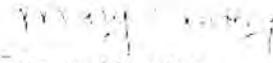


Approved Signatory  
Mary Cantley

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
9	009A	(1) Gray, Drywall, Homogeneous (2) White, Joint Compound, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Cellulose Fiber None Reported
10	010A	(1) White, Plaster, Homogeneous (2) Gray, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
11	011A	(1) White, Plaster, Homogeneous (2) Gray, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
12	012A	(1) White, Plaster, Homogeneous (2) Gray, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
13	013A	(1) Blue, Carpet, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	50% Synthetic Fiber None Reported
14	014A	(1) Blue, Carpet, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	50% Synthetic Fiber None Reported
15	015A	(1) Blue, Baseboard, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
16	016A	(1) Blue, Baseboard, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
17	017A	(1) Pink, Baseboard, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
18	018A	(1) Pink, Baseboard, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
19	019A	(1) White, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Fibrous Glass 40% Cellulose Fiber
20	020A	(1) White, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Fibrous Glass 40% Cellulose Fiber
21	021A	(1) Beige, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
22	022A	(1) Beige, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported

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Respectfully submitted,  
PSI, Inc.

  
Approved Signatory  
Mary Cantley

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
23	023A	(1) Gray, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
24	024A	(1) Gray, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
25	025A	(1) Orange, Floor Tile, Homogeneous (2) Black, Mastic, Homogeneous	NO ASBESTOS DETECTED 3% Chrysotile	None Reported None Reported
26	026A	(1) Orange, Floor Tile, Homogeneous (2) Black, Mastic, Homogeneous	NO ASBESTOS DETECTED 3% Chrysotile	None Reported None Reported
27	027A	(1) White, Mastic, Homogeneous	NO ASBESTOS DETECTED	3% Wollastonite
28	028A	(1) White, Mastic, Homogeneous	NO ASBESTOS DETECTED	3% Cellulose Fiber
29	029A	(1) Brown, Other, Homogeneous <i>Panels</i> (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	30% Cellulose Fiber None Reported
30	030A	(1) Brown, Other, Homogeneous <i>Panels</i> (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	30% Cellulose Fiber None Reported
31	031A	(1) Off-White, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
32	032A	(1) Off-White, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
33	033A	(1) Blue, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
34	034A	(1) Blue, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
35	035A	(1) Blue, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
36	036A	(1) Blue, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
37	037A	(1) Gray, Sink Undercoating, Homogeneous	NO ASBESTOS DETECTED	5% Cellulose Fiber

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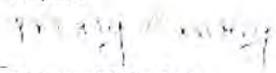
Respectfully submitted,  
PSI, Inc.

Approved Signatory  
Mary Cantley

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
38	038A	(1) Gray, Sink Undercoating, Homogeneous	NO ASBESTOS DETECTED	5% Cellulose Fiber
39	039A	(1) Yellow, Adhesive, Homogeneous	NO ASBESTOS DETECTED	None Reported
40	040A	(1) Yellow, Adhesive, Homogeneous	NO ASBESTOS DETECTED	50% Synthetic Fiber
41	041A	(1) Gray, Baseboard, Homogeneous (2) White, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
42	042A	(1) Gray, Baseboard, Homogeneous (2) White, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
43	043A	(1) White, Ceiling Tile, Homogeneous (2) Brown, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	70% Fibrous Glass None Reported
44	044A	(1) White, Ceiling Tile, Homogeneous (2) Brown, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	70% Fibrous Glass None Reported
45	045A	(1) White, Caulking, Homogeneous	NO ASBESTOS DETECTED	None Reported
46	046A	(1) White, Caulking, Homogeneous	NO ASBESTOS DETECTED	None Reported
47	047A	(1) White, Shingle, Homogeneous (2) Black, Tar, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Fibrous Glass 3% Cellulose Fiber
48	048A	(1) White, Shingle, Homogeneous (2) Black, Tar, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	10% Fibrous Glass 3% Cellulose Fiber
49	049A	(1) Black, Sealant, Homogeneous	NO ASBESTOS DETECTED	None Reported
50	050A	(1) Black, Sealant, Homogeneous	NO ASBESTOS DETECTED	None Reported
51	051A	(1) Gray, Stucco, Homogeneous	NO ASBESTOS DETECTED	None Reported
52	052A	(1) Gray, Stucco, Homogeneous	NO ASBESTOS DETECTED	None Reported
53	053A	(1) Gray, Concrete, Homogeneous	NO ASBESTOS DETECTED	None Reported
54	054A	(1) Gray, Concrete, Homogeneous	NO ASBESTOS DETECTED	None Reported
55	055A	(1) Black, Caulking, Homogeneous	NO ASBESTOS DETECTED	5% Polyethylene
56	056A	(1) Black, Caulking, Homogeneous	NO ASBESTOS DETECTED	5% Polyethylene

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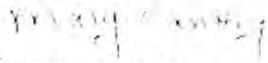
Respectfully submitted,  
PSI, Inc.

  
Approved Signatory  
Mary Cantley

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
57	057A	(1) Red, Other, Homogeneous <i>Brick</i>	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Mortar, Homogeneous	NO ASBESTOS DETECTED	None Reported
58	058A	(1) Red, Other, Homogeneous <i>Brick</i>	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Mortar, Homogeneous	NO ASBESTOS DETECTED	None Reported
59	059A	(1) Gray, Other, Homogeneous <i>CMU</i>	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Mortar, Homogeneous	NO ASBESTOS DETECTED	None Reported
60	060A	(1) Gray, Other, Homogeneous <i>CMU</i>	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Mortar, Homogeneous	NO ASBESTOS DETECTED	None Reported
61	061A	(1) Green, Ceramic Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Thin Set, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) Gray, Grout, Homogeneous	NO ASBESTOS DETECTED	None Reported
62	062A	(1) Green, Ceramic Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Thin Set, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) Gray, Grout, Homogeneous	NO ASBESTOS DETECTED	None Reported
63	063A	(1) Pink, Ceramic Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Thin Set, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) White, Grout, Homogeneous	NO ASBESTOS DETECTED	None Reported
64	064A	(1) Pink, Ceramic Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Thin Set, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) White, Grout, Homogeneous	NO ASBESTOS DETECTED	None Reported
65	065A	(1) Gray, Ceramic Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Thin Set, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) Gray, Grout, Homogeneous	NO ASBESTOS DETECTED	None Reported
66	066A	(1) Gray, Ceramic Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Gray, Thin Set, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) Gray, Grout, Homogeneous	NO ASBESTOS DETECTED	None Reported

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Respectfully submitted,  
PSI, Inc.

  
Approved Signatory  
Mary Cantley

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
67	067A	(1) White, Ceramic Tile, Homogeneous (2) Yellow, Thin Set, Homogeneous (3) Brown, Grout, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported None Reported
68	068A	(1) White, Ceramic Tile, Homogeneous (2) Yellow, Thin Set, Homogeneous (3) Brown, Grout, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported None Reported
69	069A	(1) Blue, Ceramic Tile, Homogeneous (2) White, Thin Set, Homogeneous (3) Gray, Grout, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported None Reported
70	070A	(1) Blue, Ceramic Tile, Homogeneous (2) White, Thin Set, Homogeneous (3) Gray, Grout, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported None Reported
71	071A	(1) White, Mastic, Homogeneous	5% Chrysotile	None Reported
72	072A	Sample Not Tested		
73	073A	(1) Red, Caulking, Homogeneous	NO ASBESTOS DETECTED	None Reported
74	074A	(1) Red, Caulking, Homogeneous	NO ASBESTOS DETECTED	None Reported
75	075A	(1) Black, Felt, Homogeneous	NO ASBESTOS DETECTED	70% Cellulose Fiber
76	076A	(1) Black, Felt, Homogeneous	NO ASBESTOS DETECTED	70% Cellulose Fiber
77	077A	(1) Black, Tar, Homogeneous (2) Black, Paper, Homogeneous	NO ASBESTOS DETECTED 10% Chrysotile	None Reported 10% Cellulose Fiber
78	078A	(1) Black, Tar, Homogeneous (2) Black, Paper, Homogeneous	NO ASBESTOS DETECTED 10% Chrysotile	None Reported 10% Cellulose Fiber
79	079A	(1) Silver, Paint, Homogeneous	NO ASBESTOS DETECTED	None Reported
80	080A	(1) Silver, Paint, Homogeneous	NO ASBESTOS DETECTED	None Reported

## Report Notes: (PT) Point Count Results

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Respectfully submitted,  
PSI, Inc.

Approved Signatory  
Mary Cantley

**ATTACHMENT B**  
**PERSONNEL AND LABORATORY CERTIFICATIONS**



Asbestos Online Training, LLC

13987 94<sup>th</sup> Avenue N Seminole, FL 33776

727-593-3067

Asbestos Survey & Mechanical (AHERA Building  
Inspector) Refresher Training

This is to certify that

Andrew P. Pinkerton

Training was in accordance with Title II of TSCA, 40 CFR  
Part 763. Appendix C to Subpart E as revised

Date of Course Examination 3/16/2015

Date of Course Completion 3/16/2015

Expiration Date 3/16/2016

Certificate # 31615255

Course # FL-490006359 Provider # FL-490005406



INSTRUCTOR



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**ASBESTOS LICENSING UNIT  
1940 NORTH MONROE STREET  
TALLAHASSEE FL 32399-0783**

**(850) 487-1395**

**JERNIGAN, JEREMY RYAN  
PROFESSIONAL SERVICE INDUSTRIES INC  
810 SOUTH J STREET  
PENSACOLA FL 32502**

**Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.**

**Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto [www.myfloridalicense.com](http://www.myfloridalicense.com). There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.**

**Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!**



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND  
PROFESSIONAL REGULATION**

**AX73**

**ISSUED: 08/19/2014**

**ASBESTOS CONSULTANT  
JERNIGAN, JEREMY RYAN  
PROFESSIONAL SERVICE INDUSTRIES IN**

**IS LICENSED under the provisions of Ch. 469 FS.  
Expiration date NOV 30, 2016 L1408190003794**

**DETACH HERE**

**RICK SCOTT, GOVERNOR**

**KEN LAWSON, SECRETARY**

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
ASBESTOS LICENSING UNIT**

<b>LICENSE NUMBER</b>	
<b>AX73</b>	

**The ASBESTOS CONSULTANT  
Named below IS LICENSED  
Under the provisions of Chapter 469 FS.  
Expiration date: NOV 30, 2016**



**JERNIGAN, JEREMY RYAN  
PROFESSIONAL SERVICE INDUSTRIES INC  
175 SOUTH 'A' STREET  
PENSACOLA FL 32502**



**ISSUED: 08/19/2014**

**DISPLAY AS REQUIRED BY LAW**

**SEQ # L1408190003794**



**National Voluntary  
Laboratory Accreditation Program**



**SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005**

**PSI**

850 Poplar Street

Pittsburgh, PA 15220

Ms. Catherine McNamee

Phone: 412-922-4010 x286 Fax: 412-922-4014

E-Mail: [cathy.mcnamee@psiusa.com](mailto:cathy.mcnamee@psiusa.com)

URL: <http://www.psiusa.com>

**BULK ASBESTOS FIBER ANALYSIS (PLM)**

**NVLAP LAB CODE 101350-0**

***NVLAP Code    Designation / Description***

18/A01            EPA 600/M4-82-020: Interim Method for the Determination of Asbestos in Bulk Insulation Samples

2014-07-01 through 2015-06-30

*Effective dates*

*For the National Institute of Standards and Technology*

## CHAIN OF CUSTODY RECORD

1506306(4)



LABORATORY SUBMITTED TO:

850 Poplar Street  
Pittsburgh, PA 15220  
(412) 922-4000

PROJECT NAME: <b>NESHAP ACM – 122 Main Street</b>	REPORT TO: <b>PSI, INC.</b> PROJECT MANAGER: <b>Steve Ungaro</b>	JOB TO: <b>PSI, INC.</b> ADDRESS: <b>1748 33<sup>rd</sup> Street</b>
PROJECT NUMBER: <b>06632508</b>	ADDRESS: <b>1748 33<sup>rd</sup> Street</b>	CITY/STATE/ZIP: <b>Orlando, FL 32839</b>
REQUIRED DUE DATE (MM-DD-YY) <b>Normal TAT</b>	CITY/STATE/ZIP: <b>Orlando, FL 32839</b>	ATTENTION: <b>Andrew Pinkerton</b>
SAMPLES TO LAB VIA: <b>Fed-Ex</b>	CELLULAR: <b>407- 467- 0405</b>	TELEPHONE: <b>407-304-5560</b>
NUMBER OF COOLERS:	REPORT VIA <input type="checkbox"/> VERBAL <input type="checkbox"/> FAX <input type="checkbox"/> <input checked="" type="checkbox"/> US MAIL/OVERNIGHT	FAX: <b>407-304-5561</b>
RELINQUISHED BY & DATE:	ACCEPTED BY & DATE:	LABORATORY USE ONLY

Andrew Pinkerton 6/09/15  
*Steve Ungaro*  
*6/11/15 10:59a*

FIELD SERVICES Y/N \$	LABORATORY USE ONLY REPORT DUE DATE
SHIPPING Y/N \$	INORGANIC SECT ROW ORGANIC SECT ROW
	PSI PROJECT NAME
	PSI PROJECT #
	PSI BATCH #

SAMPLE No's.	SAMPLE DESCRIPTION	DATE/TIME	LAB USE ONLY LAB #	NUMBER OF CONTAINER	PARAMETER LIST			COMMENTS
1-9	DW/JC with texture	6/08/15		9	PLM			
10-12	Plaster	6/08/15		3	PLM			
13, 14	Carpet/mastic	6/08/15		2	PLM			
15, 16	4" Blue baseboard/mastic	6/08/15		2	PLM			
17, 18	4" Pink baseboard/mastic	6/08/15		2	PLM			
19, 20	2'x2' Pitted and pinhole ceiling tile	6/08/15		2	PLM			
21, 22	12" Beige w/ blue streaks floor tile/mastic	6/08/15		2	PLM			
23, 24	12" Grey w/ dk. grey streaks floor tile/mastic	6/08/15		2	PLM			
25, 26	12" lt. orange w/ dk. orange streaks floor tile/mastic	6/08/15		2	PLM			
27, 28	White HVAC mastic	6/08/15		2	PLM			

ADDITIONAL REMARKS: Please analyze all layers. Stop 1<sup>st</sup> HSA Positive SAMPLER'S SIGNATURE: *[Signature]*

# CHAIN OF CUSTODY RECORD

1506306



**LABORATORY SUBMITTED TO:**

850 Poplar Street  
Pittsburgh, PA 15220  
(412) 922-4000

PROJECT NAME: <b>NESHAP ACM – 122 Main Street</b>	REPORT TO: <b>PSI, INC.</b> PROJECT MANAGER: <b>Steve Ungaro</b>	JOB TO: <b>PSI, INC.</b> ADDRESS: <b>1748 33<sup>rd</sup> Street</b>
PROJECT NUMBER: <b>06632508</b>	ADDRESS: <b>1748 33<sup>rd</sup> Street</b>	CITY/STATE/ZIP: <b>Orlando, FL 32839</b>
REQUIRED DUE DATE (MM-DD-YY) <b>Normal TAT</b>	CITY/STATE/ZIP: <b>Orlando, FL 32839</b>	ATTENTION: <b>Andrew Pinkerton</b>
SAMPLES TO LAB VIA: <b>Fed-Ex</b>	CELLULAR: <b>407-467-0405</b>	TELEPHONE: <b>407-304-5560</b>
NUMBER OF COOLERS:	REPORT VIA VERBAL US MAIL/OVERNIGHT	FAX: <b>407-304-5561</b>

RELINQUISHED BY & DATE: <b>Andrew Pinkerton 6/09/15</b>	ACCEPTED BY & DATE: <i>sw 6/11/15</i> <i>11:00am</i>	LABORATORY USE ONLY FIELD SERVICES Y/N \$	LABORATORY USE ONLY REPORT DUE DATE
LABORATORY USE ONLY		SHIPPING Y/N \$	INORGANIC SECT    ORGANIC SECT ROW            ROW
LABORATORY USE ONLY			PSI PROJECT NAME
LABORATORY USE ONLY			PSI PROJECT #
LABORATORY USE ONLY			PSI BATCH #

SAMPLE No's.	SAMPLE DESCRIPTION	DATE/TIME	LAB USE ONLY LAB #	NUMBER OF CONTAINER	PARAMETER LIST			COMMENTS
29, 30	Wood veneered panels/molding mastic	6/08/15		2	PLM			
31, 32	12" Off-white w/ grey streaks floor tile mastic	6/08/15		2	PLM			
33, 34	12" Blue floor tile mastic	6/08/15		2	PLM			
35, 36	12" Lt. blue w/ blue streaks floor tile mastic	6/08/15		2	PLM			
37, 38	Grey sink undercoat	6/08/15		2	PLM			
39, 40	Mirror adhesive	6/08/15		2	PLM			
41, 42	4" Grey covebase/mastic	6/08/15		2	PLM			
43, 44	18" white ceiling tile with mastic	6/08/15		2	PLM			
45, 46	White caulk	6/08/15		2	PLM			
47, 48	Asphalt shingle/tar	6/08/15		2	PLM			

**ADDITIONAL REMARKS:** Please analyze all layers. Stop 1<sup>st</sup> HSA Positive    **SAMPLER'S SIGNATURE:** *[Signature]*

## CHAIN OF CUSTODY RECORD

1506306



**LABORATORY SUBMITTED TO:**

850 Poplar Street  
Pittsburgh, PA 15220  
(412) 922-4000

PROJECT NAME: <b>NESHAP ACM – 122 Main Street</b>	REPORT TO: <b>PSI, INC.</b> PROJECT MANAGER: <b>Steve Ungaro</b>	JOB TO: <b>PSI, INC.</b> ADDRESS: <b>1748 33<sup>rd</sup> Street</b>
PROJECT NUMBER: <b>06632508</b>	ADDRESS: <b>1748 33<sup>rd</sup> Street</b>	CITY/STATE/ZIP: <b>Orlando, FL 32839</b>
REQUIRED DUE DATE (MM-DD-YY) <b>Normal TAT</b>	CITY/STATE/ZIP: <b>Orlando, FL 32839</b>	ATTENTION: <b>Andrew Pinkerton</b>
SAMPLES TO LAB VIA: <b>Fed-Ex</b>	CELLULAR: <b>407- 467- 0405</b>	TELEPHONE: <b>407-304-5560</b>
NUMBER OF COOLERS:	REPORT VIA <input type="checkbox"/> VERBAL <input type="checkbox"/> FAX <input checked="" type="checkbox"/> US MAIL/OVERNIGHT	FAX: <b>407-304-5561</b>
RELINQUISHED BY & DATE:	ACCEPTED BY & DATE:	LABORATORY USE ONLY

Andrew Pinkerton 6/09/15	SW 6/11/15 11:00a	LABORATORY USE ONLY	LABORATORY USE ONLY
		FIELD SERVICES Y/N \$	REPORT DUE DATE
		SHIPPING Y/N \$	INORGANIC SECT ROW ORGANIC SECT ROW
LABORATORY USE ONLY			PSI PROJECT NAME
SAMPLE CUSTODIAN			PSI PROJECT #
DATE/TIME			PSI BATCH #

SAMPLE No's.	SAMPLE DESCRIPTION	DATE/TIME	LAB USE ONLY LAB #	NUMBER OF CONTAINER	PARAMETER LIST			COMMENTS
49, 50	Black exterior gutter sealent	6/08/15		2	PLM			
51, 52	Exterior Stucco	6/08/15		2	PLM			
53, 54	Concrete slab	6/08/15		2	PLM			
55, 56	Black exterior window/door caulk	6/08/15		2	PLM			
57, 58	Brick and mortar	6/08/15		2	PLM			
59, 60	CMU and mortar	6/08/15		2	PLM			
61, 62	Green/white ceramic tile, thinset, and grout	6/08/15		2	PLM			
63, 64	Pink ceramic tile, thinset, and grout	6/08/15		2	PLM			
65, 66	Stone pattern ceramic tile, thinset, and grout	6/08/15		2	PLM			
67, 68	White ceramic tile, thinset, and grout	6/08/15		2	PLM			

**ADDITIONAL REMARKS:** Please analyze all layers. Stop 1<sup>st</sup> HSA Positive **SAMPLER'S SIGNATURE:**

## CHAIN OF CUSTODY RECORD

1506306



PROJECT NAME: <b>NESHAP ACM – 122 Main Street</b>		REPORT TO: <b>PSI, INC.</b> PROJECT MANAGER: <b>Steve Ungaro</b>		JOB TO: <b>PSI, INC.</b> ADDRESS: <b>1748 33<sup>rd</sup> Street</b>		
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NUMBER OF COOLERS:		REPORT VIA VERBAL US MAIL/OVERNIGHT		FAX: <b>407-304-5561</b>		
RELINQUISHED BY & DATE:		ACCEPTED BY & DATE:		LABORATORY USE ONLY		
<b>Andrew Pinkerton 6/09/15</b>		<i>SW 6/11/15 11:00 am</i>		LABORATORY USE ONLY		
				FIELD SERVICES Y/N \$		
				SHIPPING Y/N \$		
				REPORT DUE DATE		
				INORGANIC      ORGANIC SECT    ROW      SECT    ROW		
				PSI PROJECT NAME		
				PSI PROJECT #		
				PSI BATCH #		
LABORATORY USE ONLY		LABORATORY USE ONLY		LABORATORY USE ONLY		
SAMPLE CUSTODIAN		DATE/TIME		DATE/TIME		
SAMPLE No's.	SAMPLE DESCRIPTION	DATE/TIME	LAB USE ONLY LAB #	NUMBER OF CONTAINER	PARAMETER LIST	COMMENTS
69, 70	Light blue ceramic tile, thinset, and grout	6/08/15		2	PLM	
71, 72	White pipe insulation mastic	6/08/15		2	PLM	
73, 74	Red exterior caulk	6/08/15		2	PLM	
75, 76	Felt paper under metal roof	6/08/15		2	PLM	
77, 78	Stone roof tar and paper	6/08/15		2	PLM	
79, 80	Silver roof paint	6/08/15		2	PLM	
		6/08/15		2	PLM	
		6/08/15		2	PLM	
		6/08/15		2	PLM	
		6/08/15		2	PLM	

ADDITIONAL REMARKS: Please analyze all layers. Stop 1<sup>st</sup> HSA Positive      SAMPLER'S SIGNATURE: *[Signature]*

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: July 15, 2015**

**AGENDA TAB NO. 11**

**SUBJECT TITLE: Work Authorization for Utility Technicians, INC to Rehabilitate Lift Station #33 located at Imperial Terrace.**

---

**OBJECTIVE:** To Approve a Work Authorization for Utility Technicians to rehabilitate L.S. # 33 located at Imperial Terrace in the amount of \$99,758

**SUMMARY:**

Lift Station #33 is located at 674 Dolphin Dr, in Imperial Terrace in a residential backyard that is surrounded by numerous homes. It was installed in 1989 and is a Capital lift station with a daily average flow of approximately 13,000gpd. The equipment has deteriorated over time due to its inherent environment of various chemicals and methane gases and therefore in need of a complete rehabilitation. This rehabilitation work will include lining of the wetwell and vaults to ensure longevity of the concrete. Stainless steel equipment will be also be used, where applicable, to provide longer life span to that equipment. This station must be completely taken out of service and temporary piping and pumping equipment must be brought in to By-Pass the existing station while the rehabilitation project is being performed. Final restoration of the site area will be restored to the same condition or better when completed.

Staff proposes that the city piggyback off an existing utility municipal rehabilitation contract that the city of Clermont procured in June of 2014. Clermont previously went out for proposal and selected Utility Technicians Inc from Umatilla to conduct utility rehabilitative services on an as needed based. The proposal includes fixed pricing for personnel hourly rates as well as equipment (see exhibit A). Staff has negotiated a scope of work (exhibit B) and obtained a price proposal of \$99,758 (Exhibit C) to perform the work.

This work was budgeted in this year's budget at \$57,000. An additional \$42,758 is necessary to complete this work. Staff proposes that the following existing budgeted line items be utilized to make up the \$42,758 as follows:

Water/Wastewater Renewal Replacement Fund:

"New - Pumps For Lift Stations Upgrades	\$17,759	(535.64-15 page 373 FY 15 budget)
"Replacement - Pumps For Lift Stations	\$24,999	(535.64-10 page 373 FY 15 budget)
Total	\$42,758	

**OPTIONS:**

1. Approve this Work Authorization for Utility Technicians to rehabilitate of Lift Station # 33 in the amount of \$99,758 and authorize the City Administrator to execute a contract reflecting same.
2. Do Not Approve this Work Authorization.

**STAFF RECOMMENDATION:** Move to approve a Work Authorization for Utility Technicians to rehabilitate Lift Station # 33 in the amount of \$99,758 and authorize the City Administrator to execute a contract reflecting same.

**FISCAL IMPACT:**

Funding Source: A portion of this project was budgeted at \$57,000, while the remaining funds will come from 2 other budgeted line items in this year's budget. Those line items are: 443 3504 535 64-15 at \$17,759 & 443 3504 535 64-10 at \$ 24,999

**LEGAL SUFFICIENCY:**

This summary meets Legally Sufficiency.

**UTILITY TECHNICIANS, INC.**  
**TAB VI. PERSONNEL HOURLY RATES AND EQUIPMENT RATES**

PERSONNEL HOURLY RATES	Hourly Rate	After Hour Rate
Service Technician or Construction Foreman*	\$75.00	\$90.00
*All trucks are equipped with hand tools: electrical test meters; pipe repair-galvanized & PVC fittings & valves from 1/2"-2"; mud pump; 5000 watt generator; electrical control panel parts; phase monitor; alternator relays, breakers, starters, etc; power tools (drills, sawzall, etc); gas powered cut-off saw, 3,000# truck service crane)		
Helper - labor only	\$30.00	\$45.00
Helper - labor with truck, flatbed or pickup	\$50.00	\$65.00
Backflow Technician - with truck equipped with spare parts for up to 2" backflow device	\$60.00	\$75.00

EQUIPMENT RATES	Set-up Fee	Hourly	Daily	Weekly	Monthly
1 Mini excavator w/trailer			\$125.00	\$625.00	
2 Rubber tire back hoe - minimum 15,000 #	\$500.00		\$175.00	\$875.00	
3 Grade tractor with loader bucket			\$100.00	\$500.00	
4 Jetter/Vac truck with 2 man crew (plus pump fee)		\$150.00			
5 Video Camera pipe-line truck with operator		\$100.00			
6 4" Diesel auto by-pass sewage pump with hoses set-in & out (fuel by others)	\$125.00	\$100.00			\$700.00
7 1,500 Gallon Temporary Hydro Tank	\$300.00		\$75.00	\$375.00	\$600.00
8 3,000 Gallon Temporary Hydro Tank	\$500.00		\$125.00	\$625.00	\$1,250.00
9 10,000 Gallon Temporary Hydro/Ground Storage Tank	\$1,000.00		\$150.00	\$750.00	\$1,500.00
10 Aerator for Ground Storage Tank	\$200.00				
11 13,000 watt, 120/240 volt, 3-phase portable generator (fuel by others)	\$100.00		\$50.00	\$250.00	\$500.00
12 Infiltrator, manhole leak stop - labor plus \$250.00 per gallon					
13 Portable concrete mixer			\$125.00	\$625.00	
14 Metal fabrication and/or welding - leadman		\$75.00			
15 Metal fabrication and/or welding - welder		\$60.00			
16 Sand blaster and air compressor rig			\$150.00	\$750.00	
17 Sand per bag -\$7.50 each					
18 Compactor			\$75.00	\$375.00	
19 Air compressor / Road Boar equipment			\$250.00	\$1,250.00	
20 Line locating - Electronic locator		\$10.00			
21 Line locating - Ground Penetrating Radar		\$15.00			
22 Vacuum Excavator		\$10.00			

**PERCENTAGE MARKUP CHARGED**

Materials purchased for specific jobs	20%
Service materials in stock	30%
Subcontracted labor	15%
Performance and Payment Bond	1.9%

Exhibit B

Req. 52865

# Utility Technicians, Inc.

*Water and Sewer Specialty Contractor*  
State Licensed Utility Contractor #CUCO52605

Office (352) 669-5822  
Fax (352) 669-6037

630 Goodbar Avenue  
Umatilla, Florida 32784

## City of Tavares Lift Station 33 Rehabilitation Scope of Work April 16, 2015

1. Maintain all sewer flows during construction with a duplex bypass pump system with an auto dialer.
2. All bypass pumps to be quite pack type.
3. Install a temporary bypass pump off connection on the existing force main downstream from the proposed flow meter installation site.
4. Remove the existing wet well, interior ductile iron piping.
5. Remove the existing base elbows.
6. Install new 24" x 24" x 1/2" thick steel plates under the new base elbows.
7. Install new 6", Barney's Pumps base elbow with new, type 316, 3/4" x 8" stainless steel wedge anchors through the steel base plate.
8. Install new 6", DR11, HDPE pipe from the new based elbows to the flange check valves in the valve pit.
9. All HDPE welding, butt fusion and electro-fusion to be done by trained Certified Welders.
10. Install 3" x 3" stainless steel angle, every 8 feet from the base elbow to the cross over, discharge pipe with 1/2", type 316, stainless steel U-bolts and hardware.
11. All flange accessory bolt kits to be Type 316, stainless steel bolt and nuts and full face red rubber gaskets.
12. Clean the wet well interior walls, ceiling, and floor with 4000 PSI pressurized water.
13. Vacuum all debris from the wet well and dispose of at a certified residuals disposal site.
14. Apply 1" of SewperCoat, Calcium-Aluminate mortar to the walls, floor and ceiling of the wet well.
15. Install new, 6", commented, flange pump adapters on the 2 existing 40 HP pumps.
16. Install new, type 316, stainless steel guide rail brackets with type 316 hardware.
17. Utilize the existing stainless steel guide rail.

18. Reinstall the existing pumps.
19. Remove the existing flange plug valves and flange check valves from the valve pit.
20. Remove the existing ducting iron piping from the plug valve in the valve pit to the first plug valve outside the valve pit.
21. Clean and or replace the existing valve pit drain into the wet well.
22. Install a PVC p-trap on the valve drain in the wet well.
23. Install 2 new 6" Clow, lever and weight, flanged check valves in the valve pit.
24. Install 2 new 6" Dezurik, flanged plug valves in the valve pit.
25. Install a new 6", epoxy lined, flange tee in the valve pit.
26. Install a new 6", epoxy lined, flange spool pipe in the valve pit from the new tee to the existing exterior plug valve outside the valve pit.
27. Install type 316, stainless steel pipe supports under the new 6" check valves.
28. Remove the existing 6" flange pipe and blind flange, pump connection in front of the wet well and relocate it 10 feet to the West towards the valve pit.
29. Install a 6", epoxy lined, flanged 90 degree elbow with a 6" companion flange, 6" aluminum Part-F cam-lock fitting and an aluminum dust cap.
30. Install a 4' x 5' x 5' deep, concrete meter vault with a solid bottom on the existing 6" force main, downstream from the existing valve pit and lift station fence.
31. Install a 3" PVC drain from the meter vault to the wet well.
32. Install a 48" x 48", double, leaf, 300 PSI rated, aluminum hatch cover on the meter vault.
33. Fill the bottom of the meter vault with 6" of #57 stone.
34. Install 2, new, Dezurik M.J. plug valves upstream and downstream of the meter vault on the force main.
35. Install 2-6" M.J. epoxy lined tees on each side of the 2-6" plug valves.
36. Install 6", epoxy lined pipe, 2-6" M.J. epoxy lined 90 degree elbows, and 1-6" M.J. Plug valve as a bypass around the meter vault.
37. All underground piping to be restrained with Mega-Lugs or like.
38. Install 2' x 2' x 6" concrete valve pads with brass I.D. tags on all underground meter vault valves.
39. Install 2-1", SCH 80, PVC conduits from the meter vault to the existing control panel.
40. Install the City supplied flow meter and appurtenances.
41. Install a new 480 volt, 2-pole breaker in the existing control panel to feed a new exterior transformer to be mounted on the existing control panel rack system.
42. Install a 5 KVA, NEMA 3R rated, Buck transformer on the existing control panel rack system.
43. Install an 8 circuit, NEMA 3R rated, electrical distribution panel on the existing control panel rack system.
44. All other electrical work, conduit, and wiring to be done by the City personal.
45. Apply 1" of SewperCoat, Calcium-Aluminate mortar to the walls, floor and ceiling of the adjacent manhole next to the wet well.
46. Remove all bypass pumps and equipment.
47. Remove the temporary bypass connection above grade.
48. Install a M.J. plug in the temporary bypass valve.
49. Install 2' x 2' x 6" concrete valve pads with brass I.D. tags on the temporary underground bypass valves.

50. Restore all disturbed areas with like sod and landscaping.
51. Return the lift station to operation.
52. Provide as-builts as to the location of all new and found underground piping.
53. Provide a 10 Year Manufacture's Warranty on the SewperCoat Mortar.

Exhibit C

# Utility Technicians, Inc.

Water and Sewer Specialty Contractor  
State Licensed Utility Contractor #CUCOS2605

Office (352) 669-5822  
Fax (352) 669-6037

## Proposal

630 Goodbar Avenue  
Umatilla, Florida 32784

NAME / ADDRESS

City of Tavares  
P.O. Box 1068  
Tavares, FL 32778

DATE 4/16/2015 Proposal # 6088

Job:  
Lift Station 33 Rehab

TOTAL:

Furnish all materials, equipment and labor to complete the rehabilitation and flow meter installation of Lift Station 33 as per the attached Scope of Work dated 4-16-15.

99,758.00

TOTAL: \$99,758.00

All material and workmanship is guaranteed for one year or as stated. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an additional charge over and above estimate. All agreements contingent upon strikes, accidents, delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance.

Terms: Proposal valid for thirty (30) days from date of proposal. Payment due 15 days from invoice or as stated above.

SIGNATURE: H. Scott Purvis DATE: 4/16/2015

ACCEPTANCE OF CONTRACT: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**AGREEMENT BETWEEN THE CITY OF TAVARES, FLORIDA  
AND UTILITIES TECHNICIANS INC..  
FOR REPAIRS TO LIFT STAION #33**

This is an Agreement between the City of Tavares, Florida, a Municipal Corporation, hereinafter referred to as the City, by and through its City of Tavares Council, and UTILITY TECHNICIANS , Inc , its successors and assigns, hereinafter referred to as CONTRACTOR.

**Recitals**

**WHEREAS**, the CITY needs the following services: Repairs and Rehabilitation of Lift Station 33

**WHEREAS**, the CONTRACTOR desires to perform such services subject to the terms of this Agreement per Piggyback of an utility municipal rehabilitation contract for the City of Clermont

**NOW, THEREFORE, IN CONSIDERATION** of the mutual terms, understandings, conditions, premises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

**Article 1. Recitals**

1.1 The foregoing recitals are true and correct and incorporated herein by reference.

**Article 2. Purpose**

2.1 The purpose of this Agreement is for CONTRACTOR to complete Improvements to Lift Station 33 per attached work order (Attachment "A") including Hourly rates

**Article 3. Scope of Services**

3.1 On the terms and conditions set forth in this Agreement, CITY hereby engages CONTRACTOR to perform the services set forth herein in **Attachment A**, known as Work order for repairs and Rehabilitation of Lift Station 33 and hereby incorporated into this agreement by reference and is deemed a material part of this agreement.

3.2 The CITY shall issue a "Notice to Proceed" within fifteen (15) days of the final execution of this agreement. All services described in **Attachment A** shall be completed no later than **180** days after notice to proceed, unless an extension is granted by the City.

#### **Article 4. Payment**

4.1 Payment shall be made upon receipt of Pay requests signed by the Engineer of Record and the Utility Director as set forth herein Attachment "A". In no event shall the contract amount exceed **\$99,758.00 for the Rehabilitation of Lift Station 33** unless a change order has been executed in accordance with the City of Tavares Purchasing Policies and Procedures.

4.2 Invoices shall be submitted in duplicate to Lori Houghton , City of Tavares Finance Director , PO Box 1068 Tavares, Florida 32778. Each invoice shall contain a detailed description of services and fees.

4.3 The CITY shall make payment on all invoices in accordance with the Florida Prompt Payment Act, sections 218.70 through 218.79, Florida Statutes.

4.4 Other than the expenses, set forth in the **Attachment"A"**, the CONTRACTOR shall not be entitled to payment for any expenses, fees, or other costs it may incur at any time and in any connection with its performance hereunder.

4.6 The job will be completed no later than **180** days from Notice to proceed

#### **Article 5. City Responsibilities**

5.1 CITY shall designate one City staff member to act as City's Project Administrator and/or Spokesperson.

5.2 CITY shall reimburse CONTRACTOR, in accordance with the Proposed Budget listed in Article 4 above for required services timely submitted and approved and accepted by CITY in accordance with the terms of this Agreement.

#### **Article 6. Special Terms and Conditions**

6.1 Qualifications. CONTRACTOR shall possess and appropriate licenses

6.2 Term of Agreement. This Agreement shall be effective until December 31, 2015 or completion of the project immediately following the final execution of this Agreement.

6.3 Termination. This Agreement may be terminated by the CITY upon thirty (30) days advance written notice to the other party; but if any work or service/Task hereunder is in progress but not completed as of the date of termination, then this Agreement may be extended upon written approval of the CITY until said work or service(s)/Task(s) is completed and accepted.

A. Termination for Convenience. In the event this Agreement is terminated or cancelled upon the request and for the convenience of CITY with the required 30 day advance written notice, CITY shall reimburse CONTRACTOR for actual work satisfactorily completed.

B. Termination for Cause. Termination by City for cause, default, or negligence on the part of CONTRACTOR shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The 30-day advance notice requirement is waived in the event of termination for cause.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years - When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, this Agreement shall be canceled and the CONTRACTOR shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services/Tasks delivered under this Agreement.

6.4 Subletting of Contract. This Agreement shall not be sublet except with the written consent of the City Administrator. No such consent shall be construed as making the CITY a party to the subcontract or subjecting the CITY to liability of any kind to any subcontractor. No subcontract shall under any circumstances relieve the CONTRACTOR of liability and obligations under this Agreement and all transactions with the CITY must be through the CONTRACTOR.

6.5 Insurance and Bond. CONTRACTOR shall provide and maintain during the entire term of this Agreement insurance in the following types and limits with a company or companies authorized to do business in the State of Florida. CONTRACTOR shall not commence work under the Agreement until CITY has received an acceptable certificate or certificates of insurance evidencing the required insurance, which is as follows:

(X) General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

(X)	General Liability	
(X)	Each Occurrence/General Aggregate	\$1,000,000/3,000,000
(X)	Products-Completed Operations	\$2,000,000
(X)	Personal & Adv. Injury	\$1,000,000
(X)	Fire Damage	\$50,000
(X)	Medical Expense	\$5,000
(X)	Contractual Liability	\$1,000,000
( )	X, C, U	
( )	Other:Umbrella _____	\$ 5,000,000

( X) Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$300,000
or	
Bodily Injury (per person)	\$100,000
Bodily Injury (per accident)	\$300,000
Property Damage	\$100,000

( X ) **The City of Tavares**, a Municipal Corporation, shall be added as additional insured as their interest may appear on the:

- (X) general liability policy
- ( ) automobile liability policy

(X) Workers' compensation insurance in accordance with Florida Statute, Chapter 440, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc).

( ) Valuable papers with minimum limits of \$100,000.

( ) Builder Risk insurance policy written on "all risk" perils.

( ) Professional liability (medical malpractice, engineers, architect, CONTRACTOR, environmental, errors and omissions, etc.) insurance as applicable, with minimum limits of \$500,000 and annual aggregate of \$1,000,000.

(X) Certificates of insurance shall provide for a minimum of thirty (30) days prior written notice to the CITY of any change or cancellation of the required insurance.

(X) Certificates of insurance shall identify the RFP number, contract, project, etc. in the Description of Operations section of the Certificate.

(X) CONTRACTOR shall be responsible for subcontractors and their insurance.

(X) The Certificate holder shall be: The City of Tavares, P.O. BOX 1068, TAVARES, FL 32778-1068

CONTRACTOR Liability Insurance policies shall be endorsed to add CITY as an additional insured for General Liability Insurance. Additionally, CONTRACTOR shall be responsible for payment of all deductibles and self-insurance retention on CONTRACTOR Liability Insurance policies. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to CITY by certified mail.

**6.6** Indemnity. CONTRACTOR shall indemnify and hold CITY and its agents, officers, commissioners or employees harmless for any damages resulting from failure of CONTRACTOR to take out and maintain the above insurance. Additionally, CONTRACTOR agrees for good and valuable consideration in the amount of ten dollars (\$10.00) to indemnify, and hold the City of Tavares, and its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities resulting from the negligent act, error or omission of CONTRACTOR, its agents, employees or representative, in the performance of CONTRACTOR'S duties set forth in this Agreement.

**6.7** Independent Contractor. CONTRACTOR agrees that it shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venturer, or partner of the City. CONTRACTOR shall have no authority to contract for or bind CITY in any manner and

shall not represent itself as an agent of CITY or as otherwise authorized to act for or on behalf of the City. Additionally, CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon on resulting from the award or making of this Agreement.

**6.8 NO CLAIM FOR DAMAGES OR ANY CLAIM OTHER THAN FOR AN EXTENSION OF TIME SHALL BE MADE OR ASSERTED AGAINST THE CITY BY REASON OF ANY DELAYS.** No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the work from any cause whatsoever, shall relieve the CONTRACTOR of his duty to perform or give rise to any right to damages or additional compensation from the City. The CONTRACTOR expressly acknowledges and agrees that the CONTRACTOR shall receive no damages for delay. The CONTRACTOR'S sole remedy, if any, against the CITY shall be the right to seek an extension to the contract time. Such extensions of time will not be granted for delays caused by unfavorable weather, ground conditions related to the weather, inadequate work force or for the failure of the CONTRACTOR to timely order equipment or materials. However, this provision shall not preclude recovery or damages by the CONTRACTOR for hindrances or delays due solely to fraud, bad faith or active interference on this part of the City. Otherwise, CONTRACTOR shall be entitled to extensions of the Contract Time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

**6.9 Retaining Other CONTRACTORS.** Nothing herein shall be deemed to preclude the CITY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the CONTRACTOR or from independently developing or acquiring materials or programs that are similar to or competitive with, the services provided under this Agreement.

**6.10 Accuracy.** The CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion and coordination of all the services furnished hereunder. The CONTRACTOR shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in its services.

**6.11 FAILURE TO COMPLETE THE WORK ON TIME/LIQUIDATED DAMAGES:**  
The Contractor shall take into account all contingent work which has to be done by other parties arising from any cause whatsoever, and shall not plead his need of knowledge of said contingent work as an excuse for delay in his work or for non-performance.

If the work is not completed in full by the deadline specified, then for each day thereafter on which the work has not been completed, Contractor shall pay to the Owner liquidated damages in the amount of Two Hundred Fifty Dollars (\$250.00) per day, which Owner is hereby authorized to deduct from the

final draw before paying any remaining amount to Contractor. The parties agree that it would be impossible or extremely difficult to compute the actual damages suffered by the Owner due to late completion of the work, that it is therefore appropriate to provide for liquidated damages in this Contract, and that the amount of liquidated damages specified is reasonable and bears a substantial relationship to the probable amount of actual damages the Owner would suffer, and therefore does not constitute a penalty or forfeiture. Contractor acknowledges that this provision is material to the Owner, that the Owner would not have entered into this Contract but for the provision, and that as a result of the Owner's reliance on this provision, Contractor shall be stopped to deny or dispute the validity or enforceability of this liquidated damage clause.

Nothing in this Article shall be construed as limiting the right of the Owner to declare the Contract forfeited, or to take over the work, or to claim damages for the failure of the Contractor to abide by each and every one of the terms of the Contract Documents. The completion date shall be construed as being the date on which the work is fully accepted by the Owner.

#### **Article 7. General Conditions**

**7.1** This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie in Lake County, Florida.

**7.2** Neither Party may assign any rights or obligations under this Agreement to any other party unless specific written permission from the other party is obtained.

**7.3** The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

**7.4** This Agreement shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns.

**7.5** This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

**7.6** The failure of any party hereto at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Agreement.

**7.7** During the term of this Agreement CONTRACTOR assures CITY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONTRACTOR does not on the grounds of race, color, national origin, religion, sex, age, disability or

marital status, discrimination in any form or manner against CONTRACTOR employees or applicants for employment. CONTRACTOR understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance.

**7.8** CONTRACTOR shall at all times comply with all Federal, State and local laws, rules and regulations.

**7.9** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

**7.10** Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

If to CONTRACTOR:

Utility Technicians Inc.  
630 Goodbar Ave  
Umatilla , FL 32784

If to City:

Mr. John Drury  
City Administrator, City of Tavares  
201 East Main St.  
Tavares, Florida 32778

Each party hereto may change its mailing address by giving to the other party hereto, by hand delivery, United States registered or certified mail notice of election to change such address.

### **Article 8. Scope of Agreement**

**8.1** This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.

**8.2** This Agreement contains the following Attachments:  
Attachment A- Final Construction Plans and Bid Sheet

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: CITY through its City of Tavares Council, signing by and through its City Administrator, on the \_\_\_\_\_ day of \_\_\_\_\_, 2015 and by CONTRACTOR through duly authorized representative.

CONTRACTOR:

\_\_\_\_\_

\_\_\_\_\_

Title

CITY:

\_\_\_\_\_

Mr. John Drury  
City Administrator

Attest: \_\_\_\_\_

Nancy A Barnett  
City Clerk

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: JULY 15, 2015**

**AGENDA TAB NO. 12**

**SUBJECT TITLE: Additional Funding for T.A. Hux Alleyway to Supplement Community Development Block Grant**

---

**OBJECTIVE:**

Request supplemental funding, in the amount of \$22,534.40, for the previously accepted Community Development Block Grant (CDBG) to construct the T.A. Hux Alleyway.

**SUMMARY:**

The City of Tavares received a Community Development Block Grant in the amount of \$75,000 on June 26, 2014, for the brick paving of one (1) block of the unimproved T.A. Hux Alleyway (between Caroline Street and Ianthe Street – see attached map).

BESH Engineering designed the alleyway for \$1,550.00.

Four (4) bids were received for the Hux alleyway ranging from \$95,984.40 - \$189,055.60 (see attached).

City staff and the Engineer of Record have reviewed all 4 bids and are recommending the low bid of \$95,984.40, submitted by Florida Safety Contractors, Inc. As a result, additional funding in the amount of \$22,534.40 is needed to complete the work ( $\$95,984.40 + \$1,550 - \$75,000 = \$22,534.40$ ),

**OPTIONS:**

**Option #1:** Approve additional funding out of Public Works budget in the amount of \$22,534.40, to be used for the T.A. Hux Alleyway and authorize the City Administrator to enter into all applicable contracts.

**Option #2:** Do not approve additional funding

**STAFF RECOMMENDATION:**

**Option #1:** Approve additional funding in the amount of \$22,534.40, to be used for the T.A. Hux Alleyway and Sidewalk Improvement Project and authorize the City Administrator to enter into all applicable contracts.

**FISCAL IMPACT:**

- \$19,181 available in unused funds from budgeted Public Works/Pavilion Parking Lot Project in the Infrastructure Sales Tax Fund (150-4101-541-64-25)
- \$ 1,677 available in Sidewalk Repairs Construction ( 001-4102-541-63-20)
- \$ 1,677 available in Street Paving Repairs/Construction (001-4102-541-63-20)

**LEGAL SUFFICIENCY:** Legally sufficient



START 423 N Texas Avenue

END

N Barrow Ave

N Sinclair Ave

W Alfred St

N Joanna Ave

S New Hampshire Ave

E Esmer St

© 2013 Google

Google Earth



**CITY OF TAVARES  
MINUTES OF BID OPENING  
June 26, 2015, 2015  
T.A.Hux Alleyway  
Bid No. 2015-0017**

**TAVARES CITY HALL**

**PRESENT**

John Rumble, Purchasing Manager  
Kay Mayes, Admin Assistant, Finance

Mr. Rumble noted today's date as Friday, June 26, 2015. This is the opening of submission packages received in response to Bid No. 2015-0017, T.A. Hux Alleyway (Re-Bid). There were four proposals received:

- |   |              |
|---|--------------|
| 1) MCG Services, LLC<br>2915 Langley Park Court<br>Orlando, FL 32835                  | \$119,938.00 |
| 2) Florida Safety Contractor, Inc.<br>P.O. Box 16628<br>Tampa, FL 33687               | \$95,984.40  |
| 3) Pillar Construction Group LLC<br>1312 Bowman Street<br>Clermont, FL 34711          | \$116,477.00 |
| 4) Dallas 1 Construction & Development<br>10328 Main Street<br>Thonotosassa, FL 33592 | \$189,055.60 |

It was noted the bids would be reviewed and a determination made regarding the project.

Respectfully submitted,

Kay Mayes  
Admin Assistant, Finance

PROPOSAL FORM

BID PROPOSAL TO THE CITY OF TAVARES, FLORIDA

To All Bidders: MCG SERVICES LLC. Date 06-25-2015

The undersigned declares that he has carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and provision of services called for.

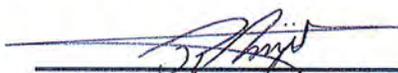
The undersigned proposes to deliver the product/service in accordance with the specifications for the sum of:

\$ 119,938.00  
ONE HUNDRED THOUSAND AND NINE HUNDRED THIRTY EIGHT dollars and ZERO cents

OPTION TO EXTEND PRICES TO FUTURE PROJECTS YES  NO

ALL PRICES F.O.B. TAVARES FL

MCG SERVICES LLC.  
COMPANY NAME

  
SIGNATURE

EMAIL AJIBR.MCG@gmail.com

RAMI AJIB  
PRINTED NAME

(407) - 476-4476  
TELEPHONE NUMBER

MGRM  
TITLE

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**T.A. HUX ALLYEWAY**

**SCHEDULE OF UNIT PRICES**

	Description	Quantity	Unit	Unit Price	Amount
1	MOBILIZATION	1	LS	16,648.00	16,648.00
2	MAINTENANCE OF TRAFFIC	1	LS	9,846.00	9,846.00
3	SILT FENCE	650	LF	5.00	3,250.00
4	REMOVE EXISTING PAVEMENT	1	LS	11,423.00	11,423.00
5	3-1/8" PERMEABLE PAVERS	3100	SF	6.02	18,662.00
6	2" #8 AGGREGATE BASE	120	SY	65.00	7,800.00
7	4" #57 STONE BASE	180	SY	30.00	5,400.00
8	6" #2 STONE SUBBASE	240	SY	29.00	6,960.00
9	12" COMPACTED SUB-GRADE 95% COMPACTION	345	SY	12.00	4,140.00
10	6" 3,000 PSI CONC. REINFORCED W/6X6 10X10 WWM TURNOUTS	25	SY	155.00	3,875.00
11	13" X 18" RIBBON CURB	616	LF	22.00	13,552.00
12	DROP CURB	18	LF	60.00	1,080.00
13	MIRAFI 140N GEOTEXTILE FABRIC (BOTTOM & SIDES)	690	SY	3.00	2,070.00
14	SOD (UP TO 2 FEET EACH SIDE OF ALLEY)	204	SY	8.00	1,632.00
15	DETECTABLE WARNING MAT (TERRA COTA COLOR)	6	EA	100.00	600.00
	<b>SUBTOTAL</b>				
16	TESTING	1	LS	8,000.00	8,000.00
17	CONSTRUCTION LAYOUT & ASBUILTS	1	LS	5,000.00	5,000.00
	<b>PROJECT TOTAL</b>				119,938.00

PROPOSAL FORM

BID PROPOSAL TO THE CITY OF TAVARES, FLORIDA

To All Bidders: Florida Safety Contractors, Inc. Date 6/26/2015

The undersigned declares that he has carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and provision of services called for.

The undersigned proposes to deliver the product/service in accordance with the specifications for the sum of:

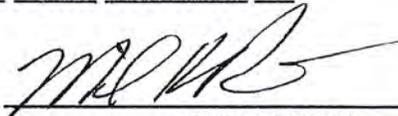
\$ 95,984.40  
Ninety Five thousand Nine Hundred Eighty dollars and Forty cents  
four

OPTION TO EXTEND PRICES TO FUTURE PROJECTS YES \_\_\_\_\_ NO x

ALL PRICES F.O.B. TAVARES FL

Florida Safety Contractors, Inc.

COMPANY NAME



SIGNATURE

Michael K. Reichart

PRINTED NAME

EMAIL k.reichart@floridasafetycontractors.com

( 813 ) 982-9172

TELEPHONE NUMBER

President

TITLE

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**T.A. HUX ALLYEWAY**

**SCHEDULE OF UNIT PRICES**

	Description	Quantity	Unit	Unit Price	Amount
1	MOBILIZATION	1	LS	\$9,000.00	\$9,000.00
2	MAINTENANCE OF TRAFFIC	1	LS	\$2,800.00	\$2,800.00
3	SILT FENCE	700	LF	\$1.50	\$1,050.00
4	REMOVE EXISTING PAVEMENT	1	LS	\$8,200.00	\$8,200.00
5	3-1/8" PERMEABLE PAVERS	3,203.00	SF	\$7.80	\$24,983.40
6	2" #8 AGGREGATE BASE	356	SY	\$11.00	\$3,916.00
7	4" #57 STONE BASE	356	SY	\$19.00	\$6,764.00
8	6" #2 STONE SUBBASE	356	SY	\$28.00	\$9,968.00
9	12" COMPACTED SUB-GRADE 95% COMPACTION	431	SY	\$11.50	\$4,956.50
10	6" 3,000 PSI CONC. REINFORCED W/6X6 10X10 WWM TURNOUTS	10	SY	\$98.00	\$980.00
11	13" X 18" RIBBON CURB	623	LF	\$23.50	\$14,640.50
12	DROP CURB	27	LF	\$32.00	\$864.00
13	MIRAFI 140N GEOTEXTILE FABRIC (BOTTOM & SIDES)	426	SY	\$7.00	\$2,982.00
14	SOD (UP TO 2 FEET EACH SIDE OF ALLEY)	500	SY	\$0.50	\$250.00
15	DETECTABLE WARNING MAT (TERRA COTA COLOR)	2	EA	\$365.00	\$730.00
	<b>SUBTOTAL</b>				\$92,084.40
16	TESTING	1	LS	\$950.00	\$950.00
17	CONSTRUCTION LAYOUT & ASBUILTS	1	LS	\$2,950.00	\$2,950.00
	<b>PROJECT TOTAL</b>				\$95,984.40

PROPOSAL FORM

BID PROPOSAL TO THE CITY OF TAVARES, FLORIDA

To All Bidders: Pillar Construction Group, LLC. Date 06/26/2015

The undersigned declares that he has carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and provision of services called for.

The undersigned proposes to deliver the product/service in accordance with the specifications for the sum of:

\$ 116,477.00  
One Hundred Sixteen Thousand Four Hundred Seventy Seven dollars and Zero cents

**OPTION TO EXTEND PRICES TO FUTURE PROJECTS** YES \_\_\_\_\_ NO X

**ALL PRICES F.O.B. TAVARES FL**

Pillar Construction Group, LLC.  
COMPANY NAME

  
SIGNATURE

EMAIL mboutros@pillargroupfl.com

Michael Boutros  
PRINTED NAME

( 352 ) 394-1032  
TELEPHONE NUMBER

Manager  
TITLE

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**T.A. HUX ALLYWAY**

**SCHEDULE OF UNIT PRICES**

	Description	Quantity	Unit	Unit Price	Amount
1	MOBILIZATION	1	LS	\$ 57,916.65	\$ 57,916.65
2	MAINTENANCE OF TRAFFIC	1	LS	\$ 1,500.00	\$ 1,500.00
3	SILT FENCE	600	LF	\$ 0.65	\$ 390.00
4	REMOVE EXISTING PAVEMENT	1	LS	\$ 5,000.00	\$ 5,000.00
5	3-1/8" PERMEABLE PAVERS	3105	SF	\$ 3.79	\$ 11,767.95
6	2" #8 AGGREGATE BASE	345	SY	\$ 6.84	\$ 2,359.80
7	4" #57 STONE BASE	345	SY	\$ 11.34	\$ 3,912.30
8	6" #2 STONE SUBBASE	345	SY	\$ 18.18	6,272.10
9	12" COMPACTED SUB-GRADE 95% COMPACTION	345	SY	\$ 28.98	\$ 10,000.00
10	6" 3,000 PSI CONC. REINFORCED W/6X6 10X10 WWM TURNOUTS	22	SY	\$ 21.59	\$ 475.20
11	13" X 18" RIBBON CURB	600	LF	\$ 20.20	\$ 12,120.00
12	DROP CURB	27	LF	\$ 15.00	\$ 405.00
13	MIRAFI 140N GEOTEXTILE FABRIC (BOTTOM & SIDES)	460	SY	\$ 3.60	\$ 1,656.00
14	SOD (UP TO 2 FEET EACH SIDE OF ALLEY)	134	SY	\$ 2.98	\$ 402.00
15	DETECTABLE WARNING MAT (TERRA COTA COLOR)	2	EA	\$ 150.00	\$ 300.00
	<b>SUBTOTAL</b>				\$ 114,477.00
16	TESTING	1	LS	\$ 500.00	\$ 500.00
17	CONSTRUCTION LAYOUT & ASBUILTS	1	LS	\$ 1,500.00	\$ 1,500.00
	<b>PROJECT TOTAL</b>				\$ 116,477.00

PROPOSAL FORM

BID PROPOSAL TO THE CITY OF TAVARES, FLORIDA

To All Bidders: T.A. Hux Alleyway Date June 26, 2015  
Bid No. 2015-2017

The undersigned declares that he has carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and provision of services called for.

The undersigned proposes to deliver the product/service in accordance with the specifications for the sum of:

\$ 189,055.<sup>60</sup>  
one hundred eighty nine thousand fifty five dollars dollars and sixty cents cents

OPTION TO EXTEND PRICES TO FUTURE PROJECTS YES \_\_\_\_\_ NO X

ALL PRICES F.O.B. TAVARES FL

Dallas 1 Corp., dba  
Dallas 1 Construction and Paul R. Lancaster  
COMPANY NAME Development SIGNATURE  
Paul R. Lancaster  
EMAIL paul.lancaster@d2ed.com PRINTED NAME  
(813) 981-1922  
TELEPHONE NUMBER TITLE President

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**T.A. HUX ALLEYWAY**

**SCHEDULE OF UNIT PRICES**

	Description	Quantity	Unit	Unit Price	Amount
1	MOBILIZATION	1	LS	29,850. <sup>00</sup>	29,850. <sup>00</sup>
2	MAINTENANCE OF TRAFFIC	1	LS	4,220. <sup>00</sup>	4,220. <sup>00</sup>
3	SILT FENCE	667	LF	5. <sup>80</sup>	3,868. <sup>60</sup>
4	REMOVE EXISTING PAVEMENT	1	LS	4,750. <sup>00</sup>	4,750. <sup>00</sup>
5	3-1/8" PERMEABLE PAVERS	3,852	SF	12. <sup>00</sup>	46,224. <sup>00</sup>
6	2" #8 AGGREGATE BASE	428	SY	17. <sup>00</sup>	7,276. <sup>00</sup>
7	4" #57 STONE BASE	428	SY	34. <sup>00</sup>	14,552. <sup>00</sup>
8	6" #2 STONE SUBBASE	428	SY	56. <sup>00</sup>	23,968. <sup>00</sup>
9	12" COMPACTED SUB-GRADE 95% COMPACTION	428	SY	27. <sup>00</sup>	11,556. <sup>00</sup>
10	6" 3,000 PSI CONC. REINFORCED W/6X6 10X10 WWM TURNOUTS	28	SY	150. <sup>00</sup>	4,200. <sup>00</sup>
11	13" X 18" RIBBON CURB	625	LF	33. <sup>00</sup>	20,625. <sup>00</sup>
12	DROP CURB	28	LF	61. <sup>00</sup>	1,708. <sup>00</sup>
13	MIRAFI 140N GEOTEXTILE FABRIC (BOTTOM & SIDES)	570	SY	8. <sup>40</sup>	4,788. <sup>00</sup>
14	SOD (UP TO 2 FEET EACH SIDE OF ALLEY)	140	SY	16. <sup>00</sup>	2,240. <sup>00</sup>
15	DETECTABLE WARNING MAT (TERRA COTA COLOR)	2	EA	580. <sup>00</sup>	1,160. <sup>00</sup>
	<b>SUBTOTAL</b>				180,985. <sup>60</sup>
16	TESTING	N/A	LS	N/A	N/A
17	CONSTRUCTION LAYOUT & ASBUILTS		LS	8,070. <sup>00</sup>	8,070. <sup>00</sup>
	<b>PROJECT TOTAL</b>				189,055. <sup>60</sup>

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: July 15, 2015**

**AGENDA TAB NO. 13**

**SUBJECT TITLE: Budget Workshop – Enterprise and Special Funds Presentation**

---

**OBJECTIVE:** To present the Fiscal Year 2016 Enterprise and Special Fund Budgets (October 1, 2015 through September 30, 2016).

**SUMMARY:** Council previously discussed the broad budget priorities for the City Administrator to use as guiding principles in developing a budget. The City Administrator has incorporated those discussions into the draft budget for all funds. Council was previously presented the General Fund Budget at their first budget workshop held on July 1, 2015.

This second budget workshop is to present the Enterprise Fund Budgets and the Special Fund Budgets (Water, Wastewater, Reclamation, Stormwater, Solid Waste, Seaplane Base/Marina, the Pavilion on the Lake, other small funds, and the five year Capital Plan) to the Council at a public meeting.

The Water/Wastewater, and Stormwater Fund includes rate adjustments on October 1, 2015 as provided in the Rate Study which was previously approved by the City Council on November 19, 2014 (Water & Wastewater: CPI + 1%, Stormwater \$.75 per ERU).

**ENTERPRISE FUND BUDGETS:**

The City Administrator and his staff have developed the Enterprise Fund budgets for Fiscal Year 2016 for Council's consideration.

- Water & Wastewater Operating - \$8,671,580
- Stormwater Operating - \$1,003,785
- Water/Wastewater Impacts - \$1,115,000
- Water/Wastewater Renewal & Replacement - \$297,200
- Water/Wastewater SRF Debt Service – \$1,802,063
- Sunset View Special Assessments- \$109,852
- Solid Waste - \$2,640,852
- Seaplane Base – \$699,650

In addition, Special Revenue Fund Budgets have been developed for Fiscal Year 2016 for Council's consideration.

- Pavilion Special Revenue Fund - \$667,318
- Police Education (Second Dollar) - \$1,650
- Community Redevelopment (TIF) – 112,000
- Police, Fire, & Park Impact Funds - \$40,000
- Freedom Flag Maintenance - \$7,208
- Fire Assessment - \$1,619,134
- Infrastructure Sales Tax - \$1,351,573

- Grants - \$290,000

All funds are fully balanced (projected revenues equal projected expenses). They include, among many other items, the following:

1. A Similar Level of Service
2. A Fire Assessment that is level funded (same rate as current year)
3. Employee raises of 5%
4. Health care cost increases (Employee contributions up 7.5% on HMO and 60% on PPO).
5. One new position for Wastewater is requested
  - Utility Services Maintenance Technician
6. Two new positions are requested for the Pavilion
  - Event Services Coordinator - full-time position
  - Event Support Worker – part-time position
7. Capital equipment for Water/Wastewater Operating (vehicle for Lab Division, vehicle replacement for Wastewater Treatment, utility bed replacement for crane truck, fencing for lift stations, ARV replacements on force mains)
8. Capital equipment for Solid Waste (replace truck#614, rehab truck#622, and complete rehab for truck#624)
9. Capital equipment and project for Stormwater (small street sweeper, Delaware Street drainage improvements)
10. Seaplane Base fueling system upgrades and replacement parts
11. Additional cameras and kiosk for Pavilion
12. Capital Expansion projects for Water/Water Impact Fund (David Walker Water Main Extension, ISBA Water/Wastewater Study, Woodlea Plant Upgrades, equalization tank design)
13. Renewal and Replacement Fund major maintenance repairs and replacements (digester blower, motors and pumps at plants, lift station pump and piping replacements, 12" water line at Disston & Main St.)

**RECOMMENDATION:**

It is recommended that the Finance Director present the Enterprise Operating Funds and Special Fund budgets department by department during which and/or after which the Council can take notes, ask pertinent questions or make pertinent comments.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: July 15, 2015**

**AGENDA TAB NO. 14**

**SUBJECT TITLE: Previous Budget Workshop Flagged items, questions & answers**

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**OBJECTIVE:** To present the previous budget workshop flagged items, questions and answers.

**SUMMARY:**

Previously the General Fund budget was delivered and presented to the City Council at their July 1, 2015 budget workshop at which items were flagged for further consideration and questions were asked.

Attached is a summary of the flagged items as well as the questions and answers.

**OPTIONS:**

1. Discuss any flagged items or questions.
2. Do not discuss.

**STAFF RECOMMENDATION:**

That Council discusses the flagged items and obtains any additional clarity if needed on the answers to the questions.

**FISCAL IMPACT** None until the final budget is adopted.

**LEGAL SUFFICIENCY:** Legal sufficiency

# FY 2016 Draft Budget - Council Workshop Notes

## **FLAGGED ITEMS FOR THE FY2016 BUDGET**

*(Flagged items are items that the Tavares City Council has requested to revisit)*

1. Alfred Street/Caroline Street Landscaping & Streetscape

<u>Dewitt's Bid</u>	<u>Engineer's Estimate</u>
Landscaping – 487,941	561,313
Streetscape – 260,665	394,321
2. Renaissance Faire (\$4,000)
3. Community Grant Amount – Staff seeks clarification from Council on amount. (\$2,500 or \$3,500)

## **WORKSHOP COMMENTS AND QUESTIONS FROM RESIDENTS:**

### **Ms. Laratta:**

1. Why does the City Continue to donate to the Renaissance Faire? What is the payback to the City?
  - ✓ A letter is attached from the Lake County Economic Development Director identifying the economic benefits of the Renaissance Faire
2. What is planned for Sister City activities? Laratta stated that rather than doing another visitation there should be additional activities such as a student exchange.
  - ✓ The City Administrator stated the following:
    - a placeholder for \$12,500 has been put into the budget.
    - a visitation to the Sister City is envisioned as part of that plan.
    - the City would like to continue expanding the Sister City program to other sister cities that have seaplanes and aviation.
    - there have been some behind the scene activities in terms of cultural and student and business exchange with the Tavares Chamber and the Tavares Rotary Club – Dragon Boat commitment.
    - The Mayor has been active in corresponding with the City's Sister City and reaching out to the Rotary Club and the Chamber in Taipei.
3. Is the Wooton Park Memorial Intended for the biographies of the alleyways? What is the cost of the Memorial? Laratta stated that she would rather see the money devoted to the Alfred Street Streetscape.

- ✓ The City Administrator stated that the plan was to have one memorial in Wooton Park with a biography of each individual who is honored on the alleyways and possibly including a map showing how to find the alleyways.
  - ✓ The City Administrator stated that \$10,000 has been budgeted compared with the \$487,941 needed for the Streetscape.
4. Employee Fitness Program – Laratta stated that experience with companies has been that people sign up but do not follow through, and suggested that there should be some result that has to be shown.
    - ✓ When the program is developed, parameters will be put in place.
  5. How much money would be available if the millage rate stayed the same (without reducing it)? Laratta asked if leaving the millage the same could be a source of funding for finishing the Alfred Project (Streetscape).
    - ✓ \$66,430 - Amount of additional revenue if millage is not reduced)
    - ✓ \$487,941 – Cost of Alfred Street & Caroline Street Streetscape

**Mr. Joachim:**

6. What is the total City budget figure (amount) for all funds. Joachim commended the City for being upfront and transparent with their budget.
  - ✓ The total city-wide draft budget amount (all funds) for FY2016 is \$36,441,272.

**CITY COUNCIL WORKSHOP COMMENTS AND QUESTIONS:**

**Mayor Smith:**

1. Mayor Smith asked what the repair costs and down time was in FY2014-2015 for the pumper being replaced in the budget?
  - ✓ Ms. Houghton stated that so far the City has spent \$11,000 in FY2014-2015 on the pumper.
  - ✓ Ms. Houghton provided the Council with worksheet of detailed costs.
  - ✓ Chief Keith provided an overview of the Pumper's condition and the effects of the down time for the Fire Department.
2. What are our employee salaries compared to surrounding communities:
  - ✓ Ms. Houghton stated that staff gathered information from surrounding cities on pay ranges for various city positions. She provide Council with a detailed worksheet (attached).
3. On Page 16, what is Capital Outlay and Other?
  - ✓ Ms. Houghton explained that the page is a summary of all General Fund Departments with columns showing the various expenditure types.

- ✓ The first column is Personal Service Costs including wages and benefits.
  - ✓ The second column is the Operating Expenditures – expenditures required for service delivery.
  - ✓ The last column called “Capital Outlay and Other” includes expenditures for capital outlay, debt service, community grants, and transfers.
4. On Page 50, the capital lease went up when it was running steady for the two previous years.
    - ✓ Debt service for the Chiller (\$250,000) is anticipated to be purchased with the Fire Truck and vehicle utilizing a capital lease. Lease payments for the Chiller accounts for the increase. Fire vehicle lease payments are included in the Fire Department on page 131.
  5. Requests information on the Chillers:
    - ✓ A/C Chiller Replacement – this is for the Air Conditioning Unit at City Hall. The current unit was purchased in 1998, and is beyond its original life expectancy.
  6. On Page 79, who are Quorum Services?
    - ✓ Quorum Services provide Building Permit Review, and Building Inspection services for the City.
  7. Page 245, account 572-34-10, what is the rate study for, and what are the benefits.
    - ✓ This is for a rate study for General Government Impact Fees including Police, Fire, and Parks. The last study was done in 2005. Water and Wastewater studies are completed every five years. It is necessary for the City to review and ensure that current fees are appropriate.
  8. Page 359, are the costs of the new hoses due to FAA safety requirements included in the costs of the fueling system.
    - ✓ Mr. Tweedie confirms that is correct.
  9. Page 353, account 512-81-10, miscellaneous grants is set at \$2,500. He stated that he thought Council had approved for the \$1,000 of unused money in the current budget to be included in the FY2016 Budget.
    - ✓ Ms. Houghton stated that Staff would make that correction.
  10. Could staff prepare a worksheet to show the value of ad valorem receipts for various millage rates.
    - ✓ Ms. Houghton stated that staff would provide Council with the requested information (see attached).

Vice Mayor Grenier:

1. Stated that a cut list had been included in the budget document. Could some of those cuts be added back to the budget if tweaks are made to the budget?

- ✓ Yes. If the millage rate remains unchanged, Council would need to exchange an included item for a “cut” item.
- ✓ Yes. Council could raise the millage rate to fund “cut” items.
- 2. The \$1,000 that was mentioned for the Community Grants is already in the budget.
  - ✓ Staff will review and make corrections if needed.
- 3. What is the “Holiday Festival”?
  - ✓ Holiday Festival, Light-up, Christmas Event are all the same event.
  - ✓ As requested by Council, staff will make sure that the event is noted in the budget as the “Christmas Event” and not the Holiday Event.

#### Councilmember Pfister

1. Stated that she has objected to funding the Renaissance Faire. Councilmember Pfister stated that there are other needs that this money could be used for such as the façade program.
  - ✓ A letter is attached from the Lake County Economic Development Director identifying the economic benefits of the Renaissance Faire.
2. Ms. Pfister noted that the \$1,000 mentioned for the Community Grants is already in the budget.
  - ✓ Staff will review and make corrections if needed.

#### Councilmember Speaks and Councilmember Johnson

Each stated that they are in the process of reviewing the budget and look forward to the additional Budget Workshops.

Charlie's Numbers:

**Fire Engine #207:**

Amount Spent to Fix in 2014-2015 \$ 15,000.00  
 Upcoming Estimated Costs \$12,000 to \$18,000 To replace motor

**Battalion Vehicle #220:**

Amount Spent to Fix in 2014-2015 \$ 12,000.00  
 Upcoming Estimated Costs \$18,000 To replace pump and motor

Fire Engine #207			
Vendor	Date	Amount	Note
			Replace leaking fuel line from injection pump to
The Truck Shop, Inc	11/3/2014	\$ 959.62	filter housing
Thermo King	6/8/2015	\$ 20.54	A/C Compressor
H & D Auto Parts	5/21/2015	\$ 56.22	V Belt
Thermo King	5/20/2015	\$ 44.96	A/C Oring Fitting & A6 Hold Down Plate
Thermo King	5/11/2015	\$ 962.54	A/C Compressor
Kenworth of Central Florida	2/24/2015	\$ 196.79	Hand Primer
Thermo King	2/23/2015	\$ 12.10	AC Fitting
Trans Diesel of Central Florida	2/12/2015	\$ 661.69	Diagnostics & Transmission Labor
Josan Truck Frame and Alignment	2/10/2015	\$ 2,251.37	Front Springs, Front Pins, Bushings, Alignment
Complete Radiator	1/13/2015	\$ 195.00	Clean & Repair Cooler
Accurate Diesel Injection	1/12/2015	\$ 825.00	Reman Turbo Charger
Fire Apparatus Repair	11/24/2014	\$ 345.29	Replace Panel Locks and Labor
The Truck Shop, Inc	10/17/2014	\$ 1,047.87	Bracket, Shim, & Alignment
Bales & Langley Wrecker Service	9/11/2014	\$ 198.00	Towing Service
Kenworth of Central Florida	8/26/2014	\$ 161.01	Gasket Banjo and Tue Assy Hi/P
Central Hydraulics Hose & Acce	8/26/2014	\$ 72.36	Hose Assembly
Fire Apparatus Repair	8/19/2014	\$ 829.62	Rebuilt Pilot Valve
			Replace Vibration Dampner, Relocate Exhaust
			Bracket, repair Throttle Brackets, Replace Fuel
Kenworth of Central Florida	8/7/2014	\$ 1,954.81	Lines
<b>Total</b>		<b>\$ 10,794.79</b>	

Battalion Vehicle #220			
Vendor	Date	Amount	Note
Plaza Lincoln Inc	3/9/2015	\$ 39.51	Handle
<b>Total</b>		<b>\$ 39.51</b>	

<b>Residential</b>	Example 1	Example 2	Example 3	Example 4	Example 5
Home Value Assessed Value	50,000.00	150,000.00	175,000.00	200,000.00	250,000.00
1st Homestead Exemption	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)
2nd Homestead Exemption	0.00	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)
Assessed Value	25,000.00	100,000.00	125,000.00	150,000.00	200,000.00
Proposed Ad Valorem Millage	6.6166	6.6166	6.6166	6.6166	6.6166
Proposed Debt Svc Millage	0.4068	0.4068	0.4068	0.4068	0.4068
Total Millage	7.0234	7.0234	7.0234	7.0234	7.0234
Assessed Tax - Annual	175.59	702.34	877.93	1,053.51	1,404.68
Assessed Tax - Monthly	14.63	58.53	73.16	87.79	117.06
Assess Tax - Quarterly	43.90	175.59	219.48	263.38	351.17

<b>COMMERCIAL</b>	1401674 Example 1	1686601 Example 2	3840654 Example 3	2563052 Example 4	2792183 Example 5
Business Value	75,154.00	160,046.00	257,934.00	407,920.00	1,525,451.00
Exemptions	0.00	0.00	0.00	0.00	0.00
Assessed Value	75,154.00	160,046.00	257,934.00	407,920.00	1,525,451.00
Proposed Ad Valorem Millage	6.6166	6.6166	6.6166	6.6166	6.6166
Proposed Debt Svc Millage	0.4068	0.4068	0.4068	0.4068	0.4068
Total Millage	7.0234	7.0234	7.0234	7.0234	7.0234
Assessed Tax - Annual	527.84	1,124.07	1,811.57	2,864.99	10,713.85
Assessed Tax - Monthly	43.99	93.67	150.96	238.75	892.82
Assess Tax - Quarterly	131.96	281.02	452.89	716.25	2,678.46

Prior Year Advalorem Millage	6.7283	6.7283	6.7283	6.7283	6.7283
Prior Year Debt Service Millage	0.4286	0.4286	0.4286	0.4286	0.4286
Total PRIOR YEAR Millage	7.1569	7.1569	7.1569	7.1569	7.1569
Millage Decrease - ad valorem	(0.1117)	(0.1117)	(0.1117)	(0.1117)	(0.1117)
Millage Decrease - debt svc	(0.0218)	(0.0218)	(0.0218)	(0.0218)	(0.0218)
	(0.1335)	(0.1335)	(0.1335)	(0.1335)	(0.1335)
% millage DECREASE - ad valorem	-1.660%	-1.660%	-1.660%	-1.660%	-1.660%
% millage DECREASE - debt svc	-5.086%	-5.086%	-5.086%	-5.086%	-5.086%
TOTAL % Millage Decrease	-1.865%	-1.865%	-1.865%	-1.865%	-1.865%

Residential \$ Savings per Year	3.34	13.35	16.69	20.03	26.70
Residential \$ Savings per Month	0.28	1.11	1.39	1.67	2.23
Residential \$ Savings per Quarter	0.83	3.34	4.17	5.01	6.68
Commercial \$ Savings per Year	10.03	21.37	34.43	54.46	203.65
Commercial \$ Savings per Month	0.84	1.78	2.87	4.54	16.97
Commercial \$ Savings per Quarter	2.51	5.34	8.61	13.61	50.91

**1401674** ACAP Development Inc.  
**1686601** David & Nancy Clutts  
**3840654** K-04 LLC  
**2563052** Hardee's Restaurant  
**2792183** Vann Ganaway

A	B	C	D	E	F
2					
3					
4	<b>Position Salary/Wage Comparisons - starting annual wages/salaries</b>				
5					
6		<b>Tavares</b>	<b>Mount Dora</b>	<b>Eustis</b>	
7					
8	Police Officer	34,608.08	37,300.10	36,099.07	
9	Firefighter	32,569.00	34,669.00	42,676.34	
10	Street & Road Maintenance Worker	24,500.00	25,043.20	25,226.92	
11	SW Maintenance Worker	23,600.00	27,497.60	25,226.92	
12	Fleet Technician	26,250.00	28,828.80	27,722.45	
13	Fleet Mechanic II	28,500.00	28,828.80	30,578.43	
14	Customer Service Clerk/Billing Clerk	23,000.00	24,497.60	26,439.56	
15	Park Maintenance Worker	22,000.00	25,043.20	25,226.92	
16	Lift Station Mechanic	26,500.00	27,497.60	30,578.43	
17	Utility Service Worker	24,500.00	27,497.60	25,226.92	
18	Treatment Plant Operator	27,700.00	31,782.40	33,284.71	
19	Administrative Assistant	26,500.00	29,952.00	27,722.45	

*Notes:*

1. *An informal survey was conducted*
2. *Amounts reflect a comparison of starting ranges for the positions indicated*
3. *Positions shown may not be exact title matches among entities*
4. *Job descriptions, position duties, and or benefits were not reviewed or analyzed.*



July 2, 2015

Carman Cullen-Batt  
Executive Director  
Educational Foundation  
2045 Pruitt Street  
Leesburg, FL 34748

Dear Ms. Cullen-Batt,

The Lake County Economic Growth Department has operated a comprehensive event sponsorship program for the last 3.5 years. During this time, sponsored events have brought hundreds of thousands of visitors and room nights into Lake County. The amount of funding awarded with each grant is based on the impacts each event generates for Lake County. Lake County Economic Growth measures the impacts of these events to ensure that funding levels are appropriate given the impacts.

According to our analysis of The Lady of the Lakes Renaissance Faire, the new two week format was responsible for greater than \$2 million in total economic impact to Lake County and over \$500,000 in local employee earnings for the 2014 event. These numbers are calculated utilizing a standard economic impact model based on RIMS II economic impact multipliers provided by the Bureau of Economic Analysis. It is anticipated that these impacts will increase substantially as the event continues to grow at the new expanded site.

If you need any additional information regarding the economic impacts generated by the Renaissance Faire, please do not hesitate to contact myself or a member of our staff. We wish you continued success with future events at the facility.

Sincerely,

Robert L. Chandler IV, CECD, Director  
Economic Growth Department

ECONOMIC GROWTH DEPARTMENT  
P.O. BOX 7800 • 315 W. MAIN ST., TAVARES, FL 32778 • P 352.742.3918 • F 352.742.3906  
*Board of County Commissioners • [www.lakecountyfl.gov](http://www.lakecountyfl.gov)*

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TIMOTHY I. SULLIVAN  
*District 1*

SEAN M. PARKS, AICP, QEP  
*District 2*

JIMMY CONNER  
*District 3*

LESLIE CAMPIONE  
*District 4*

WELTON G. CADWELL  
*District 5*

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: July 15, 2015**

**AGENDA TAB NO. 15**

**SUBJECT TITLE: Setting of Tentative Maximum Millage Rate for FY 2016 Budget**

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**OBJECTIVE:**

To receive information from the Finance Director on the proposed millage rate and vote to set the tentative maximum millage rate for FY 2016.

**SUMMARY:**

The Proposed FY2016 General Fund Budget includes a proposed millage rate of 6.6166. State of Florida Truth in Millage (TRIM) requires the City to set a maximum tentative millage rate, and to complete and certify this rate via the DR-420 form to the Property Appraiser no later than July 31, 2015. The property appraiser will notice residents in August of the proposed maximum millage rate.

TRIM rules state that once the Tentative Maximum Millage rate is set by the City Council, the City may decrease the Tentative Maximum Millage Rate when the final millage rate is adopted at the Final Budget Hearing in September, but the City may not increase the Final adopted millage rate above the Tentative Maximum Millage Rate set tonight (via the Certified DR-420).

The approved Tentative Millage Rate will be the highest rate that the City may adopt in the Final Budget.

The Finance Director will provide City Council with the current millage rate, the proposed Fiscal Year 2016 millage rate, and a breakdown of the value of the millage rate. The table below is provided to assist the Council in setting the Tentative Maximum Millage Rate.

	FY 2016 Proposed Budget from BEST ESTIMATE	FY 2016 Proposed Budget from 7-1-2015 Certified Roll	Increase from Printed Draft Budget
Ad valorem Tax at 6.6166	\$4,453,668	\$4,467,591	\$13,923
1.00 Mill equals		\$675,211	
.5 Mill equals		\$337,605	
.25 Mill equals		\$168,803	
.10 Mill equals		\$67,521	
.05 Mill equals		\$33,761	
.025 Mill equals		\$16,880	
.0125 Mill equals		\$8,440	

<b>Examples of Proposed Millage Rate</b>			
	<i>Residential</i>	<i>Residential</i>	<i>Commercial</i>
Property Value	50,000	150,000	150,000
Exemptions	(25,000)	(50,000)	0
<b>Taxable Value</b>	25,000	100,000	150,000
Proposed Millage	6.6166	6.6166	6.6166
Voted Debt Service	0.4068	0	0
<b>Total Millage</b>	7.0234	6.6166	6.6166
Annual Tax Amount	\$176	\$662	\$992
Monthly Tax Amount	\$15	\$55	\$83

**OPTIONS:**

City Council discuss and then set a tentative maximum millage rate for FY 2016.

**STAFF RECOMMENDATION:**

City Council discuss and then set a tentative maximum millage rate for FY 2016.

**FISCAL IMPACT:**

n/a

**LEGAL SUFFICIENCY:**

Legally sufficient.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: July 15, 2015**

**AGENDA TAB NO. 16**

**SUBJECT TITLE: Update on Status of Wooton Park Project**

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**OBJECTIVE:**

The Economic Development Director will provide an update on the status of the Wooton Park project at the Council Meeting.

**SUMMARY:**

City Council requested an update of the Wooton Park project at the previous Council Meeting.

**OPTIONS:**

n/a

**STAFF RECOMMENDATION:**

n/a

**FISCAL IMPACT:** n/a

**LEGAL SUFFICIENCY:**

n/a

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
JULY 15, 2015**

**AGENDA TAB NO. 17**

**SUBJECT TITLE: City Administrator Report**

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**OBJECTIVE:** To inform Council on city related matters.

**SUMMARY: Will be presented at meeting**

**UPCOMING MEETINGS: (check with Susie Novack for any last minute changes)**

- Regular City Council Meeting – August 5, 2015 – 4:00 pm.  
And Budget Workshop – Five Year Capital Fund and Discussion on Budget
- Code Enforcement Meeting – Special Magistrate – July 28, 2015 – 5:30 pm
- Library Board – August 19, 2015 - Library Conference Room – 2:00 p.m.
- Planning & Zoning Board – July 16, 2015 – City Council Chambers – 3:00 p.m.
- Lake Sumter MPO – July 22, 2015 – 2 p.m. MPO Board Room, Leesburg
- Lake County League of Cities Luncheon Meeting – August 14, 2015 – 12:00

**EVENTS**

- September 10 - Tavares Chamber of Commerce Red Gala Event
- September 25-27 – Rifles, Rails & History
- October 24, 2015 – Monster Splash
- October 23-24, 2015 – Howl-o-Fest
- October 31 – November 1 2015 – HydroDrags World Championships
- Z- Fest 2015 – November 7, 2015 – 9:00 a.m. – Wooton Park
- November 12, 2015 – Taste of Tavares – Tavares Pavilion on the Lake – 6:00 p.m.
- November 13-15 – CRA Fall Thunder Regatta

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
JULY 15, 2015**

**AGENDA TAB NO. 18**

**SUBJECT TITLE: City Councilmembers Report**

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**OBJECTIVE:**

To inform Council on city related matters.

**SUMMARY:**

Council will be offered an opportunity to provide a report at the meeting.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

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