



**CITY COUNCIL
ZEPHYRHILLS, FLORIDA**

**Monday, July 28, 2025
6:00 PM**

Please join the GoToMeeting
from your computer, tablet or smartphone:

<https://meet.goto.com/855960693>

or dial in using your phone:

+1 (646) 749-3122- Access Code: 855-960-693

(Please mute your phone unless you wish to speak on a specific item)

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order — Council President Charles E. Proctor

Roll Call — City Clerk Ricardo Quiñones

Invocation — Pastor Kendall Deford

Pledge of Allegiance —

CITIZEN COMMENTS

MAYOR

- 1 Proclamation - Malachi Woodard
 1. 2025 Malachi Woodard

1. CONSENT ITEMS

- 1.1 Approval of Storm Preperatoin Workshop Minutes - April 28, 2025
 1. M04.28.2025 - Storm Preperation Workshop FINAL
- 1.2 Approval of City Council Meeting Minutes - July 14, 2025
 1. M07.14.2025 - FINAL

- 1.3 Approval of Budget Workshop Minutes - July 14, 2025
 1. M07.14.2025 - Budget Workshop FINAL
- 1.4 Approval of Zephyr Park Presentation Minutes - July 17, 2025
 1. M07.17.2025 - Zephyr Park Presentation FINAL
- 1.5 Approval to Purchase 2026 Chevy 2500 Utility Vehicle from Alan Jay Fleet Sales
 1. Quote Sheet - 2026 Chevy 2500 Utility Vehicle from Alan Jay Fleet Sa(36895839.1)
- 1.6 Award of Bid to RCM Utilities for Bid #2025-009 Emergency Generator HMGP Grant
 1. 2025.07.17_Bid Evaluation LTR_RCM Utilities(36874467.1)
 2. ITB 2025-009 PA EVAL-Generators-Purchase _ Install(36874469.1)
- 1.7 Award of Bid for Generator Maintenance RFP #2025-007 to GenServe and RingPower
 1. 2025-007 Generator Maintenance(36874550.1)
 2. Genserve SUMMARY(36874588.1)
 3. Genserve Zephyrhills_TECHNICAL RESPONSE 2(36874589.1)
 4. Ring Power SUMMARY(36874570.1)
 5. Ring Power TECH RESP 2_Business_Continuity_- _Tampa(36874571.1)
- 1.8 Approval of Proposal for Hydrant Maintenance to R&M Services
 1. R_M Service Solutions Piggyback 06092025(36332538.1)
 2. Exhibit A - R_M Longboat(36332541.1)
 3. Approval Pgbk by RM Zephyrhills off LBK Cert Sign 04282025(36332533.1)
 4. Approval by Town of Longboat Key(36332532.1)
 5. City of Zephyrhills Hydrant Maintenance FY 25-26 25C0122RM
- 1.9 Approval of Proposal for Well #4 Rehabilitation to AC Schultes
 1. Quote_Well #4 pump replacement_7.17.25
- 1.10 Approval of **41-25-18** FDOT Piggyback with Bayer United Engineering Consultants LLC
 1. 36761418v1 - Piggyback with Bayer United Engineering Consultants LLC 41-25-18 07142025
 2. 36761419v1 - Exhibit A - Bayer United Piggyback
 3. Approval by FDOT
- 1.11 Approval of Amendment 1 to DEO Grant Agreement HL258 (**24-24-03**), Zephyr Park Improvements
 1. HL258 Amendment 1
- 1.12 Approval of Neptune meter 2.8% CPI and the 5% Tariff cost increases [**41-24-18**].
 1. US Surcharge Customer Letter
 2. City of Zephyrhills - Price Adjustment Notification for FY26

2. BUSINESS ITEMS/PUBLIC HEARING

- 2.1 CCC - Annexation
 Second Reading ORDINANCE NO. 1503-25 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA ANNEXING APPROXIMATELY 13.72 ACRES (MOL) INTO THE CORPORATE LIMITS OF THE CITY DESCRIBED AS PARCEL NUMBER 18-26-22-0010-09300-0000 ZEPHYRHILLS, FLORIDA, IN ACCORDANCE WITH SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND

AN EFFECTIVE DATE."

- A. Council President opens Public Hearing.
- B. Council President closes Public Hearing.
- C. City Council considers Ordinance No. 1503-25 on the Second Reading.

- 1. 36742571v1 - Ordinance 1503-25 CCC Property Holdings Chancey Annexation Ordinance - Draft

- 2. Chancey Annexation Aerial Map

2.2 CCC - Rezoning and FLU

Second Reading ORDINANCE NO. 1504-25 **"AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA PROPOSING AN AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN, PROVIDING FOR A SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT TO THE FUTURE LAND USE MAP CHANGING FROM COUNTY IL TO CITY IN (INDUSTRIAL) AND THE ZONING DESIGNATION FROM COUNTY AC TO CITY LI (LIGHT INDUSTRIAL) FOR APPROXIMATELY 13.72 ACRES OF REAL PROPERTY LOCATED WEST OF CHANCEY ROAD, AND EAST OF THE ZEPHYRHILLS AIRPORT AND ZEPHYRHILLS MUNICIPAL BOUNDARY AND HAVING PARCEL ID# 18-26-22-0010-09300-0000; PROVIDING FOR REPEALER, CONFLICT SEVERABILITY, AND AN EFFECTIVE DATE."**

- A. Council President opens Public Hearing.
- B. Council President closes Public Hearing.
- C. City Council considers Ordinance No. 1504-25 on the Second Reading.

- 1. 36742566v1 - ORDINANCE 1504-25 CCC Property Holdings Chancey Rezoning and FLU - Draft

- 2. Chancey Annexation Aerial Map

2.3 Chicken Ordinance

Second Reading ORDINANCE NO. 1505-25 **" AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA CREATING A NEW SECTION TO CHAPTER 93 OF THE CITY OF ZEPHYRHILLS CODE OF ORDINANCES, SECTION 93.03 ESTABLISHING REGULATIONS FOR THE KEEPING, HARBORING AND MAINTENANCE OF BACKYARD CHICKENS; PROVIDING FOR APPLICABILITY, REPEALER, SEVERABILITY, INCLUSION IN THE CODE, AND PROVIDING AN EFFECTIVE DATE. "**

- A. Council President opens Public Hearing.
- B. Council President closes Public Hearing.
- C. City Council considers Ordinance No. 1505-25 on the Second Reading.

- 1. 36742574v1 - Chicken Ordinance No. 1505-25

- 2. Backyard Chicken Application

2.4 2025 Comprehensive Emergency Management Plan (CEMP)

Resolution No. 859-25 **" A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, ADOPTING THE PASCO COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN. "**

- A. City Council considers Resolution No. 859-25 on the First Reading.

- 1. Resolution 859-25 Comprehensive Emergency Management Plan (CEMP) 2025
- 2. City of Zephyrhills Letter Requesting Adoption
- 3. 2025 CEMP Final

3. PLANNING DIRECTOR'S REPORT

- 3.1 Tree Ordinance Planning Report
 - 1. Landscape-Tree Ordinance Changes

4. FINANCE DIRECTOR'S REPORT

- 4.1 Approval of Tentative Millage Rate
 - 1. Certification of Taxable Value
- 4.2 Debt Issuance for Public Works Facility and Zephyr Park
 - 1. Overall Site Dimension Plan
 - 2. Updated City of Zephyrhills Timetable Capital Improvement Revenue Bonds 2025
 - 3. Zephyrhills Distribution List 2025 Cap Impr Revenue Bonds July 19
- 4.3 Emergency Pay Policy
 - 1. SECTION 28 - EMERGENCY PREPAREDNESS

5. CITY MANAGER'S REPORT

- 5.1 ZEDC Quarterly Update
- 5.2 Award Bid Stellar Development, Inc. - Box Hangars
 - 1. RecAwardLetter_ZPH_Hangars_20250724
- 5.3 Approval of Piggyback agreement **41-25-19** with REP Services, INC for playground equipment.
 - 1. REP Services Piggyback 07282025(36895878.1)
 - 2. Exhibit A - REP Services(36899789.1)
- 5.4 City Parks Playground Equipment Purchase
 - 1. City of Zephyrhills Coverpage
 - 2. 21735.01-PROPOSAL
 - 3. 21736.01-PROPOSAL
 - 4. 21737.02-PROPOSAL
 - 5. 21738.01-PROPOSAL
 - 6. 21818.01-PROPOSAL

MAYOR ANNOUNCEMENTS

CITY MANAGER ANNOUNCEMENTS

CITY ATTORNEY ANNOUNCEMENTS

CITY COUNCIL COMMENTS

6. NOTED ITEMS

- 6.1 June 2025 Quarterly Investment Report
 - 1. June 2025 Quarterly Investment Report
- 6.2 **41-25-20** Restrictive Covenant with Zephyrhills Museum of Military History
 - 1. 41-25-20 Restrictive Covenant with Zephyrhills Museum of Military History

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.**



WHEREAS, Malachi Woodard, a senior at Zephyrhills High School, began his journey in powerlifting as a freshman and has since demonstrated extraordinary dedication, discipline, and perseverance in the sport; and

WHEREAS, Malachi earned his first state title as a sophomore and concluded his high school career with another state championship, solidifying his legacy as one of Florida’s premier high school weightlifters; and

WHEREAS, during the 2025 Class 2A Boys Weightlifting Olympic-Snatch competition, Malachi Woodard broke the state record in the 154 lb. division by lifting an astounding 240 lbs., surpassing the previous record of 230 lbs.; and

WHEREAS, Malachi’s achievements have not only brought pride to Zephyrhills High School but have also earned him a scholarship to Lindenwood University in Missouri, where he will continue his academic and athletic pursuits; and

WHEREAS, surrounded by his family, teammates, and coaches—including Coach James Aguilera—Malachi signed his national letter of intent in the ZHS weight room, expressing heartfelt gratitude to those who supported his journey and helped him realize his dreams; and

WHEREAS, Malachi’s story is one of resilience and inspiration, as he found his purpose and passion in the weight room, using it as a source of motivation and strength to achieve greatness; and

WHEREAS, standing at 5 feet 3 inches tall, Malachi has proven that determination and heart outweigh any physical limitation, and he now aspires to become a strength and conditioning coach to train future professional athletes;

NOW, THEREFORE, I, Melonie Bahr Monson, Mayor of the City of Zephyrhills, by virtue of the authority vested in me, do hereby recognize and commend

**Malachi Woodard
2025 State Champion and Record-Breaking Weightlifter**

for his outstanding accomplishments, unwavering dedication, and the pride he brings to our community. We wish him continued success at Lindenwood University and in all his future endeavors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Zephyrhills, Pasco County, Florida, to be affixed this 28th day of July, 2025.

Melonie Bahr Monson, Mayor

Attest: _____
Ricardo Quiñones, City Clerk

City Council Meeting
July 28, 2025

Information Only

CONSENT ITEMS 1.1

Approval of Storm Preperatoin Workshop Minutes - April 28, 2025

Issue:

The City of Zephyrhills City Council held a Storm Preparation Workshop on April 28, 2025.

Background:

Minutes from that Workshop were prepared and are presented for the Council's review and approval.

Attachment(s):

1. M04.28.2025 - Storm Preperation Workshop FINAL

Fiscal Impact:

N/A

Staff Recommendation:

Staff Recommends approval.

STORM PREPERATION WORKSHOP

A Storm Preparation Workshop was held by City Council on April 28, 2025 at 6:30 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Council President Charles E. Proctor called the meeting to order at 8:10 PM

Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Charles Proctor, Jodi Wilkeson, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe was also present. City Attorney Matthew Maggard was not present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, Utilities Director John Bostic III, CRA Director Gail Hamilton, HR & Risk Management Director Sandra Amerson, IT Director Mike Panak, Airport Manager Nathan Coleman, Finance Director Ted Beason, Building Official Calvin Switzer, Water Treatment Plant Operator A Eric Martin and City Clerk Ricardo Quiñones.

1. WORKSHOP ITEMS

City Manager William Poe presented on storm preparation for the upcoming 2025 hurricane season. He outlined the City's pre-storm, during-storm, and post-storm procedures. Pre-storm activities include preparing city staff and resources according to department-specific Standard Operating Procedures (SOPs), securing buildings, topping off vehicles and fuel tanks, checking generators and pumps, coordinating with stakeholders, ensuring communication plans, and preparing FEMA documentation. During the storm, the city monitors the event, responds to calls for assistance when conditions permit (winds under 45 mph), ensures staff safety, and protects residents' lives and property as conditions allow. Post-storm actions involve deploying strike teams for damage assessments, coordinating debris removal, restoring services, completing FEMA forms, and conducting after-action reports.

Mr. Poe noted lessons learned from Hurricane Milton, including the need for better food and water provisions for all personnel, portable stop signs for intersections without power, improved interdepartmental communication, and better utilization of the Web EOC system for resource requests. Actions taken since Milton include constructing swales to mitigate flooding, applying for funding to improve the Ninth Avenue Pond, working on an emergency generator for Meadowood subdivision, and repairing damaged ponds in Silverado. The city is also working on establishing a stormwater assessment fee to fund future improvements, though the initial quote for developing this fee was deemed high at \$350,000.

Council discussed various aspects of the presentation, including the need for better communication about employee impacts during storms, the possibility of contracting former employees to assist during emergencies, and the importance of council involvement in pre- and post-storm meetings.

CITIZEN COMMENTS - NONE

Before adjournment, there was a brief discussion about the design of the new dais for council meetings. Council members expressed concerns about visibility over monitors and requested features such as pencil drawers and heavier-duty trash cans. They also discussed the need for better presentation of PowerPoint slides during meetings and the possibility of using GoToMeeting for council members to view presentations on their individual screens. Additionally, there was a brief discussion about the increased cost of the city yard project, which was primarily due to soft costs that were not initially included in the estimates.

Adjourn 8:53 PM

Submitted by Ricardo Quiñones

CONSENT ITEMS 1.2

Approval of City Council Meeting Minutes - July 14, 2025

Issue:

The City of Zephyrhills City Council held a regular meeting on July 14, 2025.

Background:

Minutes from that meeting were prepared and are presented for the Council's review and approval.

Attachment(s):

1. M07.14.2025 - FINAL

Fiscal Impact:

N/A

Staff Recommendation:

Staff Recommends approval.

REGULAR CITY COUNCIL MEETING

A Regular City Council Meeting was held on July 14, 2025 at 6:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693.

Council President Charles E. Proctor called the meeting to order at 6:00 PM

Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Charles Proctor, Jodi Wilkeson, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard were also present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, CRA Director Gail Hamilton, HR & Risk Management Director Sandra Amerson, Airport Manager Nathan Coleman, Finance Director Ted Beason, Building Official Calvin Switzer, Public Information Officer Kevin Weiss, Assistant Finance Director Jessica Carter, Principal Planner Rodney Corriveau, Community Planner Will McCaw, IT System Administrator Barry Lilly, IT Specialist Tony Burn, Water Superintendent CJ Funnell, Wastewater Superintendent OJ Kurk, Water Treatment Plant Operator A Eric Martin, Lieutenant Matt Hillen, Lieutenant Nate Gardner, Officer Adina Burke, Officer Jonathan Rose, Officer Seth Healy and Assistant City Clerk Eileen Mercado.

Invocation was led by Bishop Rich Jividen of Oasis Church of God.

The Pledge of Allegiance followed.

CITIZEN COMMENTS

Mike Almeda of Abbott Square addressed the Council regarding ongoing construction delays in his neighborhood.

City Manager Poe read a response from the developer citing contractor issues and committing to complete the work within 30 days.

After discussion, Council agreed to allow the developer a final 30-day period, after which the City would initiate the bond-pulling process if work remained incomplete.

MAYOR

1 Proclamation - Microtel Inn & Suites , "Best of " award winner

Mayor Melonie Bahr Monson read a proclamation acknowledging and recognizing the achievements of the award-winning Microtel Inn & Suites Zephyrhills.

2 Proclamation - PHSC Bobcats Baseball National Champions.

Mayor Melonie Bahr Monson read a proclamation celebrating the victory of PHSC Bobcats baseball team.

3 Swearing in of Officer Gregory Varence, Jr.

Chief of Police Derek Brewer introduced and swore in Officer Gregory Verence, Jr.

1. CONSENT ITEMS

Lance Smith requested to pull items 1.2 and 1.3

Jodi Wilkeson motioned to pull items 1.2 and 1.3 for discussion. Seconded by Steven Spina.

Motion Passed, 5-0.

- 1.1 Approval of City Council Meeting Minutes - June 23, 2025
- 1.2 Approval of Amendment 3 to DEO Grant Agreement HL135 (24-21-07), SVB Tennis Center PH 2
- 1.3 Approval of Amendment 1 to FDEP Grant Agreement LPA0407 (24-23-02), Kossik & Fort King Road Sewer Main/Water Main Extension
- 1.4 Approval of General Construction Agreement 41-25-14 to Razorback LLC.
- 1.5 Approval of General Construction Agreement 41-25-15 to National Metering Services (NMS)
- 1.6 Approval of General Construction Agreement 41-25-16 to Hometown Services of Florida
- 1.7 Approval of Agreement 37-25-10 - Construction Manager at Risk (CMAR) - Wharton Smith
- 1.8 Approval of Agreement 37-25-11 - Construction Manager at Risk (CMAR) - Semco Construction
- 1.9 Approval of Agreement 37-25-12 - Construction Manager at Risk (CMAR) - Ryman Construction of Florida
- 1.10 Approval of General Construction Agreement 41-25-13 to RCM Utilities
1. 1 1 Approval of Agreement 37-25-09 - Construction Manager at Risk (CMAR) - AD Morgan
1. 12 Approval of ZPD Generator Purchase Change Order #1
1. 13 Approval of Piggyback Agreement 41-25-17 with A.C. Schultes for As Needed Well Drilling Construction, Rehabilitation and Repair Services

Lance Smith motioned to approve consent items 1.1 and 1.4 thru 1.13. Seconded by Steven Spina. Motion Passed, 5-0.

****Discussion on item 1.2****

Councilman Smith asked why the long delay.

Public Works Director Shane LeBlanc explained the State funding constraints and unexpected construction needs.

Discussion followed regarding situations beyond our control and how to become more efficient.

Lance Smith motioned to approve item 1.2. Seconded by Jodi Wilkeson. Motion Passed, 5-0.

****Discussion on item 1.3****

Councilman Smith also asked why the delays.

Mr. Poe explained the issues with the contractors that caused the delays.

Jessica Carter spoke to the grant estimate - often timelines are overestimated to allow enough time for completion.

Lance Smith motioned to approve item 1.3. Seconded by Kenneth Burgess. Motion Passed, 5-0.

2. BUSINESS ITEMS/PUBLIC HEARING

- 2.1 Renewal of Residential Moratorium Twelve (12) Month Extension (July 14, 2025 - July 13, 2026)

Second Reading **ORDINANCE NO. 1501-25 "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA ESTABLISHING A NEW TEMPORARY MORATORIUM ON THE CONSIDERATION OF NEW RESIDENTIAL APPLICATIONS FOR ANNEXATIONS, LAND USE MODIFICATIONS, REZONING, MAJOR PLANNED UNIT DEVELOPMENT AMENDMENTS, CONDITIONAL USES, OR VARIANCES FOR PROPERTY OVER ONE ACRE, NOT TO EXCEED TWELVE (12) MONTHS, PROVIDING FOR CONFLICTS, EXEMPTIONS, SEVERABILITY, EXPIRATION AND AN EFFECTIVE DATE."**

City Attorney Matthew Maggard read Ordinance 1501-25 title.

Council President opened a public hearing.

Councilman Smith asked what the long-term plan is.

Council discussed long-term water supply strategies, including potential connections with Pasco County and Tampa Bay Water.

C.J. Funnell Water Superintendent spoke to how Pasco County treats water and what the process would be for receiving their water in comparison to Tampa Bay Water.

Council President closed public hearing.

Steven Spina motioned to approve Ordinance 1501-25 on the second reading. Seconded by Jodi Wilkeson. Motion Passed, 5-0.

- 2.2 Renewal of MMTC Moratorium - (July 23, 2025 - July 22, 2026)

Second Reading **ORDINANCE NO. 1502-25 "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA RELATED TO MEDICAL MARIJUANA TREATMENT CENTERS; ADOPTING FINDINGS OF FACT; PROVIDING DEFINITIONS; IMPOSING A NEW TEMPORARY MORATORIUM ON THE OPENING OF ANY NEW MEDICAL MARIJUANA TREATMENT CENTERS NOT TO EXCEED TWELVE (12) MONTHS; PROVIDING FOR SEVERABILITY, REPEALER, AND AN EFFECTIVE DATE. "**

City Attorney Matthew Maggard read Ordinance 1502-25 by title.

Council President opened the public hearing.

Mr. Maggard shared Chad Pettinato's request to separate out MMTC uses.

Council discussed the potential to separate cultivation from dispensaries and directed the City Attorney to research the matter.

Mr. Maggard advised approving the moratorium to avoid gaps while the City worked on developing regulations.

Public hearing closed.

Kenneth Burgess motioned to approve Ordinance 1502-25 on second reading. Seconded by Lance Smith. Motion Passed, 5-0.

- 2.3 CCC - Annexation

First Reading **ORDINANCE NO. 1503-25 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA ANNEXING APPROXIMATELY 13.72 ACRES (MOL) INTO THE CORPORATE LIMITS OF THE CITY DESCRIBED AS PARCEL NUMBER 18-26-22-0010-09300-0000**

ZEPHYRHILLS, FLORIDA, IN ACCORDANCE WITH SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE."

City Attorney Matthew Maggard read ORDINANCE NO. 1503-2 by title.

Council President opened the public hearing

Planning Director Todd Vande Berg presented the applicant's request for annexation. Mr.

Vande Berg recommended approval.

Council President Closed the public hearing

Steven Spina motioned to approval of first reading of Ord 1503-25. Seconded by Lance Smith. Motion Passed, 5-0

2.4 CCC -Rezoning and FLU

First Reading **ORDINANCE NO. 1504-25 "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA PROPOSING AN AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN, PROVIDING FOR A SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT TO THE FUTURE LAND USE MAP CHANGING FROM COUNTY IL TO CITY IN (INDUSTRIAL) AND THE ZONING DESIGNATION FROM COUNTY AC TO CITY LI (LIGHT INDUSTRIAL) FOR APPROXIMATELY 13.72 ACRES OF REAL PROPERTY LOCATED WEST OF CHANCEY ROAD, AND EAST OF THE ZEPHYRHILLS AIRPORT AND ZEPHYRHILLS MUNICIPAL BOUNDARY AND HAVING PARCEL 18-26-22-0010-09300-0000; PROVIDING FOR REPEALER, CONFLICT SEVERABILITY, AND AN EFFECTIVE DATE."**

City Attorney Matthew Maggard read ORDINANCE NO. 1504-25 by title.

Council President opened the public hearing, none spoke.

Council President closed the public hearing.

Lance Smith motioned approval of ORDINANCE NO. 1504-25. Seconded by Steven Spina. Motion approved, 5-0.

2.5 Chicken Ordinance

First Reading **ORDINANCE NO. 1505-25 " AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA CREATING A NEW SECTION TO CHAPTER 93 OF THE CITY OF ZEPHYRHILLS CODE OF ORDINANCES, SECTION 93.03 ESTABLISHING REGULATIONS FOR THE KEEPING, HARBORING AND MAINTENANCE OF BACKYARD CHICKENS; PROVIDING FOR APPLICABILITY, REPEALER, SEVERABILITY, INCLUSION IN THE CODE, AND PROVIDING AN EFFECTIVE DATE. "**

City Attorney Matthew Maggard read ORDINANCE NO. 1505-25 by title.

City Manager read the bullet points of the Ordinance establishing regulations for the keeping of backyard chickens.

Council discussed enforcement, setbacks, and maintenance requirements.

Lance Smith motioned to approve ORD 1505-25 on the first reading. Seconded by Jodi Wilkeson. Motion Passed, 4-1. Opposed by Steven Spina.

3. CITY MANAGER'S REPORT

3.1 Amendment to Lease Agreement 29-21-03 with Tina and Joe's

Tina and Joe's is up to date on rent. contract to remove carriage house.

Jodi Wilkeson motioned to approve the amendment to the Lease Agreement 29-21-03. Seconded by Lance Smith. Motion Passed, 5-0.

3.2 CivicRec Implementation & Facility Reservation Online Impact

Public Information Officer Kevin Weis updated Council on the positive impact of CivicRec

3.3 City Parks Addition of New Equipment to Gunner Paw, Veterans, Depot, Ellis Harrold and Shepherds Park.

CRA Director Gail Hamilton explained that Depot Park is 400K over budget. Staff will review specs to bring costs down.

Mayor Monson advised removing equipment from Shepards park.

Council asked about a timeline, staff asked Council to review and give feedback by the end of the week so the item can return for approval on July 28th agenda.

No Action

MAYOR ANNOUNCEMENTS

Mayor Monson advised vigilance in hurricane preparedness. Especially with food.

Mr. Poe reassured the plans are in place and can be tailored to meet the event, shared partnerships with grocery stores. 72, 48, 24 hour plans in place. Staff is ready.

Mr. Poe praised the relationship with the County to speed up procurement of resources.

CITY MANAGER ANNOUNCEMENTS

City Manager Poe asked Council whether to pursue separating cultivation from dispensary regulations regarding MMTCs.

Council requested further research before making a decision.

CITY ATTORNEY ANNOUNCEMENTS

City Attorney Maggard confirmed he would research the legal feasibility of separating cultivation from dispensary operations under state law. Mr. Maggard also congratulated PHSC and noted that the mascot was the Conquistador during his attendance.

CITY COUNCIL COMMENTS

Kenneth Burgess - He cited the Kossik Road project as an example of inefficient communication, where information was being relayed in a circular manner between Duke Energy, Pasco County, and the City. He suggested that consistent joint meetings of all entities could help prevent such delays.

City Manager Poe acknowledged the concern and confirmed that, as of the previous Friday, equipment was expected to be on-site that week for the Kossik Road project. He recognized the project's extended timeline and assured Council that Staff was actively working to move it forward.

Steven Spina - Congratulated the City Attorney on his additional appointment as the City Attorney with Indian Rocks Beach.

Jodi Wilkeson - None

Lance Smith - Echoed congratulations on Mr. Maggard's recent appointment and asked him not to forget about Zephyrhills.

Charels Proctor - None

4. NOTED ITEMS - NONE

ADJOURN 7:53 PM

Submitted by Ricardo Quiñones (not present)

CONSENT ITEMS 1.3

Approval of Budget Workshop Minutes - July 14, 2025

Issue:

The City of Zephyrhills City Council held a Budget Workshop on July 14, 2025.

Background:

Minutes from that Workshop were prepared and are presented for the Council's review and approval.

Attachment(s):

1. M07.14.2025 - Budget Workshop FINAL

Fiscal Impact:

N/A

Staff Recommendation:

Staff Recommends approval.

Budget Workshop

A Budget Workshop by the City Council was held on July 14, 2025 at 7:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Council President Charles E. Proctor called the meeting to order at 8:04 PM

Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Charles Proctor, Jodi Wilkeson, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe was also present. City Attorney Matthew Maggard was not present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, CRA Director Gail Hamilton, HR & Risk Management Director Sandra Amerson, Airport Manager Nathan Coleman, Finance Director Ted Beason, Building Official Calvin Switzer, Public Information Officer Kevin Weiss, Library Director Peggy Panak, Assistant Finance Director Jessica Carter, Community Planner Will McCaw, IT System Administrator Barry Lilly, IT Specialist Tony Burn, Water Superintendent CJ Funnell, Wastewater Superintendent OJ Kurk, Water Treatment Plant Operator A Eric Martin and Assistant City Clerk Eileen Mercado.

1. WORKSHOP ITEMS

1.1 FY 25 26 Draft Budget Presentation

City Manager Billy Poe Jr. presented the draft budget for fiscal year 2025—2026. The proposed millage rate was maintained at 6.25, resulting in an anticipated ad valorem revenue of approximately \$10.5 million. The rollback rate was calculated at 6.0848, which would have generated less revenue. The difference between the proposed and rollback rates represented a 2.71 % increase. Additional revenue sources included Penny for Pasco (\$4.2 million), municipal revenue sharing (\$928,000), and the local government half-cent sales tax, which showed a slight decrease. Gas and communication service tax projections were still pending. The city's fund balance had grown from approximately \$2 million in 2020 to over \$11 million in 2024, all of which were undesignated reserves.

The City Yard Complex was discussed as a major capital initiative, with a total estimated cost of nearly \$28 million. This included \$17 million for governmental public works, \$1.4 million for parks, \$7.3 million for water and sewer utilities, and over \$1 million each for sanitation and stormwater improvements. The Zephyr Park Renovation Project was estimated at \$15 million, with funding sources including a \$10 million CDBG grant request, \$550,000 in previously awarded state appropriations, a new \$2.6 million state appropriation, and \$3.8 million from the general fund reserve designated for recreation. Capital improvement listings for FY26 were reviewed, including upgrades to parks, water and wastewater infrastructure, sanitation equipment, and street resurfacing. The city planned to transition to 65-gallon recycling carts to improve efficiency and reduce contamination. Public Works Director Shane LeBlanc explained that this change would reduce staffing needs for recycling collection and improve operational efficiency. Council discussed the need for ordinance enforcement to prevent the misuse of recycling bins and emphasized the importance of public education regarding proper recycling practices.

CRA projects included Clock Plaza renovations, land acquisition, the Backyard Project, sidewalk development, and alley enhancements. Police department initiatives included a potential training facility, equipment upgrades, and building maintenance. Stormwater improvements included infrastructure upgrades, a new street sweeper, and a study to determine appropriate stormwater fees. The Ninth Avenue Pond project was also mentioned, with design work to be initiated upon receipt of the state appropriation agreement. Fleet maintenance, Utility Billing area renovations, library book purchases, and City Hall improvements were also included in the capital plan. A salary study and server replacements were planned for the upcoming fiscal year.

The city's financial obligation for the fire department merger into Pasco County was noted. The FY26 payment was \$176,000, with a final payment of \$226,000 scheduled for FY27.

Personnel additions and reclassifications were discussed, including a code support specialist, police sergeant, sanitation driver, and accounting specialist. Council emphasized the importance of succession planning and maintaining customer service coverage during lunch hours.

The cost of employee pay increases was reviewed. A 1% raise across all funds would cost approximately \$110,000. Council discussed the importance of supporting staff and maintaining competitive compensation.

1.2 Remote Work and Flex Schedules

HR Director Sandra Amerson presented a comparison report on remote work and flex schedules. Nine entities were surveyed, with varying policies. Common challenges included technology, productivity monitoring, and equity across departments. Benefits included improved employee satisfaction, retention, and emergency preparedness. Council expressed mixed views on remote work, with some supporting flex schedules and others emphasizing the need for in-person presence. It was agreed that department heads should have discretion to implement flex schedules based on operational needs.

1.3 Response to Inquiries regarding HR Practices, Strategies, and Improvements

Ms. Amerson also shared recent HR initiatives aimed at improving employee morale, including events, creative recruitment efforts, and departmental accomplishments.

Council praised her efforts and encouraged continued innovation.

The draft budget will be submitted to Council by August 1, 2025. Budget workshops will continue as needed. First and second readings of the budget are tentatively scheduled for September 8 and September 22, respectively, pending confirmation of no conflicts with Pasco County or School Board meetings.

CITIZEN COMMENTS – NONE

ADJOURN 9:21 PM

Submitted by Ricardo Quiñones (not present)

CONSENT ITEMS 1.4

Approval of Zephyr Park Presentation Minutes - July 17, 2025

Issue:

The City of Zephyrhills City Council held a Zephyr Park Presentation on July 17, 2025.

Background:

Minutes from that Presentation were prepared and are presented for the Council's review and approval.

Attachment(s):

1. M07.17.2025 - Zephyr Park Presentation FINAL

Fiscal Impact:

N/A

Staff Recommendation:

Staff Recommends approval.

Zephyr Park Presentation

A Zephyr Park Presentation was held by City Council on July 17, 2025 at 6:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Council President Charles E. Proctor called the meeting to order at 6:02 PM.

Roll call was taken. Present were members Lance Smith, Charles Proctor, Kenneth Burgess and Mayor Melonie Bahr Monson. City Manager William Poe was also present. Jodi Wilkeson, Steven Spina and City Attorney Matthew Maggard were not present.

Staff present: Public Works Director Shane LeBlanc, CRA Director Gail Hamilton, Public Information Officer Kevin Weiss, Principal Planner Rodney Corriveau, Community Planner William McCaw and Assistant City Clerk Eileen Mercado.

1. ZEPHYR PARK PRESENTATION

CRA Director Gail Hamilton introduced the purpose of the meeting, which was to present updates to the Zephyr Park Master Plan in response to significant flooding events that occurred in 2024. The presentation was led by James Pankonin and Dustin Ballard of Kimley-Horn and Associates, who have been working in coordination with the Southwest Florida Water Management District (SWFWMD) to ensure the park's design can withstand future storm events.

The presentation began with a review of the previously approved master plan, which included features such as an event lawn, band shell, playground, splash pad, walking trails, and historical elements. The design team emphasized that while the core elements remain, their locations have been adjusted to mitigate flood risks. Drone imagery and elevation data from Tropical Storm Debbie and Hurricane Milton were used to identify high water lines and inform grading changes.

To address flood concerns, the design team proposed elevating key infrastructure such as restrooms, the splash pad, and playgrounds to elevations above the 100-year floodplain. Areas prone to flooding will be designated as floodable landscapes, with reinforced sidewalks and materials that can withstand periodic inundation. A new boardwalk will be constructed over the lake to provide scenic views and improve pedestrian access, especially in areas where sidewalks previously flooded.

The revised plan also includes a teen challenge zone with fitness-oriented equipment, outdoor games, and unique playground structures. The design aims to complement other city parks, such as Hercules Park, by offering distinct recreational experiences. Landscape enhancements will feature native Florida species, and the splash pad will be relocated slightly to take advantage of existing utilities.

Council expressed support for the updated design, particularly the flood mitigation strategies and the inclusion of diverse recreational amenities. Concerns were raised about safety near the water, especially for young children, and the design team confirmed that fencing and controlled access points would be incorporated. Council also discussed the importance of maintaining open space for activities like yoga and community events.

The future of Alice Hall was addressed, with staff recommending its eventual replacement due to age and functionality. A potential relocation to Shepherd's Park was discussed, though Council emphasized the need for broader community input and a comprehensive plan before any decisions are made. The possibility of using CRA-owned properties near the park for a new community center was also mentioned.

Funding for the project was reviewed. The City has secured \$3.2 million in state appropriations and is pursuing a \$10 million Community Development Block Grant. An additional \$3.8 million is available from the recreation reserve fund, formerly associated with the sale of the Zephyr Haven Nursing Home. A financial strategy involving bond financing for Zephyr Park, the City Yard Complex, and the airport terminal will be presented at the next council meeting on July 28, 2025.

Additional topics included the use of permeable materials for parking areas, the potential for a lake aeration fountain, and the feasibility of using reclaimed water to maintain lake levels during dry seasons. Staff confirmed that further coordination with Pasco County is underway to improve the outfall structure at C Avenue, which will enhance drainage capacity.

The meeting concluded with an invitation for Council to submit any follow-up questions. Staff and consultants were commended for their thorough presentation and responsiveness.

2. CITIZEN COMMENTS - NONE

ADJOURN 7:15 PM

Submitted by Ricardo Quiñones (not present)

CONSENT ITEMS 1.5

Approval to Purchase 2026 Chevy 2500 Utility Vehicle from Alan Jay Fleet Sales

Issue:

Approval to Purchase 2026 Chevy 2500 Utility Vehicle from Alan Jay Fleet Sales for the Wastewater Collections Section of the Wastewater Division

Background:

This vehicle purchase is for the new employee who will need it when he/she is available to be on-call and do their own work. The purchase is being made through our cooperative purchasing agreement with Sourcewell..

Attachment(s):

1. Quote Sheet - 2026 Chevy 2500 Utility Vehicle from Alan Jay Fleet Sa(36895839.1)

Fiscal Impact:

This vehicle purchase is in the approved FY 25 budget. The cost of this vehicle is \$76,430.00.

Staff Recommendation:

It is staff's recommendation to the City Council to approve this purchase as presented.



Contract Number: 2025 091521-NAF & 032824-NAF
Quote ID: 64174
Agency: ZEPHYRHILLS, CITY OF
Date: 7/10/2025

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD WT 8' BED, please review carefully and contact us with any errors or changes.

MSRP:	\$62,815.00
Base Price:	\$46,900.00
Factory Options:	\$11,060.00
Aftermarket Options:	\$18,470.00
Purchase Total:	\$76,430.00

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: CHRIS WILSON / 863-381-3411 / chris.wilson@alanjay.com



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	64174-3
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-381-3411	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
6/27/2025

QUICK QUOTE SHEET

REVISED QUOTE DATE
7/10/2025

REQUESTING AGENCY	ZEPHYRHILLS, CITY OF			
CONTACT PERSON	RANDY MURPHY	EMAIL	rmurphy@CI.ZEPHYRHILLS.FL.US	
PHONE	813-862-6178	MOBILE	813-714-8268	FAX

SOURCEWELL CONTRACT # 2025 091521-NAF & 032824-NAF www.NationalAutoFleetGroup.com

MODEL	CK20953 1WT	MSRP	\$62,815.00
2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD WT 8' BED			
CUSTOMER ID	WASTEWATER	CONTRACT PRICE	\$46,900.00

BED LENGTH	8' Bed
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** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS		DESCRIPTION	
GAZ		Summit White	\$0.00
H2G		Jet Black, Vinyl seat trim	\$0.00
L5P		Engine, Duramax 6.6L Turbo-Diesel V8	\$9,985.00
MGM		Transmission, 10-speed automatic	\$0.00
1WT		OPTIONS Work Truck Preferred Equipment Group	\$0.00
9J4		Bumper, rear, delete	\$0.00
9L3		Spare tire delete	\$0.00
AKO		Glass, deep-tinted	\$0.00
AZ3		Seats, front 40/20/40 split-bench	\$0.00
BHP		Winter Grille Cover	\$0.00
C49		Defogger, rear-window electric	\$0.00
DD8		Mirror, inside rearview auto-dimming	\$0.00
DWI		Mirrors, outside power-adjustable vertical trailing with heated and auto-dimming upper glass	\$655.00
FE9		Emissions, Federal requirements	\$0.00
GU6		Rear axle, 3.42 ratio	\$0.00
IOR		Audio system, Chevrolet Infotainment 3 system	\$0.00
JFO		GVWR, 11,200 lbs. (5080 kg)	\$0.00
K05		Engine block heater	\$0.00
K40		Exhaust brake	\$0.00
KW5		Alternator, 220 amps	\$0.00
PCV		WT Convenience Package	\$420.00
PYN		Wheels, 17" (43.2 cm) painted steel, Silver	\$0.00
QHQ		Tires, LT245/75R17E all-season, blackwall	\$0.00
SFW		Back-up alarm calibration	\$0.00
ZW9		Pickup bed, delete	\$0.00
		Battery, heavy-duty dual 730 cold-cranking amps/70 Amp-hr	\$0.00
		Capped Fuel Fill	\$0.00
FACTORY OPTIONS			\$11,060.00

SOURCEWELL CONTRACT # 2025 091521-NAF & 032824-NAF

www.NationalAutoFleetGroup.com

CONTRACT OPTIONS	DESCRIPTION	
3KR	Additional key and remote, cut and programmed.	\$310.00
RS 4	Stick on rain shields (4-doors).	\$135.00
DTF 2 TRK	Deep tint film installed on front two door glass and rear window.	\$245.00
K 696J	Knapheide 8' SRW utility body for 56" CA (Includes 2nd Stage MSO, Weight Slip, & Completed Vehicle Certification.)	\$11,395.00
K CLV-SB	Class V Hitch for Service Body	\$1,200.00
K 7/4 WIRE	7 way flat camper trailer wiring with 4 prong flat	\$215.00
K PTL2516	Tow Pintle combo with 2 & 5/16" Ball to mount in receiver	\$395.00
K BUA	Back up alarm	\$225.00
K CAMERA	INSTALL FACTORY ORDERED CAMERA IN UTILITY BODY.	\$270.00
FS RSL TRK-AW	Federal Signal Road Side Lighting Package includes 2 Micropulse LED's (Amber/White) in Grille, 2 Micropulse LED's (Amber/White) mounted to rear tail gate with white bezel, 1 eight head Amber Signal Master stick installed inside back glass, 1 Compact Digital Soft Button 6 switch controller.	\$2,100.00
TECH NOTE	Customer Requests Traffic Advisor Mounted as close to headliner as possible.	\$0.00
GO-LIGHTDC	Model 20074GT LED GoLight with wireless hand held and dash mount controls	\$1,035.00
NOTE	MOUNT GO LIGHT TOP-CENTER OF ROOF.	\$0.00
806-1210-PU	XANTREX 1000W pure sine inverter mounted behind front passenger seat or under rear passenger seat with ignition sourced remote / user control mounted on dash mounted on dash. (Alternate mounting location may be required due to clearance.) Includes freight and installation, appropriate gauge wire for distance from battery, heat shrink connectors and wire loom.	\$700.00
NEW-TAG-CITY	New CITY tag Includes temp tag & two way overnight shipping for signature.	\$245.00
CONTRACT OPTIONS		\$18,470.00

TRADE IN

TOTAL COST

\$76,430.00

YES WE TAKE TRADE INS ASK ABOUT MUNICIPAL FINANCING

TOTAL COST LESS TRADE IN(S)

QTY

1

\$76,430.00

Estimated Annual payments for 60 months paid in advance: \$17,572.84

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY

CHRIS WILSON

FLEET SALES MANAGER

chris.wilson@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck	MSRP:\$50,300.00
Interior:Jet Black, Vinyl seat trim	
Exterior 1:Red Hot	
Exterior 2:No color has been selected.	
Engine, Duramax 6.6L Turbo-Diesel V8	
Transmission, 10-Speed automatic	

OPTIONS

CODE	MODEL	MSRP
CK20953	[Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck	\$50,300.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
9J4	Bumper, rear, delete	Inc.
9L3	Spare tire delete	Inc.
AKO	Glass, deep-tinted	Inc.
AZ3	Seats, front 40/20/40 split-bench	\$0.00

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Data Version: 25923. Data Updated: Jul 8, 2025 6:51:00 PM PDT.



Alan Jay Fleet

Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete) (✓)

BHP	Winter Grille Cover	Inc.	
C49	Defogger, rear-window electric	Inc.	
DD8	Mirror, inside rearview auto-dimming	Inc.	
DWI	Mirrors, outside power-adjustable vertical trailering with heated and auto-dimming upper glass		\$660.00
FE9	Emissions, Federal requirements		\$0.00
G7C	Red Hot		\$0.00
GU6	Rear axle, 3.42 ratio	Inc.	
H2G	Jet Black, Vinyl seat trim		\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system		\$0.00
JFO	GVWR, 11,200 lbs. (5080 kg)	Inc.	
K05	Engine block heater	Inc.	
K40	Exhaust brake	Inc.	
KW5	Alternator, 220 amps	Inc.	
L5P	Engine, Duramax 6.6L Turbo-Diesel V8		\$9,990.00
MGM	Transmission, 10-Speed automatic	Inc.	
PCV	WT Convenience Package		\$425.00
PYN	Wheels, 17" (43.2 cm) painted steel, Silver		\$0.00
QHQ	Tires, LT245/75R17E all-season, blackwall		\$0.00
SFW	Back-up alarm calibration	Inc.	
ZW9	Pickup bed, delete		(\$1,155.00)
—	Battery, heavy-duty dual 730 cold-cranking amps/70 Amp-hr	Inc.	
—	Capped Fuel Fill	Inc.	
SUBTOTAL			\$60,220.00
Adjustments Total			\$0.00
Destination Charge			\$2,595.00
TOTAL PRICE			\$62,815.00

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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Alan Jay Fleet

Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete)

Standard Equipment

Package	Trailering Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)
Mechanical	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb -ft of torque [629 N-m] @ 4000 rpm) (STD) Transmission, 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.) Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.) Durabed, pickup bed (STD) GVWR, 10,500 lbs. (4763 kg) (STD) (Included and only available with CK20953 and (L8T) 6.6L V8 gas engine with 17" wheels.) Push Button Start Air filter, heavy-duty Air filtration monitoring Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.) Auto-locking rear differential Four wheel drive Cooling, external engine oil cooler Cooling, auxiliary external transmission oil cooler Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.) Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.) Trailer brake controller, integrated Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section Recovery hooks, front, frame-mounted, Black Suspension Package Steering, Recirculating Ball with smart flow power steering system Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors Brake lining wear indicator Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)

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Alan Jay Fleet

Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (✓
Complete)

Mechanical

Exhaust, single, side

Exterior

Wheels, 17" (43.2 cm) painted steel, Silver (STD) (Not currently available to order.)

Tires, LT245/75R17E all-season, blackwall (STD)

Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QH) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QH) LT245/75R17E all-season, blackwall tires are ordered.)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumpers, front, Black

Bumpers, rear, Black

CornerStep, rear bumper

BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)

Moldings, beltline, Black

Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

IntelliBeam, automatic high beam on/off

Taillamps with incandescent tail, stop and reverse lights

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Mirrors, outside high-visibility vertical trailing lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black (Not included on Regular Cab models.)

Mirror caps, Black

Glass, solar absorbing, tinted

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate and bed rail protection cap, top

Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

Door handles, Black grained

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Alan Jay Fleet

Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete) (✓)

Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)

Wireless phone projection for Apple CarPlay and Android Auto

Bluetooth for phone connectivity to vehicle infotainment system

Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Vinyl seat trim

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Steering column, Tilt-Wheel, manual with wheel locking security feature

Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Compass located in instrument cluster

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Window, power front, drivers express up/down

Window, power front, passenger express down

Windows, power rear, express down (Not available with Regular Cab models.)

Door locks, power

Remote Keyless Entry with 2 transmitters

Cruise control, electronic with set and resume speed, steering wheel-mounted

USB Ports, 2, Charge/Data ports located on instrument panel

Power outlet, front auxiliary, 12-volt

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Alan Jay Fleet

Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (✓
Complete)

Interior

Air conditioning, single-zone
Air vents, rear, heating/cooling (Not available on Regular Cab models.)
Mirror, inside rearview, manual tilt
Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted
Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Automatic Emergency Braking
Front Pedestrian Braking
StabiliTrak stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

HD Rear Vision Camera (Deleted when (ZW9) pickup bed delete is ordered.)

Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Seat Belt Adjustable Guide Loops, front row only (Included and only available on Crew Cab and Double Cab models.)

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

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Alan Jay Fleet

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Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (✓
Complete)

Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

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Data Version: 25923. Data Updated: Jul 8, 2025 6:51:00 PM PDT.



Alan Jay Fleet

Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete) (✓)

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	MGM
Trans Type	10	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.54
Second Gear Ratio (:1)	2.87	Third Gear Ratio (:1)	2.06
Fourth Gear Ratio (:1)	1.72	Fifth Gear Ratio (:1)	1.48
Sixth Gear Ratio (:1)	1.26	Reverse Ratio (:1)	4.54
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	N/A
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	N/A	Seventh Gear Ratio (:1)	1.00
Eighth Gear Ratio (:1)	0.85	Ninth Gear Ratio (:1)	0.69
Tenth Gear Ratio (:1)	0.63		

Mileage

EPA Fuel Economy Est - Hwy	N/A	Cruising Range - City	N/A
EPA Fuel Economy Est - City	N/A	Fuel Economy Est-Combined	N/A
Cruising Range - Hwy	N/A	Estimated Battery Range	N/A

Engine

Engine Order Code	L5P	Engine Type	Turbocharged Diesel V8
Displacement	6.6L/-TBD-	Fuel System	N/A
SAE Net Horsepower @ RPM	470 @ 2800	SAE Net Torque @ RPM	975 @ 1600
Engine Oil Cooler	Yes		

Electrical

Cold Cranking Amps @ 0° F (Primary)	730	Cold Cranking Amps @ 0° F (2nd)	730
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	220

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Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete) 

Powertrain

Cooling System

Total Cooling System Capacity N/A

Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year N/A EPA Greenhouse Gas Score N/A

Chassis

Weight Information

Standard Weight - Front	0.00 lbs	Standard Weight - Rear	0.00 lbs
Base Curb Weight	N/A	Gross Axle Wt Rating - Front	5600 lbs
Gross Axle Wt Rating - Rear	6390 lbs	Curb Weight - Front	4012 lbs
Curb Weight - Rear	2817 lbs	Option Weight - Front	0.00 lbs
Option Weight - Rear	0.00 lbs	Reserve Axle Capacity - Front	1588.00 lbs
Reserve Axle Capacity - Rear	3573.00 lbs	As Spec'd Curb Weight	6829.00 lbs
As Spec'd Payload	4371.00 lbs	Maximum Payload Capacity	4371.00 lbs
Gross Combined Wt Rating	26000 lbs	Gross Axle Weight Rating	11990.00 lbs
Curb Weight	6829.00 lbs	Reserve Axle Capacity	5161.00 lbs
Total Option Weight	0.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	11200.00 lbs

Trailer

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	17600 lbs	Wt Distributing Hitch - Max Tongue Wt.	1760 lbs
Fifth Wheel Hitch - Max Trailer Wt.	17600 lbs	Fifth Wheel Hitch - Max Tongue Wt.	4400 lbs
Maximum Trailering Capacity	17600 lbs		

Frame

Frame Type	Hydroformed	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

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Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete) (✓)

Chassis

Suspension

Suspension Type - Front	Short/Long Arm	Suspension Type - Rear	Multi-Leaf Springs
Spring Capacity - Front	N/A	Spring Capacity - Rear	N/A
Axle Type - Front	N/A	Axle Type - Rear	N/A
Axle Capacity - Front	N/A	Axle Capacity - Rear	N/A
Axle Ratio (:1) - Front	N/A	Axle Ratio (:1) - Rear	3.42
Shock Absorber Diameter - Front	51 mm	Shock Absorber Diameter - Rear	51 mm
Stabilizer Bar Diameter - Front	1.38 in	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	QHJ	Rear Tire Order Code	QHJ
Spare Tire Order Code	N/A	Front Tire Size	LT245/75R17
Rear Tire Size	LT245/75R17	Spare Tire Size	N/A
Front Tire Capacity	N/A	Rear Tire Capacity	N/A
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	17 x -TBD- in	Rear Wheel Size	17 x -TBD- in
Spare Wheel Size	N/A	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	N/A

Steering

Steering Type	Pwr	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	53.9 ft	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	14.0 x 1.6 in

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Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete)

Chassis

Brakes

Rear Brake Rotor Diam x Thickness	14.1 x 1.3 in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

Fuel Tank

Fuel Tank Capacity, Approx	36 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions

Passenger Capacity	6	Front Head Room	43.03 in
Front Leg Room	44.53 in	Front Shoulder Room	66.02 in
Front Hip Room	61.18 in	Second Head Room	39.88 in
Second Leg Room	35.24 in	Second Shoulder Room	64.88 in
Second Hip Room	60.24 in		

Exterior Dimensions

Wheelbase	162.48 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	256.54 in
Width, Max w/o mirrors	81.85 in	Height, Overall	79.8 in
Overhang, Front	N/A	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	55.24 in
Cab to End of Frame	N/A	Ground to Top of Load Floor	N/A
Ground to Top of Frame	N/A	Frame Width, Rear	N/A
Ground Clearance, Front	10.12 in	Ground Clearance, Rear	10.12 in
Body Length	0.00 ft	Cab to Body	N/A

Cargo Area Dimensions

Cargo Box Length @ Floor	N/A	Cargo Box Width @ Top, Rear	N/A
Cargo Box Width @ Floor	N/A	Cargo Box Width @ Wheelhousings	N/A
Cargo Box (Area) Height	N/A	Tailgate Width	N/A

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Vehicle: [Fleet] 2026 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete)

Dimensions

Cargo Area Dimensions

Cargo Volume	N/A	Ext'd Cab Cargo Volume	N/A
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National Auto Fleet Group

Cars, trucks, vans, SUVs, cab chassis, and other vehicles

#091521-NAF

Maturity Date: 11/8/2026

Website: nationalautofleetgroup.com 

Products & Services 

Products & Services

Sourcewell contract 091521-NAF gives access to the following types of goods and services:

- Cars, vans, & SUVs
- Passenger cars
- Light trucks
- Electric vehicles
- Ford
- Chevrolet
- Chrysler
- Dodge & RAM
- Jeep
- Shuttle buses
- Small buses

Additional information can be found on the vendor-provided, nongovernment website at: nationalautofleetgroup.com 

Awarded Contract



2025 Model Year FLORIDA Price Schedule

**CONTRACT # 2025 091521-NAF &
032824-NAF**

ALAN JAY
--- FLEET SALES



5330 US HWY 27 SOUTH, SEBRING FL 33870

863-402-4234

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Christy.Self@AlanJay.com
Ben.Rotz@AlanJay.com

Class 1-3 vehicles 091521-NAF EXP: 11/8/2025

Class 4-8 vehicles 032824-NAF EXP: 7/8/2028

October 2024 Market Update: COVID is Over!!

Thank you from the entire Alan Jay Fleet family for allowing us to serve your
past, present, and future needs.

With the open of 2025 order banks, the auto industry has emerged out of the global supply chain shortages. Though there are still some challenges, we are mostly back to business as usual.

- STABILIZED PRICING
- ELONGATED ORDER WINDOWS
- IMPROVED LEAD TIME TO DELIVER
- FULL VEHICLE LINE OFFERING

The following is listing of 2025 production vehicles and associated equipment in conformance with our Sourcewell bid award. Please note that all models listed are not currently available & those without pricing indicated have yet to be published. Updates with additional pricing will follow.



Awarded Contract

“EXCELLENCE IS NOT AN ACT, BUT A HABIT” - Aristotle

Mr. Chris Wilson
Alan Jay Automotive Network
441 US Hwy. 27 North, Sebring, FL 33871

Authorization # 7301 Renewed R3

Recitals: National Auto Fleet Group, a wholly owned subsidiary of Chevrolet of Watsonville was the successful bidder on the National Joint Powers Alliance Bid Number 091521 CLASS 1-3 "VEHICLES, CARS, VANS, SUV'S AND LIGHT TRUCKS WITH RELATED ACCESSORIES". Valid until November 8th, 2025.

Bid Number: 032824 "CLASS 4-8 CHASSI WITH RELATED EQUIPMENT, ACCESSORIES, AND SERVICES" Valid until July 1st, 2028.

The subsequent contract resulting from bid number 091521 does not expire until November 8th, 2025 and bid number 032824 does not expire until July 1st, 2028. In an effort to provide passenger cars, light duty medium duty and heavy duty trucks with accessories, National Auto Fleet Group elected to create Alan Jay Automotive Management, Inc. an APPROVED ASSOCIATE DEALER.

Your proposal offering is hereby accepted and is awarded for: Alan Jay Nissan, Alan Jay Chevrolet Cadillac, Inc. d/b/a Alan Jay Chevrolet Buick GMC Cadillac, Alan Jay Ford Lincoln Mercury, Inc. d/b/a Alan Jay Ford Lincoln, Alan Jay Import Center Inc. d/b/a Alan Jay Toyota, Alan Jay Enterprises of Wauchula, Inc., d/b/a Alan Jay Chrysler Dodge Jeep of Wauchula d/b/a Alan Jay Chevrolet of Wauchula, Alan Jay Ford of Wauchula, Inc., Alan Jay Chrysler Jeep, Inc. d/b/a Alan Jay Kia, Tropical Chevrolet, Inc. As an ASSOCIATE DEALER, you are now bound to terms and conditions of the ASSOCIATE DEALER AGREEMENT.

National Auto Fleet Group has selected Alan Jay Automotive Management, Inc. to conduct business within the states of Florida, Alabama, Georgia, North Carolina, and South Carolina to sell service and deliver Passenger Cars, Light, Medium & Heavy-Duty Trucks under our national contract 120716 and 060920, to any city or county, political sub-division.

ALAN JAY AUTOMOTIVE NETWORK

X


Chris Wilson, Fleet Sales Manager
441 US Hwy. 27 North Sebring, FL 33870

NATIONAL AUTO FLEET GROUP

X


Jesse Cooper, National Manager
490 Auto Center Drive Watsonville CA 95076

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ROW	MODEL CODE	MODEL DESCRIPTION	MSRP	CONTRACT PRICE
1	1MG26 2FL	2026 CHEVY BLAZER EV AWD SSV	\$62,095	\$49,969
2	1MF26 2FL	2025 CHEVY BLAZER EV AWD 9C1 MARKED POLICE	\$56,395	\$54,504
2	1MF26 2FL	2026 CHEVY BLAZER EV AWD 9C1 MARKED POLICE	\$56,495	\$44,534
3	1MF26 2FL	2026 CHEVY BLAZER EV AWD 9C3 DETECTIVE POLICE	\$56,095	\$44,145
3	1MF26 2FL	2025 CHEVY BLAZER EV AWD 9C3 DETECTIVE POLICE	\$55,995	\$54,106
4	CC10706 1FL	2025 CHEVY TAHOE 2WD 9C1 POLICE	\$54,495	\$50,562
7	CK10706 1FL	2025 CHEVY TAHOE 4WD 9C1 POLICE	\$57,495	\$53,475
10	CK10706 1FL	2025 CHEVY TAHOE 4WD 5W4 SSV	\$57,595	\$53,572
13	CK10543 1WT	2026 CHEVY SILVERADO 1500 CREW CAB 4WD 9C1 POLICE 5.5' BED	\$55,800	\$48,963
17	1ZC69 1FL	2025 CHEVY MALIBU FWD LS FL	\$25,895	\$23,921
18	1ZC69 1LS	2025 CHEVY MALIBU FWD LS	\$26,995	\$25,031
19	1ZD69 1LT	2025 CHEVY MALIBU FWD LT	\$29,295	\$27,352
20	1ZF69 2LT	2025 CHEVY MALIBU FWD 2LT	\$32,695	\$30,782
21	1ZS69 1SP	2025 CHEVY MALIBU FWD RS	\$27,995	\$24,961
22	1TR58 1LS	2025 CHEVY TRAX FWD LS	\$21,495	\$20,819
22	1TR58 1LS	2026 CHEVY TRAX FWD LS	\$22,995	\$22,147
23	1TU58 1LT	2026 CHEVY TRAX FWD LT	\$24,495	\$23,646
23	1TU58 1LT	2025 CHEVY TRAX FWD LT	\$23,595	\$22,938
24	1TR56 1LS	2025 CHEVY TRAILBLAZER FWD LS	\$24,395	\$22,960
24	1TR56 1LS	2026 CHEVY TRAILBLAZER FWD LS	\$24,295	\$22,648
25	1TU56 1LT	2026 CHEVY TRAILBLAZER FWD LT	\$25,495	\$23,847
25	1TU56 1LT	2025 CHEVY TRAILBLAZER FWD LT	\$25,595	\$24,171
26	1TS56 1SA	2026 CHEVY TRAILBLAZER FWD ACTIV	\$28,895	\$27,246
26	1TS56 1SA	2025 CHEVY TRAILBLAZER FWD ACTIV	\$28,995	\$27,600
27	1TV56 1LS	2025 CHEVY TRAILBLAZER AWD LS	\$26,395	\$24,978
27	1TV56 1LS	2026 CHEVY TRAILBLAZER AWD LS	\$26,295	\$24,647
28	1TW56 1LT	2026 CHEVY TRAILBLAZER AWD LT	\$27,495	\$25,846
28	1TW56 1LT	2025 CHEVY TRAILBLAZER AWD LT	\$27,595	\$26,188
29	1TX56 1SA	2025 CHEVY TRAILBLAZER AWD ACTIV	\$30,595	\$29,215
29	1TX56 1SA	2026 CHEVY TRAILBLAZER AWD ACTIV	\$30,495	\$28,844
30	1PT26 1LT	2026 CHEVY EQUINOX FWD LT	\$29,995	\$27,267
30	1PT26 1LT	2025 CHEVY EQUINOX FWD LT	\$29,995	\$27,551

CHEVY

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ROW	MODEL CODE	MODEL DESCRIPTION	MSRP	CONTRACT PRICE
31	1PR26 XDB	2026 CHEVY EQUINOX FWD ACTIV	\$34,395	\$31,617
31	1PR26 XDB	2025 CHEVY EQUINOX FWD ACTIV	\$34,395	\$31,941
32	1PS26 1RS	2026 CHEVY EQUINOX FWD RS	\$34,395	\$31,617
32	1PS26 1RS	2025 CHEVY EQUINOX FWD RS	\$34,395	\$31,974
33	1PT26 2LT	2026 CHEVY EQUINOX AWD LT	\$31,995	\$29,244
33	1PT26 2LT	2025 CHEVY EQUINOX AWD LT	\$31,995	\$29,546
34	1PR26 KDZ	2026 CHEVY EQUINOX AWD ACTIV	\$36,395	\$33,594
34	1PR26 KDZ	2025 CHEVY EQUINOX AWD ACTIV	\$36,395	\$33,938
35	1PS26 2RS	2025 CHEVY EQUINOX AWD RS	\$36,395	\$33,938
35	1PS26 2RS	2026 CHEVY EQUINOX AWD RS	\$36,395	\$33,594
36	1MM48 2RS	2025 CHEVY Equinox EV FWD RS	\$44,795	\$42,921
37	1MB48 2LT	2025 CHEVY Equinox EV FWD LT	\$34,995	\$33,156
38	1NK26 2LT	2025 CHEVY BLAZER FWD LT	\$36,795	\$34,057
39	1NR26 2LT	2025 CHEVY BLAZER AWD LT	\$39,495	\$36,752
40	1NK26 3LT	2025 CHEVY BLAZER FWD LT	\$40,695	\$37,950
41	1NR26 3LT	2025 CHEVY BLAZER AWD LT	\$43,395	\$40,644
42	1NL26 RS	2025 CHEVY BLAZER FWD RS	\$44,195	\$41,442
43	1NS26 RS	2025 CHEVY BLAZER AWD RS	\$47,095	\$44,336
44	1MC26 2LT	2026 CHEVY BLAZER EV FWD LT	\$46,095	\$34,441
44	1MC26 2LT	2025 CHEVY BLAZER EV FWD LT	\$45,995	\$44,117
45	1MC26 4LT	2025 CHEVY BLAZER EV AWD LT	\$48,995	\$47,106
45	1MC26 4LT	2026 CHEVY BLAZER EV AWD LT	\$49,095	\$37,352
46	1MD26 1RS	2025 CHEVY BLAZER EV FWD RS	\$51,295	\$49,398
46	1MD26 1RS	2026 CHEVY BLAZER EV FWD RS	\$51,912	\$40,088
47	1MD26 2RS	2026 CHEVY BLAZER EV AWD RS	\$54,895	\$42,981
47	1MD26 2RS	2025 CHEVY BLAZER EV AWD RS	\$54,295	\$52,387
48	1LB56 1LT	2026 CHEVY TRAVERSE FWD LT	\$42,695	\$38,952
48	1LB56 1LT	2025 CHEVY TRAVERSE FWD LT	\$41,995	\$38,576
49	1LB56 2LT	2025 CHEVY TRAVERSE AWD LT	\$43,995	\$40,573
49	1LB56 2LT	2026 CHEVY TRAVERSE AWD LT	\$44,695	\$40,929
50	1LD56 1LZ	2025 CHEVY TRAVERSE FWD HIGH COUNTRY	\$54,995	\$51,549
50	1LD56 1LZ	2026 CHEVY TRAVERSE FWD HIGH COUNTRY	\$56,995	\$53,090

CHEVY

863-402-4234

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Matt.Forte@AlanJay.com

ROW	MODEL CODE	MODEL DESCRIPTION	MSRP	CONTRACT PRICE
51	1LD56 2LZ	2025 CHEVY TRAVERSE AWD HIGH COUNTRY	\$56,995	\$53,545
51	1LD56 2LZ	2026 CHEVY TRAVERSE AWD HIGH COUNTRY	\$58,995	\$55,068
52	CK10706 1FL	2025 CHEVY TAHOE 4WD COMMERCIAL	\$61,395	\$57,792
53	CC10706 1LS	2025 CHEVY TAHOE 2WD LS	\$60,495	\$57,992
54	CK10706 1LS	2025 CHEVY TAHOE 4WD LS	\$63,495	\$60,960
55	CC10706 1LT	2025 CHEVY TAHOE 2WD LT	\$63,695	\$61,158
56	CK10706 1LT	2025 CHEVY TAHOE 4WD LT	\$66,695	\$64,125
57	CC10706 1LZ	2025 CHEVY TAHOE 2WD PREMIER	\$75,095	\$72,436
58	CK10706 1LZ	2025 CHEVY TAHOE 4WD PREMIER	\$78,095	\$75,403
59	CC10706 1SP	2025 CHEVY TAHOE 2WD RST	\$68,495	\$65,907
60	CK10706 1SP	2025 CHEVY TAHOE 4WD RST	\$71,495	\$68,874
61	CK10706 2Z7	2025 CHEVY TAHOE 4WD Z71	\$70,495	\$67,885
62	CC10906 1LS	2025 CHEVY SUBURBAN 1500 2WD LS	\$63,495	\$60,449
63	CK10906 1LS	2025 CHEVY SUBURBAN 1500 4WD LS	\$66,495	\$63,417
64	CC10906 1LT	2025 CHEVY SUBURBAN 1500 2WD LT	\$66,695	\$63,615
65	CK10906 1LT	2025 CHEVY SUBURBAN 1500 4WD LT	\$69,695	\$66,583
66	CC10906 1LZ	2025 CHEVY SUBURBAN 1500 2WD PREMIER	\$78,095	\$74,893
67	CK10906 1LZ	2025 CHEVY SUBURBAN 1500 4WD PREMIER	\$81,095	\$77,860
68	CC10906 1SP	2025 CHEVY SUBURBAN 1500 2WD RST	\$69,500	\$66,209
69	CK10906 1SP	2025 CHEVY SUBURBAN 1500 4WD RST	\$74,495	\$71,331
70	CK10906 2Z7	2025 CHEVY SUBURBAN 1500 4WD Z71	\$73,495	\$70,342
71	CG23405 1WT	2025 CHEVY EXPRESS CARGO 2500 RWD 135" WB (NO REAR GLASS)	\$43,695	\$38,645
72	CG23705 1WT	2025 CHEVY EXPRESS CARGO 2500 RWD 155" WB (NO REAR GLASS)	\$45,595	\$40,483
75	CG33405 1WT	2025 CHEVY EXPRESS CARGO 3500 RWD 135" WB (NO REAR GLASS)	\$47,645	\$42,037
76	CG33705 1WT	2025 CHEVY EXPRESS CARGO 3500 RWD 155" WB (NO REAR GLASS)	\$48,445	\$42,812
79	CG23406 1LS	2025 CHEVY EXPRESS PASSENGER 2500 RWD 135" WB (12-PASSENGER BASE)	\$49,245	\$43,799
81	CG23406 1LT	2025 CHEVY EXPRESS PASSENGER 2500 RWD 135" WB (12-PASSENGER BASE)	\$51,345	\$45,777
83	CG33406 1LS	2025 CHEVY EXPRESS PASSENGER 3500 RWD 135" WB (12-PASSENGER BASE)	\$50,445	\$44,532
85	CG33706 1LS	2025 CHEVY EXPRESS PASSENGER 3500 RWD 155" WB (12-PASSENGER BASE)	\$51,245	\$45,733
87	CG33406 1LT	2025 CHEVY EXPRESS PASSENGER 3500 RWD 135" WB (12-PASSENGER BASE)	\$52,145	\$46,133
89	CG33706 1LT	2025 CHEVY EXPRESS PASSENGER 3500 RWD 155" WB (12-PASSENGER BASE)	\$52,945	\$47,334
91	CG33503 1WT	2025 CHEVY EXPRESS 3500 COMMERCIAL CUTAWAY RWD SRW 139" WB 9,900 GVWR	\$38,845	\$33,526

CHEVY

863-402-4234

Ashlee.Wilson@AlanJay.com

Christy.Self@AlanJay.com

Matt.Forte@AlanJay.com

ROW	MODEL CODE	MODEL DESCRIPTION	MSRP	CONTRACT PRICE
92	CG33803 1WT	2025 CHEVY EXPRESS 3500 COMMERCIAL CUTAWAY RWD SRW 159" WB 10,050 GVWR	\$40,395	\$35,025
93	CG33903 1WT	2025 CHEVY EXPRESS 3500 COMMERCIAL CUTAWAY RWD DRW 177" WB 12,300 GVWR	\$40,545	\$35,170
95	CG33803 2WT	2025 CHEVY EXPRESS 4500 COMMERCIAL CUTAWAY RWD DRW 159" WB 14,200 GVWR	\$42,695	\$37,250
96	CG33903 2WT	2025 CHEVY EXPRESS 4500 COMMERCIAL CUTAWAY RWD DRW 177" WB 14,200 GVWR	\$43,345	\$37,878
97	CT35843 4WT	2026 CHEVY SILVERADO EV CREW CAB PICKUP 4WD 4WT STD RANGE 5' BED	\$54,895	\$43,024
97	CT35843 4WT	2025 CHEVY SILVERADO EV CREW CAB PICKUP 4WD 4WT STD RANGE 5' BED	\$58,995	\$57,108
98	CT35843 5WT	2026 CHEVY SILVERADO EV CREW CAB PICKUP 4WD 5WT EXT RANGE 5' BED	\$68,295	\$56,029
98	CT35843 5WT	2025 CHEVY SILVERADO EV CREW CAB PICKUP 4WD 5WT EXT RANGE 5' BED	\$71,395	\$69,464
99	CT35843 8WT	2026 CHEVY SILVERADO EV CREW CAB PICKUP 4WD 8WT MAX RANGE 5' BED	\$76,295	\$63,792
99	CT35843 8WT	2025 CHEVY SILVERADO EV CREW CAB PICKUP 4WD 8WT MAX RANGE 5' BED	\$79,695	\$77,734
100	CT35843 1LT	2025 CHEVY SILVERADO EV CREW CAB PICKUP 4WD 1LT EXT RANGE 5' BED	\$75,195	\$72,756
100	CT35843 1LT	2026 CHEVY SILVERADO EV CREW CAB PICKUP 4WD 1LT EXT RANGE 5' BED	\$91,295	\$78,349
101	14C43 2WT	2025 CHEVY COLORADO CREW CAB PICKUP 2WD 131" WB WT 5' BED 23" CA	\$33,495	\$31,428
101	14C43 2WT	2026 CHEVY COLORADO CREW CAB PICKUP 2WD 131" WB WT 5' BED 23" CA	\$34,495	\$32,736
102	14C43 2LT	2026 CHEVY COLORADO CREW CAB PICKUP 2WD 131" WB LT 5' BED 23" CA	\$38,095	\$36,295
103	14C43 4WT	2026 CHEVY COLORADO CREW CAB PICKUP 4WD 131" WB WT 5' BED 23" CA	\$37,795	\$35,999
103	14C43 4WT	2025 CHEVY COLORADO CREW CAB PICKUP 4WD 131" WB WT 5' BED 23" CA	\$36,795	\$34,630
104	14C43 4LT	2026 CHEVY COLORADO CREW CAB PICKUP 4WD 131" WB LT 5' BED 23" CA	\$41,395	\$39,557
105	CC10703 1WT	2026 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 2WD WT 6.5' BED	\$39,495	\$35,794
105	CC10703 1WT	2025 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 2WD WT 6.5' BED	\$38,995	\$37,201
106	CK10703 1WT	2025 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 4WD WT 6.5' BED	\$43,595	\$41,178
106	CK10703 1WT	2026 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 4WD WT 6.5' BED	\$44,095	\$39,734
107	CC10903 1WT	2025 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 2WD WT 8' BED	\$39,195	\$37,402
107	CC10903 1WT	2026 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 2WD WT 8' BED	\$39,695	\$35,993
109	CK10903 1WT	2026 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 4WD WT 8' BED	\$44,295	\$39,933
109	CK10903 1WT	2025 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 4WD WT 8' BED	\$43,795	\$41,379
111	CC10753 1WT	2025 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 2WD WT 6.5' BED	\$42,295	\$38,575
111	CC10753 1WT	2026 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 2WD WT 6.5' BED	\$42,795	\$37,155
113	CK10753 1WT	2026 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 4WD WT 6.5' BED	\$46,095	\$39,801
113	CK10753 1WT	2025 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 4WD WT 6.5' BED	\$45,595	\$41,245
115	CC10753 1CX	2026 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 2WD CUSTOM 6.5' BED	\$44,995	\$38,893
115	CC10753 1CX	2025 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 2WD CUSTOM 6.5' BED	\$45,595	\$41,423

CHEVY

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ROW	MODEL CODE	MODEL DESCRIPTION	MSRP	CONTRACT PRICE
116	CK10753 1CX	2025 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 4WD CUSTOM 6.5' BED	\$48,895	\$44,057
116	CK10753 1CX	2026 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 4WD CUSTOM 6.5' BED	\$48,295	\$41,503
117	CC10753 1LT	2026 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 2WD LT 6.5' BED	\$50,495	\$43,801
117	CC10753 1LT	2025 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 2WD LT 6.5' BED	\$50,095	\$45,379
120	CK10753 1LT	2025 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 4WD LT 6.5' BED	\$53,395	\$47,978
120	CK10753 1LT	2026 CHEVY SILVERADO 1500 DOUBLE CAB PICKUP 4WD LT 6.5' BED	\$53,795	\$46,375
123	CC10543 1WT	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD WT 5.5' BED	\$45,195	\$39,440
123	CC10543 1WT	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD WT 5.5' BED	\$44,695	\$40,881
125	CC10543 1CX	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD CUSTOM 5.5' BED	\$47,895	\$43,602
125	CC10543 1CX	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD CUSTOM 5.5' BED	\$47,295	\$41,053
126	CC10543 1LT	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD LT 5.5' BED	\$52,895	\$46,033
126	CC10543 1LT	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD LT 5.5' BED	\$52,495	\$47,632
129	CC10543 1LZ	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD LTZ 5.5' BED	\$60,595	\$53,539
129	CC10543 1LZ	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD LTZ 5.5' BED	\$59,695	\$54,716
130	CK10543 1WT	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD WT 5.5' BED	\$47,995	\$43,551
130	CK10543 1WT	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD WT 5.5' BED	\$48,495	\$42,085
132	CK10543 1CX	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD CUSTOM 5.5' BED	\$51,295	\$46,336
132	CK10543 1CX	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD CUSTOM 5.5' BED	\$50,695	\$43,762
133	CK10543 1LT	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD LT 5.5' BED	\$55,795	\$50,231
133	CK10543 1LT	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD LT 5.5' BED	\$54,995	\$47,438
136	CK10543 1LZ	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD LTZ 5.5' BED	\$63,895	\$56,114
136	CK10543 1LZ	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD LTZ 5.5' BED	\$62,995	\$57,315
137	CC10743 1WT	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD WT 6.5' BED	\$44,995	\$41,182
137	CC10743 1WT	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD WT 6.5' BED	\$45,495	\$39,738
138	CK10743 1WT	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD WT 6.5' BED	\$48,295	\$43,852
138	CK10743 1WT	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD WT 6.5' BED	\$48,795	\$42,384
140	CK10743 1CX	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD CUSTOM 6.5' BED	\$50,995	\$44,057
140	CK10743 1CX	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD CUSTOM 6.5' BED	\$50,245	\$45,351
142	CC10743 1LT	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD LT 6.5' BED	\$52,795	\$47,927
142	CC10743 1LT	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD LT 6.5' BED	\$53,195	\$45,684
145	CK10743 1LT	2025 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD LT 6.5' BED	\$56,095	\$50,526
145	CK10743 1LT	2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD LT 6.5' BED	\$56,495	\$48,900

CHEVY

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ROW	MODEL CODE	MODEL DESCRIPTION	MSRP	CONTRACT PRICE
148	CC20903 1WT	2026 CHEVY SILVERADO 2500HD REGULAR CAB PICKUP 2WD WT 8' BED	\$48,195	\$44,112
148	CC20903 1WT	2025 CHEVY SILVERADO 2500HD REGULAR CAB PICKUP 2WD WT 8' BED	\$47,295	\$44,012
152	CK20903 1WT	2025 CHEVY SILVERADO 2500HD REGULAR CAB PICKUP 4WD WT 8' BED	\$50,095	\$46,133
152	CK20903 1WT	2026 CHEVY SILVERADO 2500HD REGULAR CAB PICKUP 4WD WT 8' BED	\$50,995	\$46,214
154	CK20903 1LT	2026 CHEVY SILVERADO 2500HD REGULAR CAB PICKUP 4WD LT 8' BED	\$54,795	\$49,380
154	CK20903 1LT	2025 CHEVY SILVERADO 2500HD REGULAR CAB PICKUP 4WD LT 8' BED	\$53,895	\$49,332
156	CC20753 1WT	2025 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 2WD WT 6.5' BED	\$48,995	\$44,506
156	CC20753 1WT	2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 2WD WT 6.5' BED	\$49,895	\$44,601
158	CC20753 1CX	2025 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 2WD CUSTOM 6.5' BED	\$53,095	\$48,010
158	CC20753 1CX	2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 2WD CUSTOM 6.5' BED	\$51,395	\$46,071
160	CK20753 1WT	2025 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD WT 6.5' BED	\$51,795	\$46,627
160	CK20753 1WT	2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD WT 6.5' BED	\$52,695	\$46,704
162	CK20753 1LT	2025 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD LT 6.5' BED	\$55,895	\$50,101
162	CK20753 1LT	2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD LT 6.5' BED	\$56,795	\$50,142
164	CC20953 1WT	2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 2WD WT 8' BED	\$50,095	\$44,797
164	CC20953 1WT	2025 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 2WD WT 8' BED	\$49,195	\$44,703
166	CC20953 1CX	2025 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 2WD CUSTOM 8' BED	\$53,295	\$48,205
166	CC20953 1CX	2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 2WD CUSTOM 8' BED	\$51,595	\$46,267
168	CK20953 1WT	2025 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD WT 8' BED	\$51,995	\$46,825
168	CK20953 1WT	2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD WT 8' BED	\$52,895	\$46,900
170	CK20953 1LT	2026 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD LT 8' BED	\$56,995	\$50,336
170	CK20953 1LT	2025 CHEVY SILVERADO 2500HD DOUBLE CAB PICKUP 4WD LT 8' BED	\$56,095	\$50,297
172	CC20743 1WT	2026 CHEVY SILVERADO 2500HD CREW CAB PICKUP 2WD WT 6.5' BED	\$51,695	\$46,579
172	CC20743 1WT	2025 CHEVY SILVERADO 2500HD CREW CAB PICKUP 2WD WT 6.5' BED	\$50,795	\$46,502
174	CC20743 1CX	2025 CHEVY SILVERADO 2500HD CREW CAB PICKUP 2WD CUSTOM 6.5' BED	\$54,895	\$49,987
174	CC20743 1CX	2026 CHEVY SILVERADO 2500HD CREW CAB PICKUP 2WD CUSTOM 6.5' BED	\$53,195	\$48,049
176	CK20743 1WT	2025 CHEVY SILVERADO 2500HD CREW CAB PICKUP 4WD WT 6.5' BED	\$53,595	\$48,624
176	CK20743 1WT	2026 CHEVY SILVERADO 2500HD CREW CAB PICKUP 4WD WT 6.5' BED	\$54,495	\$48,682
178	CK20743 1LT	2025 CHEVY SILVERADO 2500HD CREW CAB PICKUP 4WD LT 6.5' BED	\$57,695	\$52,078
178	CK20743 1LT	2026 CHEVY SILVERADO 2500HD CREW CAB PICKUP 4WD LT 6.5' BED	\$58,595	\$52,101
180	CC20943 1WT	2025 CHEVY SILVERADO 2500HD CREW CAB PICKUP 2WD WT 8' BED	\$50,995	\$46,700
180	CC20943 1WT	2026 CHEVY SILVERADO 2500HD CREW CAB PICKUP 2WD WT 8' BED	\$51,895	\$46,775

CHEVY

CONSENT ITEMS 1.6

Award of Bid to RCM Utilities for Bid #2025-009 Emergency Generator HMGP Grant

Issue:

Award of Bid to RCM Utilities for Bid #2025-009 Emergency Generator HMGP Grant

Background:

In 2023, the city applied for, then received, a grant from the FDEM for the purchase and installation of ten (10) emergency backup generators for major lift stations.

The grant conditions stated we needed to openly bid the project.

The city received 5 bids ranging from \$999,275.00 to \$1,748,000.00. These costs do not include the 10% contingency.

Attachment(s):

1. 2025.07.17_Bid Evaluation LTR_RCM Utilities(36874467.1)
2. ITB 2025-009 PA EVAL-Generators-Purchase _ Install(36874469.1)

Fiscal Impact:

The proposed cost estimate for this project was \$1,298,192.00 with the FDEM share of \$973,644 and a city share of \$324,548.00.

The bid proposal cost is \$1,099,202.50, which includes a 10% contingency allowance, and was provided by RCM Utilities. Approximately \$200,000.00 less than the grant budget.

Staff Recommendation:

It is the staff's recommendation to the City Council to award this bid to RCM Utilities as presented. The agreement will be presented at the August 11 Council Meeting.

July 17, 2025

Jessica Carter
Purchasing Agent
City of Zephyrhills
5335 8th Street
Zephyrhills, Florida 33542

RE: City of Zephyrhills
Generators-Purchase and Install
City of Zephyrhills.: 2025-009 / Project #4673-008-R
Jones Edmunds Project No.: 26110-011-10
Bid Review and Evaluation of Findings

Dear Ms. Carter,

This letter summarizes the construction contract bids received for the Generators-Purchase and Install project. The City of Zephyrhills placed advertisement for bids on June 1, 2025, in the Tampa Bay Times and the Invitation to Bid was posted on OpenGov.com. Based on the interest of (5) five contractors, Jones Edmunds believes that the project was well advertised. Five bids were uploaded to OpenGov.com for the City of Zephyrhills project on Monday, June 30, 2025, and read publicly. The Base Bids of these 5 bidders ranged from \$999,275.00 to \$1,748,000.00.

RCM Utilities, LLC, submitted the lowest, responsive, and responsible total base bid for the ten (10) Lift Stations. Jones Edmunds has reviewed the submitted bid package provided by RCM Utilities, LLC with the following findings:

- RCM Utilities, LLC is not a federally debarred contractor.
- Jones Edmunds investigated the Contractor's experience, reputation, performance, past projects, and outstanding projects and finds the Contractor appears capable to perform.
- Jones Edmunds ran a D&B report on RCM Utilities, LLC; and they were marked as a low to moderate risk for late payment. Jones Edmunds suggests obtaining partial lien releases regularly during construction to ensure payments are made to suppliers and subcontractors.

While the final determination of which contractor will be awarded this project will be made by the City of Zephyrhills, Jones Edmunds believes the bid to be responsive and, based on the findings above, does not take exception to awarding the project to the low bidder, RCM Utilities, LLC, for the bid amount of:

Total Base Bid Price for Generator-Purchase and Install: \$999,275.00.

If you have any questions or comments, feel free to contact me at (352) 377-5281 or eearnest@jonesedmunds.com .

Sincerely,



Edward Earnest, PE
13545 Progress Boulevard, Suite 50
Alachua, Florida 32615

CC: Mike Clark – Jones Edmunds
Chris Seufert – Jones Edmunds

ITB 2025-009 Generators-Purchase and Install

	ACCURATE POWER & TECHNOLOGY	COMP ENVIRONMENTAL INC	EAU GALLIE ELECTRIC	RCM UTILITIES, LLC	ZABATT POWER SYS
ADDRESS	15519 WEST US HWY 441 SUITE 101A	5615 RECKER HIGHWAY	2012 AURORA RD	1451 PINE GROVE RD	4612 HWY AV
	EUSTIS FL 32728	WINTER HAVEN FL 33880	MELMOURNE FL 32935	EUSTIS FL 32726	JACKSONVILLE FL 32254
PHONE NUMBER		571-223-5900	321-259-2885 EXT 235		
BID BOND	5%	\$62,441.50	5%	\$999,275.00	5%
RIGHT TO WAIVE	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
PUBLIC ENTITY CRIMES	INCLUDED	ITEM F - MISSING CHECKMARK	INCLUDED	INCLUDED	INCLUDED
NON COLLUSIVE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
DRUG-FREE WORKPLACE	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
E-VERIFY	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
ERRORS OR OMISSIONS	NONE	NONE	NONE	NONE	NONE
REFERENCES-SIMILAR SCOPE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
REFERENCES-ACTIVE PROJECTS	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
DEBARMENT/SUSPENSION	INCLUDED	INCLUDED	INCLUDED	CONFIRMED	CONFIRMED
LICENSES / CERTIFICATIONS	EC13007737 EXP 8/31/2026	CGC522423 EXP 8/31/2026	CGC1526728 EXP 8/31/2026	CUC1225240-8/31/26	EC13013144-8-31-26
		EC13005949 EXP 8/31/2026	EC13003441 EXP 8/31/2026	CGC061548/CFC1431823/EC13014150	CBC1257077/
AMERICANS W DISABILITY	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
AUDITS AND INSPECTIONS	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
Clean Air Act & Federal Water Pollution	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
COPYRIGHT RESTRICTIONS	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
THIRD PARTY OBLIGATIONS	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
DBE POLICY	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
ANTI LOBBYING	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
ANTI-KICKBACK	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
SMALL & MINORITY BUSINESS	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
HOURS & SAFETY STD ACT	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
DOMESTIC PREFERENCE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
ENVIRONMENTAL REGULATIONS	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
EEO	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
Delegates, Congress or Legislature	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
INSPECTOR GENERAL COOPERATION	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
RECOVERED MATERIALS PROCUREMENT	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
PROHIBITED INTERESTS	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
TELECOMMUNICATION EQPMT	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
RIGHTS & REMEDIES NOT WAIVED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
SEVERABILITY	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
CIVIL RIGHTS-1964	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
CIVIL RIGHTS - 1968	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
FAA-DAVIS BACON ACT					
FAA-CONFLICT OF INTEREST-LITIGATION STMT					
FAA-SUBCONTRACTOR STATEMENT					
FAA-DISTRACTED DRIVING					
FAA-INDEMNIFICATION/HOLD HARMLESS					
FAA-NON-DISCRIMINATION CLAUSE					
FAA-PROHIBITION OF SEGREGATED FACILITIES					
FAA-TAX DELINQUENCY / FELONY CONVICTIONS					
FAA-TRAFFICKING IN PERSONS					
ADDENDA / QUESTIONS AND ANSWERS	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED	CONFIRMED
POINT OF CONTACT	SONNY DUKES	YANLING WANG	CHRIS HUGHES	FRANCIS ALLEN BATES	SANDRA SABATIER

POC PHONE
 AUTHORIZED SIGNATORY
 COST PROPOSAL
 CONTINGENCY
 ALTERNATES
 ALTERNATES CONTINGENCY
 FEI
 State of Florida-Vendor Information Portal
 Better Business Bureau
 Sunbiz
 DBPR
 SoF - Suspended Vendor List
 SoF - Convicted List
 FDOT SUSPENSION LIST
 SoF - Discriminatory Vendor List
 SoF - Antitrust Violator
 SoF - Scrutinized - Prohibited Companies
 Federal Excluded Parties List
 Comments:

SONNY@ACCURATEPOWERANDTEC	407-416-9368	321-259-2885 ET 235	352-308-7231	NONE
SONNY DUKES	YANLING WANG	CHRIS HUGHES	FRANCIS ALLEN BATES	SANDRA SABTIER
BASE AMOUNT \$1.00 LESS	BASE AMOUNT - ERROR	VERIFIED	VERIFIED	VERIFIED
VERIFIED	VERIFIED	VERIFIED	VERIFIED	VERIFIED
BASE AMOUNT \$42,000 OVER	BASE AMOUNT - ERROR	VERIFIED	NOT BID	BASE AMOUNT - ERROR
OVER BY \$4,200.01	VERIFIED	VERIFIED	NOT BID	CONTG ERROR
20-2663060	20-4050285	59-2694842	82-4160762	59-1889271
Active/Not Contested	Active/Not Contested	Active/Not Contested	Active/Not Contested	Active/Not Contested
A+ / no complaints	Not Listed	Not Listed	Not Listed	A+ / no complaints
Active	Active	Active	Active	Active
Active/no complaints	Active/no complaints	Active/no complaints	Active/no complaints	Active/no complaints
Not Listed	Not Listed	Not Listed	Not Listed	Not Listed
Not Listed	Not Listed	Not Listed	Not Listed	Not Listed
Not Listed	Not Listed	Not Listed	Not Listed	Not Listed
Not Listed	Not Listed	Not Listed	Not Listed	Not Listed
Not Listed	Not Listed	Not Listed	Not Listed	Not Listed
Not Listed	Not Listed	Not Listed	Not Listed	Not Listed
Not Listed	Not Listed	Not Listed	Not Listed	Not Listed
Not Listed	Not Listed	Not Listed	Not Listed	Not Listed

CONSENT ITEMS 1.7

Award of Bid for Generator Maintenance RFP #2025-007 to GenServe and RingPower

Issue:

Approval of Generator Maintenance RFP #2025-007 award to GenServe and RingPower.

Background:

The city went out to RFP (RFP #2025-007) for Generator Maintenance Services for its city-wide emergency generators. We received a total of seven (7) acceptable bid proposals. We evaluated them and decided to interview 6 of the seven and, in the end, chose Ring Power and GenServe due to their qualifications.

Attachment(s):

1. 2025-007 Generator Maintenance(36874550.1)
2. Genserve SUMMARY(36874588.1)
3. Genserve Zephyrhills_TECHNICAL RESPONSE 2(36874589.1)
4. Ring Power SUMMARY(36874570.1)
5. Ring Power TECH RESP 2_Business_Continuity_-_Tampa(36874571.1)

Fiscal Impact:

The costs of the maintenance of the generators has been approved in the FY25 budget. It is estimated the annual cost will be approximately \$60,000.00. This does not include any repairs necessary upon the completed inspections.

Staff Recommendation:

It is the staff's recommendation to the City Council to approve this item as presented. The agreement should be on the next Council Agenda.



CITY OF ZEPHYRHILLS
2025-007
GENERATOR MAINTENANCE

AN EQUAL OPPORTUNITY EMPLOYER

FLORIDA TAX EXEMPT #85-8012740166C-4

FEDERAL IDENTIFICATION NUMBER #59-6000455

I.	INTRODUCTION TO REQUEST FOR PROPOSALS
II.	SCOPE OF WORK
III.	EVALUATION CRITERIA & RANKING PROCESS
IV.	EVALUATION DOCUMENTS
V.	RESPONSE PACKAGE CRITERIA.....
VI.	RESPONSE SUBMITTAL
VII.	ADDITIONAL CONDITIONS.....
VIII.	VENDOR REQUIREMENTS AND ACKNOWLEDGEMENTS

Attachments:

A - CHECK LIST

B - Bid_Form-UPDATED_4.22.2025.A

C - Manufacturer Repair Facility Acknowledgement

D - Warranty Acknowledgement

E - State License Certificate

1. INTRODUCTION TO REQUEST FOR PROPOSALS

1.1. Invitation

The **City of Zephyrhills** (the “City”), invites responses (“Responses”) from Vendors which offer to provide the services described in Section “Scope of Work”.

1.2. Vendor

A Vendor is an individual, firm, or corporation submitting a Response to the City for the services requested in the RFP.

1.3. Agreement Terms and Conditions

The Vendor(s) selected to provide the service(s) requested herein (the “Successful Vendor(s)”) shall be required to execute an Agreement with the City. In the event that the proposer to whom the contract is awarded does not execute a contract within thirty (30) days after such award, the City of Zephyrhills may give notice to such proposer of intent to award the contract to the next ranked Vendor, or to call for new responses.

After a contract is signed, failure to comply with any of the terms and conditions of this RFP by the awarded Vendor will be cause for termination of the **"Generator Maintenance"** Agreement.

1.4. Additional Information or Clarification

Requests for additional information or clarifications must be made in the City's e-Procurement Portal at <https://procurement.opengov.com/portal/zephyrhillsfl> and in accordance with the Cone of Silence. The Cone of Silence is applied to all communications concerning any bid, RFP or RFQ before intent to award are issued. Any request for additional information, or for questions seeking clarifications must be received in writing no later than Tuesday, May 13, 2025 by 10:00 am.

The City will issue responses to inquiries and any other corrections or amendments it deems necessary through the City's e-Procurement Portal located at <https://procurement.opengov.com/portal/zephyrhillsfl>, prior to the Response Submission Date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or any written addendum to this RFP. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

It is the Proposer’s responsibility to assure receipt of all addenda. Proposers will be required to acknowledge all addendum within their submission through the eProcurement Portal.

All communications are to be directed to the Purchasing Agent through the City's e-Procurement Portal located at <https://procurement.opengov.com/portal/zephyrhillsfl>.

1.5. Award of Agreement

An Agreement may be awarded to the Successful Proposer(s) by the City Council as applicable, based upon the requirements reflected herein. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer(s) that is determined to be in the City’s best interest.

1.6. Agreement Execution

By submitting a Response, the Proposer(s) agree to be bound to and execute the Agreement for: **Generator Maintenance**. Without diminishing the foregoing, the Proposer may request clarification and submit comments or proposed revisions to the language concerning the Agreement for City's consideration. Any such comments or proposed revisions identified after the Response has been received need not be considered by the City. None of the foregoing shall preclude the City from seeking to negotiate changes to the Agreement during the negotiation process.

1.7. Response Package

Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit Responses in accordance with the requirements of this RFP. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE.** Proposers shall make the necessary entry in all blanks and forms provided for the Response.

1. Each Response that is submitted for evaluation must meet the requirements specified in the RFP.
2. Failure to submit all required items in the manner specified may result in your submittal being found unacceptable.
3. Any submittal found unacceptable will not be considered for selection for this project.

1.8. Changes/Alterations

Proposer may change or withdraw a Response at any time prior to Response Submission Deadline by clicking on "Unsubmit" Proposal via eProcurement Portal. All changes or withdrawals shall be made City's e-Procurement Portal located at <https://procurement.opengov.com/portal/zephyrhillsfl>. Oral/Verbal modifications will not be allowed. Written modifications will not be accepted after the Response deadline.

1.9. Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported to the City of Zephyrhills Purchasing Agent in the manner prescribed in RFP Section "Additional Information or Clarification". Should it be necessary, the City will issue a written addendum to the RFP clarifying such conflicts or ambiguities.

1.10. Disqualification

The City reserves the right to disqualify Responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Response; to reject any or all Responses in whole or in part, or to reissue a Request for Proposals.

1.11. Reject Responses

The City of Zephyrhills, Florida reserves the right to reject any or all responses, waive informalities, request additional information and to negotiate a contract with the most qualified Vendor for professional services at compensation which the agency determines is fair, competitive and reasonable in keeping with the best interests of the City.

1.12. Vendor's Expenditures

Proposers understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the City in connection with the Responses in response to this RFP are exclusively at the expense of the Proposers. The City shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response or anticipation of an Agreement award or to maintain the approved status of the Successful Proposer(s) if an Agreement is awarded.

1.13. Compliance with Applicable Law

The laws of the State of Florida shall govern the agreement. Comply with all applicable federal, state, county and municipal laws, ordinances, regulations and rules related to the services to be performed there under. Conduct no activity or provide any service that is unlawful or offensive.

1.14. Conflicts of Interest

No Vendor shall be eligible for selection on any project and no work shall be assigned to a Vendor which conflicts with or is duplicative of any work by the Vendor or any affiliated business entity, including, but not limited to, partnerships, joint ventures, and subsidiaries of the same parent corporation or Vendor.

1.15. Indemnification

Indemnity: Vendor shall defend, indemnify and hold harmless the City of Zephyrhills and all of the City of Zephyrhills's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Vendor, its officers, agents or employees in performance or non-performance of its obligations under the Agreement generated from this solicitation. Vendor recognizes the broad nature of this indemnification and hold harmless cause, as well as the provision of a legal defense to the City of Zephyrhills when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Zephyrhills in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of the Agreement from this solicitation. Compliance with any insurance requirements required elsewhere within the Agreement shall not relieve the Vendor of its liability and obligation to defend, hold harmless and indemnify the City of Zephyrhills as set forth in this article of the Agreement.

It is further agreed that liability and exposure for indemnification (including, but not limited to the amounts of any indemnification owed by a governmental entity) will be limited to and governed by the provisions of Section 768.28(5), Florida Statutes.

Insurance: Vendor shall, at its sole costs and expense, procure and maintain throughout the term of the contract, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance, with minimum policy limits of

1.16. Insurance

Vendor shall, at its sole cost and expense, procure and maintain throughout the term of the contract, Comprehensive General Liability and Worker's Compensation insurance, including

Employer Liability insurance, with minimum policy limits of \$2,000,000 combined Single Limits, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City of Zephyrhills as a named, additional insured, as well as furnishing the City of Zephyrhills with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany the signed contract. Said insurance coverages procured by the Vendor as required herein shall be considered, and the Vendor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City of Zephyrhills, and that any other insurance, or self-insurance available to the City of Zephyrhills shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the Vendor as required.

Nothing shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.

1.17. Termination (Cause and/or Convenience)

- A. This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given (1) not less than thirty (30) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.
- B. This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in 1(a) above.
- C. If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to the Vendor at the time of termination may be adjusted to cover any additional costs to the local government because of the Vendor's.

If termination for convenience is effected by the local government, the equitable adjustment shall include a reasonable profit for services or other work performed for which profit has not already been included in an invoice.

For any termination, the equitable adjustment shall provide for payment to the Vendor for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, by the Vendor relating to commitments which had become from prior to receipt of the notice of intent to terminate.

- D. Upon receipt of a termination action, the Vendor shall (1) promptly discontinue all affected work (unless the notice directs otherwise) and (2) deliver or otherwise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the Vendor in performing this contract, whether completed or in process.

- E. Upon termination, the local government may take over the work and may award another party a contract to complete the work described in this contract.
- F. If, after termination for failure of the Vendor to fulfill contractual obligations, it is determined that the Vendor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the local government. In such event, adjustment of the contract price shall be made as provided in paragraph (c) above.

1.18. RFP Availability

RFP documents, plans, addendums can be viewed and downloaded from the City's e-Procurement Portal at <https://procurement.opengov.com/portal/zephyrhillsfl> . Registration is FREE. It is your responsibility to ensure you have downloaded all addendums published before the bid opening. You must be a registered vendor for the City of Zephyrhills prior to any work with the City. Should you have questions concerning this site, contact Customer Support via the City's e-Procurement Portal to provide assistance. Responses will be opened after the deadline online. A listing of those Vendors who submitted a response will be posted.

1.19. Response Submission

One electronic response package shall be submitted through the City's e-Procurement Portal located at <https://procurement.opengov.com/portal/zephyrhillsfl>, prior to the **Opening time of Tuesday, May 20, 2025 by 10:00 am.**

The City shall not, under any circumstances, be responsible for delays caused by the issues caused in uploading or for other delays. All responses must be manually and duly signed by authorized authority to bind said Vendor or individual, and Vendor must affix their corporate seal (if any) to the response. In the absence of a corporate seal, the response must be notarized by a Notary public.

The submittal of a response by a preparer will be considered by the City as constituting an offer by the Vendor to perform the required services at the stated fees.

Each Vendor is solely responsible for the reading and completely understanding the requirement of this RFP. The opening time shall be and must be scrupulously observed. Under no circumstances will responses delivered to the office be accepted. All responses are to be uploaded via City's e-Procurement Portal online. Late submissions will not be accepted.

1.20. Appropriations Clause

The City, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each and every fiscal year following the fiscal year in which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, the City shall therefore be released of all terms and other conditions.

1.21. Oral Presentations

At the City's sole discretion, a formal oral presentation may be required by each Vendor that is short list selected during the initial review process. The City will provide a week's notice, if selected. If required, presentations should be in support of the Vendor's response or to exhibit or

otherwise demonstrate the information contained herein. If the Committee wishes additional clarification of any information, Vendors may be requested to submit that information in writing.

1.22. Acceptance of Applicable Policies & Procedures.

- A. Vendors responding to this RFP agree by submission of such response to accept and comply with the City policies and procedures that apply to the selection process for this project.
- B. All Vendors should be licensed in the State of Florida and professionally qualified.
- C. Any concerns, or issues, relating to current policies and procedures may be addressed with City staff, but separate from this selection process.

1.23. Evaluation Committee Process

The City Manager will appoint a ranking committee who will review and evaluate the proposals of all interested Vendors. This committee shall select at least three (3) firm's that are licensed in the State of Florida and are otherwise professionally qualified.

The ranking committee will present their recommendations to the City Manager based on their review of the written responses. The City Manager will present the Committee's recommendations to City Council for their consent for approval. A member from the ranking committee will be present to respond to any detailed questions the Council may have. City Council will vote on the Committee's recommendation.

1.24. Written Selection Process

Step 1. The City will review submittals for responsiveness and responsibility. Those found responsive and responsible based on an initial review shall proceed to Step 2.

Step 2. The City Evaluation Committee comprised of City management and staff will evaluate the responses using the criteria below. Responses will be evaluated and ranked or scored.

1.25. Formal Interview Evaluation Criteria

- Overall impression of firm
- Methods for assured success
- History to complete the maintenance within the time and cost budgeted
- Ability to communicate and past communications of issues which were raised during maintenance and it's correction
- Overall impression of the Vendor

1.26. Interview Format

The Vendors selected to make a presentation to the Evaluation Committee will be notified by the City. Each Vendor selected for further consideration shall be notified in writing and informed of a place and time for the interview sessions. The time allotted to each Vendor for the presentation and interview shall not exceed forty five (45) minutes. (5 Minutes for setup, 20 minutes for presentation, 5 minutes for questions and 5 minutes for knock-down). All members of the Evaluation Committee will be present during the formal interview.

1.27. Issues to Address at Interview

The intent of the formal interview process is to provide the evaluation committee with in-depth information from the Vendor in order to make a final selection of the best-suited Vendor for the contract. ***What makes your firm and proposal better suited for this solicitation than the other firms.*** Firms should focus their presentations on the detailed plan for the tasks, evaluations, interviews, schedule and quality of the services to be provided and any unique characteristics or services the Vendor offers.

Firms are discouraged from reviewing company history and past experience evaluated during the written submittals unless this information is relevant to the discussion.

1.28. Award Criteria

The evaluation committee recommendation will be made from their in depth review of the written responses and the evaluation of the interview responses based on various criteria including but not limited to:

- Past history of maintenance; timely resolution of issues; reports and invoicing
- Demonstrated professional skills and credentials.
- Demonstrated understanding and success of similar projects
- Demonstrated ability to communicate well.

1.29. Final Evaluation

Upon completion of the evaluation process by the Evaluation Committee, the Firms/Proposals will be ranked in descending order of recommendation. The Evaluation Committee shall present their final ranking to the City Manager for presentation to the City Council for approval of the committee's recommendation. The City will begin negotiations with the number one ranked Vendor. Should the City be unable to negotiate a satisfactory contract with the top-ranked Firm at a price determined to be fair and reasonable, negotiations shall be terminated with that Firm and the City shall initiate negotiations with the second ranked Vendor to arrive at an acceptable contract, and so on.

The final negotiated contract is presented to City Council for approval and authorization by the City Manager.

1.30. Exception to the RFP

Vendors may take exceptions to any of the terms of this RFP unless the RFP specially states where exceptions may not be taken. Should a Vendor take exception where none is permitted, the response will be rejected as nonresponsive. All exceptions taken must be specific, and the Vendor must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank responses.

Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the responses will be evaluated based on the responses as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the Vendor furnish the services or goods described herein, or negotiate an acceptable alternative.

1.31. Openness of Procurement Process

Written competitive responses, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. The City gives no assurance as to the confidentiality of any response once submitted.

1.32. Cooperative Purchases

This is a cooperative purchase contract. State law allows any government agency and any accredited school in the state to buy off this contract without going to bid, as long as it does not conflict with any of their local regulations.

1.33. Negotiations

The City may award a contract on the basis of initial offers received, without further negotiations, or may negotiate a final contract. Therefore, each initial offer should contain the Vendor's best terms from a cost or price and technical standpoint.

The City reserves the right to enter into contract negotiations with the selected Vendor. If the City and the selected Vendor cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the next selected Vendor. This process will continue until a contract has been executed or all Vendors have been rejected. No Vendor shall have any rights against the City arising from such negotiations.

1.34. Right to Protest

Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of a contract may seek resolution of its complaints by contacting the City Manager. All Protests must be presented one (1) week after the solicitation deadline or one (1) week after Council approval of ranking.

1.35. Public Records

In accordance with 119.0701 F.S. Vendor shall:

IF A VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT OR CONTRACT, THEY SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**RICARDO QUINONES, CITY CLERK
CITY OF ZEPHYRHILLS
5335 8TH STREET
ZEPHYRHILLS, FLORIDA 33542
RQUINONES@CI.ZEPHYRHILLS.FL.US
813-780-0000**

1.36. ACH-EFT Payments

The City will make payments for services provided under this contract by means of an ACH-EFT process. This method is quicker and eliminates fraud activity. This will need to be setup before any payment processing. The City reserves the right to revise this program as necessary.

2. SCOPE OF WORK

2.1. Service Requirements

The City of Zephyrhills is seeking qualified, experienced and licensed in the State of Florida contractors to perform annually preventive and regular maintenance and repairs on the City's generators. **All maintenance to be performed per best management practices for generator maintenance.** The Contractor shall provide supervision, labor, material, tools, test equipment, and any/all other items necessary to inspect, calibrate and perform scheduled preventive and regular maintenance.

The city intends to award to one (1) contractor based on the history and cost proposal.

The scope of services is anticipated to include, but is not limited to:

2.1 Perform annual maintenance and testing procedures as described in the scope of work within thirty days after the award or as agreed upon with City staff to accommodate an annual maintenance schedule that insures performance of generators at all times and especially during the Hurricane Season.

2.2 All labor and parts shall be warranted by the Contractor for a period of not less than one year or per the manufacturer's warranty period for any specific replacement part. Any additional warranty by a manufacturer will be forwarded to the City's Representative and shall be to the benefit of the City of Zephyrhills.

2.3 All parts supplied or installed shall meet or exceed OEM specifications.

2.4 During the scheduled annual maintenance procedure, the City reserves the right to request a load test with a Portable Load Bank. Approval must be received first from the City before work is performed. The test should last one hour at 80% load of generators rated KW, and a written load test report shall be submitted to the City's Representative requesting the test within one week of completion.

2.5 Contractor shall change generator motor oil and oil filter, coolant, fuel, and air filters as needed or per manufacturer's specifications. The Contractor shall be responsible for the proper disposal of all oil and filters in accordance with any and all federal, state, and local laws, regulations, codes, and rules regarding the disposal of hazardous materials. The Contractor shall provide the appropriate certifications and records that verify an accredited hazardous material disposal company disposed of the materials.

2.6 Contractor must provide qualified repair personnel on site for a generator emergency, within **four** (4) hours of notification by the City. An emergency contact phone number and name shall be provided and kept updated during the life of the contract. A facility that is without emergency backup power to the building, the buildings critical equipment, or not able to operate without power for its intended use constitutes an emergency. Trailer mounted portable generator units may qualify for emergency service when deployed in the field for use as the back-up power source for any type of facility.

2.7 Contractor shall respond and have its personnel on-site within twenty-four (24) hours after receiving the City's request for non-emergency service. The City's representative may schedule an applicable replacement or repair as it deems necessary.

2.8 If a location is deleted during the term, the contract will be reduced by the bid price for that location. The City reserves the right, at its sole option, to delete one or more locations during the term of the contract for any reason, and shall provide written notice to the Contractor of same. If a unit is added during the term, a price will be negotiated for that unit in comparison to units already included in the maintenance agreement. If a new location/generator is added during the term, the contract will be increased for this equipment at the rates awarded by the contract.

2.9 All repairs of equipment shall be considered as additional work. Costs for equipment repairs will be negotiated prior to commencement of work; all parts will be invoiced based on the actual cost to the Contractor plus the mark-up as indicated by the Contractors submitted Bid Form. Copies of invoices for equipment, parts, material, or other items necessary to the repair shall be submitted with each Contractor's repair invoice. The Contractor shall notify the City's Representative in writing of the need to repair any unit, and to describe the proposed repairs to include an estimate for the work. Upon approval by the City, the Contractor shall perform the repair.

ANNUAL MAINTENANCE PROGRAM

2.10 Review previous test and maintenance reports. Consult with the City's representative for comments on performance and knowledge of previous and present test and maintenance schedules.

2.11 Make 360 degree walk around physical inspection and note any specific maintenance requirements or suggestions.

2.12 Check engine mounted radiator cooling system

- a) Cooling level
- b) Inhibitor strength
- c) Anti-freeze strength
- d) Cap seal-spring tension
- e) Hose condition plus clamps
- f) Re-check level after starting
- g) Current run hours

2.13 Air handling/ventilation system

- a) Inlet and discharge louvers open properly
- b) Check cooling fan belts and pulleys

2.14 Air induction/filter system

- a) Air cleaner-remove, light test
- b) Observe turbo wheel-free-play-dirt inside air conditioner
- c) Check air conditioner gasket seal

2.15 Fuel System

- a) Check main tank level (Check day tank where applicable), verify and report levels.
- b) Visual check for water
- c) Visual check for algae
- d) Visual check for sludge or sediments
- e) Test level controls and alarms

- f) Check fuel transfer pump
- g) Clean primary filter
- h) Visual inspection complete fuel piping system
- i) Secure vents and bleed screws
- j) Observe fuel pressure
- k) Inspect condition of flex fuel lines
- l) Based upon visual inspections, recommend any remedial actions necessary, i.e., fuel sampling, testing, and/or filtering

2.16 Annual Checks for Diesel Engine DEF

- a) Ensure the DEF tank is filled to at least 75% to prevent engine issues.
- b) Check for Leaks:
- c) Inspect the DEF lines, tank, and fittings for signs of leaks or wear.
- d) Monitor System Functionality:
- e) Verify that the DEF injector and dosing system are functioning properly and check for any error codes.

2.17 Reburn Procedures

- a) Check the Control System:
- b) Ensure the Engine Control Unit (ECU) is programmed correctly for reburn operation.
- c) Monitor Engine Temperature:
- d) Verify that the engine reaches the optimal temperature for effective reburn (typically around 250°C or higher).
- e) Inspect the SCR System:
- f) Regularly inspect the Selective Catalytic Reduction (SCR) system for clogs or damage that may affect DEF flow.
- g) Adjust Injector Timing:
- h) Ensure that DEF injectors are calibrated and timed correctly for optimal NOx reduction.
- i) Maintenance of Sensors:
- j) Check and clean NOx sensors and temperature sensors to ensure accurate readings.
- k) Conduct Performance Tests:
- l) Perform periodic tests to evaluate the effectiveness of the reburn process, checking emissions output and overall engine performance.

2.18 Starting System

- a) Check water jacket temperature before starting
- b) Cycle thermostat on jacket water heater
- c) Check battery voltage, charger on
- d) Turn charger off, check electrolyte
- e) Check battery terminals, inner connectors
- f) Perform voltage drop test across battery during start
- g) Start engine, time initial crank, to load voltage time starter disengagement
- h) Check starting and control connections in junction box, cranking panel and automatic transfer switch
- i) Check relays in cranking panel
- j) Turn battery charger on. Observe charge rate, voltage

2.19 Check Engine Governor, (hydraulic type where applicable)

- a) Test remote motor control if applicable

- b) Check and lubricate linkage if applicable
 - c) After starting check stability, response and RPM
- 3.11 Safety shut-off and alarms
- a) Check all safety shut offs and alarms as applicable to each unit for proper operation
- 2.20 Engine and generator instruments
- a) After starting, observe and log as applicable to available generator controls and instruments
 - Jacket water temperature
 - Oil pressure
 - Fuel pressure
 - A.C. ammeter
 - A.C. voltmeter
 - All other applicable performance data available
 - b) If any readings are suspect, verify with master instrument
- 2.21 Check unit for any unusual vibrations
- 2.22 Check crankcase pressure
- 2.23 Check for exhaust leaks and observe exhaust characteristics
- 2.24 Lubrication and oil
- a) Check oil level before starting, add or fill to proper level
 - b) Check records for service date
 - c) Change oil and lubricate all points required to manufacturers recommendations
- 2.25 Generator
- a) Inspect and lubricate rear bearing if necessary
 - b) Observe air gap, dirt build-up on rotating parts
 - c) Inspect all wiring for wear and or loose terminations
 - d) Verify good connections on all AC voltage terminals
 - e) Check terminal connections to voltage regulator and field
 - f) Check and lock voltage adjust rheostat, droop potentiometer and gain control
 - g) Observe air flow and balance across windings and housing while unit is running
 - h) Secure all screens, clean if necessary
 - i) Record voltages, regulation, response time and stability
- 2.26 Exhaust system
- a) Inspect for possible leaks, and fire hazard
 - b) Drain moisture traps
 - c) Check for allowance of heat expansion at full operational loads
 - d) Check muffler for proper noise suppression
- 2.27 Automatic transfer switch
- a) Check and verify electro-mechanical linkage and lubricate if applicable
 - b) Verify condition of all load contacts
 - c) On an annual basis, check operation of transfer switch and note in report:
 - Time delay-engine start
 - Time delay-transfer-retransfer
 - Cool down timer

- Clock exerciser set to desired time and dates.

2.28 At termination of tests and maintenance, verify:

- a) Start control-on automatic
- b) Circuit breaker(s)-closed
- c) Voltage regulator switch in on position (fuse good)
- d) Phase/Voltage selector switch in proper position for application applied
- e) Battery charger on
- f) Fuel transfer pump-on, if applicable
- g) Fuel valves-open
- h) Water Jacket heater-on
- i) Remote radiator fan-on if applicable
- j) Auxiliary water pump-on if applicable
- k) Vent or Louvre motor control feed-on if applicable.
- l) Water Jacket shutoff valves-open

2.29 Complete an inspection form when services are complete. Contractor may submit company's inspection form which must be approved by the City's Representative. Contractor will complete the form on the day of the maintenance, reporting results of all tests performed, noting any deficiencies observed with recommendations for repairs, with all reports, documentation, and information being sent to the City's representative. Any significant problems will be reported to the City's representative within 24 hours.

2.30 All work shall be coordinated with the City's representative, who will authorize repair work for that location, and accept and authorize for payment of all invoices for that location. Contractor shall submit inspection reports, estimates for repair work, and all invoices directly to the City's Representative.

2.31 Materials provided by the Contractor shall be billed to the City based on the actual cost to the Contractor plus mark-up as indicated on the Contractor's submitted Bid Form.

Copies of the material invoices shall be submitted with each invoice. The City shall only pay fair market prices for materials.

ELIGIBILITY

To be eligible for award in response to this IFB, bidders must demonstrate that they have successfully completed work as specified herein and are normally and routinely engaged in performing such work and are properly and legally licensed to perform such work.

CONTRACTORS MUST MEET OR EXCEED ALL MINIMUM ELIGIBILITY REQUIREMENTS IN ORDER TO BE CONSIDERED FOR AWARD.

- A. Contractor must have a minimum of five (5) years' experience in generator maintenance, service, and repair. References provided must include the name of company, contact name, telephone number, email address, date service commenced, date service ended (if applicable), and summary of work performed.
- B. ~~Contractor must be a Manufacturer's Authorized Repair Facility for one or more of the manufacturers listed on the Bid Sheet.~~
- C. ~~Contractor must be authorized to perform warranty repairs for any of the manufacturers listed on the Bid Sheet.~~

- D. Contractor must have Certified Electrical Generator Systems Technicians able to perform the Work ~~on the models listed on the Bid Sheet.~~
- E. Contractor must have ~~factory~~ trained technicians ~~with specific certification~~ in standby general sets and automatic transfer switches ~~by any of the manufacturers listed on the Bid Sheet.~~
- F. Contractor must have the capacity to deploy staff within twenty-four (24) hours of City notification of needed service.
- G. Contractor must have the capacity to respond to any City emergency notification within four (4) hour

MISCELLANEOUS CONDITIONS

- A. Should the Contractor who is awarded this contract for generator maintenance decides to terminate services during the contract, they must provide a ninety (90) day notification to the City. Failure to provide will result in penalties being assessed to the contractor.
- B. At each renewal of the contract, new rates can be presented to the City for approval for the new term.
- C. Provide a Letter of Affirmation which states the Contractor can and will respond to the City for regular maintenance and service within twenty four (24) hours of the City's notification (phone or email) to the designated person
- D. Scheduling and invoices will be done separately, per address/group.
- E. **There will be no travel time/mileage costs included in this service.**

2.2. Additional Requirements

- A. The City shall not be held liable for any expenses incurred in connection with the preparation of a response to this RFP or any costs associated with any activities involved in presentations and discussions or in preparations and execution of a contract resulting from this solicitation.
- B. The City place significant value on high quality work and performance, timely access and response, scheduling and cost concerns, risk management/loss prevention, early issue identifications, flow of information and communications, congenial working relations, adherence to ethical standards, proactive stand-up accountability and the demonstration of the same.
- C. The purpose and intent of this solicitation is to establish contract.

2.3. Acceptance of Applicable Policies and Procedures

Vendors responding to this RFP agree by submission of such response to accept and comply with the City's policies and procedures that apply to the selection process for this project.

Any concerns, or issues relating to current polices and procedures may be addressed with City staff, but separate from this selection process.

2.4. Contract Term

- A. Initial Term: Three (3) years from date of executed contract.
- B. Renewals: Two (2) three (3) year renewal terms.

2.5. Location

Site Location: See attached exhibit.

3. EVALUATION CRITERIA & RANKING PROCESS

- A. General Ranking. The evaluation and ranking of all Competitive responses received shall be accomplished utilizing the criteria described in this Section.
- B. Selection Criteria. All responses shall be equally evaluated with respect to the completeness of the data provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the evaluation of the response.

3.1. Written Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Technical Depth	Points Based	35 (35% of Total)
2.	Experience and Qualifications of Firm	Points Based	20 (20% of Total)
3.	Experience and Qualifications of Key Project Team	Points Based	15 (15% of Total)
4.	Similar Successful Projects	Points Based	15 (15% of Total)
5.	References References may be called regarding the level of satisfaction with services rendered by the by the proposing firm, its technical ability, cost, education of and presentation to Governing bodies.	Points Based	10 (10% of Total)
6.	Project Team Location	Points Based	5 (5% of Total)

3.2. Interview Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Overall Impression of Key Team Members	Points Based	25 (25% of Total)
2.	Methodology Presented to Assure Success	Points Based	20 (20% of Total)
3.	Ability to Ensure Success within Time and Budget	Points Based	20 (20% of Total)
4.	Communications	Points Based	15 (15% of Total)
5.	Responses to Questions and Problem Solving	Points Based	20 (20% of Total)

4. EVALUATION DOCUMENTS

The services being sought under this RFP are considered to be professional in nature. Consequently, the evaluation of the responses will be based upon consideration of the demonstrated capabilities of the Firm that will result in a short list of three firms to be invited for interviews and presentations to the Evaluation Committee. Factors to be considered in the evaluation shall include, but are not limited to the following:

4.1. Qualifications and experience of the proposed project team.

- A. Experience of the contractor on past projects
- B. Quality of references
- C. Timeliness of reports and invoices
- D. Followup to maintenance issues
- E. Schedule control

4.2. General Ranking

The evaluation and ranking of all Competitive responses received shall be accomplished utilizing the criteria describe in this Section.

5. RESPONSE PACKAGE CRITERIA

5.1. TABLE OF CONTENTS

- A. Materials shall be arranged in the order indicated on the TABLE OF CONTENTS.
- B. Responses should be page numbered to indicate the location for each of the listed items.

5.2. RFP Forms

The RFP forms included in this solicitation and those required to be in your response can be used or a reasonable facsimile. Firms choosing to use a reasonable facsimile of required forms should maintain both the format and content of the provided forms.

5.3. Technical Response

All bid submission shall be made through the City's e-Procurement Portal located at <https://procurement.opengov.com/portal/zephyrhillsfl>. Firm's response must contain the following:

- A. Table of Contents
- B. Financial Responsibility. List main banking references
 - Has the firm ever failed to complete any work related to it or been removed from any project awarded to firm.
 - List the contact person, address, and phone numbers for the firm's bonding company/agent.
- C. Responses to the Evaluation Criteria
- D. Resumes
- E. Licenses
- F. Online Addenda Acknowledgement

5.4. Cover Letter

At the option of the submitting firm, a cover letter, one page maximum, may be included to serve

only as a transmittal document. The optional cover letter shall not include any information to be considered for evaluation by the Selection Committee.

6. RESPONSE SUBMITTAL

Responses shall contain the information requested below, in the order shown.

6.1. Qualifications and Experience

1. Describe your organization

- Experience
- Location
- Scheduling Control and Follow up
- After hour emergency repairs

2. Provide a resume for your key personnel

3. Will there be one designated employee to service or will they rotate.

4. Guaranteed response time during and after hours

6.2. Safety

Describe your safety and site logistics plan for these projects.

6.3. Statement of why your firm should be selected

This sections provides each firm the opportunity to provide specific information that differentiates them from others in the competition.

6.4. Approach to Projects and Ability to Furnish Required Services

1. Indicate if services listed in the Scope of Work will be provided by applicant or by sub consultant/contractor. When services are to be provided by a sub consultant/contractor, include sub consultant/contractor's name and specify what services will be provided.

2. Relative to the scope of services for this project, describe the specific abilities of the firm. Describe how you plan for the services and how those plans are to be executed.

3. Include any approaches to providing the services

4. Briefly describe your Quality Assurance/Quality Control Program

6.5. Ability of Personnel

1. Attach **resumes** only for key personnel ,

6.6. Experience with Similar Projects

List a maximum of ten (10) recent projects, during the past five (5) years, to indicate proficiency in similar maintenance work. S

Each project must contain the following information:

- Project Title
- Project Location
- Project Description
- Project Start Date/Completion Date

- Owner's Name and Address
- Contact Person, Phone Number and Email Address
- Were there any issues with providing the contracted maintenance services? If not, why.

6.7. Effect of Project Team on Project Responses

1.2. The contractor location shall be in the greater Tampa Bay region, within eighty (80) mile radius of Zephyrhills and be able to respond within the emergency guidelines.

7. **ADDITIONAL CONDITIONS**

The Owner reserves the right to reject any or all Responses received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

7.1. Confidentiality of Documents

Upon receipt of a response to the Owner, the response shall become the property of the Owner without compensation to the proponent, for disposition or usage by the Owner at its discretion.

7.2. Equal Employment Opportunity

During the performance of this Contract, the Firm/Vendor agrees as follows: The Firm/Vendor/Subcontractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the work force of the firm, or procurement services in connection with these projects.

7.3. Event of Tie

In the event of a tie, if one of the businesses involved in the tie is a minority or female owned, they shall be ranked above the other firm or firms involved in the tie.

7.4. Joint Venture

The Owner does not desire to enter into "joint-venture" agreements with multiple Construction Management Firms.

7.5. Evaluation Committee

The Evaluation Committee desires to review information on the firm's major consultants/contractors. The firm is requested to name principal consultants/contractors and submit qualifications, including therein all of the information requested of the fir..

8. **VENDOR REQUIREMENTS AND ACKNOWLEDGEMENTS**

8.1. FEIN Number*

Enter FEIN Number

*Response required

8.2. Are you a Parent Company?*

Please verify whether you are a Parent Company

☐ Yes

☐ No

*Response required

When equals "Yes"

8.2.1. Parent Company Name*

Enter Parent Company Name

*Response required

When equals "Yes"

8.2.2. Former Parent Company Information, if any*

Enter Former Parent Company/Companies Names

*Response required

8.3. Firm Principal Information*

Enter Name/Title/Phone Number of two Principals in the firm.

*Response required

8.4. Present Office Locations and Number of Personnel*

Enter Present Office locations, City/State/Number of personnel for each

*Response required

8.5. Request for Proposal Confirmation*

PROJECT IDENTIFICATION NUMBER: 2025-007

PROJECT NAME: Generator Maintenance

RFQ DEADLINE: Tuesday, May 20, 2025, 10:00 am

The undersigned, hereby declares that no person or other persons other than the undersigned are interested in this RFP, as Principal, and this response to request for qualifications is made without collusion with others; and that we have carefully read and examined the specifications, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby proposed and agree to furnish this service according to the requirements set out in the specifications for said purchase and service.

☐ Please confirm

*Response required

8.6. Will you be using subcontractors/consultants?*

☐ Yes

☐ No

*Response required

When equals "Yes"

8.6.1. Subcontractors or Subconsultants for this project.*

Please download the below documents, complete, and upload.

- [FIRM DATA SHEET - SUB-CONSU...](#)

*Response required

8.7. Provide a Letter of Affirmation for 24 hour response time after City Notification*

*Response required

8.8. Provide a Letter of Affirmation for a 4 Hour Response Time for Emergency or After Hours Services*

*Response required

8.9. Manufacturer Repair Facility Information*

Please upload your information

*Response required

8.10. Manufacturer Warranty Facility Acknowledgement*

*Response required

8.11. License Certificates*

Electrician; Trained Technicians, etc

*Response required

8.12. Business References - Generator Maintenance*

Please download the below documents, complete, and upload.

- [References.docx](#)

*Response required

8.13. Drug Free Workplace*

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that the Firm does:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- D. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or pleas of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance

or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

☐ Please confirm

*Response required

8.14. Public Entity Crimes*

Please download the below document(s), complete, and upload.

- [PUBLIC ENTITY CRIMES.docx](#)

*Response required

8.15. Non-Collusive Affidavit*

Please download the below document(s), complete, and upload.

- [NON-COLLUSIVE AFFIDAVIT.docx](#)

*Response required

8.16. Statement of E-Verify Requirements Compliance*

By confirming, I, the duly authorized representative/agent of the firm I am representing for this bid hereinafter referred to as Successful Respondent, by this Affidavit attest to the following:

The Successful Respondent acknowledges that Section 274A of the Immigration and Nationalization Act and other relevant provisions of law prohibit the employment of unauthorized aliens; that the U.S. Department of Homeland Security has established an E-Verify System that allows employers to verify employee eligibility in an efficient manner; and that the Office of the Governor of the State of Florida has issued Executive Order 11-116, encouraging public agencies not under the control of the Governor to include as a provision of contracts for the provision of goods or services a requirement that contractors and subcontractors utilize the E-Verify System to verify employee eligibility. Successful Respondent hereby affirms and agrees that Successful Respondent is in compliance and shall at all times comply with Section 274A of the Immigration and Nationalization Act and other provisions of law with respect to the hiring of unauthorized aliens. Successful Respondent shall verify the eligibility of its current and prospective employees utilizing the U.S. Department of Homeland Security's E-Verify System during the term of this Agreement. Successful Respondent shall include in all contracts with subcontractors related to this Agreement a provision requiring the subcontractor to comply with Section 274A of the Immigration and Nationalization Act and other provisions of law with respect to the hiring of unauthorized aliens and to verify the employment eligibility of all the subcontractor's current and prospective employees using the U.S. Department of Homeland Security's E-Verify System. The Successful Respondent shall maintain records showing its compliance with the requirements of this paragraph, and shall provide copies of all such records to the City upon request. Failure to comply with any requirement of this paragraph shall constitute a breach of this Agreement for which the City may immediately terminate the Contract without penalty. In the event of such breach or termination, the Successful Respondent shall be liable to the City for any costs incurred by the City as a result of the breach.

IN ACCORDANCE WITH § 837.06, FLA. STAT., SUCCESSFUL RESPONDENT ACKNOWLEDGES THAT WHOEVER KNOWINGLY MAKES A FALSE STATEMENT IN WRITING WITH THE INTENT TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS OR HER OFFICIAL DUTY SHALL BE GUILTY OF A MISDEMEANOR OF THE SECOND DEGREE, PUNISHABLE AS PROVIDED IN § 775.082 OR § 775.083, FLA. STAT.

☐ Please confirm

*Response required

8.17. Errors and Omissions*

Upon review of this project's plans and construction documents are you aware of any apparent errors or omissions?

☐ Yes

☐ No

*Response required

When equals "Yes"

8.17.1. Explanation of Errors or Omissions Found, if any*

Enter explanation of errors or omissions found or enter N/A

*Response required

8.18. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusions*

By clicking confirm, the prospective Vendor certifies:

- A. By submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
- B. Where the Vendor is unable to certify to the above statement, the prospective Vendor shall attach an explanation to this form.

☐ Please confirm

*Response required

8.19. Disability Act*

The Contractor will comply with all the requirements imposed by the ADA (42 USC 12012. Et. Seq.) the regulations of the Federal government issued thereunder, and the assurance by the Contractor pursuant thereto.

☐ Please confirm

*Response required

8.20. Clean Air Act*

The Contractor will comply with all requirements imposed by the CLEAN AIR ACT, codified as 42 U.S.C. 7401 et seq and the Federal Water Pollution Control Act (Clean Water Act) 33 U.S.C. 1251-1387, the regulations of the Federal government issued thereunder, and the assurance by

the Contractor pursuant thereto.

☐ Please confirm

*Response required

8.21. Copyright. *

No material prepared under this agreement shall be subject to copyright in the United States or any other country.

☐ Please confirm

*Response required

8.22. DBE Obligation*

The Contract agrees to ensure that DBE's as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of this contract.

☐ Please confirm

*Response required

8.23. The City, State and/or Federal agency shall not be obligated or liable hereunder to any party other than the agency in regards to this service.*

☐ Please confirm

*Response required

8.24. Equal Employment Opportunity*

Take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, creed, color, sex, or national origin.

☐ Please confirm

*Response required

8.25. Members/Delegates/Congress/Legislature. Shall not permit a member or delegate to the Congress of the United States or the State of Florida Legislature, to any share or part of the Contract or any benefit arising therefrom.*

☐ Please confirm

*Response required

8.26. Telecommunications. The Contractor will comply with all requirements imposed by FAR 85 FR 53126 Defense Department for the use of covered telecommunications equipment or services, or any equipment, system or service that uses covered telecommunications equipment or services*

☐ Please confirm

*Response required

8.27. Civil Rights. The Contractor/Firm will comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. Seq), the Regulations of the Federal Department of Transportation*

☐ Please confirm

*Response required

8.28. Severability. If any provision of this agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.*

☐ Please confirm

*Response required

8.29. RFP Acceptance*

Please download the below document(s), complete, and upload.

- [RFP_ACCEPTANCE.docx](#)

*Response required

8.30. RFP Technical Response*

Upload your firm's response package.

*Response required

8.31. Fair Practices Affidavit*

Please download the below documents, complete, and upload.

- [FAIR_PRACTICES_AFFIDAVIT.docx](#)

*Response required

8.32. ADDENDA / QUESTIONS & RESPONSES*

By clicking on confirm you acknowledge you have downloaded all addendums published and read all questions and responses to this solicitation.

☐ Please confirm

*Response required

8.33. Cost Proposal*

*Response required

8.34. Redacted Bid containing any information deemed confidential?*

If your response contains any information deemed confidential, provide an additional redacted version of your response labeled "Redacted". An electronic copy shall be in Microsoft Word or Adobe – the most recent software version.

☐ Yes

☐ No

*Response required

When equals "Yes"

8.34.1. Upload your redacted copy.*

*Response required

8.35. Point of Contact for Solicitation (Name / Email / Phone)*

*Response required

8.36. Authorized Signatory

8.36.1. Name and Title of Authorized Signatory*

Enter the Name and Title of the Authorized Signatory

*Response required

8.36.2. By clicking confirm, the authorized signatory is confirming that they are authorized to bind the entity to the contract.*

By clicking confirm the Authorized Signatory is certifying that this Response is made without prior understanding, agreement, connections with any corporation, firm or person submitting a Response for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to all conditions of this Bid/Proposal and certify that I am authorized to sign this Response for the company. In submitting a Response to the City of Zephyrhills, the Responder offers and agrees that if the Response is accepted, the Company will convey, sell, assign or transfer to the City of Zephyrhills all rights, title and interest in and all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Zephyrhills. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Company.

☐ Please confirm

*Response required



Generator Maintenance

Purchasing
Project ID: 2025-007
Release Date: Sunday, April 20, 2025 · Due Date: Tuesday, May 20, 2025 10:00am
Posted Sunday, April 20, 2025 3:00am

Bid Unsealed Tuesday, May 20, 2025 10:02am by Karen Miller Pricing Unsealed Tuesday, May 20, 2025 10:02am by Karen Miller
All dates & times in Eastern Time

Edit [Pencil] [Preview]

< Back to Responses

GenServe, LLC Response

Pricing unsealed at May 20, 2025 10:02 AM

CONTACT INFORMATION

Company	GenServe, LLC
Email	I.davis@ljpower.net
Contact	Nhi Nguyen
Address	3882 NW 124th Ave Coral Springs, FL 33065
Phone	(214) 617-1527
Website	https://genserveinc.com/
Submission Date	May 20, 2025 9:59 AM (Eastern Time)

ADDENDA CONFIRMATION

- ✔ Addendum #1
Confirmed May 20, 2025 9:47 AM by Rachel Spence
- ✔ Addendum #2
Confirmed May 20, 2025 9:47 AM by Rachel Spence
- ✔ Addendum #3
Confirmed May 20, 2025 9:47 AM by Rachel Spence
- ✔ Addendum #4
Confirmed May 20, 2025 9:47 AM by Rachel Spence
- ✔ Addendum #5
Confirmed May 20, 2025 9:47 AM by Rachel Spence

QUESTIONNAIRE

1. FEIN Number*

Enter FEIN Number

113041060

☒ Pass ☐ Fail

2. Are you a Parent Company?*

Please verify whether you are a Parent Company

No

☒ Pass ☐ Fail

3. Firm Principal Information*

Enter Name/Title/Phone Number of two Principals in the firm.

CEO- Fred Smagorinsky

4949 Thornton Avenue

Unit B

Fremont, CA 94536

954-440-3176

CFO- David Newman

10757 Cutten Road

☒ Pass ☐ Fail

4. Present Office Locations and Number of Personnel*

☒ Pass ☐ Fail

Enter Present Office locations, City/State/Number of personnel for each

Principals

CEO- Fred Smagorinsky	4949 Thornton Avenue Unit B Fremont, CA 94536
CFO- David Newman	10757 Cutten Road Suite 3 Houston, TX 77066
President- Mike Vahling	100 Newtown Road Plainview, NY 11803

5. Request for Proposal Confirmation*

☒ Pass ☐ Fail

PROJECT IDENTIFICATION NUMBER: 2025-007

PROJECT NAME: Generator Maintenance

RFQ DEADLINE: Tuesday, May 20, 2025, 10:00 am

The undersigned, hereby declares that no person or other persons other than the undersigned are interested in this RFP, as Principal, and this response to request for qualifications is made without collusion with others; and that we have carefully read and examined the specifications, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby proposed and agree to furnish this service according to the requirements set out in the specifications for said purchase and service.

☒ Confirmed

6. Will you be using subcontractors/consultants?*

☒ Pass ☐ Fail

No

7. Provide a Letter of Affirmation for 24 hour response time after City Notification*

☒ Pass ☐ Fail

 [affirmation_letter.docx](#)

8. Provide a Letter of Affirmation for a 4 Hour Response Time for Emergency or After Hours Services*

☒ Pass ☐ Fail

 [affirmation_letter.docx](#)

9. Manufacturer Repair Facility Information*

☒ Pass ☐ Fail

Please upload your information

 [CITY_OF_ZEPHYRHILLS - NOTARIZED_DOCS.pdf](#)

10. Manufacturer Warranty Facility Acknowledgement*

☒ Pass ☐ Fail

 [Manufacturer_Repair_Facility_Acknowledgement.pdf](#)

11. License Certificates*

☒ Pass ☐ Fail

Electrician; Trained Technicians, etc

 [Certificates - JB.pdf](#)

 [Certificates - JH.pdf](#)

 [Certificates - RV.pdf](#)

 [General_Contractor_License.pdf](#)

12. Business References - Generator Maintenance*

☒ Pass ☐ Fail

Please download the below documents, complete, and upload.

 [References.docx](#)

 [REFERENCES.docx](#)

13. Drug Free Workplace*

☒ Pass ☐ Fail

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that the Firm does:

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

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

26. Telecommunications. The Contractor will comply with all requirements imposed by FAR 85 FR 53126 Defense Department for the use of covered telecommunications equipment or services, or any equipment, system or service that uses covered telecommunications equipment or services* ☒ Confirmed	☒ Pass ☐ Fail
27. Civil Rights. The Contractor/Firm will comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. Seq), the Regulations of the Federal Department of Transportation* ☒ Confirmed	☒ Pass ☐ Fail
28. Severability. If any provision of this agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.* ☒ Confirmed	☒ Pass ☐ Fail
29. RFP Acceptance* Please download the below document(s), complete, and upload.  RFP_ACCEPTANCE.docx  CITY_OF_ZEPHYRHILLS - NOTARIZED_DOCS.pdf	☒ Pass ☐ Fail
30. RFP Technical Response* Upload your firm's response package.  GenServe_HSE_Manual_2024.pdf  Zephyrhills_Table_of_Contents.pdf	☒ Pass ☐ Fail
31. Fair Practices Affidavit* Please download the below documents, complete, and upload.  FAIR_PRACTICES_AFFIDAVIT.docx  GenServe_HSE_Manual_2024.pdf  CITY_OF_ZEPHYRHILLS - NOTARIZED_DOCS.pdf	☒ Pass ☐ Fail
32. ADDENDA / QUESTIONS & RESPONSES* By clicking on confirm you acknowledge you have downloaded all addendums published and read all questions and responses to this solicitation. ☒ Confirmed	☒ Pass ☐ Fail
33. Cost Proposal*  Bid_Form-UPDATED_4.22.2025.A.xlsx	☒ Pass ☐ Fail
34. Redacted Bid containing any information deemed confidential?* If your response contains any information deemed confidential, provide an additional redacted version of your response labeled "Redacted". An electronic copy shall be in Microsoft Word or Adobe – the most recent software version. No	☒ Pass ☐ Fail
35. Point of Contact for Solicitation (Name / Email / Phone)* Nhi Nguyen/nnguyen@genserveinc.com/214-617-1527	☒ Pass ☐ Fail
36. Authorized Signatory 36.1. Name and Title of Authorized Signatory* Enter the Name and Title of the Authorized Signatory Rob Marino, Florida Branch Manager	☒ Pass ☐ Fail
36.2. By clicking confirm, the authorized signatory is confirming that they are authorized to bind the entity to the contract.* By clicking confirm the Authorized Signatory is certifying that this Response is made without prior understanding, agreement, connections with any corporation, firm or person submitting a Response for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to all conditions of this Bid/Proposal and certify that I am authorized to sign this Response for the company. In submitting a Response to the City of Zephyrhills, the Responder offers and agrees that if the Response is accepted, the Company will convey, sell, assign or transfer to the City of Zephyrhills all rights, title and interest in and all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Zephyrhills. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Company. ☒ Confirmed	☒ Pass ☐ Fail



City of Zephyrhills

Generator Maintenance 2025-007

RFQ DEADLINE: Tuesday, May 20, 2025, 10:00 am

Submitted by:





We lead with our promise: to provide backup power when you need it. This goes beyond the basics of keeping your power on; it means we work with a large variety of the best brands in our industry to provide a solution that puts you first. GenServe LLC is a premier independent service provider specializing in comprehensive solutions for commercial and industrial backup power systems throughout the United States. Established in 1990, our company has been a dedicated partner for businesses seeking reliable power assurance for approximately 35 years.

With a significant team comprising over 180 highly skilled field technicians and a workforce of more than 250 employees, GenServe possesses the scale and expertise to handle diverse and complex power generation needs. Strategically positioned with 17 branches and satellites across key regions, including New York, New Jersey, Pennsylvania, the mid-Atlantic from DC to Philadelphia, Florida, Texas, the Bay Area, Los Angeles, and Chicago, we offer extensive coverage and rapid response capabilities, often within a critical two-hour timeframe.

GenServe's core competencies encompass a full spectrum of services, including proactive maintenance programs, expert repairs, seamless upgrades, reliable new and replacement equipment sales, systems integrations, equipment retrofitting, and critical emergency response. We are proficient in working with all major makes and models of generators and associated equipment, such as switchgear, ensuring comprehensive support for various installed systems.

GenServe's commitment to technical excellence across all makes and models of emergency power supply systems is a key differentiator. We proudly employ the largest number of Electrical Generating Systems Association (EGSA) certified technicians in the industry, underscoring our deep industry knowledge and adherence to the highest

standards. We perform all services in compliance with NFPA 110 standards, guaranteeing industry best practices and regulatory adherence. In the event of major catastrophes and weather events, we also have a traveling technician team that supports branch operations in affected areas to ensure our customers have backup power when they need it.

GenServe's long-standing presence in the market, substantial team of qualified professionals, extensive geographic footprint, and unwavering commitment to reliability make us a trusted partner for maintaining and ensuring the operational readiness of critical backup power infrastructure. Our track record of serving over 10,000 satisfied customers across a wide array of industries speaks to our experience and dedication to providing "backup power when you need it." Our strategic growth through acquisitions further solidifies our position as a leading force in the power generation service sector.



GENERATOR MAINTENANCE

BACKUP POWER WHEN YOU NEED IT

Over time, your generator can develop issues that could prevent it from operating in an emergency. Scheduling regular service with GenServe can help you to address these and other issues that could affect the performance and operation of your commercial generators.

At GenServe, we consider generator maintenance the most important thing we offer. Our technicians are trained to conduct a 105-point inspection of your system and perform maintenance in adherence with NFPA 110 guidelines. This enables us to make the best recommendations for your system and keep it in compliance with local code requirements.

WHY GENSERVE?

- 160+ technicians company wide
- Over 30 years in business
- On call 24/7
- Average 2-hour response time
- Located throughout CA, FL, IL, NY, NJ, PA, TX, and growing!
- NFPA 110 Compliant
- Experience on a wide variety of manufacturers including:

KOHLER
Generators

GENERAC

CAT

Compass

BRIDGES & STRATTON

VOLVO

mtu

TAYLOR

GILLETTE
GENERATORS

AKSA

IGSA
POWER

ASCO Power
Technologies

Periodic Maintenance:

- Check Fluids
- Inspect battery
- Inspect generator accessories
- Inspect electrical components
- Operational test
- Change oil, oil filters, fuel filter: (Service A only)

Additional PM Services:

- Fuel Analysis
- Oil Analysis
- Coolant Analysis
- Load Banking
- Remote Monitoring
- Fuel Polishing
- Rental Contingency Plans
- ATS PM
- Megger Test

PM Service Intervals:

- Quarterly
- Annual
- Semiannual
- Monthly
- Tri-annually

Additional Company Services:

- Troubleshooting
- Generator/ATS Repairs
- New Sales and Installations
- Emergency Rentals
- System Upgrades
- Control Upgrades

Find out more at <https://www.genserveinc.com/>



REDUCE EMERGENCY POWER REPLACEMENT COST BY 70-90%

**SAFETY
RELIABILITY
POWER ON.**

**OPTIMIZE YOUR EQUIPMENT
THROUGH AUTOMATION**

"GenServe integrated our existing generators and switchgear for seamless transition and did it for 90% less than our replacement budget."

VP FACILITIES - LARGE HOSPITAL SYSTEM

**Contact a Sales Representative
for more information**

www.genserveinc.com



REDUCE COST OF OPERATIONS

GenServe's Systems Integration Services hybrid approach reduces the typical equipment replacement budget by 70-90%. Resolve problems remotely for improved performance and uptime.



NEW EQUIPMENT FEEL - NO DOWNTIME

GenServe utilizes existing equipment by updating controls with digital technologies, integrating all generator and switchgear into the new control system. Our approach implements an automated solution 85% faster by leveraging the existing equipment.



ELIMINATE MANUAL INTERVENTION

We automate system switching for immediate emergency power and zero risk to your staff, keeping your people safely away from high-voltage equipment.

POWER ON.

CONNECTED WITH CONTROL

Consistent power is critical for all types of organizations and the failing power grid, increased severe weather, and other threats are impacting their safety, security, and profitability. We expect the power to always be on.

Systems Integration Services align multiple generator and switchgear manufacturers reducing the cost of equipment replacement by 70-90%. Retrofit your existing systems and new equipment for a cost effective integrated emergency power solution.

BENEFITS OF INTEGRATING SYSTEMS

- Increased Operational and Staff Safety
- Increased Uptime for Continuous Operations
- Reducing the Cost of Downtime

Many emergency generators are improperly sized, and we systematically shed workloads for a seamless switching and continued operations.

OPEN STANDARDS SYSTEMS

Proprietary systems lock you in to one manufacturer, equipment supplier, and architecture. Components are expensive and subject to limited availability.

GenServe utilizes open source and standard software and components for a lower baseline cost of ownership. Decoupling the integration components from the equipment simplifies hybrid environments with multiple equipment suppliers and generations of generators.

Automated switching seamlessly sheds electrical loads without manual intervention, allowing full utilization of generator capacity without the risk of overload. Automation also provides simplified remote monitoring and controls removing personnel from exposure to potential arc flash

Keeping our customers safe is our number one priority.

INTEGRATE GENERATORS, SWITCHGEAR, AND AUTOMATE THE PROCESS



GenServe is the United States largest independent generator service organization and a leader in commercial generator sales, installation, service, maintenance, and systems integration. We focus on keeping your facilities operating 24/7, delivering tailored emergency power solutions to protect you against the high cost of power failure. GenServe's people, resources, and capacity enable you to weather a significant power event with local service to keep your Power On. GenServe is committed to a 2-hour response time by technicians trained across brands and types of installations for a fast resolution done right the first time.

" GenServe eliminated all our manual intervention, integrating our existing generators and gear for a completely automated process. It saved 70% compared to our planned capital budget, implemented in 25% of the project time, and improved the safety of our people."

VP FACILITIES - WATER TREATMENT PLANT

**Contact a Sales Representative
for more information**

www.genserveinc.com

POWER ON.

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Genserve LLC
Michael Ciantro
Corporate Operations Support
100 Newtown Road
Plainview, NY 11803
mciantro@genserveinc.com
631-435-0437, x121
631-435-1689 (fax)

5/20/2025

Chase Bank Contacts

Briceyda Banda-Cruz | Client Service Associate | **Commercial Banking** |
8181 Communications Pkwy Bldg B, Floor 02 | Plano, TX 75024 | T: 469 462
0088 | briceyda.a.banda-cruz@chase.com | jpmorganchase.com/commercial

Alternative Contact: Cammie Merritt | T: 214 965 4101 |
Cammie.merritt@chase.com

Alternative Contact: Commercial Bank Service Center | T: 8669543718

Louis Turco | Vice President | Treasury Management Officer | Middle Market
Banking & Specialized Industries | **Commercial Banking** | 395 N. Service Road |
Melville, NY 11747 | T: 631.755.5028 | C: 631.334.3626 | louis.v.turco@chase.com |
jpmorganchase.com/commercial

Financial Responsibility Q&A

Has the firm ever failed to complete any work related to it or been removed from any project awarded to firm?

A: No

List the contact person, address, and phone numbers for the firm's bonding company/agent.

A: SEE ATTACHED ON PG 10



March 18, 2025

Re: Genserve, LLC

To Whom it May Concern:

Alliant Insurance Services, Inc. is the surety bond broker for Genserve, LLC and we have handled their bond needs for approximately fifteen years. We have established a relationship with Atlantic Specialty Insurance Company (ASIC) that enables Genserve to secure performance and payment bonds. A bond line of \$5 million single and \$10 million in the aggregate has been extended by ASIC to Genserve.

ASIC enjoys a rating of A+ from AM Best.

Please be advised that the issuance of any bond is based upon the normal underwriting of the surety at the time the request is made.

If you require any additional information please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Eamonn Long", written over the word "Sincerely,".

Eamonn Long
First Vice President

Alliant Insurance Services, Inc.
222 Bloomingdale Avenue • Suite 400 White Plains, NY 10605
PHONE (914) 220-5826 • FAX (914) 220-5816 • www.alliantinsurance.com

REFERENCES –Projects of SIMILAR Scope –
Within the last five (5) years-Minimum 5 references

Reference 1: **Company Name:** L3 Harris Corporation
Project Name: CONTRACT LGL -50.F3 **Project Amount:** \$135,000
Start Date: 2019 **Finished Date:** Present
Description: 1000 Charles J Herbert Drive//40 UNITS with Annual Service, Quarterly Services, and Load Bank

Contact Name: Eddie Wilborn **Phone:** 321-288-1152

Email: Eddie.wilborn@L3Harris.com **Within Budget:** YES x NO ☐*Explain

Reference 2: **Company Name:** Palm Beach County Utilities Department
Project Name: IFB #24-022/MB **Project Amount:**\$1.7 M
Start Date: 2018 **Finished Date:** Present
Description:50 S Military Trail// 109 Units, Annual Service, Quarterly Services, and Load Bank

Contact Name: John Molina **Phone:**561-723-4019

Email: jmolina@pbcgov.com **Within Budget:** YES x NO ☐*Explain

Reference 3: **Company Name:** City of Cape Coral
Project Name: ITB-PW18-105/KS **Project Amount:**\$300,000
Start Date: 2018 **Finished Date:**Present
Description:PO Box 150027, Cape Coral, FL 33915//92 Units, Time and Materials for Annual and Quarterly Services.

Contact Name: Eric Olive **Phone:**239-574-0472

Email: eolive@capecoral.gov **Within Budget:** YES X NO ☐*Explain

Reference 4: **Company Name:** Desoto County
Project Name: BID#22-11-00ITB **Project Amount:**\$ 30,000
Start Date: 2018 **Finished Date:** Present
Description:201 East Oak Street Suite 205 Acadia, FL 34266//19 UNITS with Annual Service.

Contact Name: Harry Akins **Phone:** 863-990-1193

Email: h.akers@desotobocc.com **Within Budget:** YES x NO ☐*Explain

Reference 5: **Company Name:** City of Hollywood
Project Name: PM Work **Project Amount:**\$ 30,000
Start Date: 2018 **Finished Date:** Present
Description:201 East Oak Street Suite 205 Acadia, FL 34266 //Multiple Units with Annual Service, Quarterly Services, Load Bank, Megger Testing, and Oil Sample.

Contact Name: Keenan Brian **Phone:** 954-967-4248, ext 5487

Email: Kbain@hollywoodfl.org Within Budget: YES ☒ NO ☐ *Explain

LOCATION

Date and State of Incorporation

New York	1990
----------	------

Corporate Remit Payment Address:	Genserve LLC P.O. Box 23974 New York, NY 10087-3974
Florida Branch Address:	3882 Northwest 124 th Avenue Coral Springs, FL 33065

SCHEDULE CONTROL AND FOLLOW-UP

GenServe will provide all services and will NOT sub-consult or contract. Employees will rotate to service. GenServe will provide scheduled maintenance and follow up on maintenance issues. The projected timeliness of reports and invoices is provided below:

Timeliness of reports and invoices
Service report delivered same day to email on file

Invoices
Sent 30 days of work completed

Affirmation Letter-24 Hour Response

GenServe confirms our 24-hour response phone number is 954-440-3176 after City notification. Technicians are located within 80 mile radius of Zephyrhills and are able to response within guidelines.

By signing this document, GenServe acknowledges that the company has demonstrated an understanding and ability to provide 24-hour response time after City notification.

Nhi Nguyen

Signature

Nhi Nguyen

Name

Renewals Specialist

Title

214-617-1527 nnguyen@genserveinc.com

Phone & Email

05/19/2025

Date

Affirmation Letter-4 Hour Response Time

GenServe confirms our 4-hour response phone number is 954-440-3176. This time frame is for response time for emergencies and after hours. Technicians are located within 80 mile radius of Zephyrhills and are able to respond within guidelines.

By signing this document, GenServe acknowledges that the company has demonstrated an understanding and ability to provide 4-hour response time for emergencies and after-hour services.

Nhi Nguyen

Signature

Nhi Nguyen

Name

Renewals Specialist

Title

214-617-1527 nnguyen@genserveinc.com

Phone & Email

05/19/2025

Date

MANUFACTURER'S AUTHORIZED REPAIR FACILITY ACKNOWLEDGEMENT

Manufacturer Name	AKSA
Address	10399 Silver Springs Rd.
Address	Conroe, TX 77303
Phone Number	318-855-8377 ext: 3015
Email	cody.atchetee@aksausa.com

Manufacturer Name	Gillette Generators, Inc.
Address	2921 Thorne Dr.
Address	Elkhart, IN 46514
Phone Number	574-264-9639
Email	doug@gillettegenerators.com

Manufacturer Name	HiPower
Address	16600 South Theden St.
Address	Olathe, KS 66062
Phone Number	913-495-5557
Email	pdoull@hipowersystems.com

Attach copies of authorization for each manufacturer listed

Failure to submit this documentation with your response may result in the disqualification of the Contractor

Resume

GenServe will be omitting resumes for key personnel. Contact information regarding key personnel can be found on the table provided below.

Principals

CEO- Fred Smagorinsky	4949 Thornton Avenue Unit B Fremont, CA 94536
CFO- David Newman	10757 Cutten Road Suite 3 Houston, TX 77066
President- Mike Vahling	100 Newtown Road Plainview, NY 11803

CERTIFICATE OF ATTENDANCE

This certificate is awarded to

JORGE BELL



**GAS INSTALLATION
OVERVIEW**

Presented by

Dennis J. Krouse

Dennis J Krouse CFEI, CFII, CFI

2-19-10

Date

Specializing in LP Gas

**KROUSE CONSULTING
SERVICES, Inc.**

Certificate of Completion

This certificate is presented to

Jason Hill

for the successful completion of
**CM10117-EN-TST Fundamentals of Power
Generation**



Certificate of Achievement

By Recognition of the Training Department of
Perkins Power Corp

Ralph Vargas

Representing **Tradewinds Power Corp**

On the Date of **April 12-14th, 2004**

Has Successfully completed an Instructional course on:

Level II Engine Electronics

 **Perkins**


Training Instructor



FLORIDA DEPARTMENT OF
BUSINESS & PROFESSIONAL REGULATION

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LICENSEE DETAILS

3:44:09 PM 2/28/2023

Licensee Information

Name: **POTTS, JOHN MORRIS (Primary Name)**
Main Address: **GENSERVE LLC (DBA Name)
1283 SW 13TH ST
BOCA RATON Florida 33486-5367**
County: **PALM BEACH**
License Location: **100 NEWTOWN ROAD
PLAINVIEW NY 11803**
County: **OUT OF STATE**

License Information

License Type: **Certified General Contractor**
Rank: **Cert General**
License Number: **CGC1513557**
Status: **Current,Active**
Licensure Date: **05/09/2007**
Expires: **08/31/2024**

Special Qualifications

Qualification Effective
Construction Business: **05/09/2007**

Alternate Names

[View Related License Information](#)

[View License Complaint](#)



2601 Blair Stone Road, Tallahassee FL 32399 : Email: [Customer Contact Center](#) : [Customer Contact Center](#): 850.487.1395

The State of Florida is an AA/EEO employer. Copyright 2007-2019 State of Florida. Privacy Statement

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 425.27(5)(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S., must provide the Department with an email address if they have one. The email provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our Chapter 465 page to determine if you are affected by this change.

**Request for Taxpayer
Identification Number and Certification**

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) GENSERVE LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. PO BOX 23974 6 City, state, and ZIP code NEW YORK, NY 10087-3974	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number								
			-				-	
OR								
Employer identification number								
1	1	-	3	0	4	1	0	6

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person 	Date 1-2-25
------------------	---	-----------------------

General Instructions

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

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

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**CERTIFICATE OF LIABILITY INSURANCE**

4/1/2026

DATE (MM/DD/YYYY)
3/26/2025

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

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

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 8110 E Union Ave., Ste. 100 Denver CO 80237 denver-certs@lockton.com	CONTACT NAME: PHONE: (A/C, No. Ext): FAX: (A/C, No): E-MAIL: ADDRESS:	
	INSURER(S) AFFORDING COVERAGE INSURER A: <u>Start Indemnity & Liability Company</u> INSURER B: <u>SEE ATTACHMENT</u> INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED 1554725 GenServe, LLC dba L J Power 12707 Nutty Brown Rd., Building F Austin, TX 78737	NAIC # 38318	

COVERAGES **CERTIFICATE NUMBER:** 21592277 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☒ LOC OTHER:	Y	Y	1000090178251	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED ☐ SCHEDULED ☐ AUTOS ONLY ☐ AUTOS ☐ HIRED ☐ NON-OWNED ☐ AUTOS ONLY ☐ AUTOS ONLY	Y	Y	1000635863251	4/1/2025	4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX Comp./Coll. Ded \$ 1,000
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☒ DED ☐ RETENTION \$ \$0	Y	Y	1000095249251	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1000002106	4/1/2025	4/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Pollution Professional Cyber	N	N	See Attached			SEE ATTACHMENT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
** See page 2 **

CERTIFICATE HOLDER**CANCELLATION** See Attachments

21592277 City of Zephyrhills 39825 Alston Ave Zephyrhills, FL 33542	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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ACORD 25 (2016/03)

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CONTINUATION DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS (Use only if more space is required)

City of Zephyrhills is included as Additional Insured with respects to General Liability, Auto Liability, and Umbrella/Excess Liability when required by written contract. Waiver of Subrogation applies in favor of Additional Insureds with respects to General Liability, Auto Liability, Workers Compensation/Employers Liability, and Umbrella/Excess Liability as permitted by law, when required by written contract executed prior to a loss. General Liability, Auto Liability, and Umbrella/Excess Liability policies shall be Primary and Non-Contributory with any other insurance in force for or which may be purchased by Additional Insureds, when required by written contract. The Umbrella/Excess Liability policy follow form and is excess over the General Liability, Auto Liability, and Workers Compensation Employers Liability coverage.

ACORD 25 (2016/03)

Certificate Holder ID: 21592277

Policy Addendum

Coverage	Policy #	Carrier	Eff./Exp. Dates	Limits
Pollution Legal Liability	SF25ECP304855IV	Navigators Insurance Company	04/01/2025 – 04/01/2026	\$1,000,000 Limit Occ. \$2,000,000 Limit Agg. \$10,000 Ded. Each Incident \$30,000 Ded. Agg.
Professional Liability	B0621PGENS001025	Pacific Insurance Company, Limited	04/01/2025 – 04/01/2026	\$2,000,000 Limit \$25,000 Ded.
Cyber Liability	W35BA2240201	Syndicate 3623 (Beazley Group)	09/17/2024 – 09/17/2025	\$2,000,000 Agg.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS - SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Where Required By Written Contract	Where Required By Written Contract
Information required to complete this Schedule, if not shown above, will be shown in the	

A. Section II — Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the

NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.

Class 1

location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to

Section III — Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

POLICY NUMBER: 1000090178251

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:
Where required by written contract.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8, Transfer Of
Rights Of Recovery Against Others To Us of
Section IV — Conditions:

We waive any right of recovery we may have against
the person or organization shown in the Schedule
above because of payments we make for injury or
damage arising out of your ongoing operations or
"your work" done under a contract with that person or
organization and included in the "products-
completed operations hazard". This waiver applies
only to the person or organization shown in the
Schedule above.

**NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE
EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK
INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND
RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK
INSURANCE LAW AND REGULATIONS.**

Class 1

CG 24 04 05 09

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Page 1 of 1 ☐



City of Zephyrhills
39825 Alston Ave
Zephyrhills, FL 33542

To whom it may concern:

In our continuing effort to provide timely certificate delivery, Lockton Companies is transitioning to **paperless delivery** of Certificates of Insurance, thus this is your final hard-copy delivery.

To ensure electronic delivery for future renewals of this certificate, we need your email address. Please contact us via one of the methods below, referencing Certificate ID **21592277**.

- Email: mountainwestdelivery@lockton.com
- Phone: 303-728-8060

If you received this certificate through an internet link where the current certificate is viewable, we have your email and no further action is needed.

In the event your mailing address has changed, will change in the future, or you no longer require this certificate, please let us know using one of the methods above.

The above inbox and phone number is for automating electronic delivery of certificates only.

Please do NOT send future certificate requests to this inbox or contact the phone number below with email updates.

Thank you for your cooperation and willingness in reducing our environmental footprint.

Lockton Companies

Lockton Companies
8110 E. Union Avenue, Suite 100
Denver, CO 80237

Safety

GenServe LLC has adopted this Behavior Based Safety Program for the safety of our employees and help prevent occupational injuries and illness.

The elements of our program consist of:

- Common Goals - Employee and Managerial commitment to the process
- Creating a systematic, ongoing process that defines a set of behaviors that reduce the risk of work-related injury, derived from safety assessments
- Training personnel in the Observation Process
- Observation and data collection on the frequency of critical safety practices
- Feedback and reinforcement to encourage and support positive safety practices
- Action Plan - Team meetings to decide on how to proceed, based on the data

**Additional information is attached, please see GenServe HSE Manual.*

RFP ACCEPTANCE

I acknowledge and understand the requirements set forth in this solicitation for:

2025-007

Authorized Signature

Robert M. Marino

Printed Name

ROBERT MARINO

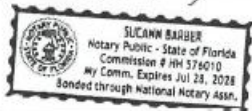
Date

5/19/2025

Company Name

GenServe LLC

In witness whereof, the above submitted has hereunto set his signature and affixed his seal this 19 day of May, year 2025



(Seal)

By:

Susan Barber

Title

Training Specialist



EVALUATION

Generator Maintenance

Purchasing

Project ID: 2025-007

Release Date: Sunday, April 20, 2025 · Due Date: Tuesday, May 20, 2025 10:00am

Posted Sunday, April 20, 2025 3:00am

Bid Unsealed Tuesday, May 20, 2025 10:02am by Karen Miller
Pricing Unsealed Tuesday, May 20, 2025 10:02am by Karen Miller

All dates & times in Eastern Time

Edit
Preview

Back to Responses

Ring Power Corp - WCC Response

Pricing unsealed at May 20, 2025 10:02 AM

CONTACT INFORMATION

Company	Ring Power Corp - WCC
Email	sarah.griffith@ringpower.com
Contact	Sarah Griffith
Address	500 World Commerce Parkway St. Augustine, FL 32092
Phone	(904) 737-7730
Website	www.ringpower.com
Submission Date	May 15, 2025 3:17 PM (Eastern Time)

ADDENDA CONFIRMATION

- Addendum #1
Confirmed May 13, 2025 8:29 AM by Sarah Griffith
- Addendum #2
Confirmed May 13, 2025 8:29 AM by Sarah Griffith
- Addendum #3
Confirmed May 13, 2025 8:29 AM by Sarah Griffith
- Addendum #4
Confirmed May 13, 2025 8:29 AM by Sarah Griffith
- Addendum #5
Confirmed May 13, 2025 8:29 AM by Sarah Griffith

QUESTIONNAIRE

1. FEIN Number*

☒ Pass
☐ Fail

Enter FEIN Number

59-0934246

2. Are you a Parent Company?*

☒ Pass
☐ Fail

Please verify whether you are a Parent Company

No

3. Firm Principal Information*

☒ Pass
☐ Fail

Enter Name/Title/Phone Number of two Principals in the firm.

Randal Ringhaver, Chairman

David Alban, CEO, President

(904)737-7730

4. Present Office Locations and Number of Personnel*

☒ Pass
☐ Fail

Enter Present Office locations, City/State/Number of personnel for each

Ring Power Corporation employs over 2,600 employees over multiple locations in the state of Florida.

Corporate Office: 500 World Commerce Parkway St. Augustine, FL 32092

14300 Ponce DeLeon Blvd., Brooksville, FL 34601
4900 North Main St., Gainesville, FL 32609
3452 Reynolds Rd., Lakeland, FL 33803
1890 NW 63rd St., Ocala, FL 34475
415 Community College Pkwy., SE, Palm Bay, FL 32909
10421 Fern Hill Dr., Riverview, FL 33578
9901 Ringhaver Dr., Orlando, FL 32824
7500 26th Court East Sarasota, FL 34243
2700 Gandy Blvd. N., Pinellas Park, FL 33702
32000 Blue Star Highway Midway, FL 32343
3950 South Street Titusville, FL 32780

5. Request for Proposal Confirmation* Pass Fail

PROJECT IDENTIFICATION NUMBER: 2025-007

PROJECT NAME: Generator Maintenance

RFQ DEADLINE: Tuesday, May 20, 2025, 10:00 am

The undersigned, hereby declares that no person or other persons other than the undersigned are interested in this RFP, as Principal, and this response to request for qualifications is made without collusion with others; and that we have carefully read and examined the specifications, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby proposed and agree to furnish this service according to the requirements set out in the specifications for said purchase and service.

Confirmed

6. Will you be using subcontractors/consultants?* Pass Fail

No

7. Provide a Letter of Affirmation for 24 hour response time after City Notification* Pass Fail

Emergency Contact Information Sheet Tampa.pdf

8. Provide a Letter of Affirmation for a 4 Hour Response Time for Emergency or After Hours Services* Pass Fail

Emergency Contact Information Sheet Tampa.pdf

9. Manufacturer Repair Facility Information* Pass Fail

Please upload your information

Manufacturer Repair Facility Acknowledgement.pdf

Business Continuity - Tampa.pdf

Emergency Contact Information Sheet Tampa.pdf

10. Manufacturer Warranty Facility Acknowledgement* Pass Fail

Warranty_Info.pdf

11. License Certificates* Pass Fail

Electrician; Trained Technicians, etc

Patrick Deweese Resume.pdf

Erick Torres - Training Transcripts 5.13.25.pdf

Louis Murray - Training Transcripts 5.13.25.pdf

Mark Konow - Training Transcripts 5.13.25.pdf

Ron Jenkins - Training Transcripts 5.13.25.pdf

Brandon Yates - Training Transcripts 5.13.25.pdf

Nicholas Stephens - Training Transcripts 5.13.25.pdf

William Hawkins - Training Transcripts 5.13.25.pdf

Xavier Nunez - Training Transcripts 5.13.25.pdf

12. Business References - Generator Maintenance* Pass Fail

Please download the below documents, complete, and upload.

References.docx

References.pdf

13. Drug Free Workplace* Pass Fail

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that the Firm does:

A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

B. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

D. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or pleas of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

☒ Confirmed

28. Severability. If any provision of this agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.*

☒ Confirmed

☒ Pass ☐ Fail

29. RFP Acceptance*

Please download the below document(s), complete, and upload.

☒ Pass ☐ Fail

 [RFP_ACCEPTANCE.docx](#)

 [RFP_Acceptance.pdf](#)

30. RFP Technical Response*

Upload your firm's response package.

☒ Pass ☐ Fail

 [Service_Summary.docx](#)

 [Business_Continuity_-_Tampa.pdf](#)

 [Exceptions.pdf](#)

31. Fair Practices Affidavit*

Please download the below documents, complete, and upload.

☒ Pass ☐ Fail

 [FAIR_PRACTICES_AFFIDAVIT.docx](#)

 [Fair_Practices_Affidavit.pdf](#)

32. ADDENDA / QUESTIONS & RESPONSES*

By clicking on confirm you acknowledge you have downloaded all addendums published and read all questions and responses to this solicitation.

☒ Pass ☐ Fail

☒ Confirmed

33. Cost Proposal*

 [Bid_Form-UPDATED_4.22.2025.A.xlsx](#)

☒ Pass ☐ Fail

34. Redacted Bid containing any information deemed confidential?*

If your response contains any information deemed confidential, provide an additional redacted version of your response labeled "Redacted". An electronic copy shall be in Microsoft Word or Adobe – the most recent software version.

☒ Pass ☐ Fail

No

35. Point of Contact for Solicitation (Name / Email / Phone)*

Pat Deweese, Generator Product Support Sales Representative

pat.deweese@ringpower.com

(813)362-0531

☒ Pass ☐ Fail

36. Authorized Signatory

36.1. Name and Title of Authorized Signatory*

Enter the Name and Title of the Authorized Signatory

Alan Thomas, VP/Director of Government Sales

☒ Pass ☐ Fail

36.2. By clicking confirm, the authorized signatory is confirming that they are authorized to bind the entity to the contract.*

By clicking confirm the Authorized Signatory is certifying that this Response is made without prior understanding, agreement, connections with any corporation, firm or person submitting a Response for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to all conditions of this Bid/Proposal and certify that I am authorized to sign this Response for the company. In submitting a Response to the City of Zephyrhills, the Responder offers and agrees that if the Response is accepted, the Company will convey, sell, assign or transfer to the City of Zephyrhills all rights, title and interest in and all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Zephyrhills. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Company.

☒ Pass ☐ Fail

☒ Confirmed

Ring Power Corporation
500 World Commerce Parkway
St. Augustine, FL 32092

January 1, 2023

Re: Business Continuity Plan:

Below you will find Ring Power's qualifications to serve your power system needs. With statewide locations and a number of generator technicians located throughout Florida, we will be able to cover all service needs of your generator.

Ring Power's Power Systems division has been in business since 1962 and has proven that we can provide unmatched service for your emergency generator needs. I have listed some items below in order to assist in your decision to continue having Ring Power maintain your emergency generators.

Ring Power's Qualifications:

Experienced since 1962

Locally owned and managed

Factory trained technicians (minimum 40 hours per year)

7 full time trainers on staff

13 locations to serve Florida

Own 150 rental generators and accessory items (more available through the Caterpillar network)

Employ over 90 generator technicians – Experience ranging from 1 – 30 years with Ring Power

75 field service trucks designated to generator maintenance and repairs

Provide 24/7 emergency service

Capable of servicing all makes and models of engines and generators

Battery charger and UPS repair and replacement

In house fluid analysis laboratory

Resistive/ reactive load bank capability to 18 Meg (ranging from 60kw to 3.3 Meg)

In house full service machine shop

Centralized paint refinishing facility

Generator Switchgear Maintenance and Repair

Fuel Quality Team - capable of tank testing, and maintenance NFPA 110 compliance, inspection & repairs

In House fuel tank and enclosure manufacturer

Parts and Service Sales Representatives throughout Florida

Ring Power currently maintains over 3,000 generator sets throughout the State of Florida including units for the Department of Corrections, Jacksonville Electric Authority, Jacksonville Aviation Authority, Tampa Aviation Authority, Orlando Aviation Authority as well as multiple City and State facilities throughout Florida.

Please feel free to give me a call if you have any questions regarding Ring Power's capabilities to serve the generators for Hillsborough County.

Best Regards,

Pat Deweese

Product Support Sales Representative

Ring Power Corporation

CONSENT ITEMS 1.8

Approval of Proposal for Hydrant Maintenance to R&M Services

Issue:

Approval of Proposal for Hydrant Maintenance to R&M Services

Background:

Attachment(s):

1. R_M Service Solutions Piggyback 06092025(36332538.1)
2. Exhibit A - R_M Longboat(36332541.1)
3. Approval Pgbk by RM Zephyrhills off LBK Cert Sign 04282025(36332533.1)
4. Approval by Town of Longboat Key(36332532.1)
5. City of Zephyrhills Hydrant Maintenance FY 25-26 25C0122RM

Fiscal Impact:

This service was provided for in the FY25 budget. The cost proposal is for \$97,420.00 to maintain 872 hydrants throughout our system. This total may vary slightly up or down depending on the amount of work done on the hydrants.

Staff Recommendation:

It is the staff's recommendation to the City Council to approve this item as presented.

**AGREEMENT TO PIGGYBACK ON A CONTRACT
FOR SERVICES BID BY ANOTHER GOVERNMENTAL ENTITY**

WHEREAS, **R&M SERVICE SOLUTIONS, LLC** a Florida limited liability company (the "Contractor") duly authorized to conduct business in the State of Florida, whose address is 7256 Westport Place, Suite A, West Palm Beach, Florida 33413, in this Agreement referred to as 'CONTRACTOR', entered into an agreement dated January 6, 2025, with the **TOWN OF LONGBOAT KEY, FLORIDA**, whose address is Procurement Division, 501 Bay Isles Road, Longboat Key, Florida 34228, a Florida municipal corporation, for **FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES** (IFB 19-091) services procured pursuant to F. S. §287.057 (the "Contract");

WHEREAS, the **City of Zephyrhills**, a Florida municipal corporation (the "City") has the legal authority under its purchasing policies adopted by the Zephyrhills City Council to "piggyback" onto a contract procured pursuant to F. S. §287.057 by another governmental entity when seeking to utilize the same or similar services provided for in the said contract; and

WHEREAS, the City desires to continue "piggybacking" onto the above referenced Contract for utilization of the same or similar services and the Contractor consents to the aforesaid "piggybacking".

NOW THEREFORE, having found it to be in the public interest,

1. The Contractor affirms and ratifies the terms and conditions of the above referenced Contract with the **Town of Longboat Key** and agrees to perform the services set forth therein for the City in accordance with the terms of said Contract until the work is completed.
2. The City agrees to utilize the services of the Contractor in a manner and upon the terms and conditions as set forth in the Contract until the work is completed.
3. The City and Contractor agree to follow the current terms of the Contract with **Town of Longboat Key** which expires on **January 5, 2028**, with two (2) additional (1) one-year renewal if so desired and agreed to by the City of Zephyrhills and the Contractor.
4. The following document is incorporated into and made a part of this Agreement: **Town of Longboat Key Agreement for IFB-091 Fire Hydrant Maintenance, Repair and Replacement Services** dated January 6, 2025, is attached hereto as **Exhibit A**.
5. The parties agree that venue for any litigation arising from this piggyback agreement shall be in Dade City, Pasco County, Florida.
6. The parties agree that the City shall have forty-five (45) days from the date of invoice to provided payment pursuant to Florida Statute section 218.74.
7. Notwithstanding any provision herein to the contrary, the City may terminate this

Agreement at any time without regard to cause at City's convenience with thirty (30) days' notice to Company. In such event, the Company shall only be entitled to payment for services actually performed hereunder prior to such termination.

8. The City reserves the right to delete any portion of this contract at any time without cause. If such right is exercised, the total fee shall be reduced by the amount established for that service. If work has already been accomplished on the portion of the contract to be deleted, the Company shall be paid for the work performed through the notification effective date of the deleted services.
9. City expressly retains all rights, benefits, and immunities of sovereign immunity. Notwithstanding anything in this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of the City's sovereign immunity or limits of liability contained in Section 768.28, Florida Statutes.
10. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-780-0000, EXT. 3543 OR CITYCLERK@CI.ZEPHYRHILLS.FL.US OR CITY CLERK – CITY OF ZEPHYRHILLS - 5335 EIGHTH STREET – ZEPHYRHILLS, FLORIDA 33542.**
11. Indemnity. Contractor shall defend, indemnify and hold harmless the City of Zephyrhills and all of the City of Zephyrhills's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Contractor, its officers, agents or employees in performance or non-performance of its obligations under the Agreement. Contractor recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City of Zephyrhills when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Zephyrhills in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve Contractor of its liability and obligation to defend, hold harmless and indemnify the City of Zephyrhills as set forth in this article of the Agreement. Nothing herein shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.
12. Insurance. Contractor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance, with minimum policy

limits of \$ 1,000,000 (this could be \$2,000,000 depending on the amount of the contract) Combined Single Limits, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City of Zephyrhills as a named, additional insured, as well as furnishing the City of Zephyrhills with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany this signed contract. Said insurance coverages procured by Contractor as required herein shall be considered, and Contractor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City of Zephyrhills, and that any other insurance, or self-insurance available to the City of Zephyrhills shall be considered secondary to, or in excess of, the insurance coverage(s) procured by Contractor as required herein

13. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-780-0000, EXT. 3543 OR CITYCLERK@CI.ZEPHYRHILLS.FL.US OR CITY CLERK – CITY OF ZEPHYRHILLS - 5335 EIGHTH STREET – ZEPHYRHILLS, FLORIDA 33542.

R&M SERVICE SOLUTIONS, LLC

CITY OF ZEPHYRHILLS

Signature
Date

Lance A. Smith
City Council President

Date

Print Name and Title

WITNESS

ATTEST

Signature _____
Date _____

Ricardo Quinones
City Clerk

Date

EXHIBIT

A

To:	Howard
From:	Kari
Date:	1/3/2025
Subject:	Signature approval

Howard,

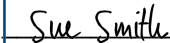
Attached for your signature is an annual agreement for fire hydrant maintenance and repair. The initial term is for 3-years with 2 optional renewals.

.

Thank you-

Kari

DocuSigned by:


FINANCE

401.30.52.546.4604

Bal \$93,722

TOWN OF LONGBOAT KEY

AGREEMENT

FOR

IFB 24-091 FIRE HYDRANT MAINTENANCE, REPAIR AND REPLACEMENT SERVICES

This **AGREEMENT** for annual fire hydrant maintenance, repair and replacement services (hereinafter "Agreement") is entered into by and between the Town of Longboat Key, 501 Bay Isles Road, Longboat Key, FL 34228, a political subdivision of the State of Florida (hereinafter "Town") and **R&M Service Solutions, LLC** whose address is 7256 West Port Place., West Palm Beach, Florida 33413 and whose Federal Employer Identification Number is 27-1422665, (hereinafter "Contractor"), as of the latest date appearing on the signature lines below.

WHEREAS, the Town desires to retain the services of a competent and qualified contractor to provide services to include but not be limited to performing annual fire hydrant maintenance, repair and replacement services testing services in accordance with all applicable local, state, and federal rules; and,

WHEREAS, the Town has solicited for these services via IFB 24-091 Fire Hydrant Maintenance, Repair and Replacement Services, an advertised invitation for bid; and,

WHEREAS, after review and consideration of all responsive bids to IFB 24-091, the Town intends to engage the Contractor to provide the services; and

WHEREAS, the Contractor is agreeable to providing the Town the services and represents that it is capable and prepared to do so;

NOW, THEREFORE, in consideration of the promises contained herein, the parties hereby agree, as follows:

SECTION 1.0 –SERVICES TO BE PERFORMED BY THE CONTRACTOR

1.1 The Town does hereby retain the Contractor to furnish, provide and perform the services (collectively, the "Services") described in the Scope of Work and the Town's Invitation For Bid, IFB 24-091, to include all attachments and addenda, and in the Contractor's response thereto (collectively, "IFB 24-091" is attached hereto as a composite "Exhibit A" and made a part of this Agreement).

SECTION 2.0 –COMPENSATION

2.1 General

2.1.1 The Town shall pay the Contractor in accordance with "Exhibit B, Bid Form", which is attached hereto and made a part of this Agreement. Payment to the Contractor will be made only for the actual quantities of services performed.

2.1.2 All of the Contractor's invoices shall be accompanied by service and location records for all billable items appearing on the invoice. Additional supporting documents may be requested by the Town and, if so requested, shall be furnished by the Contractor to the Town's Finance Director's satisfaction. These include, but are not limited to, reimbursable expenses as outlined in Section 2.2 of this Agreement.

2.1.3 The Contractor's Project Manager or any authorized officer shall attest to the correctness and accuracy of all charges and requested reimbursements.

2.1.4 Each individual invoice shall be due and payable in accordance with the State of Florida Prompt Payment Act, Chapter 218, Florida Statutes. All invoices shall be delivered to:

Town of Longboat Key
Attention: Accounts Payable
501 Bay Isles Road
Longboat Key, FL. 34228

2.1.5 In order for both parties to close their books and records, the Contractor will clearly state "Final Invoice" on the Contractor's final billing for the Services rendered to the Town. The Contractor's submission of a Final Invoice is its certification that all of its Services have been properly performed and all charges and costs have been invoiced to the Town. Upon receipt of the Final Invoice, the account will be closed, and the Contractor shall be deemed to have waived any further charges not properly included on the Final Invoice.

2.1.6 Intentional misrepresentations of billable items and reimbursable expenses will be pursued to the fullest extent of the law.

2.2 Reimbursable Expenses

2.2.1 All of the Contractor's requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Agreement shall be reimbursed per the Town's Reimbursable Fee Schedule that is attached hereto as "Exhibit C" and made a part of this Agreement. "Reimbursable Expenses" are the actual, pre-approved expenses incurred directly in connection with the tasks the Town has requested. Reimbursable Expenses will be reimbursed by the Town at cost, but not to exceed the amounts listed, as applicable, on Exhibit C. The Contractor's request for payment shall include copies of paid receipts, invoices or other documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Services performed in accordance with this Agreement.

2.2.2 All assets (durable goods) purchased as Reimbursable Expenses become the property of the Town upon completion of the Services for which the asset was utilized. All such assets must be surrendered by delivery to the Town immediately upon (i) demand, (ii) termination of this Agreement, or (iii) the conclusion of the project, whichever event occurs first.

2.2.3 It is the responsibility of the Contractor to maintain a current inventory of all such assets.

SECTION 3.0 – CONTRACTOR'S REPRESENTATIONS

In order to induce Town to enter into this Agreement, Contractor makes the following representations, upon which the Town has actually and justifiably relied:

3.1 That Contractor has examined and carefully studied all applicable documents, and that Contractor has the experience, expertise, and resources to perform all required Services.

3.2 That Contractor has at least a fair representative sample of the Services and is satisfied as to the general and common conditions that may affect cost, progress, performance or furnishing of the Services that may be performed pursuant to this Agreement.

3.3 That Contractor is familiar with and can and shall comply with all federal, state, and local laws and regulations, if any, that may affect cost, progress, performance, and furnishing of the Services to be performed pursuant to this Agreement.

3.4 The Contractor is a Florida Limited Liability Company registered and in good standing under the laws of the State of Florida with full right and authority to do business within the State of Florida.

3.5 The Contractor has the full right and authority to enter into this Agreement and perform its obligation in accordance with its term.

3.6 The Contractor now has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

3.7 The Contractor shall, at no additional cost to the Town, re-perform those Services which fail to

satisfy the foregoing standard of care, the requirements and standards of this Agreement or which otherwise fail to meet the requirements of this Agreement.

SECTION 4.0 - ENTIRETY OF AGREEMENT

4.1 The Town and the Contractor agree that this Agreement sets forth the entire Agreement between the parties with respect to its subject matter, and there are no promises or understandings other than those stated herein.

4.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the Town and the Contractor pertaining to the Services, whether written or oral.

SECTION 5.0 – INSURANCE

5.1 The Contractor shall, at its sole cost and expense, procure and maintain throughout the term of this Agreement, insurance coverage in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the Town as a named, additional insured, as well as furnishing the Town with Certificates of insurance. Said insurance coverages procured by the Contractor as required herein shall be considered, and proposer agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the Town, and that any other insurance, or self-insurance available to the Town shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the Contractor as required herein.

Nothing herein shall be construed to extend the Town’s liability beyond that provided in Section 768.28, Florida Statutes (F.S.).

5.2 The Contractor is to secure, pay for, and file with the Town, prior to commencing any Services under this Agreement, all certificates for workers’ compensation, public liability, and property damage liability insurance, and such other insurance coverages as may be required by specifications and addenda thereto, in at least the following minimum amounts with specification amounts to prevail if greater than minimum amounts indicated. Notwithstanding any other provision of the Agreement, the Contractor shall provide the minimum limits of liability insurance coverage as follows:

Auto Liability	\$1,000,000	Combined Single Limit
General Liability	\$2,000,000	Aggregate
	\$2,000,000	Products Aggregate
	\$1,000,000	Any One Occurrence
	\$1,000,000	Personal Injury
Additional Umbrella Liability	\$1,000,000	Occurrence / Aggregate
Professional Liability	\$1,000,000	Per Claim / Aggregate

The Contractor shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, the Town of Longboat Key named as an additional insured on its General Liability and Automobile Liability policies on a PRIMARY and NON- CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11/85) or its equivalent, (combination of CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations, is acceptable) including a waiver of subrogation clause in favor of the Town on all policies. Contractor will maintain the General Liability and Professional Liability insurance coverages summarized above with coverage continuing in full force, including the additional insured endorsement on the General Liability policy until at least three (3) years beyond completion and delivery of the Services agreed upon herein.

5.3 Notwithstanding any other provision of the Agreement, the Contractor shall maintain complete workers’ compensation coverage for each and every employee, principal, officer, representative, or agent of the Contractor who is performing any labor, services, or material under the Agreement. Further, with respect to Employers’ Liability, Contractor shall additionally maintain the following minimum limits of coverage:

Bodily Injury Each Accident	\$1,000,000
Bodily Injury by Disease Each Employee	\$1,000,000
Bodily Injury by Disease Policy Limit	\$1,000,000

5.4 Contractor's insurance policies shall be endorsed to give thirty (30) days written notice to the Town in the event of cancellation or material change.

5.5 Contractor will comply with any and all safety regulations required by any agency or regulatory body including but not limited to OSHA. Contractor will notify the Town immediately by telephone at (941) 316-1999 of any accident or injury to anyone that occurs on the Services site and is related to any of the Services being performed by the Contractor.

Nothing herein shall be construed to extend the Town's liability beyond that provided in Section 768.28, Florida Statutes (F.S.).

SECTION 6.0 – TERM OF AGREEMENT

6.1 The term of the Agreement shall be for a three (3)-year period, commencing upon the effective date and remaining in force and effect unless sooner otherwise terminated herein.

6.2 The Town reserves the right to renew this agreement for two (2) additional one (1)-year periods under the same terms and conditions of the original agreement.

SECTION 7.0 – TERMINATION OF AGREEMENT

7.1 Termination for Cause: Failure of the Contractor to comply with any of the provisions of this Agreement shall be considered a material breach of contract and shall be cause for immediate termination of this Agreement at the discretion of the Town. In such event, the Town shall issue a Notice of Default to the Contractor specifying the nature of the default and the cure period and terms, if any.

7.2 Termination for Convenience of Town: The Town for any reason may terminate this Agreement at any time by giving at least thirty (30) days written notice to the Contractor. Notwithstanding, the Town may terminate this Agreement immediately upon any lapse in the insurance coverage to be retained by the Contractor, or failure to fulfill any of the insurance requirements as provided herein. In this event, Contractor shall be entitled to compensation for any satisfactory Services completed prior to termination in accordance with this Agreement.

7.3 Termination for Convenience of Contractor: This Agreement may be terminated by the Contractor by either: (a) mutual consent of both parties; or (b) upon ninety (90) days written notice delivered by certified mail, return receipt requested to the Town.

7.4 Effect of Termination: In the event this Agreement is terminated for any reason, finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for Contractor under this Agreement shall be made available to and for the exclusive use of the Town at no additional cost to the Town. The Contractor shall immediately discontinue all affected Services unless a notice directs otherwise. Unless in dispute or subject to the Town's remedy, the Contractor shall be paid for Services actually rendered through the date of termination.

SECTION 8.0 – INDEMNIFICATION AND LIABILITY

8.1 To the fullest extent permitted by law, the Contractor expressly agrees to indemnify, defend, and hold harmless the Town, its officers, directors, agents, and employees (herein called the "indemnitees") from any claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and

other rights agreed to in this Section, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor, its sub contractors or persons employed or utilized by them in the performance of the Agreement. Claims by indemnitees for indemnification shall be limited to the amount of Contractor's insurance or one million dollars (\$1,000,000.00) per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Agreement and it is part of the project specifications or the bid documents, if any.

8.1.1 The Town's review, comment and observation of the Contractor's service and performance of the Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

8.2 The indemnification obligations under the Agreement shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under workers' compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the Contractor or of any third party to whom Contractor may subcontract a part or all of the Services. This indemnification shall continue beyond the date of completion of the Services.

8.3 Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of the termination of this Agreement for any reason, the terms and conditions of this Agreement will survive as if this Agreement were in full force effect.

SECTION 9.0 – NOTICE

9.1 All notices required under this Agreement shall be sent by email or certified mail, return receipt requested, and if sent to the Town, shall be mailed to:

Howard Tipton, Town Manager
501 Bay Isles Road
Longboat Key, FL 34228-3196
E-mail: Htipton@longboatkey.org

With a copy to:

Jessie Camburn, Utilities Manager
600 General Harris
Longboat Key, FL 34228
Email: Jcamburn@longboatkey.org

and

Maggie Mooney, Esq.
Town Attorney
6853 Energy Court
Lakewood Ranch, Florida 34240
E-mail: mmooney@flgovlaw.com

and

The Town's Procurement Manager via e-mail at Purchasing@longboatkey.org

As to the Contractor:

Mr. Michael George
7256 West Port Place
West Palm Beach, Fl. 33413
Email: Mgeorge@rmservicesolutions.com

SECTION 10.0 – MISCELLANEOUS

10.1 No assignment by either party to this Agreement of any rights under or interests in this Agreement will be binding on another party hereto without the written consent of the party sought to be bound; and specifically, but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to any assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

10.2 Contractor binds itself, its partners, successors, assigns, and legal representatives to the Town in respect of all covenants, contracts, and obligations contained in this Agreement. No employees, agents, or representatives of the Town are personally or individually bound by this Agreement.

10.3 The laws of the State of Florida shall govern all provisions of this Agreement. In the event the parties to this Agreement cannot resolve a difference with regard to any matter arising herefrom, the disputed matter will be referred to court-ordered mediation pursuant to Section 44.102, F.S. If no agreement is reached, any party may file a civil action and/or pursue all available remedies whether at law or equity. The sole and exclusive forum, venue, and jurisdiction for any action arising from the Agreement shall be in the 12th Judicial Circuit in and for Sarasota County, Florida.

10.4 If any civil action or other legal proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provision of this Agreement, the successful prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses even if not taxable as court costs (including without limitation, all such fees, costs and expenses incident to mediation, arbitration, appellate, bankruptcy and post-judgment proceedings), incurred in that civil action or legal proceeding, in addition to any other relief to which such party or parties may be entitled. Attorney's fees shall include, without limitation, paralegal fees, investigative fees, administrative costs, and all other charges billed by the attorney to the prevailing party.

10.5 This Agreement shall not be modified or amended except in writing with the same degree of formality with which this Agreement is executed.

10.6 A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other breach of such provision or of any other provisions, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or of any other provisions.

10.7 Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Town and Contractor, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

SECTION 11.0 – PUBLIC RECORDS

11.1 Pursuant to applicable Florida law, the Contractor's records associated with the Agreement hereunder may be subject to Florida's public records laws, Section 119.01, F.S., et seq, as amended from time to time. The Contractor agrees to comply with Florida's public records law by keeping and maintaining public records required by the Town in order to perform the Services. Upon request from the Town's Custodian of Public Records, the Contractor shall provide the Town with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not

disclosed excepts as authorized by law for the duration of the term of the Agreement and following completion of the Agreement if the Contractor does not transfer the records to the Town. Upon completion of the Agreement the Contractor shall transfer, at no cost, to the Town all public records in possession of the Contractor or keep and maintain all public records required by the Town to perform the Services. If the Contractor transfers all public records to the Town upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS TRISH SHINKLE, TOWN CLERK, AT 501 BAY ISLES ROAD, LONGBOAT KEY, FLORIDA 34228, (941) 316-1999, TSHINKLE@LONGBOATKEY.ORG.

SECTION 12.0 – PROHIBITION FOR CONTINGENT FEES

12.1 The 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 this Agreement and that Contractor 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 of this agreement." For the breach or violation of this provision, the agency shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

SECTION 13.0 – STANDARD OF CARE

13.1 The Contractor represents to the Town that it has the personnel and experience necessary to perform all Services in a professional and workmanlike manner.

13.2 The Contractor shall exercise the same degree of care, skill, and diligence in the performance of the Services as provided by a professional of like experience, knowledge and resources, under similar circumstances.

13.3 The Contractor shall, at no additional cost to the Town, re-perform all those Services which fails to satisfy the foregoing standard of care or which otherwise fail to meet the requirements of this Agreement.

13.4 The Contractor warrants that all Services shall be performed by skilled and competent personnel to the professional standards in the field.

SECTION 14.0 - INDEPENDENT CONTRACTOR

14.1 The Contractor undertakes performance of the Services as an independent contractor and will be wholly responsible for the methods of performance.

14.2 The Contractor shall not pledge the Town's credit or make the Town a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The Contractor shall have no right to speak for or bind the Town in any manner.

SECTION 15.0 - SUBCONTRACTORS

15.1 The Town reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

15.2 If a subcontractor fails to perform or make progress in providing any of the Services, as required by this Agreement, and the Contractor determines it is necessary to replace the subcontractor to complete any services in a timely fashion, then the Contractor shall promptly do so, subject to the Town's right to approve the new subcontractor. The failure of a subcontractor to timely or properly perform any of its obligations to the Contractor shall not relieve the Contractor of its obligations to the Town under this Agreement.

SECTION 16.0 - FORCE MAJEURE

16.1 The Contractor shall be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure": shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquake, storm, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Within five (5) days after the occurrence of an Event of Force Majeure, the Contractor shall deliver written notice to the Town describing the event in reasonably sufficient detail and how the event has precluded the Contractor from performing its obligations hereunder. The Contractor's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the Contractor to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the Contractor shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period the Contractor shall keep the Town duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

SECTION 17.0 – FEDERAL AND STATE TAXES

17.1 The Town is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the Town will provide an exemption certificate to the Contractor. The Contractor shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the Town, nor shall the Contractor be authorized to use the Town's Tax Exemption Number in securing such materials.

SECTION 18.0 – TOWN RESPONSIBILITIES

18.1 The Town shall be responsible for providing access to all Town project sites, and providing information in the Town's possession that the Contractor may reasonably require to perform the Services including existing reports, studies, financial information, and other relevant data that are available in the files of the Town.

SECTION 19.0 - NON-DISCRIMINATION

19.1 The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

SECTION 20.0 - ACCESS AND AUDITS

20.1 The Contractor shall maintain adequate records to justify all charges and costs incurred in performing the Services for at least three (3) years after completion of this Agreement. The Town shall have access to all books, records, and documents that the Contractor must maintain in accordance with this Section 18 for the purpose of inspection or audit during the Contractor's normal business hours at its usual place of business.

20.2 If the Town determines that the Town has overpaid the Contractor because the Contractor has misrepresented its billable item(s) or reimbursable expenses, the Contractor shall deliver the full amount of any overpayment to the Town. If the Town incurs any fees, costs or expenses to recover the overpayment amount including, but not limited to, administrative accounting and attorneys' fees, costs and expenses, then the Contractor must pay the Town the full amount of the same as such fees, costs and expenses come due.

20.3 If the Town determines that the Contractor has under billed the Town because the Contractor has miscalculated any reimbursable items or rates after submitting the invoice in accordance with Section 2 of this Agreement, then the Contractor waives any claim for additional payment for those services or reimbursable items.

20.4 All invoices submitted to the Town pursuant to this Agreement are subject to audit and demand for refund of overpayment for a time period extending three (3) years beyond the expiration or earlier termination of this Agreement.

SECTION 21.0 – OWNERSHIP OF DOCUMENTS

21.1 The Contractor shall be required to cooperate with other Town Contractors and shall timely provide those Contractors any information requested in the specified format. Any and all documents, records, disks, original drawings, or other information shall become property of the Town for its use and/or distribution as the Town may determine in its sole discretion. The Contractor is not liable for any damages, injury or costs associated with the Town's use or distribution of these documents for purposes other than those originally intended by the Contractor.

SECTION 22.0 - KEY PERSONNEL

22.1 The Contractor shall notify the Town in the event of any key personnel changes, which may affect this Agreement. To the extent possible, notification shall be made at least ten (10) days prior to any proposed changes. The Contractor shall at the Town's request, remove without consequence to the Town any subContractor or employee of the Contractor and replace the same with an appropriate substitute having the required skill and experience necessary to perform the Services in accordance with this Agreement requirements. The Town has the right and discretion to reject proposed changes in key personnel.

The following personnel of Contractor shall be considered key personnel:

Name: Michael George, General Manager Cell 352-398-9127

Name: _____

Name: _____

Name: _____

SECTION 23.0 - ANNUAL APPROPRIATIONS

23.1 The Contractor acknowledges that during any fiscal year the Town shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, the Town may make in violation of this fiscal limitation is null and void, and no money may be paid on such agreement. The Town may enter into agreements whose duration exceeds one (1) year; however, any such agreement shall be executory only for the value of the services to be rendered which the Town agrees to pay as allocated in its annual budget for each succeeding fiscal year. Accordingly, the Town's performance and obligation to pay the Contractor under this Agreement is contingent upon an annual appropriation being made for that purpose.

SECTION 24.0 - LIMITATION OF LIABILITY

24.1 IN NO EVENT, SHALL THE TOWN BE LIABLE TO THE CONTRACTOR FOR INDIRECT,

INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS AGREEMENT BY THE TOWN WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.

SECTION 25.0 - DEFAULT AND REMEDY

25.1 If the Contractor materially defaults in its obligations under this Agreement and fails to cure the same within five (5) days after the date the Contractor receives written notice of the default from the Town, then the Town shall have the right to (i) immediately terminate this Agreement by delivering written notice to the Contractor, and (ii) pursue any and all remedies available in law, equity, and under this Agreement.

25.2 If the Town materially defaults in its obligations under this Agreement and fails to cure the same within five (5) days after the date the Town receives written notice of the default from the Contractor, then the Contractor shall have the right to immediately terminate this Agreement by delivering written notice to the Town. Upon any such termination, the Town shall pay the Contractor the full amount due and owing for all Services performed through the date of Agreement termination.

SECTION 26.0 – E-VERIFY

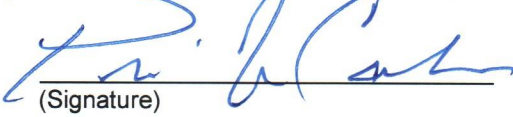
26.1 The Contractor and its subcontractors (if any) warrant compliance with all federal immigration laws and regulations that relate to their employees including, but not limited to, registering with, and using the E-Verify system. The Contractor agrees and acknowledges that the Town is a public employer that is subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, F.S., apply to this Agreement. Notwithstanding, if the Town has a good faith belief that the Contractor has knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the Town shall terminate the Agreement. If the Town has a good faith belief that a subcontractor performing work under this Agreement knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the Town shall promptly notify the Contractor and order Contractor to immediately terminate the contract with the subcontractor. The Contractor shall be liable for any additional costs incurred by the Town as a result of the termination of the Agreement based on the Contractor's failure to comply with the E-Verify requirements referenced herein.

[Remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year last written below. The Town and the Contractor have signed this Agreement in two originals in counterpart. One counterpart each has been delivered to the Town's Procurement Manager and the Contractor. All portions of the Agreement have been signed, initialed or identified by the Town and the Contractor.

ATTEST:

As To R&M Service Solutions, LLC


(Signature)

Penni L Cala, Bid Coordinator
(Print or Type Name)

Date: 01/03/2025

Seal:

CONTRACTOR:

R&M SERVICE SOLUTIONS, LLC


By: _____
(Signature)

Its General Manager
(Title of Authorized Representative)

Michael George
(Print or Type Name)

Date: 01/03/2025

ATTEST:

As to Town of Longboat Key, Florida

DocuSigned by:

Trish Shinkle, Town Clerk

Date: 1/6/2025

Seal: DS



TOWN

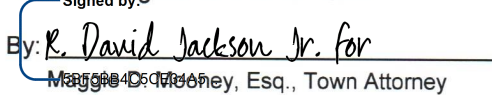
Town of Longboat Key, Florida

DocuSigned by:

By: _____
Howard Tipton, Town Manager

Date: 1/6/2025

Review of Agreement as to Form

Signed by:

By: R. David Jackson Jr. for
Margie D. McInerney, Esq., Town Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/19/2024

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

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

PRODUCER Insurance Office of America Abacoa Town Center 1200 University Blvd, Suite 200 Jupiter, FL 33458	CONTACT NAME: Dianne Klaus PHONE (A/C, No, Ext): (561) 721-3746 FAX (A/C, No): E-MAIL ADDRESS: Dianne.Klaus@ioausa.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED R&M Service Solutions, LLC 7256 Westport Place, Suite A West Palm Beach, FL 33413	INSURER A: Transportation Insurance Company	
	INSURER B: The Continental Insurance Company	
	INSURER C: Travelers Property Casualty Company of America	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PROJECT ☒ LOC OTHER:			6042667780	7/21/2024	7/21/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			6081140945	7/21/2024	7/21/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			7034018351	7/21/2024	7/21/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	6042667794	7/21/2024	7/21/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Equipment Floater			QT6605N313831-TIL-24	7/21/2024	7/21/2025	Leased/Rented-Item 250,000

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

CERTIFICATE HOLDER

CANCELLATION

Town of Longboat Key 501 Bay Isles Road Longboat Key, FL 34228	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Exhibit A

Incorporated by reference the Town's Invitation For Bid, IFB 24-091, to include all attachments and addenda, and in the Contractor's response thereto.

IFB 24-091 - Fire Hydrant Mainenance, Repair, Replacement Services					
				R&M SERVICE SOLUTIONS	
Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
Hydrant Services					
Maintenance					
1	Hydrant Maintenance (Inc GPS sub-meter, scrap, wirebrush and paint)	Each	405	\$110.00	\$44,550.00
2	Scrape, Wire Brush, and Paint Hydrant Only (No Maintenance)	Each	1	\$110.00	\$110.00
3	Attach Hydrant ID Tag	Each	1	\$15.00	\$15.00
4	Install Reflective Road Marker	Each	1	\$20.00	\$20.00
Repair					
5	Bonnet and/or Break Away Flange Bolt Replacement	Each	1	\$50.00	\$50.00
6	Upper Barrel Repair	Each	1	\$800.00	\$800.00
7	Lower Barrel Repair	Each	1	\$1,100.00	\$1,100.00
8	Hydrant Extension 6 Inch	Each	1	\$900.00	\$900.00
9	Hydrant Extension 12 Inch	Each	1	\$1,200.00	\$1,200.00
10	Hydrant Extension 18 Inch	Each	1	\$1,400.00	\$1,400.00
Replace					
11	Replace typical bury (48 inch) hydrant on functioning and restrained isolation valve. This scenario will not require a shut down or line stop.	Each	2	\$10,500.00	\$21,000.00
12	Replace typical bury (48 inch) hydrant and "tie-back" unrestrained isolation valve providing valve is mechanical joint and not "push on". This scenario will not require a shut down or line stop	Each	2	\$12,000.00	\$24,000.00
13	Replace typical bury (48 inch) hydrant and (or install) isolation valve on existing restrained MJ tee. This scenario will require a shut down or line stop.	Each	1	\$13,000.00	\$13,000.00
14	Replace typical bury (48 inch) hydrant, isolation valve and tee. This scenario will require a shut down or line stop				
14a	6 inch x 6 inch tee	Each	1	\$16,000.00	\$16,000.00
14b	6 inch x 8 inch tee	Each	1	\$16,500.00	\$16,500.00
14c	6 inch x 10 inch tee	Each	1	\$16,750.00	\$16,750.00
14d	6 inch x 12 inch tee	Each	1	\$16,850.00	\$16,850.00
14e	6 inch x 14 inch tee	Each	1	\$17,250.00	\$17,250.00
14f	6 inch x 16 inch tee	Each	1	\$17,500.00	\$17,500.00
Install					
water main .					
15	with 6 inch x 6 inch wet tap	Each	1	\$12,500.00	\$12,500.00
15a	with 6 inch x 8 inch wet tap	Each	1	\$12,800.00	\$12,800.00
15b	with 6 inch x 10 inch wet tap	Each	1	\$13,250.00	\$13,250.00
15c	with 6 inch x 12 inch wet tap	Each	1	\$13,750.00	\$13,750.00
15d	with 6 inch x 14 inch wet tap	Each	1	\$14,000.00	\$14,000.00
15e	with 6 inch x 16 inch wet tap	Each	1	\$14,150.00	\$14,150.00
16	Abandon existing hydrant and isolation valve in place (below ground)	Each	1	\$5,000.00	\$5,000.00
17	Installation of hydrant other than typical 48 inch bury	per 6 inch increment	6	\$450.00	\$2,700.00
18	Hydrant set more than 6 feet away from centerline of tee	LF	2	\$200.00	\$400.00
19	Hydrant set includes restrain 6 inch MJ bend(s)	Each	1	\$400.00	\$400.00
Valve Services					
20	Valve Maintenance (includes sub-meter GPS location)	Each	50	\$65.00	\$3,250.00
21	Valve Maintenance (includes sub-foot GPS location)	Each	50	\$65.00	\$3,250.00
22	Valve Maintenance (without GPS location)	Each	10	\$65.00	\$650.00

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
23	Not found Valve (ref. Valve Maintenance scope of work	Each	30	\$50.00	\$1,500.00
24	Raise valve box to grade <12 inch depth (excluding concrete areas and vehicular arteries)	Each	30	\$200.00	\$6,000.00
25	Raise valve box to grade <12 inch depth in concrete areas and vehicular arteries	Each	30	\$450.00	\$13,500.00
26	inch dept but <48 inch dept (excluding concrete areas and vehicular arteries)	Each	5	\$500.00	\$2,500.00
27	Raise valve box to grade <12 inch depth but <48 inchdepth in concrete areas and vehicular arteries	Each	5	\$1,550.00	\$7,750.00
28	Replace existing 2 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$7,500.00	\$37,500.00
29	Replace existing 4 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$8,000.00	\$40,000.00
30	Replace existing 6 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	4	\$8,000.00	\$32,000.00
31	Replace existing 8 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$10,000.00	\$10,000.00
32	Replace existing 10 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$14,000.00	\$14,000.00
33	Replace existing 12 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$15,000.00	\$15,000.00
34	Replace existing 14 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$17,000.00	\$17,000.00
35	Replace existing 16 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$17,000.00	\$17,000.00
36	Installation of 4 inch insertion valve (assume 48 inch bury)	Each	3	\$12,250.00	\$36,750.00
37	Installation of 6 inch insertion valve (assume 48 inch bury)	Each	5	\$13,987.00	\$69,935.00
38	Installation of 8 inch insertion valve (assume 48 inch bury)	Each	1	\$16,125.00	\$16,125.00
39	Installation of 10 inch insertion valve (assume 48 inch bury)	Each	1	\$18,500.00	\$18,500.00
40	Installation of 12 inch insertion valve (assume 48 inch bury)	Each	1	\$23,400.00	\$23,400.00
41	Installation of 16 inch insertion valve (assume 48 inch bury)	Each	1	\$48,000.00	\$48,000.00
Required use of DI pipe in lieu of C-900 PVC pipe					
42	6 inch	LF	10	\$58.00	\$580.00
42a	8 inch	LF	10	\$71.00	\$710.00
42b	12 inch	LF	10	\$91.00	\$910.00
42c	14 inch	LF	10	\$150.00	\$1,500.00
42d	16 inch	LF	10	\$150.00	\$1,500.00
Line Stop Services					
43	4 inch line stop (316 SS fitting)	Each	2	\$13,250.00	\$26,500.00
44	4 inch line stop (epoxy fitting)	Each	2	\$11,550.00	\$23,100.00
45	6 inch line stop (316 SS fitting)	Each	2	\$14,464.00	\$28,928.00
46	6 inch line stop (epoxy fitting)	Each	2	\$13,393.00	\$26,786.00
47	8 inch line stop (316 SS fitting)	Each	1	\$14,986.00	\$14,986.00
48	8 inch line stop (epoxy fitting)	Each	1	\$14,407.00	\$14,407.00
49	10 inch line stop (316) SS fitting	Each	1	\$16,347.00	\$16,347.00
50	10 inch line stop (epoxy fitting)	Each	1	\$15,221.00	\$15,221.00
51	12 inch line stop (epoxy fitting)	Each	1	\$15,221.00	\$15,221.00
52	14 inch line stop (epoxy fitting)	Each	1	\$18,354.00	\$18,354.00
53	16 inch line stop (epoxy fitting)	Each	1	\$20,099.00	\$20,099.00
Dissimilar OD pipe connection for PVC, DIP, CI and AC pipe only					

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
54	6 inch	Each	1	\$600.00	\$600.00
55	8 inch	Each	1	\$750.00	\$750.00
56	10 inch	Each	1	\$815.00	\$815.00
57	12 inch	Each	1	\$850.00	\$850.00
58	14 inch	Each	1	\$2,100.00	\$2,100.00
59	Leak sounding at each hydrant and/or valve	Each	5	\$50.00	\$250.00
60	4 inch by-pass piping	LF	10	\$175.00	\$1,750.00
61	6 inch by-pass piping	LF	10	\$200.00	\$2,000.00
62	Mobilization & Demobilization	LS	1	\$1,500.00	\$1,500.00
63	Maintenance of Traffic (MOT)	LS	1	\$1,500.00	\$1,500.00
64	Barracade Type I or II with Warning Light	ED	1	\$20.00	\$20.00
Dewatering					
65	Dewatering 0-6"	LF	1	\$225.00	\$225.00
66	Dewatering 6-12"	LF	1	\$350.00	\$350.00
67	Dewatering 12-18"	LF	1	\$485.00	\$485.00
Misc. Materials					
68	Riprap (sand-cement)	CY	1	\$500.00	\$500.00
69	Fill	CY	1	\$150.00	\$150.00
70	#57 rock	CY	1	\$150.00	\$150.00
71	Shell rock	CY	1	\$150.00	\$150.00
Sod Replacement					
72	Bahia	SY	1	\$150.00	\$150.00
73	St. Augustine	SY	1	\$150.00	\$150.00
74	Seed & Mulch	SY	1	\$150.00	\$150.00
75	Water (1,000 gallons)	GAL	1,000	\$1.00	\$1,000.00
Miscellaneous Services					
76	Excavation of Unsuitable Material - Haul offsite & dispose (truck measure)	CY	1	\$650.00	\$650.00
77	Compaction	CY	1	\$250.00	\$250.00
78	Backfill	CY	1	\$265.00	\$265.00
79	Emergency Call Out Response Time	HRS	1	\$1,000.00	\$1,000.00
Total Base Bid					\$974,464.00

Exhibit C

TOWN OF LONGBOAT KEY, FLORIDA



REIMBURSABLE COST SCHEDULE

	Single Side	Double Sided
1. Reproduction Cost		
A. Regular Copying	In accordance with Florida Statutes	
B. Blueprint Copy	In accordance with Florida Statutes	
2. Subcontractor Services	Actual Costs	
3. Special Contractors	Actual Costs	
4. Telecommunications		
A. Local	Non-reimbursable	
B. Non-Local	Actual Costs	
5. Computer Services	Non-reimbursable	
6. Travel Expenses	In accordance with Chapter 112.061 Florida Statutes	
7. Postage, Fed Ex, UPS	Actual Costs	
8. Pre-approved Equipment (Includes purchase and rental of equipment used in project)	Actual Costs	

Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with an applicable task designated by the Town to the Contractor.



R&M Service Solutions, LLC.
Michael George, General Manager/Owner
11820 Uradco Place, Suite #103
San Antonio, Florida 33576
877-847-6747 Office 352-398-9127 Cell
Email: mgeorge@rmservicesolutions.com
<https://www.rmservicesolutions.com>

April 28, 2025

Eric Martin
Water Treatment Plant Operator A
City of Zephyrhills
39421 South Avenue
Zephyrhills, FL, 33542
PH: 813-780-0000 Ext. 3546
CELL: 813-714-6311
ci.zephyrhills.fl.us

Eric Martin,

R&M Service Solutions, LLC is excited to extend **City of Zephyrhills** the option to “piggyback” off the Town of Longboat Key Fire Hydrant Maintenance, Repair and Replacement Services IFB 24-091 contract. As you are probably aware, piggybacking avoids the lengthy bid process and allows you to take advantage of the low pricing structure offered to large municipalities for these services.

HYDRANT SERVICES

- Maintenance, testing, painting, repair and replacement of HYDRANTS (including sub-foot GPS Location)
- Maintenance, testing and replacement of HYDRANT VALVES
- Providing documentation in .XLS, Shapefile or Database formats

VALVE SERVICES

- VALVE assessment, maintenance, repair and replacements (includes sub-foot GPS Location)
- VALVE assessment and maintenance (without GPS location)
- Providing documentation in .XLS, Shapefile or Database formats

Respectfully,

Michael George

Michael George
General Manager/Owner

~ Mailing Address: 7256 Westport Place, Suite A, West Palm Beach, FL 33413 ~

Good Morning,

Thank you for your email regarding the request to piggyback off the contract with R & M Service Solutions for Fire Hydrant Maintenance, Repair, and Replacement Services (IFB #24-091).

I am pleased to confirm that the Town of Longboat Key approves the City of Zephyrhills' request to utilize this contract. We appreciate your coordination with R & M, and we trust this collaboration will benefit both parties.

If you have any further questions or need additional information, please feel free to reach out.

Thank you,



Jessie Camburn
Utilities Manager
Town of Longboat Key Public Works
600 General Harris St.
Longboat Key, FL 34228
Ph. (941)316-1988 ext. 2217

From: C.J. Funnell <cjfunnell@ci.zephyrhills.fl.us>
Sent: Wednesday, February 12, 2025 9:44 AM
To: Jessie Camburn <jcamburn@longboatkey.org>; Kari Kennedy <KKennedy@longboatkey.org>
Subject: Contract Piggyback Request

Good Morning,

The City of Zephyrhills would like to piggyback off of your contract with R & M Service Solutions for Fire Hydrant Maintenance, Repair, and Replacement Services (IFB #24-091). To do this we would need an email confirmation from the Town of Longboat Key approving this request. We already have the approval from R & M, and I received your contact information from them to make this request. Please let me know if you have any questions about facilitating this request.



R&M Service Solutions LLC

7256 Westport Pl. Suite A

West Palm Beach, Florida, 33413

Contact: Mike George

Phone: 352-398-9127

Email: mgeorge@rmservicesolutions.com

Quote To: Eric Martin
Company: City of Zephyrhills
Phone: 813-714-6311
Email: emartin@ci.zephyrhills.fl.us

Job Name: Hydrant Maintenance FY 25-26
Quote Number: 25C0122RM

Pricing IAW Longboat Key Fire Hydrant Maintenance,
Repair and Replacement Services IFB 24-091

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Hydrant Maintenance	872.00	EA	110.00	95,920.00
2	Mobilization and Demobilization	1.00	LS	1,500.00	1,500.00
GRAND TOTAL					\$97,420.00

NOTES:

Scope of Work:

Perform Duel Hydrant Testing.

Fire Hydrant maintenance shall include the following:

- Locate and access each fire hydrant.
- Locate, access, and exercise fire hydrant isolation valve.
- Check fire hydrant nozzle height for correct ground clearance
- Identify make, model, nozzle size and year of hydrant manufacture.
- Lubricate operating nut (if appropriate for hydrant make/model) and all nozzle outlets with non-corrosive F.D.A. approved lubricant.
- Open hydrant with nozzle caps in place to check for seal leakage
- Verify that hydrant main (bottom) valve completely closes.
- Flow hydrant and test hydrant, record working pressure, calculate flow rate, estimate volume flushed.
- Record static pressure, pitot pressure, residual pressure, and flow at 20 psi.
- Re-attach hydrant nozzle caps.
- Obtain and record GPS coordinates of valve per GPS specifications below.
- Document any operational deficiencies and/or miscellaneous findings.

If you have any questions, please feel free to contact us at R&M Service Solutions.

Mike George

Phone: 352-398-9127

Email: mgeorge@rmservicesolutions.com

Agreed and Accepted

Customer Signature: _____ Date: _____

CONSENT ITEMS 1.9

Approval of Proposal for Well #4 Rehabilitation to AC Schultes

Issue:

Approval of Proposal for Well #4 Rehabilitation to AC Schultes

Background:

It has been the city's practice over the past 10 plus years to inspect and rehabilitate, if necessary, a minimum of one potable water well per year to ensure the proper operation continues. Well #4 is in need of the proposed as stated in the quote and will only be necessary if they find out, after their inspection, it actually needs these replaced.

Attachment(s):

1. Quote_Well #4 pump replacement_7.17.25

Fiscal Impact:

The proposal cost is \$56,670.00 and has been approved in the FY25 budget.

Staff Recommendation:

It is staff's recommendation to City Council to approve this item as presented.



A. C. Schultes of Florida, Inc.
11865 US Highway 41 South
Gibsonton, FL 33534

24 Hour Service
(813) 741-3010
Fax (813) 741-3170

July 17, 2025

City of Zephyrhills
Attn: Mr. CJ Funnell
Water Superintendent
38410 6th Ave
Zephyrhills, FL

RE: Well #4 Pump Replacement

Pasco Contract IFB-BW-25-019 As Needed Well Drilling Construction, Rehabilitation & Repair Services

Dear Mr. Funnell;

In accordance with your request, A.C. Schultes of Florida, Inc. (ACS) is pleased to present the following proposal based on all the information you have provided:

Base Bid:

Mobilize to site, remove VTP assembly & inspect

**Take discharge head to be refurbished & to machine packing box for installation of a new AES cartridge seal*

Conduct static video log

Furnish & install new Simflo SP11H - 3 stage bowl assembly per the following

(1) Simflow SP11 - 3 stage bowl rated at 1,400 gpm @ 160' TDH

iron glass enamel lined bowls, rubber & bronze bearings, 416SS pump shaft, 316SS impellers & collets

(4) 8" x 10' x 0.322" column pipe with 1.50" lineshafting & couplings

(2) 8" x 5' x 0.322" column pipe with 1.50" lineshafting & couplings

(1) 8" x 10' x 0.322 threaded suction pipe with footvalve & stainless steel cone strainer

(5) 8" x 1.5" 304SS drop-in spider brackets with rubber inserts

Sandblast & paint discharge head

Refurbish existing stuffing box & machine to fit new AES cartridge seal

(1) AES cartridge mechanical seal

(1) New Nidec Motor 75 HP / 460 V / 3 Phase / 1,800 rpm Inverter Duty

Chlorinate well, clean up & demobilize

See Attached Quote Sheet

Bid Clarifications:

Zephyrhills to provide access to the well for ACS equipment

Setting depth of the pump is unknown, therefore, it is possible more, or less column assembly may be required

Hours included are estimates; actual hours may vary

Material costs are estimates; actual costs may vary

Water sampling and analysis is not included

Refurbishing the discharge head may take 2 to 5 days to complete

All other services, except noted above, are excluded

This quote is valid for 45 days

Sincerely,

Gregory Schultes

Gregory Schultes

QUOTE SHEET**Per Pasco Co. IFB-BW-25-019 As Needed Well Drilling Construction, Rehabilitation and Repair Services**

CITY OF ZEPHYRHILLS AS NEEDED WELL REHABILITATION AND REPAIR SERVICES

CONTRACTOR NAME: A.C. Schultes of Florida, Inc.

ACS Project Number: QUOTE

P.O. Number:Work Order Name: **Well 4 Pump Replacement**

Site Location:

A. AS NEEDED REGULAR SERVICES

Item	Unit	Estimated Quantity	Unit Cost	Total Cost
1 Perform Geophysical Logs and Video Survey	HR		\$ 1,250.00	\$ -
2 Perform Video Survey	HR	2	\$ 750.00	\$ 1,500.00
			Total Item A	\$ 1,500.00

B. LABOR HOURLY RATES FOR AS NEEDED REGULAR SERVICES

Item	Unit	Estimated Quantity	Unit Cost	Total Cost
3 Pump installer/ PumpOperator	HR	32	\$ 105.00	\$ 3,360.00
4 Pumps Mechanic	HR	32	\$ 85.00	\$ 2,720.00
5 Field Superintendent	HR		\$ 75.00	\$ -
6 Electrician	HR		\$ 125.00	\$ -
7 Crane Operator	HR	32	\$ 125.00	\$ 4,000.00
8 Machinist / Technician	HR		\$ 55.00	\$ -
			Total Item B	\$ 10,080.00

C. LABOR HOURLY RATES FOR EMERGENCY AS NEEDED SERVICES

Item	Unit	Estimated Quantity	Unit Cost	Total Cost
9 Pump installer/PumpOperator	HR		\$ 105.00	\$ -
10 Pumps Mechanic	HR		\$ 85.00	\$ -
11 Field Superintendent	HR		\$ 75.00	\$ -
12 Electrician	HR		\$ 125.00	\$ -
13 Crane Operator	HR		\$ 125.00	\$ -
14 Machinist/ Technician	HR		\$ 55.00	\$ -
			Total Item C	\$ -

D. EQUIPMENT HOURS

Item	Unit	Estimated Quantity	Unit Cost	Total Cost
15 16 Ton Pump Service Rig	HR		\$ 145.00	\$ -
16 12 Ton Pump Service Rig	HR		\$ 135.00	\$ -
17 Tractor Trailer	HR		\$ 35.00	\$ -
18 13 Ton Crane Truck	HR	32	\$ 145.00	\$ 4,640.00
19 Air Compressor 125 CFM	HR		\$ 30.00	\$ -
			Total Item D	\$ 4,640.00

20. Estimated Annual Allowance for: Materials, Parts, Repairs, Replacements, Permit fees and additional work not

Item	Unit	Estimated Quantity	Unit Cost	Total Cost
Simflo pump assembly	LS	1	\$ 31,000.00	\$ 31,000.00
Nidec Motor	LS	1	\$ 8,950.00	\$ 8,950.00
Misc.	LS	1	\$ 500.00	\$ 500.00
	LS			\$ -
			Total Item 20	\$ 40,450.00

TOTAL SERVICES \$ 56,670.00

CONSENT ITEMS 1.10

Approval of **41-25-18** FDOT Piggyback with Bayer United Engineering Consultants LLC

Issue:

The Public Works Department is seeking an additional resource for professional engineering services.

Background:

Bayer United Engineering Consultants LLC specializes in Public Works-type infrastructure projects. They are a local firm with their office located in Tampa, FL.

Attachment(s):

1. 36761418v1 - Piggyback with Bayer United Engineering Consultants LLC 41-25-18 07142025
2. 36761419v1 - Exhibit A - Bayer United Piggyback
3. Approval by FDOT

Fiscal Impact:

No fiscal impact at this time. They will be an on-call firm as needed.

Staff Recommendation:

The Public Works Director and City Manager recommend approval of this piggyback contract as presented.

**AGREEMENT TO PIGGYBACK ON A CONTRACT
FOR SERVICES BID BY ANOTHER GOVERNMENTAL ENTITY**

WHEREAS, **BAYER UNITED ENGINEERING CONSULTANTS, LLC**, (the "Contractor"), whose address is 320 W. Kennedy Blvd., Suite 650, Tampa, FL 33606, in this Agreement referred to as "CONTRACTOR", entered into an agreement dated April 13, 2022, with the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**, whose address is 11201 N. McKinley Drive, Tampa, FL 33612-6456, for **RESURFACING DESIGN-CONTINUING SERVICES CONTRACT (375-030-12)** services procured pursuant to F.S. §287.057 (the "Contract");

WHEREAS, the **City of Zephyrhills**, a Florida municipal corporation (the "City") has the legal authority under its purchasing policies adopted by the Zephyrhills City Council to "piggyback" onto a contract procured pursuant to F. S. §287.057 by another governmental entity when seeking to utilize the same or similar services provided for in the said contract; and

WHEREAS, the City desires to continue "piggybacking" onto the above referenced Contract for utilization of the same or similar services and the Contractor consents to the aforesaid "piggybacking".

NOW THEREFORE, having found it to be in the public interest,

1. The Contractor affirms and ratifies the terms and conditions of the above referenced Contract with the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION** and agrees to perform the services set forth therein for the City in accordance with the terms of said Contract until the work is completed.
2. The City agrees to utilize the services of the Contractor in a manner and upon the terms and conditions as set forth in the Contract until the work is completed.
3. The City and Contractor agree to follow the current terms of the Contract with **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION** which expires on **April 12, 2027**.
4. The following document is incorporated into and made a part of this Agreement: **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FOR RESURFACING DESIGN-CONTINUING SERVICES CONTRACT (375-030-12)** dated April 13, 2022, is attached hereto as **Exhibit A**.
5. The parties agree that venue for any litigation arising from this piggyback agreement shall be in Dade City, Pasco County, Florida.
6. The parties agree that the City shall have forty-five (45) days from the date of invoice to provided payment pursuant to Florida Statute section 218.74.
7. Notwithstanding any provision herein to the contrary, the City may terminate this Agreement at any time without regard to cause at City's convenience with thirty

(30) days' notice to Company. In such event, the Company shall only be entitled to payment for services actually performed hereunder prior to such termination.

8. The City reserves the right to delete any portion of this contract at any time without cause. If such right is exercised, the total fee shall be reduced by the amount established for that service. If work has already been accomplished on the portion of the contract to be deleted, the Company shall be paid for the work performed through the notification effective date of the deleted services.
9. City expressly retains all rights, benefits, and immunities of sovereign immunity. Notwithstanding anything in this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of the City's sovereign immunity or limits of liability contained in Section 768.28, Florida Statutes.
10. Indemnity. Contractor shall defend, indemnify and hold harmless the City of Zephyrhills and all of the City of Zephyrhills's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Contractor, its officers, agents or employees in performance or non-performance of its obligations under the Agreement. Contractor recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City of Zephyrhills when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Zephyrhills in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve Contractor of its liability and obligation to defend, hold harmless and indemnify the City of Zephyrhills as set forth in this article of the Agreement. Nothing herein shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.
11. Insurance. Contractor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance, with minimum policy limits of \$ 1,000,000 (this could be \$2,000,000 depending on the amount of the contract) Combined Single Limits, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City of Zephyrhills as a named, additional insured, as well as furnishing the City of Zephyrhills with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany this signed contract. Said insurance coverages procured by Contractor as required herein shall be considered, and Contractor agrees

that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City of Zephyrhills, and that any other insurance, or self-insurance available to the City of Zephyrhills shall be considered secondary to, or in excess of, the insurance coverage(s) procured by Contractor as required herein

12. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-780-0000, EXT. 3543 OR CITYCLERK@CI.ZEPHYRHILLS.FL.US OR CITY CLERK – CITY OF ZEPHYRHILLS - 5335 EIGHTH STREET – ZEPHYRHILLS, FLORIDA 33542.**

BAYER UNITED ENGINEERING
CONSULTANTS, LLC

CITY OF ZEPHYRHILLS

Signature Date

Charles E. Proctor Date
City Council President

Print Name and Title

WITNESS

ATTEST

Signature Date

Ricardo Quinones Date
City Clerk

STANDARD PROFESSIONAL SERVICES AGREEMENT

Contract No.: CAI48

District: District 1

FDOT Financial ID No.(s) To Be Assigned Per Task Work Order

Appropriation/Line Item Number(s) for
1st year of contract, pursuant to s. 216.313, F.S.

(required for contracts in excess of \$5 million)

F.A.P. No. TBD

THIS AGREEMENT, made and entered into on 4/13/2022 | 11:32 AM EDT, by and between the
(This date to be entered by DOT only)STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter called the
Department and BAYER UNITED ENGINEERING CONSULTANTS, LLC

(FEID No. F833015288) of 320 W. Kennedy Blvd., Suite 650, Tampa, FL 33606

authorized to conduct business in the State of Florida, hereinafter called the Consultant, agree as follows:

The Consultant and the Department mutually agree to abide by the Department's **Standard Professional Services Agreement, Terms**, dated **February, 2021** which are available as an appendix to this form in the Department's Professional Services web site or from the Department's Office of Procurement. The **Standard Professional Services Agreement Terms**, with the exception of the following non-applicable sections:

are incorporated by reference and made a part of this Agreement.

1. SERVICES AND PERFORMANCE

- A. The Department does hereby retain the Consultant to furnish certain services as described in Exhibit "A", attached hereto and made a part hereof, in connection with
Resurfacing Design-Continuing Services
- B. Unless changed by written agreement, the site for inspection of work referenced in Section 1.I of the **Standard Professional Services Terms**, will be 320 W. Kennedy Blvd., Suite 650, Tampa, FL 33606.

2. TERM

- A. Unless otherwise provided herein or by Supplemental Agreement or Amendment, the provisions of this Agreement will remain in full force and effect through completion of all services required of the Consultant or a 5 year term from the date of execution of this Agreement, whichever occurs first.
- B. Check applicable terms
- ☐ The scheduled project services to be rendered by the Consultant will commence, subsequent to execution of this Agreement, on the date specified in the written notice to proceed from the Department's _____ which notice to proceed will become part of this Agreement. The Consultant will complete scheduled project services within _____ months of the commencement date specified in the notice to proceed or as modified by subsequent Amendment or Supplemental Agreement.
- ☒ The project services to be rendered by the Consultant for each task assignment will commence, upon written notice from the Department's District Design Engineer and will be completed within the time period specified in each task assignment. All services performed under this contract will be completed within 60 months from the date of this Agreement. The total fee for all accumulated task assignments may not exceed \$5,000,000.00
- ☐ The scheduled project services to be rendered by the Consultant will commence, subsequent to execution of this Agreement, on the date specified in the written notice to proceed from the Department's _____ which notice to proceed will become part of this Agreement. The Consultant will complete scheduled project services within _____ calendar days following completion of the construction contract(s) with which

STANDARD PROFESSIONAL SERVICES AGREEMENT

consultant services are associated. The anticipated length of the consultant services is _____ months.

3. INSURANCE

The amount of liability insurance to be maintained by the Consultant in accordance with Section 4.B of the **Standard Professional Services Agreement Terms** is \$300,000.00.

4. SUBCONTRACTS

The following subconsultants/subcontractors are authorized under this Agreement in accordance with Section 7.A. of the **Standard Professional Services Agreement Terms**:

5. COMPENSATION

The Department agrees to pay the Consultant compensation as detailed in Exhibit "B", attached hereto and made a part hereof.

6. MISCELLANEOUS

- A. Reference in this Agreement to Director will mean the District Secretary.
- B. The services provided herein ☒ do ☐ do not involve the expenditure of federal funds. In the event federal funds are involved, Section 9 of the **Standard Professional Services Agreement Terms** is incorporated by reference.
- C. The following attachments are hereby incorporated into this Agreement as part hereof as though fully set forth herein.

Page A-1 through Page A-97 : Exhibit "A", Scope of Services

Page B-1 through Page B-5 : Exhibit "B", Method of Compensation

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth above.

BAYER UNITED ENGINEERING CONSULTANTS, LLC

Name of Consultant
DocuSigned by:

BY:

Mark Anthony Bayer

22183553B9ED40F
Authorized Signature

Mark Anthony Bayer

(Print/Type)

Title: President

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

DocuSigned by:

BY:

Lori Albritton

28B260EC25694FA...

Lori Albritton

(Print/Type)

Title: District Transportation Support Manager

FOR DEPARTMENT USE ONLY

APPROVED:

DocuSigned by:

Janie Boyer

B54C21AB3A154B2
Professional Services Unit

LEGAL REVIEW

DocuSigned by:

Angela Tucker

4DB1816DAF3842F
General Counsel Office

STANDARD PROFESSIONAL SERVICES AGREEMENT TERMS

February 2021

1. SERVICES AND PERFORMANCE

- A. Before making any additions or deletions to the work described in the Agreement, and before undertaking any changes or revisions to such work, the parties will negotiate any necessary cost changes and will enter into a Supplemental Agreement covering such work and compensation. Reference herein to the Agreement will be considered to include any Supplemental Agreement.
- B. In the performance of professional services, the Consultant will use that degree of care and skill ordinarily exercised by other similar professionals in the field under similar conditions in similar localities. The Consultant will use due care in performing its services and will have due regard for acceptable engineering standards and principles. Consultant's standard of care shall not be altered by the application, interpretation, or construction of any other provision of this Agreement.
- C. The Consultant agrees to provide project schedule progress reports in a format acceptable to the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of work being done by the Consultant and of the details thereof. Coordination will be maintained by the Consultant with representatives of the Department, or of other agencies interested in the project on behalf of the Department. Either party to the Agreement may request and be granted a conference.
- D. All services will be performed by the Consultant to the satisfaction of the Director who will decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of the Agreement, the prosecution and fulfillment of the services hereunder and the character, quality, amount and value thereof; and the decision upon all claims, questions and disputes will be final and binding upon the parties hereto. Adjustments of compensation and contract time because of any major changes in the work that may become necessary or desirable as the work progresses will be subject to mutual agreement of the parties, and Supplemental Agreement(s) of such a nature as required will be entered into by the parties in accordance herewith.

In the event that the Consultant and the Department are not able to reach an agreement as to the amount of compensation to be paid to the Consultant for supplemental work desired by the Department, the Consultant will be obligated to proceed with the supplemental work in a timely manner for the amount determined by the Department to be reasonable. In such event, the Consultant will have the right to file a claim with the Department for such additional amounts as the consultant deems reasonable; however, in no event will the filing of the claim or the resolution or litigation thereof through administrative procedures or the courts relieve the Consultant from the obligation to timely perform the supplemental work.

- E. In the event the work covered by this Agreement includes the preparation of construction plans, it is understood that the work may be divided into two or more construction projects by the Director and that, if this is done, the Consultant will supply construction plans for each project.
- F. The Consultant is authorized to use the Department's computer facilities utilizing Department programs required for the performance of the services herein. The Consultant will identify the programs required and submit a written request to the Department's Project Manager for approval.
- G. All design work performed by the Consultant for projects where anticipated construction cost is one million dollars (\$1,000,000) or more will be subject to Value Engineering. The Department further reserves the right to subject projects of lesser construction cost to Value Engineering should the Department deem circumstances are present that warrant such a decision. Value Engineering may be performed at any stage of the design process. Unless specifically identified in the Agreement, the Consultant will not be required to perform the Value Engineering analysis.
- H. The Consultant will not be liable for use by the Department of plans, documents, studies or other data for any purpose other than intended by the terms of this Consultant Agreement.
- I. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be

considered works made for hire and will become the property of the Department upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Department at any time during the performance of such services and/or upon completion or termination of this Agreement. Upon delivery to the Department of said document(s), the Department will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Consultant will not copyright any material and products or patent any invention developed under this agreement. The Department will have the right to visit the site for inspection of the work and the products of the Consultant at any time.

2. TERM:

- A. Services required after completion of scheduled project services, including, but not limited to, design assistance, construction assistance, and litigation assistance, will be completed within the term of this Agreement at written direction of the department. Supplemental Agreements may be negotiated for any post project schedule services needed by the Department after scheduled project services.

In the event it becomes impracticable or impossible for the Consultant to complete the expected services within the term of this Agreement due to delays on the part of the department or circumstances beyond the control of the Consultant, the Agreement may be extended. An extension of the Agreement must be in writing.

- B. In the event there are delays caused by the Department in approval of any of the materials submitted by the Consultant or if there are delays occasioned by circumstances beyond the control and without fault or negligence of the Consultant which delay the scheduled project completion date, the Department may grant an extension of time equal to the aforementioned project schedule delay, as a minimum and not to exceed the Agreement term, by issuance of a Time Extension Letter. This letter will be for time only and does not include any additional compensation.

It will be the responsibility of the Consultant to ensure at all times that sufficient time remains in the Project Schedule within which to complete the services on the project. In the event there have been delays which would affect the project completion date, the Consultant will submit a written request to the Department which identifies the reason(s) for the delay, the amount of time related to each reason and specific indication as to whether or not the delays were concurrent with one another. The Department will review the request and make a determination as to granting all or part of the requested extension.

In the event time for performance of the scheduled project services expires and the Consultant has not requested, or if the Department has denied, an extension of the Project Schedule completion date; partial progress payments will be stopped on the date time expires. No payment shall be made for work performed after the Project Schedule completion date until a time extension is granted or all work has been completed and accepted by the Department if the Agreement term has not expired.

3. COMPENSATION:

- A. Bills for fees or other compensation for services or expenses shall be submitted to the Department in detail sufficient for a proper preaudit and postaudit thereof. The Department will render approval or disapproval of services within five working days of the receipt of a written progress report unless otherwise stated in the Agreement. The progress report will be accompanied by an appropriate invoice.
- B. The bills for any travel expenses, when authorized by terms of this Agreement and by the Department's Project Manager, shall be submitted on the Department's Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, F.S. and the most current version of the Disbursement Handbook for Employees and Managers.
- C. Records of costs incurred under terms of this Agreement will be maintained and made available upon request to the Department at all times during the period of this Agreement and for three years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records will be furnished to the Department upon request.
- D. Records of costs incurred will include the Consultant's general accounting records and the project records, together with supporting documents and records, of the Consultant and all subconsultants/subcontractors performing work on the project, and all other records of the Consultant and subconsultants/subcontractors considered necessary by the Department for a proper audit of project costs.

- E. The general cost principles and procedures for the negotiation and administration, and the determination or allowance of costs under this Agreement will be as set forth in the Code of Federal Regulations, Titles 23, 48, 49, Rule Chapter 14-75, Florida Administrative Code, and other pertinent Federal and State Regulations, as applicable, with the understanding that there is no conflict between State regulations and Federal regulations in that the more restrictive of the applicable regulations will govern.
- F. The Consultant should be aware of the following time frames. Upon receipt, the Department has five (5) working days to inspect and approve the goods and services, unless the Agreement specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.
- G. If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Consultant. Interest penalties of less than one (1) dollar will not be enforced unless the Consultant requests payment. Invoices that have to be returned to a Consultant because of Consultant preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.
- H. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.
- I. Except for issues arising from contract indemnification provisions, the Department will have the right to retain out of any payment due the Consultant under this Agreement an amount sufficient to satisfy any amount due and owing to the Department by the Consultant on any other Agreement between the Consultant and the Department. The Department may withhold payment on any invoice in the event that the Consultant is in default under any provision of this Agreement or any other Agreement between the Consultant and the Department as of the time of processing the invoice or as of the time payment is made available on the invoice. This right to withhold will continue until such time as the default has been cured, and, upon cure, the Department will have the right to retain an amount equal to the damages suffered as a result of the default.
- J. It is mutually agreed and understood that the following provision will be applicable to this Agreement if the compensation to be paid to the Consultant, whether by lump sum or cost-plus-a-fixed-fee, will exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR.

The Consultant hereby certifies, covenants and warrants that wage rates and other factual unit costs provided the Department to support the compensation are accurate, complete and current as of the date of this Agreement. It is further agreed that the Agreement price will be adjusted to exclude any significant sums by which the Department determines the Agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such Agreement adjustments must be made within one year following the end of the Agreement. For this purpose, the end of the Agreement is the date of final billing or acceptance of the work by the Department, whichever is later.

- K. In the event this Agreement is in excess of \$25,000 and has a term of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:
"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the Comptroller of the Department that such funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years."
- L. The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature.

4. INDEMNITY AND INSURANCE:

- A. If the Consultant is an individual or entity licensed by the state of Florida who holds a current certificate of registration under Chapter 481, Florida Statutes, to practice architecture or landscape architecture, under Chapter 472, Florida Statutes, to practice land surveying and mapping, or under Chapter 471, Florida Statutes, to practice engineering, and who enters into a written agreement with the Department relating to the planning, design, construction, administration, study, evaluation, consulting, or other professional and technical support services furnished in connection with any actual or proposed construction improvement, alteration, repair, maintenance, operation, management, relocation, demolition, excavation, or other facility, land, air, water, or utility development or improvement, the Consultant will indemnify and hold harmless the Department, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of the contract.

The parties agree that 1% of the total compensation to the Consultant for performance of this Agreement is the specific consideration from the Department to the Consultant for the Consultant's indemnity agreement.

- B. The Consultant will have and maintain during the term of this Agreement, a professional liability insurance policy or policies, or an irrevocable letter of credit established pursuant to Chapter 675 and Section 337.106, Florida Statutes, with a company or companies authorized to do business in the State of Florida, affording professional liability coverage for the professional services to be rendered in accordance with this Agreement in the amount specified in the Agreement.
- C. Under the terms of this agreement, the plans, reports and recommendations of the Consultant will be reviewed by the Department for conformity with Department standards and agreement terms. However, review by the Department does not constitute detailed review or checking of design components and related details, or the accuracy with which designs are depicted on the plans.
- D. Acceptance of the work by the Department or Agreement termination does not constitute Department approval and will not relieve the Consultant of the responsibility for subsequent corrections of any errors and/or omissions and the clarification of any ambiguities. The Consultant shall make all necessary revisions or corrections resulting from errors and/or omissions on the part of the Consultant without additional compensation. If these errors and/or omissions are discovered during the construction of the project, they shall be corrected without additional compensation.

5. COMPLIANCE WITH LAWS:

- A. All final plans, documents, reports, studies and other data prepared by the Consultant shall bear the professional's seal/ signature, in accordance with the applicable Florida Statute that governs and Administrative Rules promulgated by the Department of Business and Professional Regulation, and guidelines published by the Department, in effect at the time of execution of this Agreement. In the event that changes in the Statute or Rules create a conflict with the requirements of the published guidelines, requirements of the Statute and/or Rules shall take precedence.
- B. Chapter 337.162 Florida Statutes applies as follows:
- (1) If the Department has knowledge or reason to believe that any person has violated the provisions of state professional licensing laws or rules, it will submit a complaint about the violations to the Department of Business and Professional Regulation. The complaint will be confidential.
 - (2) Any person who is employed by the Department and who is licensed by the Department of Business and Professional Regulation and who, through the course of his employment, has knowledge to believe that any person has violated the provisions of state professional licensing laws or rules will submit a complaint about the violations to the Department of Business and Professional Regulation. Failure to submit a complaint about the violations may be grounds for disciplinary action pursuant to Chapter 455 and the state licensing law applicable to that licensee. The complaint will be confidential.
 - (3) Any confidential information submitted to the Department of Business and Professional Regulation will remain confidential pursuant to Chapter 455 and applicable state law.

- C. The Consultant will comply with all federal, state and local laws and ordinances applicable to the work or payment for work thereof, and will not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the performance of work under this Agreement.
- D. The Consultant warrants that the Consultant has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. It is understood and agreed that the term "fee" shall also include brokerage fee, however denoted. For the breach or violation of this Paragraph, the Department shall have the right to terminate this Agreement without liability, and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.
- E. The Consultant shall comply with Chapter 119, Florida Statutes. Specifically, the Consultant shall:
- (1) Keep and maintain public records required by the Department to perform the service.
 - (2) Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 - (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Consultant does not transfer the records to the Department.
 - (4) Upon completion of the Agreement, transfer, at no cost, to the Department, all public records in possession of the Consultant or keep and maintain public records required by the Department to perform the service. If the Consultant transfers all public records to the Department upon completion of the Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

Failure by the Consultant to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

District 1
863-519-2623
D1prcustodian@dot.state.fl.us
Florida Department of Transportation
District 1 - Office of General Counsel
801 N. Broadway
Bartow, FL 33830

- F. The Consultant agrees that it will make no statements, press releases or publicity releases concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars thereof, during the period of the Agreement, without first notifying the Department and securing its consent in writing. The Consultant also agrees that it will not publish, copyright or patent any of the data developed under this Agreement, it being understood that such data or information is the property of the Department.
- G. Consultant covenants and agrees that it and its employees will be bound by the standards of conduct provided in applicable Florida Statutes and applicable rules of the Department of Business and Professional Regulation as they relate to work performed under this Agreement. Consultant further covenants and agrees that when a former state employee is employed by the Consultant, the Consultant will require that strict adherence by the former state employee to Florida Statutes 112.313(9) and 112.3185 is a condition of employment of said former state employee. These statutes will by reference be made a part of this Agreement as though set forth in full. Consultant agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this Agreement.
- H. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subconsultant/subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- I. The Department will consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. Such violation will be cause for unilateral cancellation of this Agreement, by the Department, if the Consultant knowingly employs unauthorized aliens.
- J. DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subconsultant/subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
- K. The Consultant agrees to comply with the Title VI Nondiscrimination Contract Provisions, Appendices A and E, available at <http://www.dot.state.fl.us/procurement/index.shtm>, incorporated herein by reference and made a part of this Agreement.
- L. The contractor/consultant/vendor agrees to comply with section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with section 20.055(5), Florida Statutes.

6. TERMINATION AND DEFAULT

- A. The Department may terminate this Agreement in whole or in part at any time the interest of the Department requires such termination, as follows:
 - (1) If the Department determines that the performance of the Consultant is not satisfactory, the Department may notify the Consultant of the deficiency with the requirement that the deficiency be corrected within a specified time; but not less than 10 days. Otherwise the Agreement will be terminated at the end of such time or thirty (30) days whichever is sooner.
 - (2) If the Department requires termination of the Agreement for reasons other than unsatisfactory performance of the Consultant, the Department will notify the Consultant of such termination, with instructions as to the effective date of work stoppage or specify the stage of work at which the Agreement is to be terminated.

- (3) If the Agreement is terminated before performance is completed, the Consultant will be paid for the work satisfactorily performed. Payment is to be on the basis of substantiated costs, not to exceed an amount which is the same percentage of the contract price as the amount of work satisfactorily completed is a percentage of the total work called for by the Agreement.
- B. The Department reserves the right to cancel and terminate this Agreement in the event the Consultant or any employee or agent of the Consultant is convicted for any crime arising out of or in conjunction with any work being performed by the Consultant for or on behalf of the Department, without penalty. It is understood and agreed that in the event of such termination, all tracings, plans specifications, computer files, maps, and data prepared or obtained under this Agreement will immediately be turned over to the Department. The Department reserves the right to terminate or cancel this Agreement in the event the Consultant will be placed in either voluntary or involuntary bankruptcy or an assignment be made for the benefit of creditors. The Department further reserves the right to suspend the qualifications of the Consultant to do business with the Department upon any such conviction.
- C. A Consultant is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Consultant is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes. If the Department determines the Consultant submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Consultant notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

7. **ASSIGNMENT AND SUBCONSULTANTS/SUBCONTRACTORS**

- A. The Consultant will maintain an adequate and competent professional staff so as to enable Consultant to timely perform under this Agreement and must be authorized to do business within the State of Florida and may associate with it such subconsultants/subcontractors, for the purpose of its services hereunder, without additional cost to the Department, other than those costs negotiated within the limits and terms of this Agreement. The Consultant is fully responsible for satisfactory completion of all subcontracted work. The Consultant, however, will not sublet, assign or transfer any work under this Agreement to other than subconsultants/subcontractors specified in the Agreement without the written consent of the Department.
- B. The Consultant must state in all subcontracts that services performed by any such subconsultant/subcontractor will be subject to the Professional Consultant Work Performance Evaluation System as defined in Chapter 14-75, Florida Administrative Code.
- C. The following provision is hereby incorporated in and made a part of this Agreement when the services provided herein do not involve the expenditure of Federal funds:

It is expressly understood and agreed that any articles which are the subject of, or required to carry out this contract will be purchased from the Corporation identified under Chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in Section 946.515(2) and (4), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract will be deemed to be substituted for this agency insofar as dealings with such Corporation.

The Corporation referred to in the above paragraph is Prison Rehabilitative Industries and Diversified Enterprises, Inc. Available pricing, products, and delivery schedules may be obtained by contacting:

PRIDE Enterprises
12425 28th Street North Suite 300
St Petersburg, Florida 33716

8. MISCELLANEOUS

- A. All words used herein in the singular form will extend to and include the plural. All words used in the plural form will extend to and include the singular. All words used in any gender will extend to and include all genders.
- B. In the event that a court of valid jurisdiction finally determines that any provision of this Agreement is illegal or unenforceable, this Agreement will be construed as not containing such provision, and all other provisions which are otherwise lawful will remain in full force and effect, and to this end the provisions of this Agreement are declared to be severable.
- C. There are no understandings or agreements except as herein expressly stated.
- D. This Agreement will be governed by and construed in accordance with the laws of the State of Florida.
- E. In any legal action related to this Agreement, instituted by either party, Consultant hereby waives any and all privileges and rights it may have under chapter 47 and Section 337.19, Florida Statutes, relating to venue, as it now exists or may hereafter be amended, and any and all such privileges and rights it may have under any other statute, rule or case law, including, but not limited to those grounded on convenience. Any such legal action may be brought in the appropriate Court in any county chosen by the Department and in the event that any such legal action is filed by Consultant, Consultant hereby consents to the transfer of venue to the county chosen by the Department upon the Department filing a motion requesting the same.
- F. Consultant:
 - 1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the term of the contract; and
 - 2. shall expressly require any subconsultants/subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the contract term; and
 - 3. shall adhere to requirements in section 448.095, Florida Statutes.
- G. The Department may grant the Consultant's employees or subconsultants/subcontractors access to the Department's secure networks as part of the project. In the event such employees' or subconsultants'/subcontractors' participation in the project is terminated or will be terminated, the Consultant shall notify the Department's project manager no later than the employees' or subconsultants'/subcontractor's separation date from participation in the project or immediately upon the Consultant acquiring knowledge of such termination of employees' or subconsultants'/subcontractors' participation in the project, whichever occurs later.

9. TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated in Section 6.B of the Standard Professional Services Agreement that the services involve the expenditure of federal funds: During the performance of this Agreement, the Consultant, for itself, its assignees and successors in interest agrees as follows:

- A. It is understood and agreed that all rights of the Florida Department of Transportation relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation (hereinafter "USDOT"), notwithstanding anything to the contrary in this Agreement.
- C. Compliance with Regulations: The Consultant shall comply with the regulations relative to nondiscrimination

in Federally-assisted programs of the USDOT, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

- D. Nondiscrimination: The Consultant, with regard to the work performed during the Agreement, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subconsultants/subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
- E. Solicitations for subconsultants/subcontractors, including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subconsultant/subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this Agreement and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- F. Information and Reports: The Consultant will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administrations appropriate, and shall set forth what efforts it has made to obtain the information.
- G. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this Agreement, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - (1) withholding of payments to the Consultant under the Agreement until the Consultant complies and/or
 - (2) cancellation, termination or suspension of the Agreement, in whole or in part.
- H. Incorporation or Provisions: The Consultant shall include the provisions of Paragraph C through I in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, or directives issued pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant/subcontractor or supplier as a result of such direction, the Consultant may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.
- I. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended,

(prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by USDOT regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

- J. Interest of Members of Congress: No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.
- K. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- L. Participation by Disadvantaged Business Enterprises (“DBE”): The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). The statement that follows shall be included in all subsequent agreements between the Consultant and any subconsultant/subcontractor:

“The Consultant, sub recipient or subconsultant/subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in termination of this Agreement or other such remedy as the recipient deems appropriate.”

Pursuant to 49 CFR 26.11(c), the Consultant shall submit the bid opportunity list at the time of contract execution, and shall enter DBE commitment and payment information in the Florida Department of Transportation Equal Opportunity Compliance (EOC) system. The Consultant shall request access to the EOC system using Form No. 275-021-30.

- M. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- N. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Florida Department of Transportation in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Florida Department of Transportation. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.
- O. The Florida Department of Transportation hereby certifies that neither the Consultant nor the Consultant's representative has been required by the Florida Department of Transportation, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this Agreement, to

- (1) employ or retain, or agree to employ or retain, any firm or person, or
- (2) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Florida Department of Transportation further acknowledges that this Agreement will be furnished to a federal agency, in connection with this Agreement involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

P. The Consultant hereby certifies that it has not:

- (1) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person to solicit or secure this Agreement (except a bona fide employee or Agency); or
- (2) agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out this Agreement; or
- (3) paid, or agreed to pay, to any firm, organization or person any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement (except a bona fide employee or Agency).

The Consultant further acknowledges that this Agreement will be furnished to the Florida Department of Transportation and a federal agency in connection with this Agreement involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

EXHIBIT “A”



**SCOPE OF SERVICES
FOR
RESURFACING DESIGN-CONTINUING SERVICES CONTRACT
DISTRICT ONE**

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SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES

HIGHWAY AND BRIDGE/STRUCTURAL DESIGN

This Exhibit forms an integral part of the agreement between the State of Florida Department of Transportation (hereinafter referred to as the DEPARTMENT or FDOT) and **Bayer United Engineering Consultants, LLC** (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

Financial Project ID(s): To Be Assigned Per Task Work Order

Federal Aid Project No.: TBD

County Section No.: To be determined on a project specific basis

Description: Resurfacing Continuing Services

Bridge No(s): To be determined on a project specific basis

Rail Road Crossing No: To be determined on a project specific basis

1 PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT in connection with the design and preparation of a complete set of construction contract documents and incidental engineering services, as necessary, for improvements to the transportation facility described herein.

Major work groups include: 3.1: Minor Highway Design

Minor work groups include: 4.1.1: Miscellaneous Structures

4.1.2: Minor Bridge Design

6.1: Traffic Engineering Studies

6.2: Traffic Signal Timing

6.3.1: Intelligent Transportation Systems Analysis and Design

6.3.2 ITS Implementation

6.3.3 ITS Traffic Engineering Systems Communications

7.1: Signing, Pavement Marking and Channelization

STAGE III SOS

A-1

December 17, 2021

FPID: To Be Assigned Per Task Work Order

7.2: Lighting

7.3: Signalization

8.1: Control Surveying

8.2: Design, Right-of-way, Construction Surveying

15: Landscape Architect

Known alternative construction contracting methods include: To be determined on a project specific basis.

The general objective is for the CONSULTANT to prepare a set of contract documents including plans, specifications, supporting engineering analysis, calculations and other technical documents in accordance with FDOT policy, procedures and requirements. These Contract documents will be used by the contractor to build the project and test the project components. These Contract documents will be used by the DEPARTMENT or its Construction Engineering Inspection (CEI) representatives for inspection and final acceptance of the project. The CONSULTANT shall follow a systems engineering process to ensure that all required project components are included in the development of the Contract documents and the project can be built as designed and to specifications.

The Scope of Services establishes which items of work in the FDOT Design Manual and other pertinent manuals are specifically prescribed to accomplish the work included in this contract, and also indicate which items of work will be the responsibility of the CONSULTANT and/or the DEPARTMENT.

The CONSULTANT shall be aware that as a project is developed, certain modifications and/or improvements to the original concepts may be required. The CONSULTANT shall incorporate these refinements into the design and consider such refinements to be an anticipated and integral part of the work. This shall not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the DEPARTMENT and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the design of the project a contract file in accordance with DEPARTMENT procedures. CONSULTANTS are expected to know the laws and rules governing their professions and are expected to provide services in accordance with current regulations, codes and ordinances and recognized standards applicable to such professional services. The Consultant shall provide qualified technical and professional personnel to perform to Department standards and procedures, the duties and responsibilities assigned under the terms of this agreement. The Consultant shall minimize to the maximum extent possible the Department's need to apply its own resources to assignments authorized by the Department.

The DEPARTMENT will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of contract documents, including Construction documents. The Department's technical reviews are for high-level conformance and are not meant to be comprehensive reviews. The CONSULTANT shall be fully responsible for all work performed and work products

developed under this Scope of Services. The DEPARTMENT may provide job-specific information and/or functions as outlined in this contract, if favorable.

2 PROJECT DESCRIPTION

The CONSULTANT shall investigate the status of the project and become familiar with concepts and commitments (typical sections, alignments, etc.) developed from prior studies and/or activities. If a Preliminary Engineering Report is available from a prior or current Project Development and Environmental (PD&E) study, the CONSULTANT shall use the approved concepts as a basis for the design unless otherwise directed by the DEPARTMENT.

Consultant services are required for miscellaneous engineering tasks necessary for the production of construction plans for resurfacing, widening and resurfacing, rigid pavement rehabilitation, and minor design projects. Elements of work may include field survey, roadway analysis and design, drainage analysis and design, signalization analysis and design, lighting analysis and design, utility relocation and coordination, temporary traffic control plan analysis and design, environmental permitting, intelligent transportation systems analysis and design, quantity computations, and other incidental items as required.

This contract is a Task Work Order (TWO) based contract. Projects will be assigned by TWO. Specific project descriptions and requirements will be defined in the TWO.

2.1 Project General and Roadway (Activities 3, 4, and 5)

Public Involvement: To be determined on a project specific basis.

Other Agency Presentations/Meetings: To be determined on a project specific basis.

Joint Project Agreements: To be determined on a project specific basis.

Specification Package Preparation: To be determined on a project specific basis.

Value Engineering: Not applicable to this project.

Risk Assessment Workshop: Not applicable to this project.

Plan Type: To be determined on a project specific basis.

Typical Section: To be determined on a project specific basis.

Pavement Design: To be determined on a project specific basis.

Pavement Type Selection Report(s): Not applicable for this project.

Cross Slope: To be determined on a project specific basis.

Access Management Classification: To be determined on a project specific basis.

Transit Route Features: To be determined on a project specific basis.

Major Intersections/Interchanges: To be determined on a project specific basis.

Roadway Alternative Analysis: To be determined on a project specific basis.

Level of TCP Plans: To be determined on a project specific basis.

Temporary Lighting: To be determined on a project specific basis.

Temporary Signals: To be determined on a project specific basis.

Temporary Drainage: To be determined on a project specific basis.

Design Variations/Exceptions: To be determined on a project specific basis.

Back of Sidewalk Profiles: To be determined on a project specific basis.

2.2 Drainage (Activities 6a and 6b)

System Type: To be determined on a project specific basis.

2.3 Utilities Coordination (Activity 7)

Utility coordination will be provided by the CONSULTANT

2.4 Environmental Permits, Compliances, and Clearances (Activity 8) (To be determined on a project specific basis.)

Permits will be obtained by the DEPARTMENT. The CONSULTANT shall provide permitting support with the preparation of plans, sketches, calculations etc. as required by the DEPARTMENT.

Mitigation activities shall be coordinated with the District Environmental Permitting Engineer.

The DEPARTMENT will provide compensatory wetland mitigation in accordance with Section 373.4137, Florida Statutes.

2.5 Structures (Activities 9 – 18) (To be determined on a project specific basis.)

Bridge(s): To be determined on a project specific basis.

Type of Bridge Structure Work:

- BDR
- Temporary Bridge
- Short Span Concrete
- Medium Span Concrete
- Structural Steel

Retaining Walls: To be determined on a project specific basis.

Noise Barrier Walls: To be determined on a project specific basis.

Miscellaneous: To be determined on a project specific basis.

2.6 Signing and Pavement Markings (Activities 19 & 20) (To be determined on a project specific basis.)

The CONSULTANT shall prepare signing and pavement marking plans in accordance with DEPARTMENT criteria.

Design should reflect FDOT – District One Signing & Pavement Marking Policies and Procedures as indicated in the latest Signing and Marking Updates folder located at web address <ftp://ftp.dot.state.fl.us/fdot/d1/traffops>. This folder also contains additional items useful in designing Signing and Pavement Marking components plans in District One.

2.7 Signalization (Activities 21 & 22) (To be determined on a project specific basis.)

The CONSULTANT shall prepare signalization plans in accordance with DEPARTMENT criteria.

Design should reflect FDOT – District One & Maintaining Agency Special Signal Requirements as indicated in the latest Signal Design Updates folder located at website address <ftp://ftp.dot.state.fl.us/fdot/d1/traffops>. This folder also contains additional items useful in designing Traffic Signal component plans in District One.

Intersections: To be determined on a project specific basis.

Traffic Data Collection: To be determined on a project specific basis.

Traffic Studies: To be determined on a project specific basis.

Count Stations: To be determined on a project specific basis.

Traffic Monitoring Sites: To be determined on a project specific basis.

2.8 Lighting (Activities 23 & 24) (To be determined on a project specific basis.)

The CONSULTANT shall prepare a Lighting Justification Report (LJR) to determine if highway lighting is justified. If lighting is justified, the CONSULTANT shall prepare lighting plans in accordance with DEPARTMENT criteria.

All roadway sections that currently have street lights shall retain street lighting within the same limits. All signalized intersections shall have street lighting in accordance with DEPARTMENT criteria/guidelines regardless of the LJR recommendation.

2.9 Landscape Architecture (Activities 25 & 26) (To be determined on a project specific basis.)

Include coordination with existing and/or proposed underground utilities including but not limited to FDOT lighting, drainage and ITS. Landscape coordination with ITS shall include both underground conflicts and above-ground impacts to existing and/or proposed ITS coverage. The CONSULTANT shall closely coordinate with the Department's ITS units to ensure that all conflicts are identified, addressed and mitigated in the Contract Documents.

2.10 Survey (Activity 27) (To be determined on a project specific basis.)

The DEPARTMENT will typically provide all Survey and SUE services.

Design Survey: The CONSULTANT shall provide a design survey through the project limits.

Subsurface Utility Exploration: SUE all locations that include new underground infrastructure or earthwork excavation (i.e., drilled shafts, bridge piles, strain poles, mast arms, miscellaneous foundations, drainage structures, pipe culverts, new ditches, etc.) in areas that work will be performed. (SUE locations will be negotiated by the DUA or their Designee) (See D1 SUE Policy Direction.)

Right of Way Survey: To be determined on a project specific basis.

2.11 Photogrammetry (Activity 28) (To be determined on a project specific basis.)

2.12 Mapping (Activity 29) (To be determined on a project specific basis.)

2.13 Terrestrial Mobile LiDAR (Activity 30) (To be determined on a project specific basis.)

2.14 Architecture (Activity 31) (Not applicable to this project.)

2.15 Noise Barriers (Activity 32) (To be determined on a project specific basis.)

2.16 Intelligent Transportation Systems (Activities 33 & 34) (To be determined on a project specific basis.)

When FDOT owned Intelligent Transportation Systems (ITS) infrastructure is determined to be located within the project limits, the CONSULTANT shall analyze all potential impacts to the ITS infrastructure. If any of the FDOT owned ITS infrastructure will be impacted, the CONSULTANT shall prepare ITS plans for the adjustment/relocation/replacement of the ITS infrastructure.

The Federal Highway Administration issued Rule 940 entitled Intelligent Transportation Systems (ITS) Architecture and Standards to ensure new projects conform to the National ITS Architecture and standards as well as with a regional ITS architecture developed to reflect the local needs, issues, problems, and objectives for implementation.

For all projects with ITS activities, the CONSULTANT shall follow the Rule 940 requirements and use a Systems Engineering approach for the determining the requirements for the project. The CONSULTANT shall develop all necessary documents to support the Rule 940 requirements like Concept of Operations (ConOPS), Systems Engineering Management Plan (SEMP), Requirements Traceability Verification Matrix (RTVM) and others as deemed necessary by the Department.

The ITS shall operate from the TMC location and operating software to be determined on a project specific basis.

Interchanges: To be determined on a project specific basis.

Traffic Data Collection: To be determined on a project specific basis.

Geographical Information System (GIS) Requirements: CONSULTANT shall include in the design the GIS data collection requirements (adhering to GIS and Data Governance Policies) and deliverables for integration with SunGuide software and other Department GIS based asset management applications like ITS FM software.

All design efforts shall be based on deploying “open architecture” subsystems, while remaining fully compatible with previous designs (as applicable) and the FDOT ITS Specifications. All ITS field devices and support systems shall be designed and located outside of the clear zone, or behind protective barrier, within the right of way. This includes cabinets, poles, and support hardware. Utility conflicts shall be identified and resolved during the design phase. The design shall minimize theft and vandalism. The CONSULTANT shall include in the design vandal resistant mechanisms to minimize theft. The CONSULTANT shall provide additional redundant power and communications systems to minimize system downtime due to vandalism.

The CONSULTANT shall design the project subsystems such that they will be monitored and controlled from the FDOT’s and/or local agency TMC facilities. The CONSULTANT shall ensure that all ITS field devices and ancillary components comply with the FDOT’s Approved Product List (APL) supported within the SunGuide software or other specified software, unless otherwise approved by the DEPARTMENT.

The CONSULTANT shall include in the design any required upgrade to the TMC central hardware, equipment racks, and equipment wiring, as directed by the FDOT project manager, to make the subsystems fully operations from the TMC facilities.

For projects with existing ITS, the CONSULTANT shall include in the design any required upgrade to existing ITS equipment to meet the latest FDOT standards, NEC requirements or as directed by the FDOT project manager and to make the subsystems fully operations from the TMC facilities.

ITS coordination with Landscape Architecture shall include both underground conflicts and above-ground impacts to existing and/or proposed Landscaping. The CONSULTANT shall closely coordinate with the Landscape Architect to ensure that

all conflicts are identified, addressed and mitigated in the Contract Documents.

2.17 Geotechnical (Activity 35) (To be determined on a project specific basis.)

Geotechnical services will typically be provided by the DEPARTMENT.

2.18 Project Schedule

Within ten (10) days after the Notice-To-Proceed, and prior to the CONSULTANT beginning work, the CONSULTANT shall meet with the DEPARTMENT for a Project Schedule Definition Meeting, for the purpose of providing a detailed project activity/event schedule for DEPARTMENT and CONSULTANT scheduled activities required to meet the current DEPARTMENT Production Date. The schedule shall be based upon the DEPARTMENT's production date at the time a TWO is issued. The schedule shall be accompanied by an anticipated payout and fiscal progress curve. For the purpose of scheduling, the CONSULTANT shall allow for a two week review time for each phase submittal and any other submittals as appropriate.

The schedule shall indicate all required submittals and project deliverables.

All fees and price proposals are to be based on the negotiated schedule determined for each project for final construction contract documents. However, the contract deadline is 60 months from the Notice to Proceed.

Periodically, throughout the life of the contract, the project schedule and payout and fiscal progress curves shall be reviewed and, with the approval of the DEPARTMENT, adjusted as necessary to incorporate changes in the Scope of Services and progress to date.

The approved schedule and schedule status report, along with progress and payout curves, shall be submitted with the monthly progress report.

The schedule shall be submitted in an FDOT system-compatible format.

Throughout the course of production, unless directed otherwise by the DEPARTMENT, the CONSULTANT shall meet all Project Schedule Early-Start dates and Early-Finish dates for each project schedule activity

The CONSULTANT shall maintain and update the Project Schedule by providing Project Schedule Activity Updates to the DEPARTMENT within one (1) work day after the occurrence of any of the following events:

Activity Start Date

Activity Finish Date

Expected Finish Date Change – For any activity in progress, if and when the Expected Finish Date changes from the original schedule the CONSULTANT shall provide an updated Expected Finish Date for that activity.

Project schedule updates shall be provided electronically utilizing the DEPARTMENT provided update system. In the event the DEPARTMENT's system is not available, the CONSULTANT shall email the update to the DEPARTMENT Project Scheduler and copy the DEPARTMENT Project Manager. Updates as described above shall be required for all Project Schedule activities for which the CONSULTANT has been delegated responsibility. If any finish dates do not meet the original agreed upon early-finish dates in the baseline project schedule, the CONSULTANT will show how this time will be made up in the CONSULTANT successor activities. Upon the DEPARTMENT's approval of the CONSULTANT's requested changes to the schedule, a new baseline schedule will be approved.

2.19 Submittals

The CONSULTANT shall furnish construction contract documents as required by the DEPARTMENT to adequately control, coordinate, and approve the work concepts. The CONSULTANT shall distribute submittals as directed by the DEPARTMENT. The DEPARTMENT will determine the specific number of copies required prior to each submittal.

One (1) week prior to each Phase Plans document submittal, the CONSULTANT shall submit, for the DEPARTMENT Project Manager's review and approval, one (1) electronic and one (1) hard copy of the Phase Plans document submittal. The CONSULTANT shall not submit the remaining electronic and hard copy of the Phase Plans document submittal to the DEPARTMENT until the DEPARTMENT Project Manager provides written approval to submit the remaining copies of the Phase Plans document submittal.

Each CONSULTANT document submittal shall be accompanied by a completed Quality Control Checklist form indicating the document submittal items that have been checked and back-checked, and shall be signed by the Project Manager, Quality Control Checker, and the Quality Control Back-checker. Each SUBCONSULTANT document submittal shall be checked by a Quality Control Independent Peer Review by the CONSULTANT. The Project Manager and the responsible Professional Engineer, Landscape Architect, or Professional Surveyor that performed the Quality Control Peer Review will sign a statement certifying that the review was conducted. All of the above documents will be provided to the DEPARTMENT in both a hard copy format and a pdf file format.

For each Plans Phase submittal, the electronic submittal shall be provided on a CD or DVD in a format to be provided by or approved by the DEPARTMENT. This CD or DVD shall contain not only all of the electronic design files for each Plans Phase submittal, it shall also contain all of the document pdf files for each document submittal to the DEPARTMENT to date, to include the above mentioned Quality Control Certification and Checklist forms, in a format to be provided or approved by the DEPARTMENT. The submittal CD or DVD should contain the following information:

☐ Current Submittal

- Previous Submittals
- Contract Documents
- Project Management
 - Field Reviews & Photos
 - Meeting Minutes
 - Progress Reports

Prior to each Phase Plans or document submittal, the CONSULTANT shall verify with the DEPARTMENT Project Manager the number of CD's / DVD's and hardcopies required.

For all other submittals, the CONSULTANT shall provide the electronic file(s) to the DEPARTMENT as an email file attachment, or if file size does not allow, either the DEPARTMENT File Transfer Appliance or the FDOT FTP system.

2.20 Provisions for Work

All work shall be prepared with English units in accordance with the latest editions of standards and requirements utilized by the DEPARTMENT which include, but are not limited to, publications such as:

- General
 - Title 29, Part 1910, Standard 1910.1001, Code of Federal Regulations (29 C.F.R. 1910.1001) – Asbestos Standard for Industry, U.S. Occupational Safety and Health Administration (OSHA)
 - 29 C.F.R. 1926.1101 – Asbestos Standard for Construction, OSHA
 - 40 C.F.R. 61, Subpart M - National Emission Standard for Hazardous Air Pollutants (NESHAP), Environmental Protection Agency (EPA)
 - 40 C.F.R. 763, Subpart E – Asbestos-Containing Materials in Schools, EPA
 - 40 C.F.R. 763, Subpart G – Asbestos Worker Protection, EPA
 - Americans with Disabilities Act (ADA) Standards for Accessible Design
 - AASHTO – A Policy on Design Standards Interstate System
 - AASHTO – Roadside Design Guide
 - AASHTO – Roadway Lighting Design Guide
 - AASHTO – A Policy for Geometric Design of Highways and Streets
 - AASHTO – Highway Safety Manual
 - Rule Chapter 5J-17, Florida Administrative Code (F.A.C.), Minimum Technical Standards for Professional Surveyors and Mappers
 - Chapter 469, Florida Statutes (F.S.) – Asbestos Abatement
 - Rule Chapter 62-257, F.A.C., Asbestos Program
 - Rule Chapter 62-302, F.A.C., Surface Water Quality Standards
 - Code of Federal Regulations (C.F.R.)
 - Florida Administrative Codes (F.A.C.)

- Chapters 20, 120, 215, 455, Florida Statutes (F.S.) – Florida Department of Business & Professional Regulations Rules
- Florida Department of Environmental Protection Rules
- FDOT Basis of Estimates Manual
- FDOT Computer Aided Design and Drafting (CADD) Manual
- FDOT Design Standards
- FDOT Flexible Pavement Design Manual
- FDOT - Florida Roundabout Guide
- FDOT Handbook for Preparation of Specifications Package
- FDOT Instructions for Design Standards
- FDOT Instructions for Structures Related Design Standards
- FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (“Florida Greenbook”)
- FDOT Materials Manual
- FDOT Pavement Type Selection Manual
- FDOT Design Manual
- FDOT Procedures and Policies
- FDOT Project Development and Environmental Manual
- FDOT Project Traffic Forecasting Handbook
- FDOT Public Involvement Handbook
- FDOT Rigid Pavement Design Manual
- FDOT Standard Specifications for Road and Bridge Construction
- FDOT Utility Accommodation Manual
- FDOT Geographic Information Systems (GIS) Manual
- Federal Highway Administration (FHWA) - Manual on Uniform Traffic Control Devices (MUTCD)
- FHWA – National Cooperative Highway Research Program (NCHRP) Report 672, Roundabouts: An Informational Guide
- FHWA Roadway Construction Noise Model (RCNM) and Guideline Handbook
- Florida Fish and Wildlife Conservation Commission - Standard Manatee Construction Conditions 2005
- Florida Statutes (F.S.)
- Florida’s Level of Service Standards and Guidelines Manual for Planning
- Model Guide Specifications – Asbestos Abatement and Management in Buildings, National Institute for Building Sciences (NIBS)
- Quality Assurance Guidelines
- Safety Standards
- Any special instructions from the DEPARTMENT
- Roadway
 - FDOT – Florida Intersection Design Guide
 - FDOT - Project Traffic Forecasting Handbook
 - FDOT - Quality/Level of Service Handbook
 - Florida’s Level of Service Standards and Highway Capacity Analysis for the SHS
 - Transportation Research Board (TRB) - Highway Capacity Manual
- Permits

- Chapter 373, F.S. – Water Resources
- US Fish and Wildlife Service Endangered Species Programs
- Florida Fish and Wildlife Conservation Commission Protected Wildlife Permits
- Bridge Permit Application Guide, COMDTPUB P16591.3C
- Building Permit
- Drainage
 - FDOT Bridge Hydraulics Handbook
 - FDOT Culvert Handbook
 - FDOT Drainage Manual
 - FDOT Erosion and Sediment Control Manual
 - FDOT Exfiltration Handbook
 - FDOT Hydrology Handbook
 - FDOT Open Channel Handbook
 - FDOT Optional Pipe Materials Handbook
 - FDOT Storm Drain Handbook
 - FDOT Stormwater Management Facility Handbook
 - FDOT Temporary Drainage Handbook
 - FDOT Drainage Connection Permit Handbook
 - FDOT Bridge Scour Manual
- Survey and Mapping
 - All applicable Florida Statutes and Administrative Codes
 - Applicable Rules, Guidelines Codes and authorities of other Municipal, County, State and Federal Agencies.
 - ~~○ FDOT Aerial Surveying Standards for Transportation Projects Topic 550-020-002~~
 - ~~○ FDOT Right of Way Mapping Handbook~~
 - FDOT Surveying Procedure Topic 550-030-101
 - Florida Department of Transportation Right of Way Procedures Manual
 - Florida Department of Transportation Surveying and Mapping Handbook
 - ~~○ Right of Way Mapping Procedure 550-030-015~~
- Traffic Engineering and Operations and ITS
 - AASHTO - An Information Guide for Highway Lighting
 - AASHTO - Guide for Development of Bicycle Facilities
 - FHWA Standard Highway Signs Manual
 - FDOT Manual on Uniform Traffic Studies (MUTS)
 - FDOT Median Handbook
 - FDOT Traffic Engineering Manual
 - Minimum Specifications for Traffic Control Signal Devices
 - National Electric Safety Code
 - National Electrical Code
- Florida's Turnpike Enterprise
 - Florida's Turnpike Design Handbook (TDH)
 - Florida's Turnpike Lane Closure Policy
 - Florida's Turnpike Drainage Manual Supplement
 - Rigid Pavement Design Guide for Toll Locations with Electronic Toll

Collection

- Flexible Pavement Design Guide for Toll Locations with Electronic Toll Collection
- Florida's Turnpike General Tolling Requirements (GTR)
- Additional Florida's Turnpike Enterprise standards, guides, and policies for design and construction can be found on the FTE Design Website:
<http://design.floridasturnpike.com>
- Traffic Monitoring
 - American Institute of Steel Construction (AISC) Manual of Steel Construction, referred to as "AISC Specifications"
 - American National Standards Institute (ANSI) RP-8-00 Recommended Practice for Roadway Lighting
 - AASHTO AWS D1.1/ANSI Structural Welding Code – Steel
 - AASHTO D1.5/AWS D1.5 Bridge Welding Code
 - FHWA Traffic Detector Handbook
 - FDOT General Interest Roadway Data Procedure
 - FHWA Traffic Monitoring Guide
 - FDOT's Traffic/Polling Equipment Procedures
- Structures
 - AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications and Interims
 - AASHTO LRFD Movable Highway Bridge Design Specifications and Interims
 - AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals, and Interims.
 - AASHTO/-AWS-D1. 5M/D1.5: An American National Standard Bridge Welding Code
 - AASHTO Guide Specifications for Structural Design of Sound Barriers
 - AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
 - FDOT Bridge Load Rating Manual
 - FDOT Structures Manual
 - FDOT Structures Design Bulletins (available on FDOT Structures web site only)
- Geotechnical
 - FHWA Checklist and Guidelines for Review of Geotechnical Reports and Preliminary Specifications
 - Manual of Florida Sampling and Testing Methods
 - Soils and Foundation Handbook
- Landscape Architecture
 - Florida Department of Agriculture and Consumer Services Grades and Standards for Nursery Plants
- Architectural
 - Building Codes
 - Florida Building Code:
 - Building

- Fuel Gas
- Mechanical
- Plumbing
- Existing Building
- Florida Accessibility Code for Building Construction
- Rule Chapter 60D, F.A.C., Division of Building Construction
- Chapter 553, F.S. – Building Construction Standards
- ANSI A117.1 2003 Accessible and Usable Building and Facilities
- Titles II and III, Americans With Disabilities Act (ADA), Public Law 101-336; and the ADA Accessibility Guidelines (ADAAG)
- Architectural – Fire Codes and Rules
 - National Fire Protection Association (NFPA) - Life Safety Code
 - NFPA 70 - National Electrical Code
 - NFPA 101 - Life Safety Code
 - NFPA 10 - Standard for Portable Fire Extinguishers
 - NFPA 11 - Standard for Low-Expansion Foam Systems
 - NFPA 11A - Standard for High- and Medium-Expansion Foam Systems
 - NFPA 12 - Standard for Carbon Dioxide Extinguishing Systems
 - NFPA 13 - Installation of Sprinkler Systems
 - NFPA 30 - Flammable and Combustible Liquids Code
 - NFPA 54 - National Gas Fuel Code
 - NFPA 58 - LP-Gas Code
 - Florida Fire Prevention Code as adopted by the State Fire Marshal – Consult with the Florida State Fire Marshal’s office for other frequently used codes.
- Architectural – Extinguishing Systems
 - NFPA 10 - Fire Extinguishers
 - NFPA 13 - Sprinkler
 - NFPA 14 - Standpipe and Hose System
 - NFPA 17 - Dry Chemical
 - NFPA 20 - Centrifugal Fire Pump
 - NFPA 24 - Private Fire Service Mains
 - NFPA 200 - Standard on Clean Agent Fire Extinguishing Systems
- Architectural – Detection and Fire Alarm Systems
 - NFPA 70 - Electrical Code
 - NFPA 72 - Standard for the Installation, Maintenance and Use of Local Protective Signaling Systems
 - NFPA 72E - Automatic Fire Detectors
 - NFPA 72G - Installation, Maintenance, and Use of Notification Appliances
 - NFPA 72H -Testing Procedures for Remote Station and Proprietary Systems
 - NFPA 74 - Household Fire Warning Equipment
 - NFPA 75 - Protection of Electronic Computer Equipment
- Architectural – Mechanical Systems
 - NFPA 90A - Air Conditioning and Ventilating Systems
 - NFPA 92A - Smoke Control Systems
 - NFPA 96 - Removal of Smoke and Grease-Laden Vapors from Commercial

- Cooking Equipment
 - NFPA 204M - Smoke and Heating Venting
- Architectural – Miscellaneous Systems
 - NFPA 45 - Laboratories Using Chemicals
 - NFPA 80 - Fire Doors and Windows
 - NFPA 88A - Parking Structures
 - NFPA 105- Smoke and Draft-control Door Assemblies
 - NFPA 110 - Emergency and Standby Power Systems
 - NFPA 220 - Types of Building Construction
 - NFPA 241 - Safeguard Construction, Alteration, and Operations
 - Rule Chapter 69A-47, F.A.C., Uniform Fire Safety For Elevators
 - Rule Chapter 69A-51, F.A.C., Boiler Safety
- Architectural – Energy Conservation
 - Rule Chapter 60D-4, F.A.C., Rules For Construction and Leasing of State Buildings To Insure Energy Conservation
 - Section 255.255, F.S., Life-Cycle Costs
- Architectural – Elevators
 - Rule Chapter 61C-5, F.A.C., Florida Elevator Safety Code
 - ASME A-17.1, Safety Code for Elevators and Escalators
- Architectural – Floodplain Management Criteria
 - Section 255.25, F.S., Approval Required Prior to Construction or Lease of Buildings
- Rules of the Federal Emergency Management Agency (FEMA)
- Architectural – Other
 - Rule Chapter 64E-6, F.A.C., Standards for On Site Sewage Disposal Systems (Septic Tanks)
 - Rule Chapter 62-600, F.A.C., Domestic Wastewater Facilities
 - Rule Chapter 62-761, F.A.C., Underground Storage Tank Systems
 - American Concrete Institute
 - American Institute of Architects - Architect's Handbook of Professional Practice
 - American Society for Testing and Materials - ASTM Standards
 - Brick Institute of America
 - DMS - Standards for Design of State Facilities
 - Florida Concrete Products Association
 - FDOT – ADA/Accessibility Procedure
 - FDOT – Building Code Compliance Procedure
 - FDOT – Design Build Procurement and Administration
 - LEED (Leadership in Energy and Environmental Design) Green Building Rating System
 - National Concrete Masonry Association
 - National Electrical Code
 - Portland Cement Association - Concrete Masonry Handbook
 - United State Green Building Council (USGBC)

2.21 Services to be Performed by the DEPARTMENT When appropriate and /or available,

the DEPARTMENT will provide project data including:

- Numbers for field books.
- Preliminary Horizontal Network Control.
- Access for the CONSULTANT to utilize the DEPARTMENT's Information Technology Resources.
- All Department agreements with Utility Agency Owner (UAO).
- All certifications necessary for project letting.
- Building Construction Permit Coordination (Turnpike)
- All information that may come to the DEPARTMENT pertaining to future improvements.
- All future information that may come to the DEPARTMENT during the term of the CONSULTANT's Agreement, which in the opinion of the DEPARTMENT is necessary for the prosecution of the work.
- Available traffic and planning data.
- All approved utility relocations.
- Project utility certification to the DEPARTMENT's Central Office.
- Any necessary title searches.
- Engineering standards review services.
- All available information in the possession of the DEPARTMENT pertaining to utility companies whose facilities may be affected by the proposed construction.
- All future information that may come to the DEPARTMENT pertaining to subdivision plans so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right of way.
- Systems traffic for Projected Design Year, with K, D, and T factors.
- Existing right of way maps.
- Existing cross slope data for all RRR projects.
- Existing pavement evaluation report for all RRR projects.
- PD&E Documents
- Design Reports
- Letters of authorization designating the CONSULTANT as an agent of the DEPARTMENT in accordance with F.S. 337.274.
- Phase reviews of plans and engineering documents.
- Regarding Environmental Permitting Services:
 - Approved Permit Document when available.
 - Approval of all contacts with environmental agencies.
 - General philosophies and guidelines of the DEPARTMENT to be used in the fulfillment of this contract. Objectives, constraints, budgetary limitations, and time constraints will be completely defined by the Project Manager.
 - Appropriate signatures on application forms.

3 PROJECT COMMON AND PROJECT GENERAL TASKS

Project Common Tasks

Project Common Tasks, as listed below, are work efforts that are applicable to many project activities, 4 (Roadway Analysis) through 35 (Geotechnical). These tasks are to be included in the project scope in each applicable activity when the described work is to be performed by the CONSULTANT.

Cost Estimates: The CONSULTANT shall be responsible for producing a construction cost estimate and reviewing and updating the cost estimate at a minimum of two (2) times per year and/or when scope changes occur and/or at milestones of the project. Prior to Phase II plans and completion of quantities, the DEPARTMENT's Long Range Estimate (L.R.E.) system will be used to produce a conceptual estimate, according to District policy. Once the quantities have been developed (beginning at Phase II plans) the CONSULTANT shall be responsible for inputting the pay items and quantities into AASHTOWARE PROJECT PES (Proposal Estimating System) through the use of the DEPARTMENT's Designer Interface for generating the summary of quantities and the FDOT's in-house estimates. A Summary of Pay Items sheet shall be prepared with all required Phase II, III, and IV Plans submittals.

Technical Special Provisions: The CONSULTANT shall provide Technical Special Provisions for all items of work not covered by the Standard Specifications for Road and Bridge Construction and the workbook of implemented modifications.

A Technical Special Provision shall not modify the first nine sections of the Standard Specifications and implemented modifications in any way. All modifications to other sections must be justified to the appropriate District Specifications Office to be included in the project's specifications package.

The Technical Special Provisions shall provide a description of work, materials, equipment and specific requirements, method of measurement and basis of payment. Proposed Technical Special Provisions will be submitted to the District Specifications Office for initial review at the time of the Phase III plans review submission to the DEPARTMENT's Project Manager. This timing will allow for adequate processing time prior to final submittal. The Technical Special Provisions will be reviewed for suitability in accordance with the Handbook for Preparation of Specification Packages. The District Specifications Office will forward the Technical Special Provisions to the District Legal Office for their review and comment. All comments will be returned to the CONSULTANT for correction and resolution. Final Technical Special Provisions shall be digitally signed and sealed in accordance with applicable Florida Statutes.

The CONSULTANT shall contact the appropriate District Specifications Office for details of the current format to be used before starting preparations of Technical Special Provisions.

Field Reviews: The CONSULTANT shall make as many trips to the project site as required to obtain necessary data for all elements of the project.

Technical Meetings: The CONSULTANT shall attend all technical meetings necessary to execute the Scope of Services of this contract. This includes meetings with DEPARTMENT and/or Agency staff, between disciplines and subconsultants, such as access management meetings, pavement design meetings, local governments, railroads, airports, progress review meetings (phase review), and miscellaneous meetings. The CONSULTANT shall prepare, and submit to the DEPARTMENT's Project Manager for review, the meeting minutes for all meetings attended by them. The meeting minutes are due within five (5) working days of attending the meeting.

Quality Assurance/Quality Control: It is the intention of the DEPARTMENT that design CONSULTANTS, including their subconsultant(s), are held responsible for their work, including plans review. The purpose of CONSULTANT plan reviews is to ensure that CONSULTANT plans follow the plan preparation procedures outlined in the FDOT Design Manual, that state and federal design criteria are followed with the DEPARTMENT concept, and that the CONSULTANT submittals are complete. All subconsultant document submittals shall be submitted by the subconsultant directly to the CONSULTANT for their independent Quality Assurance/Quality Control review and subsequent submittal to the DEPARTMENT.

It is the CONSULTANT'S responsibility to independently and continually QC their plans and other deliverables. The CONSULTANT should regularly communicate with the DEPARTMENT's Design Project Manager to discuss and resolve issues or solicit opinions from those within designated areas of expertise.

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the CONSULTANT and their subconsultant(s) under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all maps, design drawings, specifications, and other documentation prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan shall be one specifically designed for each project assigned under this contract. The CONSULTANT shall submit a Quality Control Plan for approval within twenty (20) business days of the executed TWO and it shall be signed by the CONSULTANT's Project Manager and the CONSULTANT QC Manager. The Quality Control Plan shall include the names of the CONSULTANT's staff that will perform the quality control reviews. The Quality Control reviewer shall be a Florida Licensed Professional Engineer fully prequalified under F.A.C. 14-75 in the work type being reviewed. A marked up set of prints from a Quality Control Review indicating the reviewers for each component (structures, roadway, drainage, signals, geotechnical, signing and marking, lighting, surveys, etc.) and a written resolution of comments on a point-by-point basis will be required, if requested by the DEPARTMENT, with each phase submittal. The responsible Professional Engineer, Landscape Architect, or Professional Surveyor & Mapper that performed the Quality Control review will sign a statement certifying that the review was conducted and found to meet required specifications.

The CONSULTANT shall, without additional compensation, correct all errors or deficiencies in the designs, maps, drawings, specifications and/or other products and services.

Independent Peer Review: When directed by the DEPARTMENT, a subconsultant may perform Independent Peer Reviews.

Independent Peer Review and a Constructability/Bidability Review for design Phase Plans document submittals are required on this project. These separate reviews shall be completed by someone who has not worked on the plan component that is being reviewed. These could include, but are not limited to a separate office under the Prime's umbrella, a subconsultant that is qualified in the work group being reviewed, or a CEI. It does not include persons who have knowledge of the day to day design efforts. The Constructability/Bidability Review shall be performed by a person with experience working on Department construction projects (CEI, Contractor, etc.).

The Independent Peer Review for design Phase Plans submittals shall ensure the plans meet the FDM, Design Standards and CADD Manual. The Constructability/Bidability Review shall ensure the project can be constructed and paid for as designed. Constructability/Bidability Reviews should be conducted prior to the Phase III and Phase IV submittals, using the Phase Review Checklist (Guidance Document 1-1-A) from the Construction Project Administration Manual (CPAM) as a minimum guideline. The CONSULTANT shall submit this checklist, as well as the "marked-up" set of plans during this review, and review comments and comment responses from any previous Constructability/Bidability reviews. These items will be reviewed by District Design and District Construction.

Supervision: The CONSULTANT shall supervise all technical design activities.

Coordination: The CONSULTANT shall coordinate with all disciplines of the project to produce a final set of construction documents. The CONSULTANT shall coordinate with other segments within the corridor to establish design consistency within the corridor.

Communication: The default method of communication with the DEPARTMENT for the project is eMail. The CONSULTANT shall use the phone and/or letters for communication with the DEPARTMENT only for urgent and/or sensitive issues, or issues that cannot be efficiently communicated by eMail.

All eMails sent by the CONSULTANT to the DEPARTMENT shall conform to the following subject line format: FPID: 999999-1 \ Description \ County – Subject.

The CONSULTANT shall provide, within one (1) work day, an eMail response to each eMail request for services and/or information received from the DEPARTMENT, and shall include in that response an acknowledgment of receipt, understanding of the request, and an estimated time for delivery for the services and/or information requested. Whenever possible, the CONSULTANT shall provide a response to the eMail request for services from the DEPARTMENT using the option "Reply with History – To All Copied".

Project General Tasks

Project General Tasks, described in Sections 3.1 through 3.7 below, represent work efforts that are applicable to the project as a whole and not to any one or more specific project activity. The work described in these tasks shall be performed by the CONSULTANT when included in the project scope.

3.1 Public Involvement (To be determined on a project specific basis.)

Public involvement includes communicating to all interested persons, groups, and government organizations information regarding the development of the project. The CONSULTANT shall provide to the DEPARTMENT drafts of all Public Involvement documents (i.e., newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least five (5) business days prior to printing and / or distribution or as determined in the TWO.

3.1.1 Community Awareness Plan (To be determined on a project specific basis.)

Prepare a Community Awareness Plan (CAP) for review and approval by the DEPARTMENT within 30 calendar days after receiving Notice to Proceed. The objective of the plan is to notify local governments, affected property owners, tenants, and the public of the DEPARTMENT'S proposed construction and the anticipated impact of that construction. The CAP shall address timeframes for each review and shall include tentative dates for each public involvement requirement for the project. The CAP will also document all public involvement activities conducted throughout the project's duration. In addition to the benefits of advance notification, the process should allow the DEPARTMENT to resolve controversial issues during the design phase. This item shall be reviewed and updated periodically as directed by the DEPARTMENT throughout the life of the project.

3.1.2 Notifications (To be determined on a project specific basis.)

In addition to public involvement data collection, the CONSULTANT shall assist the DEPARTMENT or prepare notifications, flyers, and/or letters to elected officials and other public officials, private property owners, and tenants at intervals during plans production as identified by the DEPARTMENT. All letters and notices shall be reviewed by the DEPARTMENT to ensure that they are addressed to the correct and current public officials. Property Owner Notification Letters shall be sent via certified mail. The Property Owner Notification letters should be mailed within 10 business days of receiving the Notice to Proceed and mailed at least 10 business days prior to any field work beginning.

3.1.3 Preparing Mailing Lists (To be determined on a project specific basis.)

At the beginning of the project, The CONSULTANT shall identify all impacted property owners and tenants (within a minimum of 300 feet of the project corridor) The CONSULTANT shall prepare a mailing list of all such entities and shall update the mailing list as needed during the life of the project. The CONSULTANT shall submit a Property Owner Identification Map and corresponding Map Identification

List in a format to be provided by or approved by the DEPARTMENT prior to distribution of any property owner notifications.

3.1.4 Median Modification Letters (To be determined on a project specific basis.)

The CONSULTANT shall prepare a median modification letter to be sent to property owners along the corridor. In addition, the CONSULTANT shall prepare a sketch of each proposed median modification for inclusion in the letter. The letters will be sent on DEPARTMENT letterhead by the DEPARTMENT or CONSULTANT as determined in the TWO.

3.1.5 Driveway Modification Letters (To be determined on a project specific basis.)

The CONSULTANT shall prepare a driveway modification letter to be sent to property owners along the corridor. In addition, the CONSULTANT shall prepare a sketch of each proposed driveway modification for inclusion in the letter. The letters will be sent on DEPARTMENT letterhead.

3.1.6 Newsletters (To be determined on a project specific basis.)

The CONSULTANT shall prepare newsletters for distribution to elected officials, public officials, property owners along the corridor and other interested parties. The letters will be sent by the CONSULTANT.

3.1.7 Renderings and Fly-Throughs (To be determined on a project specific basis.)

The CONSULTANT shall prepare renderings and fly-throughs for use in public meetings.

3.1.8 PowerPoint Presentations (To be determined on a project specific basis.)

The CONSULTANT shall prepare PowerPoint presentations for use in public meetings.

3.1.9 Public Meeting Preparations (To be determined on a project specific basis.)

The CONSULTANT shall prepare the necessary materials for use in public meetings.

The CONSULTANT will investigate potential meeting sites to advise the DEPARTMENT on their suitability. The DEPARTMENT or CONSULTANT will pay all costs for meeting site rents and insurance as determined in the TWO. No DEPARTMENT meetings will be held on public school system properties.

3.1.10 Public Meeting Attendance and Follow-up (To be determined on a project specific basis.)

The CONSULTANT shall attend public meeting(s), assist with meeting setup and take down. The CONSULTANT shall also prepare a summary of the public meeting that includes all copies of all materials shown or provided at the public meeting. The

summary shall also include a listing of all written comments made during or after the meeting and responses to those written comments.

The CONSULTANT will attend the meetings with an appropriate number of personnel to assist the DEPARTMENT'S Project Manager.

The number of public meetings during design will be determined on a project specific basis.

3.1.11 Other Agency Meetings (To be determined on a project specific basis.)

In addition to scheduled public meetings the CONSULTANT may be required to participate in meetings with local governing authorities and/or Metropolitan Planning Organization (MPO). The CONSULTANT's participation may include, but not be limited to, presentations during the meeting, note taking, and summarizing the meeting in a memo to the file. The number of public agency meetings will be determined on a project specific basis.

3.1.12 Web Site (To be determined on a project specific basis.)

The CONSULTANT will create project web pages for this project. These pages will have a distinct address on the District One website: www.swflroads.com. The project pages will be coordinated through the District's web developer. Based upon the DEPARTMENT's template, the web pages will allow for input via email links, provide meeting information, and report summaries will be available for viewing and downloading. Limited graphics will be available due to the size and downloading time for many graphical applications. The CONSULTANT shall coordinate with the District's web developer to update the web pages monthly.

The web site should contain a minimum of the following six pages:

- Home Page (facts page) – The facts page will be a brief synopsis of the project and graphics depicting the projects location. Key information will be posted on this page, including but not limited to: FDOT District, Design Start Date, Estimate Completion Date, Estimated Project Cost, Lengths and Limits, DEPARTMENT's Project Manager and contact information, CONSULTANT's Project Manager and contact information, etc.
- Project Overview – The project overview page will contain an overview of the project with more detail than the facts page, a Consistency with Transportation Plan Goals and Objectives description, and the need and/or purpose for the project.
- Project Development – The project development page will contain information detailing the Florida Department of Transportation project development process. This page should describe the Planning, PD&E Study, Design, Right-of-Way Acquisition Process, and Construction Process specific to the project.

- Public Involvement – The public involvement page will contain a general overview of proposed meetings including: public information meetings, public workshops, public hearings, and any other meetings the DEPARTMENT deems necessary to add to the page. The page should also contain an area where site viewers may enter their name and address (both shall be mandatory inputs) to be added to the project mailing list. The DEPARTMENT's project managers contact information, including email address, mailing address, telephone number, and fax number shall be included on this page.
- Project Schedule – The project schedule page should contain a brief generalization of the of the project milestones. The CONSULTANT shall display milestones as approved by the DEPARTMENT. Milestones should be shown by seasons of the year.

Project Photos – The project photos page will include a selection of photographs obtained from the project area. Each photograph should include a brief description noting the location, direction, and/or any other important details contained within the picture. The photograph page can be in the form of an index, slideshow, or map with hyperlinked photograph locations.

3.2 Joint Project Agreements (To be determined on a project specific basis.)

When the Joint Project Agreement (JPA) deliverable is not prepared by the CONSULTANT, services may include all coordination, meetings, etc., required to ensure compatibility, include JPA documents in the contract plans package and include the JPA documents in the digital delivery package.

3.3 Specifications Package Preparation (To be determined on a project specific basis.)

The CONSULTANT shall prepare and provide a specifications package in accordance with the DEPARTMENT'S Handbook for the Preparation of Specification Packages and associated training. The CONSULTANT shall provide the DEPARTMENT names of at least two team members who have successfully completed the Specifications Package Preparation Training and will be responsible for preparing the Specifications Package for the project. The Specifications Package shall be prepared using the DEPARTMENT's Specs on the Web application. The CONSULTANT shall be able to document that the procedure defined in the Handbook for the Preparation of Specifications Packages is followed, which includes the quality assurance/quality control procedures. The specifications package shall address all items and areas of work and include any Mandatory Specifications, Modified Special Provisions, and Technical Special Provisions.

The specifications package must be submitted for review to the District Specifications Office at least 30 days prior to the contract package to Tallahassee or District due date, or sooner if required by the District Specifications Office. This submittal does not require signing and sealing and shall be coordinated through the District's Project Manager. The CONSULTANT shall coordinate with the

DEPARTMENT on the submittal requirements, but at a minimum shall consist of (1) the complete specifications package, (2) a copy of the marked-up workbook used to prepare the package, and (3) a copy of the final project plans.

Final submittal of the specifications package must occur at least 10 working days prior to the contract package to Tallahassee due date. This submittal shall be digitally signed, dated, and sealed in accordance with applicable Florida Statutes.

3.4 Contract Maintenance and Electronic Document Management System (EDMS)

Contract maintenance includes project management effort for complete setup and maintenance of files, developing monthly progress reports, schedule updates, work effort to develop and execute subconsultant agreements, etc.

3.5 Value Engineering (Multi-Discipline Team) Review (Not applicable to this project.)

3.6 Prime Consultant Project Manager Meetings

Includes only the Prime Consultant Project Manager's time for travel and attendance at Activity Technical Meetings and other meetings listed in the meeting summary for Task 3.6 on tab 3 Project General Task of the staff hour forms. Staff hours for other personnel attending Activity Technical Meetings are included in the meeting task for that specific Activity.

3.7 Plans Update (To be determined on a project specific basis.)

The effort needed for Plans Update services will vary from project to project, depending on size and complexity of the project, as well as the duration of time spent "on the shelf".

Specific services will be negotiated as necessary as a TWO amendment.

3.8 Post Design Services

Post Design Services may include, but not limited to, meetings, construction assistance, plans revisions, shop drawing review, survey services, as-built drawings, and load ratings. Specific services will be negotiated at a later date as necessary as a separate TWO.

Post Design Services are not intended for instances of CONSULTANT errors and/or omissions.

3.9 Digital Delivery

The CONSULTANT shall deliver final contract plans and documents in digital format. The final contract plans and documents shall be digitally signed and sealed files delivered to the DEPARTMENT on acceptable electronic media, as determined by the DEPARTMENT.

3.10 Risk Assessment Workshop (Not applicable to this project.)

3.11 Railroad, Transit and/or Airport Coordination (To be determined on a project specific basis.)

3.12 Other Project General Tasks (To be determined on a project specific basis.)

4 ROADWAY ANALYSIS

The CONSULTANT shall analyze and document Roadway Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

4.1 Typical Section Package (To be determined on a project specific basis.)

The CONSULTANT shall provide an approved Typical Section Package prior to the first plans submittal.

4.2 Pavement Type Selection Report (Not applicable for this project.)

4.3 Pavement Design Package (To be determined on a project specific basis.)

The CONSULTANT shall provide an approved Pavement Design Package prior to the Phase II plans submittal date.

4.4 Cross-Slope Correction (To be determined on a project specific basis.)

The CONSULTANT shall coordinate with the DEPARTMENT to obtain existing cross slope data, determine roadway limits where cross slope is potentially out of tolerance and determine a resolution.

4.5 Horizontal/Vertical Master Design Files

The CONSULTANT shall design the geometrics using the design standards that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, pedestrian and bicycle concerns, ADA requirements, elder road user policy, access management, PD&E documents and scope of work. The CONSULTANT shall also develop utility conflict information to be provided to project Utility Coordinator in the format requested by the DEPARTMENT, and shall review Utility Work Schedules.

4.6 Access Management (To be determined on a project specific basis.)

The CONSULTANT shall incorporate access management standards for each project in coordination with DEPARTMENT staff. The CONSULTANT shall review adopted access management standards and the existing access conditions (interchange spacing, signalized intersection spacing, median opening spacing, and connection spacing). Median openings that will be closed, relocated, or substantially altered shall be shown in the Intersection Analysis Report as described below and on plan sheets and submitted with supporting documentation for review with the first

plans submittal.

The DEPARTMENT shall provide access management classification information and information derived from PD&E studies and public hearings to be used by the CONSULTANT.

The consultant shall use the 8-hour turning movement counts obtained during the PD&E study. Turning movement counts would have been conducted at all unsignalized median openings, side streets, commercial and/or any large traffic generating driveways such as sub-division entrances (excluding single family residences). If turning movement counts are not available or are not up to date as determined by the DEPARTMENT, than updated 8-hour turning movement counts shall be obtained by the CONSULTANT for this project.

The Consultant shall review existing and design year traffic conditions to determine if the proposed median plan can adequately accommodate existing and design year traffic needs. Additionally, median openings shall be recommended at locations that will improve safety and operational characteristics of the State roadway.

The Consultant shall make recommendations for right turn lanes within the project limits based upon the warranting volumes and conditions outlined in the Department's Driveway Information Handbook.

The Consultant shall make recommendations for left turn lane storage lengths at intersections including queue, braking distance, and taper length. The queue length shall be identified separate from the total storage length. Left turn lanes at unsignalized intersections may be recommended using HCS or Synchro software. A 100 foot minimum queue in urban/suburban areas or 50 foot queue in rural areas should be used.

The Consultant shall review truck traffic data and existing land uses along the project corridor to determine if additional pavement (bulb out) areas are needed to accommodate u-turns. Auto turn analysis shall be provided.

The turning movement counts, traffic analysis, and recommendations for the Access Management plan shall be provided to the Department in an Intersection Analysis Report. The Intersection Analysis Report shall be provided to the Access Management, Signals, and Intermodal Systems Development Departments for review in paper form. An electronic copy of the Intersection Analysis Report shall be provided to the Design Project Manager in order for it to be loaded into the ERC.

Prior to completion of the Intersection Analysis Report an Access Management Kick-Off meeting shall be held to discuss the proposed recommendations.

The CONSULTANT shall submit a Driveway Summary Matrix in a format to be provided by or approved by the DEPARTMENT.

4.7 Roundabout Evaluation (To be determined on a project specific basis.)

The CONSULTANT shall analyze and document Roundabout Evaluation Tasks in

accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall perform a Roundabout Screening for assessment of potential site impacts such as utility adjustments or relocations, right-of-way takes, environmental mitigation, and access management.

The CONSULTANT shall perform a Roundabout b/c Evaluation comparing a roundabout with a traditional intersection (stop controlled or signal controlled). The b/c analysis considers safety benefits associated with reduced crashes, delay, life cycle costs including right-of-way, utilities, construction, operation, and maintenance.

The CONSULTANT shall perform a Geometric and Operation Analysis to establish the roundabout alignment, geometry and lane requirements. Roundabout geometric and operational analysis must be documented in a preliminary report including data collection, conceptual layout, crash analysis, traffic counts, traffic forecast, and future design and opening year analysis.

The CONSULTANT shall perform all efforts required for traffic data collection and required design elements for all the above steps accordingly, including crash reports, 24 hour machine counts, peak hour turning movement counts, existing geometrics, pedestrian and bicycle volumes, posted speed limits, delay counts, design vehicle, access management, transit operations and physical and right of way limitations.

4.8 Roundabout Final Design Analysis (To be determined on a project specific basis.)

The CONSULTANT shall finalize the design of the roundabout in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall perform a final roundabout operational analysis that recommends a functional geometric layout that is cost effective, safe and meets the needs of the community. A final roundabout design will be recommended for implementation, and all geometric and operational analysis will be documented in a final roundabout report.

4.9 Cross Section Design Files (To be determined on a project specific basis.)

The CONSULTANT shall establish and develop cross section design files in accordance with the CADD manual.

4.10 Traffic Control Analysis (To be determined on a project specific basis.)

The CONSULTANT shall design a safe and effective Traffic Control Plan to move vehicular and pedestrian traffic during all phases of construction. The design shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, and detour quantity tabulations, roadway pavement, drainage structures, ditches, front slopes, back slopes, drop offs within clear zone, and traffic monitoring sites. Special

consideration shall be given to the construction of the drainage system when developing the construction phases. Positive drainage must be maintained at all times. The design shall include construction phasing of roadways to accommodate the construction or relocation of utilities when the contract includes Joint Project Agreements (JPAs).

The CONSULTANT shall investigate the need for temporary traffic signals, temporary lighting, alternate detour roads, and the use of materials such as sheet piling in the analysis. The Traffic Control Plan shall be prepared by a certified designer who has completed training as required by the DEPARTMENT. Before proceeding with the Traffic Control Plan, the CONSULTANT shall meet with the appropriate DEPARTMENT personnel. The purpose of this meeting is to provide information to the CONSULTANT that will better coordinate the Preliminary and Final Traffic Control Plan efforts.

The CONSULTANT shall consider the local impact of any lane closures or alternate routes. When the need to close a road is identified during this analysis, the CONSULTANT shall notify the DEPARTMENT's Project Manager as soon as possible. Proposed road closings must be reviewed and approved by the DEPARTMENT. Diligence shall be used to minimize negative impacts by appropriate specifications, recommendations or plans development. Local impacts to consider will be local events, holidays, peak seasons, detour route deterioration and other eventualities. CONSULTANT shall be responsible to obtain local authorities permission for use of detour routes not on state highways.

4.11 Master TCP Design Files (To be determined on a project specific basis.)

The CONSULTANT shall develop master Traffic Control Plan (TCP) files (for Level II and Level III only) showing each phase of the Traffic Control Plan.

4.12 Design Variations and Exceptions (To be determined on a project specific basis.)

If available, the DEPARTMENT shall furnish the Variation/Exception Report. The CONSULTANT shall prepare the documentation necessary to gain DEPARTMENT approval of all appropriate Design Variations and/or Design Exceptions before the first submittal.

4.13 Design Report (To be determined on a project specific basis.)

The CONSULTANT shall prepare all applicable report(s) as listed in the Project Description section of this scope.

The CONSULTANT shall submit to the DEPARTMENT design notes, data, and calculations to document the design conclusions reached during the development of the contract plans.

The design notes, data, and computations shall be recorded on size 8½"x11" sheets, fully titled, numbered, dated, indexed and signed by the designer and the checker. Computer output forms and other oversized sheets shall be folded to 8½"x11" size. The data shall be in a hardback folder for submittal to the DEPARTMENT.

4.14 Quantities

The CONSULTANT shall develop accurate quantities and the supporting documentation, including construction days when required.

4.15 Cost Estimate

4.16 Technical Special Provisions (To be determined on a project specific basis.)

4.17 Other Roadway Analyses (To be determined on a project specific basis.)

4.18 Field Reviews

The CONSULTANT should be aware that Water Management District permit reviewers routinely request survey information up to 100-ft outside of the right-of-way line. The CONSULTANT shall be prepared to provide this information through means other than additional field survey work (i.e. either aerial contour maps or LiDar topography, where available).

4.19 Protection of Existing Structures

The CONSULTANT shall perform field reviews to identify existing structures within the project limits which may require settlement, vibration or groundwater monitoring by the contractor during construction. The CONSULTANT shall identify the necessary pay items to be included in the bid documents for the Protection of Existing Structures.

The CONSULTANT shall identify any existing structures beyond the limits described in Section 108 of the Standard Specifications which may require settlement, vibration or groundwater monitoring by the contractor during construction. Any identified structures shall be summarized and submitted to the DEPARTMENT for approval prior to being shown on the contract plans.

The list of structures identified for protection is provided in the plans for informational purposes for contractor bidding. The contractor is responsible for the construction methods and protection of all structures. The CONSULTANT shall be responsible only for identifying necessary pay items and coordinating with the DEPARTMENT to identify a list of additional structures which may require settlement, vibration or groundwater monitoring.

4.20 Technical Meetings (To be determined on a project specific basis.)

4.21 Quality Assurance/Quality Control

4.22 Independent Peer Review (To be determined on a project specific basis.)

4.23 Supervision

4.24 Coordination

5 ROADWAY PLANS

The CONSULTANT shall prepare Roadway, Traffic Control, Utility Adjustment Sheets, plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

- 5.1 Key Sheet
- 5.2 Summary of Pay Items Including Quantity Input
- 5.3 Typical Section Sheets
 - 5.3.1 Typical Sections
 - 5.3.2 Typical Section Details
- 5.4 General Notes/Pay Item Notes
- 5.5 Summary of Quantities Sheets
- 5.6 Project Layout (To be determined on a project specific basis.)
- 5.7 Plan/Profile Sheet (To be determined on a project specific basis.)
- 5.8 Profile Sheet (To be determined on a project specific basis.)
- 5.9 Plan Sheet (To be determined on a project specific basis.)
- 5.10 Special Profile (To be determined on a project specific basis.)
- 5.11 Back-of-Sidewalk Profile Sheet (To be determined on a project specific basis.)
- 5.12 Interchange Layout Sheet (To be determined on a project specific basis.)
- 5.13 Ramp Terminal Details (Plan View) (To be determined on a project specific basis.)
- 5.14 Intersection Layout Details (To be determined on a project specific basis.)
- 5.15 Special Details (To be determined on a project specific basis.)
- 5.16 Cross-Section Pattern Sheet(s) (To be determined on a project specific basis.)
- 5.17 Roadway Soil Survey Sheet(s) (To be determined on a project specific basis.)
- 5.18 Cross Sections (To be determined on a project specific basis.)
- 5.19 Temporary Traffic Control Plan Sheets (To be determined on a project specific basis.)

5.20 Temporary Traffic Control Cross Section Sheets (To be determined on a project specific basis.)

5.21 Temporary Traffic Control Detail Sheets (To be determined on a project specific basis.)

5.22 Utility Adjustment Sheets (To be determined on a project specific basis.)

5.23 Selective Clearing and Grubbing Sheet(s) (To be determined on a project specific basis.)

5.24 Project Network Control Sheet(s)

5.25 Environmental Detail Sheets (To be determined on a project specific basis.)

Preparation of detail sheets for potential environmental issues such as, underground fuel tanks and monitoring wells, septic tanks within the proposed right of way. All piping and pumps in association with the above referenced issues shall also be located and identified by the survey. The CONSULTANT shall relay to the DEPARTMENT any findings of contaminated soil, monitoring wells, or any features (particularly springs or sinks) relating to contamination or hazardous material.

Coordination with Permits/Environmental staff and preparing Dredge & Fill Detail sheets where applicable.

5.26 Utility Verification Sheet(s) (SUE Data)

5.27 Quality Assurance/Quality Control

5.28 Supervision

6a DRAINAGE ANALYSIS

The CONSULTANT shall analyze and document Drainage Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall be responsible for designing a drainage and stormwater management system. All design work shall comply with the requirements of the appropriate regulatory agencies and the DEPARTMENT's Drainage Manual and Stormwater Management Facility Handbook.

The CONSULTANT shall coordinate fully with the appropriate permitting agencies and the DEPARTMENT's staff. All activities and submittals should be coordinated through the DEPARTMENT's Project Manager. The work will include the engineering analyses for any or all of the following:

6a.1 Drainage Map Hydrology (To be determined on a project specific basis.)

Accurately delineate drainage basin boundaries to be used in defining the system hydrology. Basin delineation shall incorporate existing survey and/or LiDAR and shall be supplemented, as necessary, with other appropriate data sources (such as permitted site plans) and field observations. Basin delineations shall also include any existing collection systems in a logical manner to aid in the development of the hydraulic model. Prepare the Drainage Maps in accordance with the FDOT Design Manual.

6a.2 Base Clearance Report (To be determined on a project specific basis.)

Analyze, determine, and document high water elevations per basin which will be used to set roadway profile grade and roadway materials. Determine surface water elevations at cross drains, floodplains, outfalls and adjacent stormwater ponds. Determine groundwater elevations at intervals between the above-mentioned surface waters. Document findings in a Base Clearance Report.

6a.3 Pond Siting Analysis and Report (To be determined on a project specific basis.)

Evaluate pond sites using a preliminary hydrologic analysis. Document the results and coordination for all of the project's pond site analyses. The Drainage Manual and Stormwater Management Facility Handbook provides specific documentation requirements.

If applicable, this report shall also address the potential for regional stormwater management alternatives. Additional stormwater management strategies shall be identified within the adjoining project watersheds that can serve as permissible alternatives as compared to traditional stormwater ponds. The design approach should consider, at a minimum, two (2) adjoining roadway basins in an attempt to minimize the number of stormwater ponds while accomplishing the environmental permitting needs for this roadway project.

Concurrent to the submittal of the Pond Siting Report, the CONSULTANT shall provide an electronic copy of the report that does not include any right-of-way cost estimates.

6a.4 Design of Cross Drains (To be determined on a project specific basis.)

Analyze the hydraulic design and performance of cross drains. Check existing cross drains to determine if they are structurally sound and can be extended. Document the design as required. Determine and provide flood data as required.

6a.5 Design of Ditches (To be determined on a project specific basis.)

Design roadway conveyance and outfall ditches. This task includes capacity calculations, longitudinal grade adjustments, flow changes, additional adjustments for ditch convergences, selection of suitable channel lining, design of side drain pipes, and documentation. (Design of linear stormwater management facilities in separate task.)

6a.6 Design of Stormwater Management Facility (Offsite or Infield Pond) (To be determined on a project specific basis.)

Design stormwater management facilities to meet requirements for stormwater quality treatment and attenuation. Develop proposed pond layout (contributing drainage basin, shape, contours, slopes, volumes, tie-ins, etc.), perform routing, pollutant loading calculations, recovery calculations, design the outlet control structure and buoyancy calculations for pond liners when necessary.

6a.7 Design of Stormwater Management Facility (Roadside Ditch as Linear Pond) (To be determined on a project specific basis.)

Design stormwater management facilities to meet requirements for stormwater quality treatment and attenuation. Develop proposed pond layout (contributing drainage basin, shape, contours, slopes, volumes, tie-ins, etc.), perform routing, pollutant loading calculations, recovery calculations and design the outlet control structure.

6a.8 Design of Floodplain Compensation (To be determined on a project specific basis.)

Determine floodplain encroachments, coordinate with regulatory agencies, and develop proposed compensation area layout (shape, contours, slopes, volumes, etc.). Document the design following the requirements of the regulatory agency.

6a.9 Design of Storm Drains (To be determined on a project specific basis.)

Develop a “working drainage map”, determine runoff, inlet locations, and spread. Calculate hydraulic losses (friction, utility conflict and, if necessary, minor losses). Determine design tailwater and, if necessary, outlet scour protection.

6a.10 Optional Culvert Material (To be determined on a project specific basis.)

Determine acceptable options for pipe materials using the Culvert Service Life Estimator.

6a.11 French Drain Systems (To be determined on a project specific basis.)

Design French Drain Systems to provide stormwater treatment and attenuation. Identify location for percolation tests and review these, determine the size and length of French Drains, design the control structure/weir, and model the system of inlets, conveyances, French Drains, and other outfalls using a routing program.

6a.12 Drainage Wells (To be determined on a project specific basis.)

Design the discharge into deep wells to comply with regulatory requirements. Identify the location of the well, design the control structure/weir, and model the system using a routing program.

6a.13 Drainage Design Documentation Report (To be determined on a project specific basis.)

Compile drainage design documentation into report format. Include documentation for all the drainage design tasks and associated meetings and decisions, except for stand-alone reports, such as the Pond Siting Analysis Report and Bridge Hydraulics Report.

6a.14 Bridge Hydraulic Report (To be determined on a project specific basis.)

Calculate the watershed hydrology and bridge hydraulics for each waterway crossing that requires a structure having a minimum length of twenty (20) feet. The report shall address all design criteria outlined in the current edition of the FDOT Bridge Hydraulics Handbook. Additionally, this standalone report shall include the Bridge Hydraulics Recommendation Sheets (BHRS), which summarize both the physical properties of the bridge along with the pertinent hydrology and hydraulic information associated with this waterway crossing.

Calculate hydrology, hydraulics, deck drainage, scour, and appropriate counter measures. Prepare report and the information for the Bridge Hydraulics Recommendation Sheet.

6a.15 Temporary Drainage Analysis (To be determined on a project specific basis.)

Evaluate and address drainage to adequately drain the road and maintain existing offsite drainage during all construction phases. Provide documentation.

6a.16 Cost Estimate

Provide computations to summarize the drainage quantities necessary for the Long Range Estimate (LRE) and Trans*Port cost estimates.

6a.17 Technical Special Provisions (To be determined on a project specific basis.)

As needed to document the use of specialty products related to erosion control and the proposed drainage systems.

6a.18 Other Drainage Analysis (To be determined on a project specific basis.)

6a.19 Field Reviews

The CONSULTANT should be aware that Water Management District permit reviewers routinely request survey information up to 100-ft outside of the Right-of-Way line. The CONSULTANT shall be prepared to provide this information through means other than additional field survey work (i.e. either aerial contour maps or LiDAR topography, where available).

6a.20 Technical Meetings (To be determined on a project specific basis.)

6a.21 Environmental Look-Around Meetings (To be determined on a project specific basis.)

6a.22 Quality Assurance/Quality Control

6a.23 Independent Peer Review (To be determined on a project specific basis.)

6a.24 Supervision

6a.25 Coordination

6b DRAINAGE PLANS

The CONSULTANT shall prepare Drainage plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

6b.1 Drainage Map (Including Interchanges) (To be determined on a project specific basis.)

6b.2 Bridge Hydraulics Recommendation Sheets (To be determined on a project specific basis.)

6b.3 Summary of Drainage Structures (To be determined on a project specific basis.)

6b.4 Optional Pipe/Culvert Material (To be determined on a project specific basis.)

6b.5 Drainage Structure Sheet(s) (Per Structure) (To be determined on a project specific basis.)

6b.6 Miscellaneous Drainage Detail Sheets (To be determined on a project specific basis.)

6b.7 Lateral Ditch Plan/Profile (To be determined on a project specific basis.)

6b.8 Lateral Ditch Cross Sections (To be determined on a project specific basis.)

6b.9 Retention/Detention Pond Detail Sheet(s) (To be determined on a project specific basis.)

6b.10 Retention Pond Cross Sections (To be determined on a project specific basis.)

6b.11 Erosion Control Plan Sheet(s) (To be determined on a project specific basis.)

Erosion Control Plan sheets do not have to be prepared for projects permitted with the Southwest Florida Water Management District, however erosion control quantities need to be prepared.

6b.12 SWPPP Sheet(s) (To be determined on a project specific basis.)

6b.13 Quality Assurance/Quality Control

6b.14 Supervision

7 UTILITIES

Utility coordination will be provided by the CONSULTANT.

8 ENVIRONMENTAL PERMITS, COMPLIANCE AND CLEARANCES (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall notify the DEPARTMENT Project Manager, Environmental Permit Coordinator and other appropriate DEPARTMENT personnel in advance of all scheduled meetings with the regulatory agencies to allow a DEPARTMENT representative to attend. The CONSULTANT shall copy in the Project Manager and the Environmental Permit Coordinator on all permit related correspondence and meetings.

8.1 Preliminary Project Research (To be determined on a project specific basis.)

The CONSULTANT shall perform preliminary project research and shall be responsible for regulatory agency coordination to assure that design efforts are properly directed toward permit requirements. The research shall include a review of the project's PD&E documents including but not limited to the Environmental Document, Wetland Evaluation Report, Endangered Species and Biological Assessment and Essential Fish and Habitat Report.

The CONSULTANT shall also research any existing easements or other restrictions that may exist within the proposed project boundary. The CONSULTANT shall determine if any Sovereign Submerged Lands easements need to be modified or acquired. Project research may include but should not be limited to review of available federal, state, and local permit files and databases, local government information including county and property appraiser data. This information will be shown on the plans as appropriate.

8.2 Field Work (To be determined on a project specific basis.)

8.2.1 Pond Site Alternatives:

The CONSULTANT shall review alternative pond sites as directed by the DEPARTMENT.

8.2.2 Establish Wetland Jurisdictional Lines and Assessments:

The CONSULTANT shall collect all data and information necessary to determine the boundaries of wetlands and other surface waters defined by the rules or regulations of each agency processing or reviewing a permit application necessary to construct the DEPARTMENT project.

The CONSULTANT shall be responsible for, but not limited to, the following activities:

- Determine landward extent of wetlands and other surface waters as defined in Rule Chapter 62-340, F.A.C. as ratified in Section 373.4211, F.S.
- Determine the jurisdictional boundaries and obtain a jurisdictional determination of wetlands and other surface waters as defined by rules or regulations of any permitting authority that is processing a DEPARTMENT permit application.
- Prepare aerial maps showing the jurisdictional boundaries of wetlands and surface waters. Aerial maps shall be reproducible, of a scale no greater than 1"=200' and be recent photography. The maps shall show the jurisdictional limits of each agency. Photo copies of arials are not acceptable. All jurisdictional boundaries are to be tied to the project's baseline of survey. When necessary, a wetland specific survey will be prepared by a registered surveyor and mapper.
- Prepare a written assessment of the current condition and functional value of the wetlands and other surface waters. Prepare data in tabular form which includes the ID number for each wetland impacted, size of wetland to be impacted, type of impact and identify any wetland within the project limits that will not be impacted by the project.
- Prepare appropriate Agency Forms to obtain required permits Forms may include but are not limited to the United States Army Corps of Engineers (USACE) "Wetland Determination Data Form – Atlantic and Gulf Coastal Plain Region"; the USACE "Approved Jurisdictional Determination Form"; Uniform Mitigation Assessment Method forms and/or project specific data forms.

8.2.3 Species Surveys:

The CONSULTANT shall conduct wildlife surveys as defined by rules or regulations of any permitting authority that is processing a DEPARTMENT permit.

8.2.4 Archaeological Surveys:

The DEPARTMENT shall conduct Archaeological field surveys as required, in accordance with Part 2, Chapter 12 of the PD&E Manual.

8.3 Agency Verification of Wetland Data (To be determined on a project specific basis.)

The CONSULTANT shall be responsible for verification of wetland data identified in Section 8.2 and coordinating regulatory agency field reviews, including finalization of wetland assessments and jurisdictional determinations with applicable agencies.

8.4 Complete and Submit All Required Permit Applications (To be determined on a project specific basis.)

The CONSULTANT shall prepare permit application packages as identified in the Project Description section. The permit application package must be approved by the DEPARTMENT prior to submittal to the regulatory agency.

The CONSULTANT shall collect all of the data and information necessary to obtain the environmental permits required to construct the project. The CONSULTANT shall prepare each permit application for DEPARTMENT approval in accordance with the rules and/or regulations of the environmental agency responsible for issuing a specific permit and/or authorization to perform work.

The CONSULTANT will submit all permit applications, as directed by the DEPARTMENT, and be responsible for payment of all permit fees.

The CONSULTANT shall consider temporary, secondary, and permanent impacts to wetlands and/or surface waters considering the various means and methods of constructing the project. The permit application shall include one (1) method of construction with enough detail included to confirm that the project can be built by a contractor using conventional construction techniques. If there are bridges on the project, this documentation will be included in the constructability review section of the Bridge Development Report.

If there are contaminated soils located within the project limits, the CONSULTANT shall schedule a meeting with the District Environmental Permitting Engineer early in the design process to determine if additional permitting efforts may be required outside of the permitting authority of the water management district.

If a Sovereign Submerged Lands Easement needs to be modified or acquired, the CONSULTANT will be responsible for including this information in the environmental resource permit application prepared for the water management district.

For projects where FDOT will be acquiring Right-of-Way:

The CONSULTANT shall be responsible for written notification to outstanding property owners that the DEPARTMENT is submitting a permit application to the water management district.

If an individual environmental resource permit is required from the water management district, the CONSULTANT shall be responsible for preparation and payment of a legal advertisement of receipt of the permit application by the water management district. Legal advertisement shall be published one time in a newspaper that meets the notification requirements of the water management district.

Upon request by the DEPARTMENT the CONSULTANT shall be responsible for preparation and payment of a legal advertisement of "Final Agency Action". Legal advertisement shall be published one time in a newspaper that meets the notification requirements of the water management district.

8.5 Prepare Dredge and Fill Sketches (as needed) (To be determined on a project specific basis.)

Dredge and Fill Sketches should be provided in 8.5-in x 11-in format. Color arials and color highlighting are not recommended since the agencies typically copy the

sheets with black and white copiers for distribution to commenting agencies and the general public.

The CONSULTANT is responsible for providing the DEPARTMENT with electronic CADD files depicting the final permitted impacted wetlands for the DEPARTMENTS records.

- 8.6 Prepare USCG Permit (To be determined on a project specific basis.)
- 8.7 Prepare Water Management District Right of Way Occupancy Permit (To be determined on a project specific basis.)
- 8.8 Prepare Coastal Construction Control Line (CCCL) Permit Application (as needed) (To be determined on a project specific basis.)

If a CCCL Permit is required, the CONSULTANT shall be responsible for the preparation of the legal advertisement required to acquire the final "Notice to Proceed" authorization for the Florida Department of Environmental Protection (FDEP). Legal advertisements shall be published one time in a newspaper that meets the notification requirements of the FDEP.

- 8.9 Prepare Tree Permit Information (as needed) (To be determined on a project specific basis.)
- 8.10 Mitigation Design (To be determined on a project specific basis.)

If wetland impacts cannot be avoided, the CONSULTANT shall prepare a mitigation plan to be included as a part of the Environmental Resource Permit and or Section 404 permit applications.

Prior to the development of alternatives, the CONSULTANT shall meet with the District Environmental Permitting Engineer to determine the DEPARTMENT's policies in proposing mitigation. The CONSULTANT shall proceed in the development of a mitigation plan based upon the general guidelines provided by the DEPARTMENT.

The CONSULTANT will be directed by the DEPARTMENT to investigate the mitigation options that meet federal and state requirements in accordance with section 373.4137, F.S. Below are mitigation options:

- Payment to DEP/WMD for mitigation services as defined in Section 373.4137, F.S.
- Monetary participation in offsite regional mitigation plans
- Purchase of mitigation credits from a mitigation bank
- Creation/restoration on public lands
- Creation/restoration on right of way purchased by the DEPARTMENT
- Creation/restoration on existing DEPARTMENT right of way

In the event that physical creation or restoration is the only feasible alternative to offset wetland impacts, the CONSULTANT shall collect all of the data and information necessary to prepare alternative mitigation plans that may be acceptable to all permitting agencies and commenting agencies who are processing or reviewing a permit application for a DEPARTMENT project.

Prior to selection of a final mitigation site, the CONSULTANT will provide the following services in the development of alternative mitigation plans:

- Preliminary jurisdictional determination for each proposed site
- Selection of alternative sites
- Coordination of alternative sites with the DEPARTMENT/all environmental agencies
- Written narrative listing potential sites with justifications for both recommended and non-recommended sites.

8.11 Mitigation Coordination and Meetings (To be determined on a project specific basis.)

The CONSULTANT shall coordinate with DEPARTMENT personnel prior to approaching any environmental permitting or reviewing agencies. Once a mitigation plan has been reviewed and approved by the DEPARTMENT, the CONSULTANT will be responsible for coordinating the proposed mitigation plan with the environmental agencies.

8.12 Other Environmental Permits (To be determined on a project specific basis.)

Environmental Clearances, Reevaluations and Technical Support

Select one of the two sections below for the project. Mark the other section as N/A. The preference is Section 8.14, but the Environmental Management Office will provide guidance based on the level of complexity of the issues.

Section 8.13 is used when the Environmental management Office is preparing and processing the reevaluation, and the CONSULTANT is only providing technical support.

Section 8.14 is used when the CONSULTANT is responsible for preparing the reevaluation and the Environmental Management Office is reviewing and processing.

8.13 Technical Support to the DEPARTMENT for Environmental Clearances and Re-evaluations (To be determined on a project specific basis.)

The CONSULTANT shall provide engineering and environmental support for the DEPARTMENT to obtain clearances for all changes to the project after the PD&E study was completed. These changes include but are not limited to pond and/or

mitigation sites identified, land use or environmental changes, and significant design changes.

8.13.1 NEPA or SEIR Reevaluation: During the development of the final design plans, the CONSULTANT shall be responsible for coordinating with the District Project Manager to provide necessary engineering information required in the preparation of the reevaluation by the DEPARTMENT. The preparation of all environmental reevaluations on major projects include the following types of reevaluations as listed in Part 1 Chapter 13 of the DEPARTMENT's PD&E Manual: Preliminary Engineering, Right of Way, Design Change, and Construction Advertisement Reevaluations.

Design Change Reevaluations will be completed in accordance with Part 1 Chapter 13 of the PD&E Manual. A technical memorandum identifying the commitments and how they were addressed shall be submitted to the District Project Manager by the CONSULTANT for incorporation into the reevaluation.

It is the responsibility of the CONSULTANT to provide the District Project Manager with engineering information on major design changes including changes in typical section, roadway alignment, pond site selection, right of way requirements, bridge to box culvert, drainage, and traffic volumes that may affect noise models.

8.13.2 Archaeological and Historical Features: The DEPARTMENT shall provide necessary technical information to the District's Project Manager to analyze the impacts to all cultural and historical resources due to changes in the project.

8.13.3 Wetland Impact Analysis: The CONSULTANT shall provide necessary technical information to the District's Project Manager to analyze the impacts to wetlands and other surface waters due to changes in the project.

8.13.4 Essential Fish Habitat: The CONSULTANT shall provide necessary technical information to the District's Project Manager to analyze the impacts to essential fish habitat due to changes in the project.

8.13.5 Wildlife and Habitat Impact Analysis: The CONSULTANT shall provide necessary technical information to the District's Project Manager to analyze the impacts to all wildlife and habitat due to changes in the project.

8.13.6 Section 7 or Section 10 Consultation: The CONSULTANT shall provide necessary technical information to the District's Project Manager to complete a Section 7 or Section 10 Consultation as applicable.

8.14 Preparation of Environmental Clearances and Reevaluations (Not applicable to this project.)

8.15 Contamination Impact Analysis (To be determined on a project specific basis.)

The CONSULTANT will provide Environmental Detail Sheets depicting potential environmental issues such as, underground fuel tanks and monitoring wells, septic tanks within the proposed right of way. All piping and pumps in association with the above referenced issues shall also be located and identified by the survey.

If potential contamination sites are identified within the project limits (whether

mainline or pond/mitigation areas), the DEPARTMENT or its designee will provide the CONSULTANT with potential contamination areas to be marked on the plans. The CONSULTANT shall transfer these markings, in the form of hatching or other marking as appropriate, onto copies of the corresponding individual plan sheets (not on project overview sheets). Along with these markings the CONSULTANT shall print the site identification (name), and a legend clearly indicating what the marking represents. These plan sheets shall be incorporated into the body of the plans with their own individual sheet numbers (separate from the numbered sheets from which they were copied), and they shall be identified on the key sheet just like any other section. The title of this section can be either Potential Contamination Sheets or Potential Contamination Areas or Potential Contamination Sites. At the beginning of this section the CONSULTANT shall include a General Note Concerning Contamination, which will be provided by the DEPARTMENT or its designee.

8.16 Asbestos Survey (To be determined on a project specific basis.) The

DEPARTMENT will provide the asbestos survey if necessary. 8.17

Technical Meetings (To be determined on a project specific basis.) 8.18

Quality Assurance/Quality Control

Prior to the final project plans being mailed to Tallahassee, the CONSULTANT shall compare all approved environmental permits with the final contract plans to insure that there are no differences between the plans and the permits. If differences are noted which affect the acquired permits, the CONSULTANT shall be responsible for obtaining permit modifications which resolve the differences.

8.19 Supervision

8.20 Coordination

9 STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWINGS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall analyze, design, and develop contract documents for all structures in accordance with applicable provisions as defined in Section 2.19, Provisions for Work. Individual tasks identified in Sections 9 through 18 are defined in the Staff Hour Estimation Handbook and within the provision defined in Section 2. 20, Provisions for Work. Contract documents shall display economical solutions for the given conditions.

The CONSULTANT shall provide Design Documentation to the DEPARTMENT with each submittal consisting of structural design calculations and other supporting documentation developed during the development of the plans. The design calculations submitted shall adequately address the complete design of all structural elements. These calculations shall be neatly and logically presented on digital media or, at the DEPARTMENT's request, on 8 1/2"x11" paper and all sheets shall be numbered. The final design calculations shall be signed

and sealed by a Florida-licensed professional engineer. A cover sheet indexing the contents of the calculations shall be included and the engineer shall sign and seal that sheet. All computer programs and parameters used in the design calculations shall include sufficient backup information to facilitate the review task.

- 9.1 Key Sheet and Index of Drawings (To be determined on a project specific basis.)
- 9.2 Project Layout (To be determined on a project specific basis.)
- 9.3 General Notes and Bid Item Notes (To be determined on a project specific basis.)
- 9.4 Miscellaneous Common Details (To be determined on a project specific basis.)
- 9.5 Incorporate Report of Core Borings (To be determined on a project specific basis.)
- 9.6 Existing Bridge Plans (To be determined on a project specific basis.)
- 9.7 Assemble Plan Summary Boxes and Quantities (To be determined on a project specific basis.)
- 9.8 Cost Estimate (To be determined on a project specific basis.)
- 9.9 Technical Special Provisions (To be determined on a project specific basis.)
- 9.10 Field Reviews (To be determined on a project specific basis.)
- 9.11 Technical Meetings (To be determined on a project specific basis.)
- 9.12 Quality Assurance/Quality Control (To be determined on a project specific basis.)
- 9.13 Independent Peer Review (To be determined on a project specific basis.)
- 9.14 Supervision
- 9.15 Coordination

10 STRUCTURES - BRIDGE DEVELOPMENT REPORT (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The Consultant shall prepare a Bridge Development Report (BDR). The BDR shall be submitted as part of the Phase I Roadway Submittal, General Requirements.

General Requirements

- 10.1 Bridge Geometry (To be determined on a project specific basis.)
- 10.2 Ship Impact Data Collection (To be determined on a project specific basis.)

10.3 Ship Impact Criteria (To be determined on a project specific basis.)

Superstructure Alternatives

10.4 Short-Span Concrete (To be determined on a project specific basis.) 10.5

Medium-Span Concrete (To be determined on a project specific basis.) 10.6

Long Span Concrete (To be determined on a project specific basis.) 10.7

Structural Steel (To be determined on a project specific basis.) Foundation

and Substructure Alternatives

10.8 Pier/Bent (To be determined on a project specific basis.)

10.9 Shallow Foundations / GRS Abutments (To be determined on a project specific basis.)

10.10 Deep Foundations (To be determined on a project specific basis.)

Movable Span

10.11 Data Collection and Design Criteria (To be determined on a project specific basis.)

10.12 Movable Span Geometrics and Clearances (To be determined on a project specific basis.)

10.13 Deck System Evaluation (To be determined on a project specific basis.)

10.14 Framing Plan Development (To be determined on a project specific basis.)

10.15 Main Girder Preliminary Design (To be determined on a project specific basis.)

10.16 Conceptual Span Balance/Counterweight (To be determined on a project specific basis.)

10.17 Support System Development (To be determined on a project specific basis.)

10.18 Drive Power Calculations (To be determined on a project specific basis.) 10.19

Drive System Development (To be determined on a project specific basis.) 10.20

Power and Control Development (To be determined on a project specific basis.) 10.21

Conceptual Pier Design (To be determined on a project specific basis.) 10.22

Foundation Analysis (FL PIER) (To be determined on a project specific basis.)

10.23 Tender Visibility Study (To be determined on a project specific basis.)

Other BDR Issues

10.24 Aesthetics (To be determined on a project specific basis.)

10.25 TCP/Staged Construction Requirements (To be determined on a project specific basis.)

10.26 Constructability Requirements (To be determined on a project specific basis.)

10.27 Load Rating for Damaged/Widened Structures (To be determined on a project specific basis.)

10.28 Quantity and Cost Estimates (To be determined on a project specific basis.)

10.29 Quantity and Cost Estimates - Movable Span (To be determined on a project specific basis.)

10.30 Wall Type Justification (To be determined on a project specific basis.)

Report Preparation

10.31 Exhibits (To be determined on a project specific basis.)

10.32 Exhibits - Movable Span (To be determined on a project specific basis.)

10.33 Report Preparation (To be determined on a project specific basis.)

10.34 Report Preparation - Movable Span (To be determined on a project specific basis.)

10.35 BDR Submittal Package (To be determined on a project specific basis.)

Preliminary Plans (To be determined on a project specific basis.)

When ONLY 30% plans are final deliverable, use Task Nos. as shown for applicable bridge types for project Activities 12 thru 16. Staff hours to be negotiated and scaled appropriately.

11 STRUCTURES - TEMPORARY BRIDGE (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall prepare plans for Temporary Bridge(s) at the location(s) specified in Section 2.5. The CONSULTANT shall contact FDOT Office of Maintenance to determine the type and availability of temporary before deciding on the temporary bridge type to be used.

General Layout Design and Plans

11.1 Overall Bridge Final Geometry (To be determined on a project specific basis.)

11.2 General Plan and Elevation (To be determined on a project specific basis.)

11.3 Miscellaneous Details (To be determined on a project specific basis.)

End Bent Design and Plans

11.4 End Bent Structural Design (To be determined on a project specific basis.)

11.5 End Bent Details (To be determined on a project specific basis.)

Intermediate Bent Design and Plans

11.6 Intermediate Bent Structural Design (To be determined on a project specific basis.)

11.7 Intermediate Bent Details (To be determined on a project specific basis.)

Miscellaneous Substructure Design and Plans

11.8 Foundation Layout (To be determined on a project specific basis.)

12 STRUCTURES - SHORT SPAN CONCRETE BRIDGE (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

13 STRUCTURES - MEDIUM SPAN CONCRETE BRIDGE (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

14 STRUCTURES - STRUCTURAL STEEL BRIDGE (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

15 STRUCTURES - SEGMENTAL CONCRETE BRIDGE (NOT APPLICABLE TO THIS PROJECT)

16 STRUCTURES - MOVABLE SPAN (NOT APPLICABLE TO THIS PROJECT)

17 STRUCTURES - RETAINING WALLS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall prepare plans for Retaining Wall(s) as specified in Section 2.5.

General Requirements

17.1 Key Sheet (To be determined on a project specific basis.)

17.2 Horizontal Wall Geometry (To be determined on a project specific basis.)

Permanent Proprietary Walls

17.3 Vertical Wall Geometry (To be determined on a project specific basis.)

17.4 Semi-Standard Drawings (To be determined on a project specific basis.)

17.5 Wall Plan and Elevations (Control Drawings) (To be determined on a project specific basis.)

17.6 Details (To be determined on a project specific basis.)

Temporary Proprietary Walls

17.7 Vertical Wall Geometry (To be determined on a project specific basis.)

17.8 Semi-Standard Drawings (To be determined on a project specific basis.)

17.9 Wall Plan and Elevations (Control Drawings) (To be determined on a project specific basis.)

17.10 Details (To be determined on a project specific basis.)

Cast-In-Place Retaining Walls

17.11 Design (To be determined on a project specific basis.)

17.12 Vertical Wall Geometry (To be determined on a project specific basis.)

17.13 General Notes (To be determined on a project specific basis.)

17.14 Wall Plan and Elevations (Control Drawings) (To be determined on a project specific basis.)

17.15 Sections and Details (To be determined on a project specific basis.)

17.16 Reinforcing Bar List (To be determined on a project specific basis.)

Other Retaining Walls and Bulkheads

17.17 Design (To be determined on a project specific basis.)

17.18 Vertical Wall Geometry (To be determined on a project specific basis.)

17.19 General Notes, Tables and Miscellaneous Details (To be determined on a project specific basis.)

17.20 Wall Plan and Elevations (To be determined on a project specific basis.)

17.21 Details (To be determined on a project specific basis.)

18 STRUCTURES – MISCELLANEOUS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall prepare plans for Miscellaneous Structure(s) as specified in Section 2.5.

Concrete Box Culverts

18.1 Concrete Box Culverts (To be determined on a project specific basis.)

18.2 Concrete Box Culverts Extensions (To be determined on a project specific basis.)

18.3 Concrete Box Culvert Data Table Plan Sheets (To be determined on a project specific basis.)

18.4 Concrete Box Culvert Special Details Plan Sheets (To be determined on a project specific basis.)

Strain Poles

18.5 Steel Strain Poles (To be determined on a project specific basis.)

18.6 Concrete Strain Poles (To be determined on a project specific basis.)

18.7 Strain Pole Data Table Plan Sheets (To be determined on a project specific basis.)

18.8 Strain Pole Special Details Plan Sheets (To be determined on a project specific basis.)

Mast Arms

18.9 Mast Arms (To be determined on a project specific basis.)

18.10 Mast Arms Data Table Plan Sheets (To be determined on a project specific basis.)

18.11 Mast Arms Special Details Plan Sheets (To be determined on a project specific basis.)

Overhead/Cantilever Sign Structure

18.12 Cantilever Sign Structures (To be determined on a project specific basis.)

18.13 Overhead Span Sign Structures (To be determined on a project specific basis.)

18.14 Special (Long Span) Overhead Sign Structures (To be determined on a project specific basis.)

18.15 Monotube Overhead Sign Structure (To be determined on a project specific basis.)

18.16 Bridge Mounted Signs (Attached to Superstructure) (To be determined on a project specific basis.)

18.17 Overhead/Cantilever Sign Structures Data Table Plan Sheets (To be determined on a project specific basis.)

18.18 Overhead/Cantilever Sign Structures Special Details Plan Sheets (To be determined on a project specific basis.)

High Mast Lighting

18.19 Non-Standard High Mast Lighting Structures (To be determined on a project specific basis.)

18.20 High Mast Lighting Special Details Plan Sheets (To be determined on a project specific basis.)

Noise Barrier Walls (Ground Mount)

18.21 Horizontal Wall Geometry (To be determined on a project specific basis.)

18.22 Vertical Wall Geometry (To be determined on a project specific basis.)

18.23 Summary of Quantities – Aesthetic Requirements (To be determined on a project specific basis.)

18.24 Control Drawings (To be determined on a project specific basis.)

18.25 Design of Noise Barrier Walls Covered by Standards (To be determined on a project specific basis.)

18.26 Design of Noise Barrier Walls not Covered by Standards (To be determined on a project specific basis.)

18.27 Aesthetic Details (To be determined on a project specific basis.)

Special Structures

18.28 Fender System (To be determined on a project specific basis.)

18.29 Fender System Access (To be determined on a project specific basis.)

18.30 Special Structures (To be determined on a project specific basis.)

18.31 Other Structures (To be determined on a project specific basis.)

19 SIGNING AND PAVEMENT MARKING ANALYSIS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall analyze and document Signing and Pavement Markings Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

19.1 Traffic Data Analysis (To be determined on a project specific basis.)

The CONSULTANT shall review the approved preliminary engineering report, typical section package, traffic technical memorandum and proposed geometric design alignment to identify proposed sign placements and roadway markings. Perform queue analysis.

19.2 No Passing Zone Study (To be determined on a project specific basis.)

The CONSULTANT shall perform all effort required for field data collection, and investigation in accordance with the DEPARTMENT's Manual on Uniform Traffic Studies.

The CONSULTANT shall submit the signed and sealed report to the DEPARTMENT for review and approval.

19.3 Reference and Master Design File (To be determined on a project specific basis.)

The CONSULTANT shall prepare the Signing & Marking Design file to include all necessary design elements and all associated reference files.

19.4 Multi-Post Sign Support Calculations (To be determined on a project specific basis.)

The CONSULTANT shall determine the appropriate column size from the DEPARTMENT's Multi-Post Sign Program(s).

19.5 Sign Panel Design Analysis (To be determined on a project specific basis.)

Establish sign layout, letter size and series for non-standard signs.

19.6 Sign Lighting/Electrical Calculations (To be determined on a project specific basis.)

The CONSULTANT shall analyze and document Lighting/Electrical Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall prepare a photometric analysis to be submitted as part of the Lighting Design Analysis Report. An analysis shall be provided for each new

and/or modified sign panel which requires lighting.

The Consultant shall submit voltage drop calculations and load analysis for each new and/or modified sign panel which requires lighting.

19.7 Quantities

19.8 Cost Estimate

19.9 Technical Special Provisions (To be determined on a project specific basis.)

19.10 Other Signing and Pavement Marking Analysis (To be determined on a project specific basis.)

19.11 Field Reviews

19.12 Technical Meetings

19.13 Quality Assurance/Quality Control

19.14 Independent Peer Review (To be determined on a project specific basis.)

19.15 Supervision

19.16 Coordination

20 SIGNING AND PAVEMENT MARKING PLANS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall prepare a set of Signing and Pavement Marking Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums that includes the following.

20.1 Key Sheet (To be determined on a project specific basis.)

20.2 Summary of Pay Items Including AASHTOWARE Project Input (To be determined on a project specific basis.)

20.3 Tabulation of Quantities

20.4 General Notes/Pay Item Notes

20.5 Project Layout (To be determined on a project specific basis.)

20.6 Plan Sheet

20.7 Typical Details (To be determined on a project specific basis.)

20.8 Guide Sign Work Sheet(s) (To be determined on a project specific basis.)

20.9 Traffic Monitoring Site (To be determined on a project specific basis.)

20.10 Cross Sections (To be determined on a project specific basis.)

20.11 Special Service Point Details (To be determined on a project specific basis.)

20.12 Special Details (To be determined on a project specific basis.)

20.13 Interim Standards (To be determined on a project specific basis.)

20.14 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

20.15 Supervision

21 SIGNALIZATION ANALYSIS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall analyze and document Signalization Analysis Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

21.1 Traffic Data Collection (To be determined on a project specific basis.)

The CONSULTANT shall perform all effort required for traffic data collection, including crash reports, 24 hr. machine counts, 8 hr. turning movement counts, 7 day machine counts, and speed & delay studies.

21.2 Traffic Data Analysis (To be determined on a project specific basis.)

The CONSULTANT shall determine signal operation plan, intersection geometry, local signal timings, pre-emption phasing & timings, forecasting traffic, and intersection analysis run.

21.3 Signal Warrant Study (To be determined on a project specific basis.)

21.4 Systems Timings (To be determined on a project specific basis.)

The CONSULTANT shall determine proper coordination timing plans including splits, force offs, offsets, and preparation of Time Space Diagram.

21.5 Reference and Master Signalization Design File (To be determined on a project specific basis.)

The CONSULTANT shall prepare the Signalization Design file to include all necessary design elements and all associated reference files.

21.6 Reference and Master Interconnect Communication Design File (To be determined on a project specific basis.)

The CONSULTANT shall prepare the Interconnect Communication Design file to include all necessary design elements and all associated reference files.

21.7 Overhead Street Name Sign Design (To be determined on a project specific basis.)

The CONSULTANT shall design Signal Mounted Overhead Street Name signs.

21.8 Pole Elevation Analysis (To be determined on a project specific basis.)

21.9 Traffic Signal Operation Report (To be determined on a project specific basis.)

21.10 Quantities

21.11 Cost Estimate

21.12 Technical Special Provisions (To be determined on a project specific basis.)

21.13 Other Signalization Analysis (To be determined on a project specific basis.)

21.14 Field Reviews

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include, but is not limited to, the following:

- Existing Signal and Pedestrian Phasing
- Controller Make, Model, Capabilities and Condition/Age
- Condition of Signal Structure(s)
- Type of Detection as Compared With Current District Standards
- Interconnect Media
- Controller Timing Data

21.15 Technical Meetings (To be determined on a project specific basis.)

21.16 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

21.17 Independent Peer Review (To be determined on a project specific basis.)

21.18 Supervision

21.19 Coordination

22 SIGNALIZATION PLANS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall prepare a set of Signalization Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums, which includes the following:

22.1 Key Sheet (To be determined on a project specific basis.)

22.2 Summary of Pay Items Including Designer Interface (AASHTOWARE Project) Input

22.3 Tabulation of Quantities

22.4 General Notes/Pay Item Notes

22.5 Plan Sheet

22.6 Interconnect Plans (To be determined on a project specific basis.)

22.7 Traffic Monitoring Site (To be determined on a project specific basis.)

22.8 Guide Sign Worksheet (To be determined on a project specific basis.)

22.9 Special Details (To be determined on a project specific basis.)

22.10 Special Service Point Details (To be determined on a project specific basis.)

22.11 Mast Arm/Monotube Tabulation Sheet (To be determined on a project specific basis.)

22.12 Strain Pole Schedule (To be determined on a project specific basis.)

22.13 TCP Signal (Temporary) (To be determined on a project specific basis.)

22.14 Temporary Detection Sheet (To be determined on a project specific basis.)

22.15 Utility Conflict Sheet (To be determined on a project specific basis.) 22.16

Interim Standards (To be determined on a project specific basis.)

22.17 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

22.18 Supervision

23 LIGHTING ANALYSIS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall analyze and document Lighting Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

23.1 Lighting Justification Report (To be determined on a project specific basis.)

The CONSULTANT shall prepare a Lighting Justification Report. The report shall be submitted under a separate cover with the Phase I plans submittal, titled Lighting Justification Report. The report shall provide analyses for mainlines, interchanges, and arterial roads and shall include all back-up data such that the report stands on its own. Back up data shall include current ADT's, general crash data average cost from the Florida Highway Safety Improvement Manual, crash details data from the last three years, and preliminary lighting calculations.

The report shall address warrants to determine if lighting warrants are met, and shall include a benefit-cost analysis to determine if lighting is justified. The report shall include calculations for the night-to-day crash ratio as well as a table summarizing the day-time and the night-time crashes. The report shall follow the procedures outlined in the FDOT Manual on Uniform Traffic Studies (MUTS) manual which utilize ADT, Three Year Crash Data, night/day crash ratio, percentage of night ADT, etc.

23.2 Lighting Design Analysis Report (To be determined on a project specific basis.)

The CONSULTANT shall prepare a Preliminary Lighting Design Analysis Report. The report shall be submitted under a separate cover with the Phase II plans submittal. The report shall provide analyses for each typical section of the mainline, typical section for the ramps (one and/or two lanes), interchanges, underdeck lighting, and arterial roads. Each lighting calculation shall be properly identified as to the area that it covers.

The report shall include the Lighting Design Criteria that will be used and shall include the evaluation of at least three lighting design alternatives and a recommendation on the alternative to use. Each alternative shall be properly described; the alternatives shall consider different pole heights, lamp wattage, and arm lengths. Each alternative shall be provided with a cost estimate that includes initial cost in addition to operations and maintenance cost for one year.

The report shall also include the lighting calculations for each lighted sign.

After approval of the preliminary report, the CONSULTANT shall submit a revised report for each submittal. The Lighting Design Analysis Report shall include:

Voltage drop calculations

Load analysis calculations for each branch circuit

23.3 Aeronautical Evaluation (To be determined on a project specific basis.)

The CONSULTANT shall prepare an Aeronautical Evaluation/Airspace Analysis Report for those projects within [XX] miles of an airport. It shall be submitted for approval by the DEPARTMENT and by FAA prior to Phase II plans submittal.

The report shall include an evaluation of the glide slope of all adjacent airport runways (including future runways) and the preparation of the required FAA forms and special lighting calculations based on NO PENETRATION of the approach or transitional surfaces and coordination with the Airport Manager.

The report shall include a profile drawing for each condition affected by the runway approach and transitional surfaces. This drawing(s) shall show the roadway profile grade line at the edge of the shoulder pavement with proper baseline stations, the FAR Part 77 - 50:1 (or 34:1) approach surface line and the 7:1 transitional surface line. The scale of this drawing shall be 1"=100' horizontal and 1"=10' vertical. The proposed location of each light pole shall be properly shown at the respective station to clearly indicate that no penetration to either the approach surface or to the transitional surface is anticipated.

23.4 Voltage Drop Calculations (To be determined on a project specific basis.)

The CONSULTANT shall submit voltage drop calculations showing the equation or equations used along with the number of luminaries per circuit, the length of each circuit, the size conductor or conductors used and their ohm resistance values. The

voltage drop incurred on each circuit (total volts and percentage of drop) shall be calculated, and all work necessary to calculate the voltage drop values for each circuit should be presented in such a manner as to be duplicated by the District.

The Voltage Drop Calculations shall be submitted as part of the Lighting Design Analysis Report.

23.5 FDEP Coordination and Report (To be determined on a project specific basis.) 23.6

Reference and Master Design Files (To be determined on a project specific basis.)

The CONSULTANT shall prepare the Lighting Design file to include all necessary design elements and all associated reference files.

23.7 Temporary Lighting (To be determined on a project specific basis.)

The CONSULTANT shall provide temporary lighting requirements for all affected phases of construction to light roadways in areas where required. The temporary lighting shall be included with the Traffic Control Plans with proper notes, illumination and uniformity criteria and details.

23.8 Design Documentation (To be determined on a project specific basis.)

The CONSULTANT shall submit a Design Documentation with each plans submittal under a separate cover and not part of the roadway documentation book. At a minimum, the design documentation shall include:

- Phase submittal checklist.
- Structural calculations for special conventional pole concrete foundations.
- Correspondence with the power company concerning new electrical service.

23.9 Quantities

23.10 Cost Estimate

23.11 Technical Special Provisions (To be determined on a project specific basis.)

23.12 Other Lighting Analysis (To be determined on a project specific basis.)

23.13 Field Reviews

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include but is not limited to the following:

- Existing Lighting Equipment
- Load Center, Capabilities and Condition/Age
- Condition of Lighting Structure(s)
- Verification of horizontal clearances
- Verification of breakaway requirements

23.14 Technical Meetings (To be determined on a project specific basis.)

23.15 Quality Assurance/Quality Control

23.16 Independent Peer Review

23.17 Supervision

23.18 Coordination

24 LIGHTING PLANS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall prepare a set of Lighting Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

24.1 Key Sheet (To be determined on a project specific basis.)

24.2 Summary of Pay Item Sheet Including Designer Interface (AASHTOWARE Project) Input

24.3 Tabulation of Quantities

24.4 General Notes/Pay Item Notes

24.5 Pole Data, Legend & Criteria (To be determined on a project specific basis.)

24.6 Service Point Details (To be determined on a project specific basis.)

24.7 Project Layout (To be determined on a project specific basis.)

24.8 Plan Sheet (To be determined on a project specific basis.)

24.9 Special Details (To be determined on a project specific basis.)

24.10 Temporary Lighting Data and Details (To be determined on a project specific basis.)

24.11 Traffic Control Plan Sheets (To be determined on a project specific basis.)

24.12 Interim Standards (To be determined on a project specific basis.)

24.13 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The

CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

24.14 Supervision

25 LANDSCAPE ARCHITECTURE ANALYSIS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall analyze and document Landscape Architecture Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

25.1 Data Collection

All research required to collect data necessary to complete the initial design analysis. Includes identifying local ordinances and collection of other project data.

25.2 Site Inventory and Analysis

Includes identification of opportunities and constraints for the proposed project based on existing site conditions. Summary of analysis, if required, is included in conceptual design.

25.3 Planting Design

Conceptual Design: Includes delineation of all proposed planting types, scheme development and preliminary costs, and areas and reports. The design shall be submitted with the Phase I plans.

Final Design: Includes identifying the species/type, size, location, spacing, and quality of all plants.

25.4 Irrigation Design

Feasibility Report: Includes analysis of methods, materials and operation costs associated with proposed irrigation system design.

Conceptual Design: Typically not done in master design file. Includes determination of water and power sources. Phase I design level.

Final Design: Includes all work in master design files. Irrigation Design includes, but is not limited to, the locations and sizes of pumps, pump stations, mainlines, lateral lines, irrigation heads, valves, backflow and control devices.

25.5 Hardscape Design

Conceptual design - scheme development and preliminary costs: Typically not done

in master design file. Delineation of areas and elements to be included in design. Select cut sheets, prepare image boards. Includes report, if required.

Final Design: Includes all work in master design files. Hardscape Design includes, but is not limited to, sidewalks, plazas, Steps, Fountains, Walls, Pedestrian bridges, non-regulatory signs or project graphics, roadway aesthetics, site furnishings.

25.6 Plan Summary Boxes

25.7 Cost Estimates

25.8 Technical Special Provisions

25.9 Other Landscape Architecture

25.10 Outdoor Advertising

Includes all work required to determine locations of all outdoor advertising permitted within the roadway project limits. Includes all work required to determine the proposed view zones and the supporting documentation.

25.11 Field Reviews

25.12 Technical Meetings / Public Meetings

25.13 Quality Assurance/Quality Control

25.14 Independent Peer Review

25.15 Supervision

25.16 Project Coordination

25.17 Interdisciplinary Coordination

26 LANDSCAPE ARCHITECTURE PLANS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall prepare a set of Landscape Plans which includes the following.

26.1 Key Sheet

26.2 Tabulation of Quantities

26.3 General Notes

26.4 Tree and Vegetation Inventory, Protection and Relocation Plans

26.5 Planting Plans for Linear Roadway Projects

26.6 Planting Plans (Interchanges and Toll Plazas)

26.7 Planting Details and Notes

The CONSULTANT shall include a written or graphic guide for care and maintenance of the irrigation system after the warranty period. This Maintenance Plan will be developed in coordination with the local government entity who assumes the maintenance obligation.

26.8 Irrigation Plans for Linear Roadway Project

26.9 Irrigation Plans for Interchange and Toll Plazas

26.10 Irrigation Details and Notes

26.11 Hardscape Plans

26.12 Hardscape Details and Notes

26.13 Maintenance Plan

The CONSULTANT shall include a written plan for care and maintenance of the plants and beds, hardscape, and irrigation system after the warranty period. This maintenance plan will be developed in performance based language and will be in coordination with the local government entity who assumes the maintenance obligation.

26.14 Cost Estimate

26.15 Quality Assurance/Quality Control

26.16 Supervision

27 SURVEY (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall perform survey tasks in accordance with all applicable statutes, manuals, guidelines, standards, handbooks, procedures, and current design memoranda.

The CONSULTANT shall submit all survey notes and computations to document the surveys. All field survey work shall be recorded in approved media and submitted to the DEPARTMENT. Field books submitted to the DEPARTMENT must be of an approved type. The field books shall be certified by the surveyor in responsible charge of work being performed before the final product is submitted.

The survey notes shall include documentation of decisions reached from meetings, telephone conversations or site visits. All like work (such as bench lines, reference points, etc.) shall be recorded contiguously. The DEPARTMENT may not accept field survey radial locations of section corners, platted subdivision lot and block corners, alignment control

points, alignment control reference points and certified section corner references. The DEPARTMENT may instead require that these points be surveyed by true line, traverse or parallel offset or Global Positioning System (GPS) procedures.

27.1 Horizontal Project Control (HPC) (To be determined on a project specific basis.)

Establish or recover HPC, for the purpose of establishing horizontal control on the Florida State Plane Coordinate System or datum approved by the District Surveyor (DS) or District Location Surveyor (DLS); may include primary or secondary control points. Includes analysis and processing of all field collected data, and preparation of forms.

27.2 Vertical Project Control (VPC) (To be determined on a project specific basis.)

Establish or recover VPC, for the purpose of establishing vertical control on datum approved by the District Surveyor (DS) or the District Location Surveyor (DLS).; may include primary or secondary vertical control points. Includes analysis and processing of all field collected data, and preparation of forms.

27.3 Alignment and/or Existing Right of Way (R/W) Lines (To be determined on a project specific basis.)

Establish, recover or re-establish project alignment. Also includes analysis and processing of all field collected data, existing maps, and/or reports for identifying mainline, ramp, offset, or secondary alignments. Depict alignment and/or existing R/W lines (in required format) per DEPARTMENT R/W Maps, platted or dedicated rights of way.

27.4 Aerial Targets (To be determined on a project specific basis.)

Place, locate, and maintain required aerial targets and/or photo identifiable points. Includes analysis and processing of all field collected data, existing maps, and/or reports. Placement of the targets will be at the discretion of the aerial firm.

27.5 Reference Points (To be determined on a project specific basis.)

Reference Horizontal Project Network Control (HPNC) points, project alignment, vertical control points, section, $\frac{1}{4}$ section, center of section corners and General Land Office (G.L.O.) corners as required.

27.6 Topography/Digital Terrain Model (DTM) (3D) (To be determined on a project specific basis.)

Locate all above ground features and improvements for the limits of the project by collecting the required data for the purpose of creating a DTM with sufficient density. Shoot all break lines, high and low points. Effort includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

27.7 Planimetric (2D) (To be determined on a project specific basis.)

Locate all above ground features and improvements. Deliver in appropriate electronic format. Effort includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

27.8 Roadway Cross Sections/Profiles (To be determined on a project specific basis.)

Perform cross sections or profiles. May include analysis and processing of all field-collected data for comparison with DTM.

27.9 Side Street Surveys (To be determined on a project specific basis.)

Refer to tasks of this document as applicable.

27.10 Underground Utilities (To be determined on a project specific basis.)

The CONSULTANT shall SUE all locations that include new underground infrastructure or earthwork excavation (i.e. drilled shafts, bridge piles, strain poles, mast arms, miscellaneous foundations, drainage structures, pipe culverts, new ditches, etc.). The expectation is for the CONSULTANT to know exactly where all existing underground utilities and infrastructure are located in areas that work will be performed to properly design for any new underground infrastructure or earthwork excavation that will be constructed on the project.

The CONSULTANT's approach to practicing SUE shall be consistent with the American Society of Civil Engineers (ASCE) Standard (CI/ASCE 38-02) entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" as follows:

- Identify utility owners that have facilities on, or may be affected by, the project limits. Contact these utility owners (face to face meetings recommended) and provide them with information about the proposed project and schedule periodic follow-up meetings. (ASCE Quality Level D).
- Review all information that can be obtained and plot on utility composite drawing (CADD file to be furnished). (ASCE Quality Level D).
- Make field observations to identify visible above-ground utility features. Provide all information in field sketches so surveyor can prepare a complete survey and plot a rectilinear grid. (ASCE Quality Level C)
- Use appropriate surface geophysical methods (i.e., pipe and cable locators, terrain conductivity methods, resistivity measurements, metal detectors, Ground Penetrating Radar, etc.) to designate existing subsurface utilities or to trace a particular utility system. This provides two-dimensional horizontal information. Place paint marks on the ground. Place identification flags or stakes on the paint marks or coding on the pavement and survey to project controls. Depict resulting information via computer aided design and drafting (CADD). Provide notes and sketches to designer of record and/or on-site engineer. Non-tonable (non-metallic) utilities will be discussed at this time with the designer of record and/or on-site engineer. (ASCE Quality Level B).

- Meet with designer of record and/or on-site engineer to determine utility conflicts and ASCE Quality Level A test hole locations.
- Expose selected subsurface utilities to obtain three-dimensional information. Use minimally intrusive excavation methods, such as vacuum excavation and Air-Lance. Depict resulting information. Resolve differences between all information gathered. Provide test hole data sheets (THDS) to designer of record and/or on-site engineer. All test holes are to be back-filled as described below. (ASCE Quality Level A).
- Collect and store utility location and condition information in a database for asset management. Provide a detailed report of utility locations, depths, size, type, etc. All information shall be provided in the format requested by the DEPARTMENT.

27.11 Outfall Survey (To be determined on a project specific basis.)

Locate all above ground features and improvements for the limits of the project by collecting the required data for the purpose of a DTM. Survey with sufficient density of shots. Shoot all break lines, high and low points. Includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

27.12 Drainage Survey (To be determined on a project specific basis.)

Locate underground data (XYZ, pipe size, type, condition and flow line) that relates to above ground data. Includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

27.13 Bridge Survey (Minor/Major) (To be determined on a project specific basis.)

Locate required above ground features and improvements for the limits of the bridge. Includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

27.14 Channel Survey (To be determined on a project specific basis.)

Locate all topographic features and improvements for the limits of the project by collecting the required data. Includes field edits, analysis and processing of all field collected data, maps, and/or reports.

27.15 Pond Site Survey (To be determined on a project specific basis.)

Refer to tasks of this document as applicable.

27.16 Mitigation Survey (To be determined on a project specific basis.)

Refer to tasks of this document as applicable.

27.17 Jurisdiction Line Survey (To be determined on a project specific basis.)

Perform field location (2-dimensional) of jurisdiction limits as defined by respective

authorities, also includes field edits, analysis and processing of all field collected data, preparation of reports.

27.18 Geotechnical Support (To be determined on a project specific basis.)

Perform 3-dimensional (X, Y, Z) field location, or stakeout, of boring sites established by geotechnical engineer. Includes field edits, analysis and processing of all field collected data and/or reports.

27.19 Sectional/Grant Survey (To be determined on a project specific basis.)

Perform field location/placement of section corners, 1/4 section corners, and fractional corners where pertinent. Includes analysis and processing of all field-collected data and/or reports.

27.20 Subdivision Location (To be determined on a project specific basis.)

Survey all existing recorded subdivision/condominium boundaries, tracts, units, phases, blocks, street R/W lines, common areas. Includes analysis and processing of all field collected data and/or reports. If unrecorded subdivision is on file in the public records of the subject county, tie existing monumentation of the beginning and end of unrecorded subdivision.

27.21 Maintained R/W (To be determined on a project specific basis.)

Perform field location (2-dimensional) of maintained R/W limits as defined by respective authorities, if needed. Also includes field edits, analysis and processing of all field collected data, preparation of reports.

27.22 Boundary Survey (To be determined on a project specific basis.)

Perform boundary survey as defined by DEPARTMENT standards. Includes analysis and processing of all field-collected data, preparation of reports.

27.23 Water Boundary Survey (To be determined on a project specific basis.)

Perform Mean High Water, Ordinary High Water and Safe Upland Line surveys as required by DEPARTMENT standards.

27.24 Right of Way Staking, Parcel / Right of Way Line (To be determined on a project specific basis.)

Perform field staking and calculations of existing/proposed R/W lines for on-site review purposes.

27.25 Right of Way Monumentation (To be determined on a project specific basis.)

Set R/W monumentation as depicted on final R/W maps for corridor and water retention areas.

27.26 Line Cutting (To be determined on a project specific basis.)

Perform all efforts required to clear vegetation from the line of sight.

27.27 Work Zone Safety (To be determined on a project specific basis.)

Provide work zone as required by DEPARTMENT standards.

27.28 Miscellaneous Surveys (To be determined on a project specific basis.)

Refer to tasks of this document, as applicable, to perform surveys not described herein. The percent for Supplemental will be determined at negotiations. This item can only be used if authorized in writing by the District Surveyor (DS), District Location Surveyor (DLS) or their representative.

27.29 Supplemental Surveys (To be determined on a project specific basis.)

Supplemental survey days and hours are to be approved in advance by DS or DLS. Refer to tasks of this document, as applicable, to perform surveys not described herein.

Additional spot elevations may be needed in support of the traffic noise analysis discussed in Section 32 (Noise Impact Design Assessment). As specified in Section 32.2, the need for and number of additional spot elevations will be determined by the CONSULTANT in coordination with the DEPARTMENT. Assume up to thirty (30) spot elevations will be required unless a different number is agreed to by the DEPARTMENT.

27.30 Document Research (To be determined on a project specific basis.)

Perform research of documentation to support field and office efforts involving surveying and mapping.

27.31 Field Review

Perform verification of the field conditions as related to the collected survey data.

27.32 Technical Meetings (To be determined on a project specific basis.)

Attend meetings as required and negotiated by the Surveying and Mapping Department.

27.33 Quality Assurance/Quality Control (QA/QC)

Establish and implement a QA/QC plan. Also includes subconsultant review, response to comments and any resolution meetings if required, preparation of submittals for review, etc.

27.34 Supervision

Perform all activities required to supervise and coordinate project. These activities must be performed by the project supervisor, a Florida P.S.M. or their delegate as approved by the District Surveying Office.

27.35 Coordination

Coordinate survey activities with other disciplines. These activities must be performed by the project supervisor, a Florida P.S.M. or their delegate as approved by the District Surveying Office.

28 PHOTOGRAMMETRY (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

29 MAPPING (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

30 TERRESTRIAL MOBILE LIDAR (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

31 ARCHITECTURE DEVELOPMENT (NOT APPLICABLE TO THIS PROJECT)

32 NOISE BARRIERS IMPACT DESIGN ASSESSMENT IN THE DESIGN PHASE (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

33 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall analyze and document Intelligent Transportations System (ITS) Analysis Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, existing ITS standard operating procedures, strategic plans, Florida's SEMP guidelines, National and regional ITS architectures, and current design memoranda.

ITS work includes the application of sensor, computer, electronics and communication technologies and management strategies, in an integrated manner, to improve the safety and efficiency of the surface transportation system. ITS includes, but is not limited to, Advanced Traffic Management Systems (ATMS), Advanced Traveler Information Systems (ATIS), Advanced Rural Transportation Systems (ARTS), Advanced Public Transportation Systems (APTS), Advanced Highway Systems (AHS), Commercial Vehicle Operation (CVO) and Electronic Toll Collection (ETC) Systems.

In instances where the CONSULTANT performs analysis or prepares the design packages for the deployment of ITS, the CONSULTANT will not be allowed to compete as a proposing firm, or participate as a subconsultant to a proposing firm during subsequent advertisements involving work performed under this contract.

33.1 ITS Analysis (To be determined on a project specific basis.)

The CONSULTANT shall review the approved preliminary engineering report, typical section package, traffic technical memorandum and proposed geometric design alignment to identify impacts to existing ITS components (if applicable) and proposed ITS field device placements. The CONSULTANT shall review all related District ITS plans and documentation for the project corridor to ensure all cited ITS elements are included in this project, and develop a Concept of Operations (ConOps), Project Systems Engineering Management, RTVM, and other documents as necessary for conformance with the Federal Highways Administration (FHWA) requirement. The CONSULTANT shall use applicable DEPARTMENT requirements and guidelines, including, but not limited to, the FDM, Design Standards, and Standard Specifications for Road and Bridge Construction in the design of ITS. The CONSULTANT design is expected to include the following attributes, facilities, infrastructure, ITS devices, systems, and associated work: To be determined on a project specific basis.

CCTV camera system shall provide 100 percent coverage of all mainline lanes, entrance and exit ramps, interchanges (includes view of crossing arterials), blind spots (such as those caused due to existing and proposed bridges, existing and proposed signage, vegetation, and horizontal and vertical curvatures). CCTV cameras shall be spaced to meet the Project requirements, guidance from the ConOps, and as approved by the DEPARTMENT.

Vehicle detection devices shall be spaced as required to meet the Project requirements (speed, volume, and occupancy detection), guidance from the ConOps and as approved by the DEPARTMENT.

Both expressway and arterial dynamic message signs (DMS) shall be located to meet the Project requirements, guidance from the ConOps, and as approved by the DEPARTMENT. All FDOT FDM requirements shall be met for DMS locations. DMS locations shall be designed in conjunction with the Project's master signing design. Highway Advisory Radio (HAR) frequency information signs shall be located to meet the Project requirements, guidance from ConOps, and as approved by the DEPARTMENT.

The CONSULTANT shall review the existing TMC Operations and develop additional incident management service requirements as necessary to support during the Construction Phase of the Project. The CONSULTANT shall coordinate with District's Traffic Operations ITS Office for additional information regarding existing Incident Management and TMC Operational Procedures (If desired by the District)

All ITS devices shall be compatible with the latest version of the National Transportation Communications for ITS Protocol (NTCIP) and compatible with SunGuide software platform.

The CONSULTANT shall design the project such that all ITS field devices and ancillary components comply with FDOT's Approved Product List (APL) / Qualified Product List (QPL) and the existing list of devices and components supported within the SunGuide software or other approved software, unless otherwise approved by the DEPARTMENT.

Closed Circuit Television (CCTV) Camera Assembly

The CONSULTANT shall be responsible for the design and exact field locations for the CCTV camera assemblies. The CCTV camera subsystem shall provide full coverage of the roadway network, with overlapping coverage to ensure 100 percent coverage. The typical spacing shall be one mile with verification that there is no visual blockage. Effort should be made to provide viewing in all directions at interchanges. All CCTV camera assemblies shall include a camera lowering device (CLD) at all locations.

The CCTV camera subsystem shall be designed to provide additional benefits such as the monitoring of DMS operations and security surveillance of critical infrastructure elements. A stand-alone DMS confirmation camera shall be designed and installed to support TMC operations to verify and confirm the posted DMS messages (if desired by the DEPARTMENT). The position, height, and design of each camera pole shall be finalized during the design phase of the project. Each site shall be designed for overall monitoring capability, as well as designed to provide safe and effective maintenance conditions.

The CCTV camera assembly deployment shall be designed to provide fields of view that give the required corridor coverage. The CONSULTANT shall determine the camera location by performing a videography study at each proposed CCTV site. The study shall include video of the proposed CCTV location and elevation with respect to the roadway level. The CONSULTANT shall identify the final number and locations of the camera assemblies based on the videography study.

The camera assembly design shall ensure that the video quality is not degraded due to wind or vibration. The CONSULTANT shall be responsible for the design of the poles and foundations to minimize the potential for vibration. The CONSULTANT shall prepare cross section plan sheets showing details of horizontal and vertical clearances of the proposed equipment with identified utilities.

The CONSULTANT shall be responsible for the design of the lightning protector system and surge protection system based on FDOT criteria and designed to minimize damage to cameras.

The CCTV camera assembly shall be approved by the FDOT-TERL and be listed on the APL, as applicable, for use in the State of Florida.

The CCTV camera assembly shall be designed in accordance with the latest version of FDOT Standard Specifications for Road and Bridge Construction, Specification 682.

Traffic Detection Subsystem

The CONSULTANT shall select traffic detection technology to meet the Project needs, ConOps requirements, and as approved by the DEPARTMENT.

The CONSULTANT shall be responsible for the design of a non-intrusive traffic detection subsystem for the roadway facilities. The detectors shall be positioned near

other ITS field device infrastructure including the fiber-optic splice vaults when feasible to reduce cost. Final detection station locations shall be based on a number of location variables identified during the design phase.

The traffic detection subsystem shall be able to collect and process volume, speed and occupancy data on a lane-by-lane basis for the corridor mainlines, in both directions of travel. If self-calibration feature is not specified, requirements for calibration shall be stated. The data will be used by the TMC for functions including detecting incidents, determining travel times, estimating traffic conditions for dissemination to travelers, sharing information with other agencies, and data archiving for transportation planning and historical data analysis. The traffic detection subsystem shall allow for connectivity to the TMC.

The traffic detectors shall perform to meet the Project requirements under all environmental and traffic conditions expected for the corridors. The detectors shall detect volumes, speeds and occupancies for all corridor traffic operation conditions within the specified accuracy including all volume levels, all speed levels and traffic compositions. Occlusions, other blocking of vehicles and adjacent lanes detection shall not degrade the detection system performance below specified accuracy. Signs, walls, guardrails, and other physical elements in the system shall not have a significant effect on the detection performance. Vibration and shocks shall not affect the performance of the system.

The detector technology / product shall be certified by the FDOT Traffic Engineering Research Lab (TERL) and be on the APL, as applicable, for use in the State of Florida. The traffic detection utilized shall be designed in accordance with the latest version of the FDOT Standard Specifications for Road and Bridge Construction, Specification 660.

The system shall allow remote configuration, calibration, monitoring, and diagnostic of real-time traffic activities from a remote location, such as the TMC, using the FDOT SunGuide central software and software provided by the detection system vendor.

The CONSULTANT shall determine the exact location of the field devices to meet the desired coverage and functional requirements of traffic detectors. The detector and associated cabinet locations shall be identified by the CONSULTANT. A detailed site survey shall be conducted by a factory trained and certified representative. The site survey shall be designed to identify the exact locations and details for each detection station.

Travel Time Detection Subsystem

The CONSULTANT shall be responsible for the design of a travel time detection subsystem for the roadway facilities. This travel time detection subsystem will enable the FDOT to capture vehicle travel times between pre-defined nodes. The travel time data shall utilize the project communications backbone in order to collect and distribute travel time data to the TMCs.

The travel time detection subsystem shall utilize the FDOT's SunPass Automatic

Vehicle Identification (AVI) transponders that are properly mounted on vehicles traveling along the roadway being monitored or utilize other travel time technologies such as license plate readers (LPR).

When utilizing transponders, they will be read by AVI reader equipment placed at checkpoints along the roadway. As a transponder passes a checkpoint, its data shall be acquired by the AVI system. The AVI system shall automatically add the time, date, transponder reading antenna number, and the antenna location to the transponder identification code and store the data.

The travel time detection system shall utilize supplemental toll tag readers placed at appropriate existing device locations as applicable, as well as interchanges and at intermediate locations throughout the project as required to provide the required coverage to satisfy travel time measurement requirements. Using the designed communications, the transponder information shall be forwarded to the TMC for further processing.

The CONSULTANT shall coordinate all design efforts for use of SunPass AVI transponders with the Florida's Turnpike Enterprise (FTE) Tolls group.

Highway Advisory Radio Subsystem

The CONSULTANT shall be responsible for the design the highway advisory radio (HAR) subsystem to be managed from the FDOT TMC and broadcast to provide a seamless HAR subsystem with other FDOT area HAR stations. The system shall be designed to ensure against the transmission of erroneous data.

The HAR subsystem shall operate on a clear frequency without interference from adjacent frequencies, during both daytime and nighttime conditions. The selected frequency shall be quiet other than normal static. The CONSULTANT shall document all existing HAR and other radio station frequencies and perform all necessary analysis to determine if it is possible to operate the HAR on the selected frequency.

The HAR subsystem shall be licensed for fixed operation by the FCC. The HAR stations shall not interfere with AM broadcast radio stations. In addition, the HAR station shall not interfere with any existing HAR stations or with each other. FCC restrictions shall be followed to decrease the likelihood of interference. The CONSULTANT shall attempt to have the new HAR installation to broadcast at the same frequency as the existing FDOT HAR subsystems if desired.

The HAR subsystem design shall ensure that the field equipment is housed in a sealed enclosure to protect the electronics against moisture and pollution. Cabinet locks shall be used to prevent unauthorized access and vandalism.

The CONSULTANT shall submit maps to the FDOT indicating the coverage of the HAR stations for the proposed station locations. The site locations of the HAR stations shall consider all factors associated with the HAR system. The HAR coverage shall take into consideration interference from adjacent frequencies, the time required by the drivers to listen to the message, make decisions to change lanes,

and change lanes to exit at the diversion point.

All HAR subsystem functions shall be controllable from the TMC.

The antenna selection, location and height shall provide the required coverage and quality of the system and shall meet the FCC licensing requirement.

The ground system shall be designed to provide the required radio performance. Testing shall be performed to ensure that there is proper soil conductivity and hydrogen ion concentration for the HAR ground system. A radial ground system, buried at the appropriate depth beneath the surface, shall be used.

The CONSULTANT shall also be responsible for the design and location of remotely-operated static signs with flashing lights (one sign per direction) to alert motorists in both direction of travel of active HAR broadcasts. The signs shall be located at the outer edges of the transmission zone. The signs shall conform to the appropriate guide sign guidelines as described in the MUTCD. The signs shall be retro-reflective in accordance with FDOT specifications. Flashing lights (beacons) on top of the signs shall be used to indicate to motorists that an urgent HAR message is being broadcast. The flashing beacons shall be activated from the FDOT's TMC facilities.

The HAR subsystems shall be designed in accordance with the FDOT Specifications for Road and Bridge Construction, Supplemental Specification 687.

Dynamic Message Sign Subsystem

The CONSULTANT shall be responsible for the design of the DMS subsystem for the roadway facilities.

The position of each DMS shall be finalized during the design phase of the project. The CONSULTANT shall select DMS technology, type, and display to meet the Project requirements and ConOps requirements.

The CONSULTANT shall locate the DMS to satisfy the required sign functionality and to provide the required visibility of the signs. The project communications system shall enable full control of the DMS from the TMC facilities. All DMS hardware, software and related infrastructure components shall be fully compatible SunGuide software. All DMS shall include a dedicated confirmation camera that allows for visual verification of the messages posted on the DMS by a TMC Operator (if desired by the District).

The CONSULTANT shall design support structures to accommodate the specified DMS to meet the design functional, operational, and maintenance requirements.

The DMS shall be certified by the FDOT TERL and be on the APL, as applicable, for use in the State of Florida

The DMS shall be designed in accordance with the latest version of FDOT Standard Specifications for Road and Bridge Construction, Supplemental Specification 701.

Roadway Weather Information Systems (RWIS)

The CONSULTANT shall ensure that, each RWIS site consists of:

Remote Processing Unit (RPU);

Fog/Smoke Detection sensor;

Passive Pavement Sensor (PPS);

Classifying Precipitation;

Precipitation Occurrence Sensor;

Air Temperature/Relative Humidity Sensor;

Wind Speed and Direction Sensor;

RWIS Tower/Pole Structure, foundation, base, and cabinet with electrical service, and lightning protection & grounding assembly; and,

Communication hardware.

The Design/Build Firm shall ensure that the RWIS subsystem shall include all hardware, software, and licenses to operate as follows:

RWIS Central Software including SQL database for the RTMC;

RWIS Central Hardware for RTMC;

Atmospheric sensors shall measure their respective weather parameters and communicate the signals from each to the RPU;

The RPU shall process and temporarily store the output from the pavement sensors and atmospheric sensors;

The RWIS server shall poll each RPU on a scheduled basis via communications telemetry as specified in the design plans. The RPU shall respond to the poll and transfer all of its data to the RWIS server;

All data transfers between the RWIS server and RPUs shall be compliant with the most current Federal and State of Florida standard NTCIP ESS protocols;

The RWIS server system shall store the RWIS data in a standard SQL Server database for access by Department users via SunGuide® software; and,

The RWIS user displays shall include all sensor and forecast data in a browser-based data display format.

The RWIS will comply with the FDOT Standard Specifications Section 781-5.

33.2 Communications Plan (To be determined on a project specific basis.)

The CONSULTANT shall be responsible for the development of a communications plan to determine the optimal communications medium for the project corridor. The plan shall be developed prior to submittal of Phase I plans. The plan shall identify communications media alternatives and provide a cost estimate that includes initial, operations and maintenance cost for the life cycle of the communications network. The plan shall ensure that video, voice, and data will be communicated in real-time between center-to-field and center-to-center (C2C) nodes as applicable. The communications system design must utilize non-proprietary, open-architecture, standards-based, robust, scalable, and proven technology. The communication plan analysis shall address communication and connections between field devices, communications and connections between field devices and the TMC, center-to-center communications between TMCs, and any other communication links or connections required to meet project goals. The plan must include bandwidth analysis and recommendations, needs assessment, and provide recommendations regarding minimum requirements, media, network devices, protocols, network topology, communication redundancy, future needs, spare capacity, and any communications or data sharing with other agencies.

After approval of the plan, the CONSULTANT shall submit a revised plan including a detailed design analysis for each submittal. The CONSULTANT's communications design shall include multiple redundant paths for each location, which allows for automatic switching of communications path onto a secondary path, if the primary path is impacted (if desired by the District).

The communications system components shall be in accordance with the latest FDOT Standard Specifications for Road and Bridge Construction Specification 684.

33.3 Lightning Protection Analysis (To be determined on a project specific basis.)

The CONSULTANT shall be responsible for a complete and reliable lightning protection system design for each structure and pole and the devices attached thereto as well as ITS field device cabinets and communications hubs if not addressed by the FDOT's Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System and the Interim Drawings. The ITS components of the project shall be protected from damage caused by lightning strikes, transient voltage surges, and induced current. The CONSULTANT shall design all grounding, lightning protection, and surge protection in accordance with Underwriters Lab (UL) 96A specifications.

The CONSULTANT shall include surge protection devices for all cables and conductors (power, video, and data). All Project ITS subsystems, devices and ancillary components with electrical interconnects shall be protected from voltage surges caused by lightning, transient voltage surges, and external electromagnetic fields at the time of installation of each device.

The lightning protection system shall be designed in accordance with the latest version of the FDOT Standard Specifications for Road and Bridge Construction,

Specification 620.

33.4 Power Subsystem (To be determined on a project specific basis.)

The CONSULTANT shall be responsible for an electrical design in accordance with all NEC requirements. No solar power should be utilized as a power solution for the Project unless otherwise approved by the DEPARTMENT. To enhance power reliability, the CONSULTANT shall design a power distribution and backup system consisting of, at a minimum, underground power conduits and conductors, transformers, generators, automatic transfer switches, UPS, and all associated equipment. The power backup system shall supply electrical power in event of commercial power supply failure for all system components. Power equipment shall be installed in areas to avoid wet locations. All connections and equipment shall be protected from moisture and water intrusion. The CONSULTANT shall ensure that vandal resistant mechanisms for all electrical infrastructure shall be included as part of the Design.

The CONSULTANT shall submit the power system design and voltage drop calculations for the power distribution system as part of phase II, III, and IV design submittals. The CONSULTANT shall conduct a short circuit and protection coordination study for the designed power system and document the study as part of the power system design report.

33.5 Voltage Drop Calculations (To be determined on a project specific basis.)

The electrical design shall address allowable voltage drops per the NEC. The CONSULTANT shall submit voltage drop calculations for any electrical circuit providing power to the ITS field devices beyond the electric utility service point. The calculations shall document the length of each circuit, its load, the size conductor or conductors used and their ohm resistance values and the required voltages from the service point to the respective ITS devices to maintain voltage drops with allowable limits. The voltage drop incurred on each circuit (total volts and percentage of drop) shall be calculated, and all work necessary to calculate the voltage drop values for each circuit should be presented in such a manner as to be duplicated by the District. Load analysis calculations shall be submitted. All voltage drop calculations shall allow for future expansion of ITS infrastructure, if identified in the Project ConOps.

33.6 Design Documentation (To be determined on a project specific basis.)

The CONSULTANT shall submit a Design Documentation Book with each plan submittal under separate cover and not part of the roadway documentation book. At a minimum, the design documentation book shall include:

- Computation books for all applicable items on plans.
- Phase submittal checklist.
- Three-way quantity check list
- Structural calculations for all structures
- Voltage drop calculations.

- Load analysis calculations.

33.7 Existing ITS

The CONSULTANT shall research any required legacy system or system components that may be impacted by new work, such as: existing communications; existing types, numbers, locations, models, manufacturers, and age of ITS devices; as-built plans; existing operating software; existing center-to-field devices; and C2C communications and capabilities.

33.8 Queue Analysis (To be determined on a project specific basis.)

The CONSULTANT shall perform a queue analysis at high volume interchanges and high frequency conflict / crash locations to determine optimal placement of DMS using project forecasted traffic volumes. This analysis shall be performed prior to submittal of the Phase I plans. The Consultant shall perform other traffic engineering analysis as necessary to ensure that the DMS locations are selected based on optimum message delivery to the motorists.

33.9 Reference and Master ITS Design File (To be determined on a project specific basis.)

The CONSULTANT shall prepare the ITS design file to include all necessary design elements and the reference files for topo, R/W roadway, utilities files, etc. This effort includes the design and layout of proposed ITS devices, including but not limited to: CCTV / Detection poles, DMS, detection devices, advanced traffic controllers, conduit, cabinet-related pull boxes, service points, fiber optic sizing, and communications hubs. All existing ITS infrastructure shall be referenced to the new ITS plan sheets (if applicable).

33.10 Reference and Master Communications Design File (To be determined on a project specific basis.)

The CONSULTANT shall prepare the communication design file to include all necessary design elements and all associated reference files as well as reference files of topo, R/W, roadway, utilities files, existing ITS communications infrastructure, etc. This effort includes design and layout of proposed communications conduit, cabinet, pull boxes, splice boxes, standard route markers, communications plan overview, fiber optic splicing, connections, communications hubs, etc.

33.11 Pole Elevation Analysis (To be determined on a project specific basis.)

The CONSULTANT shall evaluate pole elevation requirements and design pole heights to meet the Project requirements including field of view; elimination of occlusion; site access for maintenance vehicles and personnel; access to pole mounted equipment, such as CCTV cameras, traffic detectors, and cabinets; and probability of lightning strike.

33.12 Sign Panel Design Analysis (To be determined on a project specific basis.)

The CONSULTANT shall design all ITS signing in conjunction with the Roadway Master Signing. This includes any static sign panel design analysis where DMS is in-laid within a static sign or for HAR signage. Expressway and arterial full size DMS shall not be co-located with other static signs.

33.13 Quantities

The CONSULTANT shall include all work required to determine the quantities for all items, including ITS structures and devices, interconnect, and infrastructure (such as conduits, pull boxes, splice boxes, fusion splices, splice enclosures, etc.). This work effort shall include generating accurate quantities for computing the engineer's estimate as required by the District. Use digital submittal of plans as required by the DEPARTMENT.

33.14 Cost Estimate

The CONSULTANT shall prepare an engineer's cost estimate for the project using historical data from the FDOT or from other Industry sources. The CONSULTANT shall also load the pay items and quantities into AASHTOWARE PROJECT for generating the summary of quantities and the FDOT's in-house estimates.

33.15 Technical Special Provisions (To be determined on a project specific basis.)

The CONSULTANT shall develop Technical Special Provisions (TSP) for the specific items or conditions of the project that are not addressed in the FDOT'S Standard Specifications, Supplemental Specifications and Special Provisions.

33.16 Other ITS Analyses (To be determined on a project specific basis.)

33.17 Field Reviews

The CONSULTANT shall conduct a field review for the required phase submittals. The review shall identify necessary data for all elements of the project including, but not limited to, the following:

- Existing ITS Field Devices as compared with the latest FDOT standards and District requirements
- Device Make, Model, Capabilities, Condition / Age, Existence of SunGuide Software Driver
- Condition of Structure(s), cabinets, and other above-ground infrastructure and devices
- Type of Detection as Compared With Current District Standards
- Underground Infrastructure
- Proximity of other utilities
- Traffic Operations
- Any other field reconnaissance as necessary to develop a complete ITS design package

33.18 Technical Meetings (To be determined on a project specific basis.)

The CONSULTANT shall attend meetings as necessary support the project.

33.19 Quality Assurance / Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of designs, drawings, specifications, and other services and work furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications, and other documentation prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or may be one specifically designed for this project. The CONSULTANT shall utilize the District's quality control checklist. The responsible Professional Engineer that performed the Quality Control review shall sign a statement certifying that the review was conducted.

The CONSULTANT shall, without additional compensation, correct all errors or deficiencies in their works.

33.20 Supervision (To be determined on a project specific basis.)

The CONSULTANT shall provide all efforts required to supervise all technical design activities.

33.21 Coordination (To be determined on a project specific basis.)

The CONSULTANT shall coordinate with Survey, Geotech, Drainage, Structures, Lighting, Roadway Design, Utilities, municipalities, maintaining agencies and Traffic Operations to produce a final set of construction contract documents and to ensure that a high degree of accuracy for the design plans is achieved.

34 INTELLIGENT TRANSPORTATION SYSTEMS PLANS (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall prepare a set of ITS Plans in accordance with the FDOT Design Manual that includes the following:

34.1 Key Sheet (To be determined on a project specific basis.)

The CONSULTANT shall prepare the key sheet in accordance with the latest format depicted in the FDOT Design Manual.

MUTCD

Standard Specs

Standard Index

34.2 Summary of Pay Items Including Designer Interface (AASHTOWARE Project Input)

The CONSULTANT shall include input into Designer Interface (AASHTOWARE Project) and create the CADD generated sheet.

34.3 Tabulation of Quantities

The CONSULTANT shall place pay item numbers, descriptions, quantities and grand totals on the tabulation sheet(s) and provide updating of the tabulation of quantities sheets during the design period.

34.4 General Notes / Pay Item Notes

The CONSULTANT shall include all pertinent general notes and pay item notes as deemed fit and as established by the District.

34.5 Project Layout (To be determined on a project specific basis.)

The CONSULTANT shall prepare plan sheet(s) with an overview of the entire project that include stations and offsets, project limits, intersection locations, devices, device identification using SunGuide nomenclature, and plan sheet coverage.

34.6 Typical and Special Details (To be determined on a project specific basis.)

The CONSULTANT shall prepare typical and / or special details for conditions in the project not addressed by the DEPARTMENT's Design Standards for Design, Construction, Maintenance, and Utility Operations on the State Highway System. The CONSULTANT shall prepare special details not addressed by FDOT Design Standards, including block diagrams, hub cabinets, wiring diagrams, solar power service, and special mounting details.

34.7 Plan Sheet (To be determined on a project specific basis.)

The CONSULTANT shall prepare the ITS plan sheets utilizing the Design file to include all necessary information related to the project design elements and all associated reference files. The plan sheets shall include general and pay item notes and pay items. The plans shall depict the location of pull boxes, splice boxes, conduit runs and device locations with setbacks from the travel way. Devices shall be located by station and offset.

34.8 ITS Communications Plans (To be determined on a project specific basis.)

The CONSULTANT shall prepare plans for the communications network. These plans shall consist of block diagrams, splicing diagrams, port assignments, wiring diagrams, and all other information necessary to convey the design concept to the contractor. These plans shall be included in the ITS plan set and be prepared in a manner consistent with immediately adjacent ITS project installations (planned or

installed).

The communication system shall be an open-architecture, non-proprietary, real-time, multimedia communications network. The communication system design must be compatible and completely interoperable with the existing systems.

The CONSULTANT's design shall include protecting and maintaining the existing ITS infrastructure. For locations where existing ITS infrastructure is impacted, the CONSULTANT's design shall include mitigation to minimize the downtime of existing system as per the District's requirements.

The CONSULTANT is responsible for the design of the communication infrastructure and its integration with the DEPARTMENT's communication system. Additionally, the CONSULTANT shall determine the most cost effective, best performing, communication connectivity option. The communication system must allow command and control as well as data and video transmission between the field devices and the TMCs as determined on a project specific basis.

Conduit paths shall be selected to provide a continuous duct system on one side of the road unless otherwise requested by the FDOT. The various components of ITS deployment will be located on both sides of the freeway and therefore under pavement bore and lateral conduits will be necessary to access equipment locations.

34.9 Fiber Optic Splice Diagrams (To be determined on a project specific basis.)

The CONSULTANT shall produce fiber optic cable splicing diagrams to show the connectivity of the fiber optic cable from its termini at field devices to the TMC. The diagrams shall denote new and existing fiber routes, splices, and terminations involved in the work. The diagrams shall identify cables by size, tube color / number and stand colors / numbers. All cables shall be identified either by numbering system identified either by numbering system identified on the plans or by bounding devices. The diagrams shall denote the types of connectors in the patch panels.

34.10 Grounding and Lightning Protection Plans (To be determined on a project specific basis.)

The CONSULTANT shall include efforts to design a complete and reliable lightning protection design for each pole and associated devices, ITS device installation, as well as device cabinets and communications hubs, etc. if not already addressed in the FDOT's Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System.

34.11 Cross Sections (To be determined on a project specific basis.)

The CONSULTANT shall prepare cross sections for ITS devices.

34.12 Guide Sign Work Sheet(s) (To be determined on a project specific basis.)

The CONSULTANT shall prepare the guide sign work sheets to include all

necessary information related to the design of the static and dynamic message signs in the project corridor.

34.13 Special Service Point Details (To be determined on a project specific basis.)

The CONSULTANT shall design any special service point and electrical distribution system beyond the electric utility company's service point. The plan shall depict with pay items, general and plan notes the locations of transformers, switches, disconnects, conduits, pull boxes and power conductors. The plans shall identify the location of underground and overhead service points with identifying pole and transformer numbers.

34.14 Strain Pole Schedule (To be determined on a project specific basis.)

The CONSULTANT shall incorporate the schedule detail chart for concrete or steel strain poles in the plan set.

34.15 Overhead / Cantilever Sign Structure (To be determined on a project specific basis.)

For overhead truss and cantilever mounted devices, the CONSULTANT shall evaluate pertinent data and information to develop the layout for locating and mounting devices to the horizontal element of the structure, and coordinate the design of the structures with the roadway and structural engineers.

The CONSULTANT shall be responsible for determining the overhead/cantilever structure requirements for proper installation of the DMS, viewing angle and site distance requirement as per Chapter 2e – Guide Signs-Freeways and Expressways in the Manual on Uniform Traffic Control Devices (MUTCD) and Florida Department of Transportation (FDOT) FDOT Design Manual and all other applicable manuals and guidelines as per governing regulations.

34.16 Other Overhead Sign Structures (Long Span, Monotube, etc.) (To be determined on a project specific basis.)

For other overhead sign structures, the CONSULTANT shall evaluate pertinent data and information to develop layout for locating and mounting device to the horizontal element of the structure, and coordinate the design of the structures with the roadway and structural engineers.

The CONSULTANT shall be responsible for determining the requirements for other type of structures (long span, monotube, etc) used as part of the project for proper installation of the DMS, viewing angle and site distance requirement as per Chapter 2e – Guide Signs-Freeways and Expressways in the Manual on Uniform Traffic Control Devices (MUTCD) and FDOT Design Manual and all other applicable manuals and guidelines as per governing regulations.

34.17 Traffic Control Plans (To be determined on a project specific basis.)

The CONSULTANT shall prepare Traffic Control Plans (TCP) to minimize impact to traffic during the construction of ITS field devices and associated communications

infrastructure that will be deployed along the project corridor.

The TCP shall strive to maintain and sustain center-to-field device connectivity and operability to the ITS field devices previously deployed along the project corridor. The TCP effort shall consider and mitigate the impacts of the project's various construction phases so as to sustain center-to-field devices connectivity and operability, maintaining operational quality as a minimum at the level provided prior to construction start and minimizing down time as much as possible. The CONSULTANT shall develop the TCP sheets for the project, providing temporary communications as necessary, notes, details, and direction applicable to the ITS elements and associated communications for inclusion in the TCP.

The CONSULTANT shall review the existing TMC Operations and develop additional incident management service requirements as necessary to support during the Construction Phase of the Project. The CONSULTANT shall coordinate with District's Traffic Operations ITS Office for additional information regarding existing Incident Management and TMC Operational Procedures.

34.18 Interim Standards (To be determined on a project specific basis.)

The CONSULTANT shall adhere to all Department's Interim Standards for ITS applications.

34.19 GIS Data and Asset Management Requirements (To be determined on a project specific basis.)

The CONSULTANT is responsible for providing Geographic Information System (GIS), spatial data, for the ITS components design. This information is required to integrate ITS components to the SunGuide software. A coordinate point compatible with the Florida State Plane System or FDOT's current coordinate plane system shall be collected for all ITS components part of the Project design. All GIS information provided shall be compatible with the FDOT's ITS FM asset management software.

The information shall be transferred to the as-built plans and submitted to the District in electronic format along with the as-built plans.

The Global Positioning System (GPS) unit shall be provided by the CONSULTANT and used to collect data with a minimum accuracy of three (3) meters when differentially corrected. The CONSULTANT shall collect spatial data points and physical address location for:

- DMS location (mainline and arterial)
- Vehicle detection pole location
- HAR system components
- CCTV camera pole location
- Ground mounted cabinets
- Fiber optic cable path (fiber backbone)
- Communications hubs
- Standard route markers

- Lateral fiber optic cable connections
- Lateral power cable connections
- Pull boxes (power and fiber)
- Splice boxes
- Power drops (service point and cable path)

34.20 Quality Assurance / Quality Control

The CONSULTANT shall utilize the District's quality control checklist for traffic design drawings in addition to the QC effort described in section three.

34.21 Supervision

The CONSULTANT shall supervise all technical design activities.

35 GEOTECHNICAL (To be determined on a Project Specific Basis)

The CONSULTANT shall, for each project, be responsible for a complete geotechnical investigation. All work performed by the CONSULTANT shall be in accordance with DEPARTMENT standards, or as otherwise directed by the District Geotechnical Engineer. The District Geotechnical Engineer will make interpretations and changes regarding geotechnical standards, policies and procedures and provide guidance to the CONSULTANT.

Before beginning each phase of investigation and after the Notice to Proceed is given, the CONSULTANT shall submit an investigation plan for approval and meet with the DEPARTMENT's Geotechnical Engineer or representative to review the project scope and DEPARTMENT requirements. The investigation plan shall include, but not be limited to, the proposed boring locations and depths, and all existing geotechnical information from available sources to generally describe the surface and subsurface conditions of the project site. Additional meetings may be required to plan any additional field efforts, review plans, resolve plans/report comments, resolve responses to comments, and/or any other meetings necessary to facilitate the project.

The CONSULTANT shall notify the DEPARTMENT in adequate time to schedule a representative to attend all related meetings and field activities.

35.1 Document Collection and Review

CONSULTANT will review printed literature including topographic maps, county agricultural maps, aerial photography (including historic photos), ground water resources, geology bulletins, potentiometric maps, pile driving records, historic construction records and other geotechnical related resources. Prior to field reconnaissance, CONSULTANT shall review U.S.G.S., S.C.S. and potentiometric maps, and identify areas with problematic soil and groundwater conditions.

Roadway

The CONSULTANT shall be responsible for coordination of all geotechnical related field work activities. The CONSULTANT shall retain all samples until acceptance of Phase IV plans. Rock cores shall be retained as directed in writing by the District Geotechnical Engineer.

Obtain pavement cores as directed in writing by the District Geotechnical Engineer.

If required by the District Geotechnical Engineer, a preliminary roadway exploration shall be performed before the Phase I plans submittal. The preliminary roadway exploration will be performed and results provided to the Engineer of Record to assist in setting roadway grades and locating potential problem areas. The preliminary roadway exploration shall be performed as directed in writing by the District Geotechnical Engineer.

CONSULTANT shall perform specialized field-testing as required by project needs and as directed in writing by the District Geotechnical Engineer.

All laboratory testing and classification will be performed in accordance with applicable DEPARTMENT standards, ASTM Standards or AASHTO Standards, unless otherwise specified in the Contract Documents.

35.2 Develop Detailed Boring Location Plan

Develop a detailed boring location plan. Meet with DEPARTMENT Geotechnical Project Manager for boring plan approval. If the drilling program expects to encounter artesian conditions, the CONSULTANT shall submit a methodology(s) for plugging the borehole to the DEPARTMENT for approval prior to commencing with the boring program.

35.3 Stake Borings/Utility Clearance

Stake borings and obtain utility clearance.

35.4 Muck Probing

Probe standing water and surficial muck in a detailed pattern sufficient for determining removal limits to be shown in the Plans.

35.5 Coordinate and Develop MOT Plans for Field Investigation

Coordinate and develop Maintenance of Traffic (MOT) plan. All work zone traffic control will be performed in accordance with the DEPARTMENT's Roadway and Traffic Design Standards Index 600 series.

35.6 Drilling Access Permits

Obtain all State, County, City, and Water Management District permits for performing geotechnical borings, as needed.

35.7 Property Clearances

Notify property tenants in person of drilling and field activities, if applicable. Written notification to property owners/tenants is the responsibility of the DEPARTMENT's Project Manager.

35.8 Groundwater Monitoring

Monitor groundwater, using piezometers.

35.9 LBR / Resilient Modulus Sampling

Collect appropriate samples for Limerock Bearing Ratio (LBR) testing. Deliver Resilient Modulus samples to the District Materials Office or the State Materials Office in Gainesville, as directed by the DEPARTMENT.

35.10 Coordination of Field Work

Coordinate all field work required to provide geotechnical data for the project.

35.11 Soil and Rock Classification – Roadway

Refine soil profiles recorded in the field, based on results of laboratory testing.

35.12 Design LBR

Determine design LBR values from the 90% and mean methods when LBR testing is required by the DEPARTMENT.

35.13 Laboratory Data

Tabulate laboratory test results for inclusion in the geotechnical report, the report of tests sheet (Roadway Soil Survey Sheet), and for any necessary calculations and analyses.

35.14 Seasonal High Water Table

Review the encountered ground water levels and estimate seasonal high ground water levels. Estimate seasonal low ground water levels, if requested.

35.15 Parameters for Water Retention Areas

Calculate parameters for water retention areas, exfiltration trenches, and/or swales.

35.16 Delineate Limits of Unsuitable Material

Delineate limits of unsuitable material(s) in both horizontal and vertical directions. Assist the Engineer of Record with detailing these limits on the cross-sections. If requested, prepare a plan view of the limits of unsuitable material.

35.17 Electronic Files for Cross-Sections

Create electronic files of boring data for cross-sections.

35.18 Embankment Settlement and Stability

Estimate the total magnitude and time rate of embankment settlements. Calculate the factor of safety against slope stability failure.

35.19 Protection of Existing Structures

Identify sensitive structures and facilities which will likely be adversely affected by construction operations including but not limited to paving, compaction, vibration installation or extraction of sheet pile or casing, pile driving, drilled shaft construction, excavations and changes in groundwater level etc. Determine whether these structures and facilities need to be monitored for settlement and vibration during construction. Provide recommended notes on geotechnical report and Plans addressing project specific needs. When there is risk of damage to the structure or facility ensure it is identified in the Plans for pre-construction and post-construction inspection in accordance with Specification 108. See FDM. List the location of the existing structures selected to be monitored during construction and coordinate those locations with the EOR.

35.20 Stormwater Volume Recovery and/or Background Seepage Analysis

Perform stormwater volume recovery analysis as directed by the DEPARTMENT.

35.21 Geotechnical Recommendations

Provide geotechnical recommendations regarding the proposed roadway construction project including the following: description of the site/alignment, design recommendations and discussion of any special considerations (i.e. removal of unsuitable material, consolidation of weak soils, estimated settlement time/amount, groundwater control, high groundwater conditions relative to pavement base, etc.) Evaluate and recommend types of geosynthetics and properties for various applications, as required.

35.22 Pavement Condition Survey and Pavement Evaluation Report

If a pavement evaluation is performed, submit the report in accordance with Section 3.2 of the Materials Manual: Flexible Pavement Coring and Evaluation. Enter all core information into the Pavement Coring and Reporting (PCR) system.

35.23 Preliminary Roadway Report

If a preliminary roadway investigation is performed, submit a preliminary roadway report before the Phase I plans submittal. The purpose of the preliminary roadway report will be to assist in setting road grades and locating potential problems.

- Copies of U.S.G.S. and S.C.S. maps with project limits shown.

- A report of tests sheet that summarizes the laboratory test results, the soil stratification (i.e. soils grouped into layers of similar materials) and construction recommendations relative to Standard Indices 500 and 505.
- The results of all tasks discussed in all previous sections regarding data interpretation and analysis.
- An appendix that contains stratified soil boring profiles, laboratory test data sheets, sample embankment settlement and stability calculations, design LBR calculation/graphs, and other pertinent calculations.
- The CONSULTANT will respond in writing to any changes and/or comments from the DEPARTMENT and submit any responses and revised reports.

35.24 Final Report

The Final Roadway Report shall include the following:

- Copies of U.S.G.S. and S.C.S. maps with project limits shown.
- A report of tests sheet that summarizes the laboratory test results, the soil stratification (i.e. soils grouped into layers of similar materials) and construction recommendations relative to Standard Indices 500 and 505.
- The results of all tasks discussed in all previous sections regarding data interpretation and analysis.
- An appendix that contains stratified soil boring profiles, laboratory test data sheets, sample embankment settlement and stability calculations, design LBR calculation/graphs, and other pertinent calculations.
- The CONSULTANT will respond in writing to any changes and/or comments from the DEPARTMENT and submit any responses and revised reports.

35.25 Auger Boring Drafting

Draft auger borings as directed by the DEPARTMENT.

35.26 SPT Boring Drafting

Draft SPT borings as directed by the DEPARTMENT.

Structures

The CONSULTANT shall be responsible for coordination of all geotechnical related fieldwork activities. The CONSULTANT shall retain all samples until acceptance of Phase IV plans. Rock cores shall be retained as directed in writing by the District Geotechnical Engineer.

CONSULTANT shall perform specialized field-testing as required by needs of project and as directed in writing by the District Geotechnical Engineer.

All laboratory testing and classification will be performed in accordance with applicable DEPARTMENT standards, ASTM Standards or AASHTO Standards, unless otherwise specified in the Contract Documents.

The staff hour tasks for high embankment fills and structural foundations for bridges, box culverts, walls, high-mast lighting, overhead signs, mast arm signals, strain poles, buildings, and other structures include the following:

35.27 Develop Detailed Boring Location Plan

Develop a detailed boring location plan. Meet with DEPARTMENT Geotechnical Project Manager for boring plan approval. If the drilling program expects to encounter artesian conditions, the CONSULTANT shall submit a methodology(s) for plugging the borehole to the DEPARTMENT for approval prior to commencing with the boring program.

35.28 Stake Borings/Utility Clearance

Stake borings and obtain utility clearance.

35.29 Coordinate and Develop MOT Plans for Field Investigation

Coordinate and develop MOT plan. All work zone traffic control will be performed in accordance with the DEPARTMENT's Roadway and Traffic Design Standards Index 600 series.

35.30 Drilling Access Permits

Obtain all State, County, City, and Water Management District permits for performing geotechnical borings, as needed.

35.31 Property Clearances

Notify property tenants in person of drilling and field activities, if applicable. Written notification to property owners/tenants is the responsibility of the DEPARTMENT's Project Manager.

35.32 Collection of Corrosion Samples

Collect corrosion samples for determination of environmental classifications.

35.33 Coordination of Field Work

Coordinate all field work required to provide geotechnical data for the project.

35.34 Soil and Rock Classification – Structures

Soil profiles recorded in the field should be refined based on the results of laboratory testing.

35.35 Tabulation of Laboratory Data

Laboratory test results should be tabulated for inclusion in the geotechnical report and for the necessary calculations and analyses.

35.36 Estimate Design Groundwater Level for Structures

Review encountered groundwater levels, estimate seasonal high groundwater levels, and evaluate groundwater levels for structure design.

35.37 Selection of Foundation Alternatives (BDR)

Evaluation and selection of foundation alternative, including the following:

- GRS-IBS
- Spread footings
- Prestressed concrete piling - various sizes
- Steel H- piles
- Steel pipe piles
- Drilled shafts
- Foundation analyses shall be performed using approved DEPARTMENT methods. Assist in selection of the most economical, feasible foundation alternative.

35.38 Detailed Analysis of Selected Foundation Alternate(s)

Detailed analysis and basis for the selected foundation alternative. Foundation analyses shall be performed using approved DEPARTMENT methods and shall include:

- GRS-IBS (including the parameters identified in the Instructions for Developmental Design Standard D6025 to be provided by the Geotechnical Engineer)
- Spread footings (including soil bearing capacity, minimum footing width, and minimum embedment depth).
- For pile and drilled shaft foundations, provide graphs of ultimate axial soil resistance versus tip elevations. Calculate scour resistance and/or downdrag (negative skin friction), if applicable.
- CONSULTANT shall assist the Engineer of Record in preparing the Pile Data Table (including test pile lengths, scour resistance, downdrag, minimum tip elevation, etc.)
- Provide the design soil profile(s), which include the soil model/type of each layer and all soil-engineering properties required for the Engineer of Record to run the FBPier computer program. Review lateral analysis of selected foundation for geotechnical compatibility.
- Estimated maximum driving resistance anticipated for pile foundations.
- Provide settlement analysis.

35.39 Bridge Construction and Testing Recommendations

Provide construction and testing recommendations including potential constructability problems.

35.40 Lateral Load Analysis (Optional)

Perform lateral load analyses as directed by the DEPARTMENT.

35.41 Walls

Provide the design soil profile(s), which include the soil model/type of each layer and all soil engineering properties required by the Engineer of Record for conventional wall analyses and recommendations. Review wall design for geotechnical compatibility and constructability.

Evaluate the external stability of conventional retaining walls and retained earth wall systems. For retained earth wall systems, calculate and provide minimum soil reinforcement lengths versus wall heights, and soil parameters assumed in analysis. Estimate differential and total (long term and short term) settlements.

Provide wall construction recommendations.

35.42 Sheet Pile Wall Analysis (Optional)

Analyze sheet pile walls as directed by the DEPARTMENT.

35.43 Design Soil Parameters for Signs, Signals, High Mast Lights, and Strain Poles and Geotechnical Recommendations

- Provide the design soil profile(s) that include the soil model/type of each layer and all soil properties required by the Engineer of Record for foundation design. Review design for geotechnical compatibility and constructability.

35.44 Box Culvert Analysis

- Provide the design soil profile(s) that include the soil model/type of each layer and all soil properties required by the Engineer of Record for foundation design. Review design for geotechnical compatibility and constructability.
- Provide lateral earth pressure coefficients.
- Provide box culvert construction and design recommendations.
- Estimate differential and total (long term and short term) settlements.
- Evaluate wingwall stability.

35.45 Preliminary Report – BDR

The preliminary structures report shall contain the following discussions as appropriate for the assigned project:

- Copies of U.S.G.S. and S.C.S. maps with project limits shown.
- Summary of structure background data, S.C.S., U.S.G.S., geologic and potentiometric data.
- The results of all tasks discussed in all previous sections regarding data interpretation and analysis).

- Recommendations for foundation installation, or other site preparation soils-related construction considerations with plan sheets as necessary.
- Any special provisions required for construction that are not addressed in the DEPARTMENT's Standard specification.
- An Appendix which includes SPT and CPT boring/sounding profiles, data from any specialized field tests, engineering analysis, notes/sample calculations, sheets showing ultimate bearing capacity curves versus elevation for piles and drilled shafts, a complete FHWA check list, pile driving records (if available), and any other pertinent information.

35.46 Final Report - Bridge and Associated Walls

The final structures report shall include the following:

- Copies of U.S.G.S. and S.C.S. maps with project limits shown.
- Summary of structure background data, S.C.S., U.S.G.S., geologic and potentiometric data.
- The results of all tasks discussed in all previous sections regarding data interpretation and analysis.
- Recommendations for foundation installation, or other site preparation soils-related construction considerations with plan sheets as necessary.
- Any special provisions required for construction that are not addressed in the DEPARTMENT's Standard specification.
- An Appendix which includes SPT and CPT boring/sounding profiles, data from any specialized field tests, engineering analysis, notes/sample calculations, sheets showing ultimate bearing capacity curves versus elevation for piles and drilled shafts, a complete FHWA check list, pile driving records (if available), and any other pertinent information.

35.47 Final Reports - Signs, Signals, Box Culvert, Walls, and High Mast Lights

The final reports shall include the following:

- Copies of U.S.G.S. and S.C.S. maps with project limits shown.
- Summary of structure background data, S.C.S., U.S.G.S., geologic and potentiometric data.
- The results of all tasks discussed in all previous sections regarding data interpretation and analysis).
- Recommendations for foundation installation, or other site preparation soils-related construction considerations with plan sheets as necessary.
- Any special provisions required for construction that are not addressed in the DEPARTMENT's Standard specification.
- An Appendix which includes SPT and CPT boring/sounding profiles, data from any specialized field tests, engineering analysis, notes/sample calculations, sheets showing ultimate bearing capacity curves versus elevation for piles and drilled shafts, a complete FHWA check list, pile driving records (if available), and any other pertinent information.

Final reports will incorporate comments from the DEPARTMENT and contain any additional field or laboratory test results, recommended foundation alternatives along with design parameters and special provisions for the contract plans. These reports will be submitted to the District Geotechnical Engineer for review prior to project completion. After review by the District Geotechnical Engineer, the reports will be submitted to the District Geotechnical Engineer in final form and will include the following:

- All original plan sheets (11" x 17")
- One set of all plan and specification documents, in electronic format, according to DEPARTMENT requirements
- Two sets of record prints
- Six sets of any special provisions
- All reference and support documentation used in preparation of contract plans package

Additional final reports (up to four), aside from stated above, may be needed and requested for the DEPARTMENT's Project Manager and other disciplines.

The final reports, special provisions, as well as record prints, will be signed and sealed by a Professional Engineer licensed in the State of Florida.

Draft the detailed boring/sounding standard sheet, including environmental classification, results of laboratory testing, and specialized construction requirements, for inclusion in final plans.

35.48 SPT Boring Drafting

Prepare a complete set of drawings to include all SPT borings, auger borings and other pertinent soils information in the plans. Include these drawings in the Final Geotechnical Report. Draft borings, location map, S.C.S. map and U.S.D.A. map as directed by the DEPARTMENT. Soil symbols must be consistent with those presented in the latest Florida Department of Transportation Soils and Foundations Handbook.

35.49 Other Geotechnical

Other geotechnical effort specifically required for the project as determined by the Department, and included in the geotechnical upset limit.

35.50 Technical Special Provisions (To be determined on a project specific basis.)

35.51 Field Reviews

Identify and note surface soil and rock conditions, surface water conditions and locations, and preliminary utility conflicts. Observe and note nearby structures and foundation types.

35.52 Technical Meetings

35.53 Quality Assurance/Quality Control

35.54 Supervision

35.55 Coordination

36 3D MODELING (TO BE DETERMINED ON A PROJECT SPECIFIC BASIS)

The CONSULTANT shall analyze and document Roadway Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall deliver all master design files, 3D surface design models, and all supporting digital files for the development of plans as required in the DEPARTMENT's CADD Manual.

The CONSULTANT shall prepare a 3D model using the latest FDOT software in accordance with the FDOT CADD Manual. Includes all efforts required for developing files for 3D deliverables supporting automated machine guidance for design models. This includes importing survey data and creation of existing 3D surface features and models, and developing proposed corridor models with necessary detail of features to depict the proposed project in 3D to comply with the DEPARTMENT CADD Manual.

The CONSULTANT shall add detail to the corridor and design model for 3D design. Includes many elements that contribute to this including but not limited to slope transitions, typical section transitions, changes in pavement depth, berms, swales/ditches, and other feature transitions. Extra corridor structure leads to extra assemblies, extra targeting, etc. Dynamic relationships must be maintained. Frequency must be increase to achieve a useable model.

The CONSULTANT shall create an accurate roadway design model which includes modeling the intersections.

The CONSULTANT shall provide sufficient detail in the 3D model to account for driveways, Guardrail Terminal Locations, etc. and other graded areas where surface triangles are delivered as break lines.

36.1 Phase I 3D Design Model (30% Plans)

The CONSULTANT shall prepare, submit and present for approval by the DEPARTMENT, 30% complete 3D interactive model, comprised of, but not limited to: Existing features (pavement, shoulders, sidewalk, curb/gutter, utilities-if required per scope, drainage - if required per scope) and proposed corridor(s).

36.2 Phase II 3D Design Model (60% Plans)

The CONSULTANT shall prepare, submit and present for approval by the DEPARTMENT, 60% complete 3D model, comprised of, but not limited to: Modification of 30% model to update the model to comply with changes based on 30% review comments and to include

the addition of ponds, floodplain compensation sites, retaining walls, barrier walls, guardrail terminals, cross overs, gore areas, side street connections, roundabouts, and driveways.

[List optional services to be included, i.e. Curb Ramps, Closed Drainage Network, Bridge Modeling, Bridge Abutment, Overhead sign post/structures with foundation, Toll gantry and overhead DMS structures with foundation, proposed utilities (pressure pipe/gravity), etc.].

36.3 Phase III 3D Design Model (90% Plans)

The CONSULTANT shall prepare, submit and present for approval by the DEPARTMENT, 90% complete 3D model, comprised of, but not limited to: Modification of 60% model to update the model to comply with changes based on 60% review comments and to further refine areas of transition between templates, detailed grading areas, bridge approaches and end bents, median noses, shoulder transition areas, retaining walls, barrier walls and guardrail.

36.4 Final 3D Model Design (100% Plans)

The CONSULTANT shall prepare for approval by DEPARTMENT, 100% complete 3D model, comprised of, but not limited to: Modification of 90% model to update the model to comply with changes based on 90% review comments and to accurately generate, export and otherwise prepare the final 3D deliverable files as described in the DEPARTMENT's CADD Manual.

36.5 Cross Section Design Files

The CONSULTANT shall establish and develop cross section design files in accordance with the DEPARTMENT's CADD manual and FDOT Design Manual. Includes all work required to establish and utilize intelligent/automated methods for creating cross sections including determining the locations for which all cross sections will be shown, existing and proposed features, cross section refinement, placement of utilities and drainage, soil boxes, R/W lines, earthwork calculations, and other required labeling.

36.6 Template and Assembly Development (Optional)

The CONSULTANT shall prepare for approval by DEPARTMENT, specialty templates or assemblies needed to develop the features required to deliver the 3D model.

36.7 Quality Assurance/Quality Control

36.8 Supervision

36.9 Coordination

37 PROJECT REQUIREMENTS

37.1 Liaison Office

The DEPARTMENT and the CONSULTANT will designate a Liaison Office and a

Project Manager who shall be the representative of their respective organizations for the Project. While it is expected the CONSULTANT shall seek and receive advice from various state, regional, and local agencies, the final direction on all matters of this project remain with the DEPARTMENT Project Manager.

37.2 Key Personnel

The CONSULTANT's work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by DEPARTMENT. The CONSULTANT shall assign a Deputy Project Manager who shall be the representative in the absence of the Project Manager.

37.3 Progress Reporting

The CONSULTANT shall meet with the DEPARTMENT as required and shall provide a written monthly progress report with approved schedule, schedule status, and payout curve or by using the earned value method that describe the work performed on each task. The report will include assessing project risk through monthly documentation of identifying and updating the risk category and approach for monitoring those tasks. Invoices shall be submitted after the DEPARTMENT approves the monthly progress report and the payout curve or with earned value analysis. The Project Manager will make judgment on whether work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished.

37.4 Correspondence

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this contract shall be provided to the DEPARTMENT for their records within one (1) week of the receipt or mailing of said correspondence.

37.5 Professional Endorsement

The CONSULTANT shall have a Licensed Professional Engineer in the State of Florida sign and seal all reports, documents, technical special provisions, and plans as required by DEPARTMENT standards.

37.6 Computer Automation

The project will be developed utilizing Computer Aided Drafting and Design (CADD) systems. The DEPARTMENT makes available software to help assure quality and conformance with policy and procedures regarding CADD. It is the responsibility of the CONSULTANT to meet the requirements in the DEPARTMENT's CADD Manual. The CONSULTANT shall submit final documents and files as described therein. This project shall use corridor modeling.

37.7 Coordination with Other Consultants

The CONSULTANT is to coordinate his work with any and all adjacent and integral

consultants so as to effect complete and homogenous plans and specifications for the project(s) described herein.

37.8 Optional Services

At the DEPARTMENT's option, the CONSULTANT may be requested to provide optional services. The fee for these services shall be negotiated in accordance with the terms detailed in Exhibit B, Method of Compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s). Additional services may be authorized by Letter of Authorization or supplemental amendment in accordance with paragraph 2.00 of the Standard Consultant Agreement. The additional services may include Construction Assistance, Review of Shop Drawings, Final Bridge Load Rating, update (Category II) bridge plans electronically (CADD) for the Final "As-Built" conditions, based on documents provided by the DEPARTMENT (CADD Services Only) or other Services as required.

38 INVOICING LIMITS

Payment for the work accomplished shall be in accordance with Method of Compensation of this contract. Invoices shall be submitted to the DEPARTMENT, in a format prescribed by the DEPARTMENT. The DEPARTMENT Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to ensure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the DEPARTMENT.

The CONSULTANT shall provide a list of key events and the associated total percentage of work considered to be complete at each event. This list shall be used to control invoicing. Payments will not be made that exceed the percentage of work for any event until those events have actually occurred and the results are acceptable to the DEPARTMENT.

The CONSULTANT shall not submit the monthly electronic Invoice until notification from the DEPARTMENT Project Manager the Progress Report and the draft Invoice are both approved. The CONSULTANT shall submit a monthly electronic Invoice, in a format prescribed by the DEPARTMENT, within one (1) work day after notification of the approval of the Progress Report and the draft Invoice, as specified in Section 33.3. Concurrent with the submittal of the electronic Invoice to CITS, the CONSULTANT shall send an eMail notification to the DEPARTMENT Project Manager advising the electronic submittal to CITS has occurred.

The CONSULTANT shall submit a final electronic Invoice for design services up to and including the Mail Date of the project and shall notate on the invoice, the following capitalized words, "FINAL INVOICE FOR DESIGN SERVICES"

The CONSULTANT shall submit, in a format to be provided by the DEPARTMENT, a request for a Supplemental Amendment for Post Design Services on the Production Date of the project.

The DEPARTMENT Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to insure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the DEPARTMENT.

EXHIBIT "B"

METHOD OF COMPENSATION

1.0 PURPOSE

This exhibit defines the method and limits of compensation to be made to the Consultant for the services described in Exhibit "A", Scope of Services, and the method by which payments will be made.

2.0 COMPENSATION

For satisfactory completion of services authorized under this Agreement, the Department will pay the Consultant a Total Maximum Limiting Amount not to exceed \$5,000,000. This is a Continuing Services task assignment type agreement. The Department will furnish the Consultant a task work order specifying the services to be performed and the fees to be paid for each project assigned under this agreement. Total contract fees for this Agreement are subject to applicable contract limits established in Rule Chapter 14-75, Florida Administrative Code. The Department will confirm funds availability prior to issuing a task work order to the Consultant.

The Department shall request Consultant services on an as-needed basis. There is no guarantee that any or all of the services described in Exhibit "A" of this Agreement will be assigned during the term of this Agreement. Further, the Consultant is providing these services on a non-exclusive basis. The Department may, at its option, elect to have any of the services set forth herein performed by other consultants or Department staff.

The total amount of this agreement is expected to be funded by multiple appropriations. The State of Florida's performance and obligation to pay under this contract is contingent upon appropriation by the Legislature. Currently \$0 of the total amount has been approved. Therefore, it is agreed that the Consultant will not be obligated to perform services nor incur costs which would result in exceeding the funding currently approved, nor will the Department be obligated to reimburse the Consultant for costs or make fee payments in excess of currently established funding. The Department will provide written authorization if and when subsequent appropriations are approved and encumbered for this contract, or when funding authorization decreases occur.

At the Department's option, additional financial project numbers and associated funding may be added and authorized by task work order execution contingent upon legislative appropriation and budget approval and subject to contractual limits.

It shall be the responsibility of the CONSULTANT to ensure at all times that sufficient funding remains within the amount established for each assignment to complete authorized services. Changes to the amounts established for each work order shall require an amendment to the work order.

Please note that funds will not become available until the beginning of each fiscal year. The Department's fiscal year begins July 1st of each year and ends June 30th of each succeeding year. Work that requires funding from a future fiscal year cannot

begin/continue until the Funds have been approved and encumbered by the Department. The Department will provide written authorization when subsequent appropriations are approved and encumbered, or when funding authorization decreases occur.

The following firms are each subject to a contract fee limit up to but less than \$500,000 for the term of the Agreement: *N/A*. This contract fee limitation may be removed at such time as the subconsultant firm submits an FDOT approved overhead audit performed by an independent CPA.

2.1 Summary of Compensation

Fees for each task work order will be negotiated either as a lump sum amount (fixed price), a limiting amount (cost reimbursement), or as a combination lump sum and limiting amount. Where lump sum amounts are established, fees will be negotiated in accordance with Section 2.2. Where limiting amount fees are established, compensation will be in accordance with Section 2.2. Compensation for direct expense costs may be included in task work order fees, in accordance with Section 2.2.

This Agreement does not involve the purchase of Tangible Personal Property, as defined in Section 273.02 Florida Statutes.

2.2 Details of Compensation

Lump Sum Elements

For task work order compensation elements established as lump sum, the Department may compensate the Consultant in accordance with one or more of the following methods of payment:

LS1- At Completion of Task

(LS-1) The Consultant will receive payment upon completion and acceptance by the Department of the subject task required under this agreement.

LS-2- % of Completion of Services

(LS-2) The Consultant will receive progress payments for services based on the percentage of services that have been completed and accepted by the Department during the billing period.

LS-6- Defined Unit Amount per Invoice, Balance at End

(LS-6) The Consultant will receive progress payments for services at the defined unit rate provided in Table 6. Any balance remaining upon completion and approval of services will be due at that time.

Limiting Amount/Cost Reimbursable Elements

For task work order compensation elements established as limiting amounts, the Department will compensate the Consultant, subject to the total established limiting amount, for all reasonable, allocable and allowable costs incurred in the

categories defined below. The reasonableness, allocability and allowability of compensation sought under this agreement is expressly made subject to the terms of this Agreement; Federal Acquisition Regulations; Office of Management and Budget Circulars A-21, A-87, A-102, A-110; and any pertinent Federal and State Law.

Loaded Labor Rates- (LA-4)

Subject to the established limiting amount, the Consultant will be compensated for these services based on the rates provided in Table 6 of Section 5.0. No additional multipliers will be applied to these rates. For units of work, payment for such services will be based on approved units incurred during the billing period. For labor rates, payment for such services will be based on approved time incurred during the billing period. No additional multipliers will be applied to these rates. The following firms loaded labor rates are inclusive of Contract Duration Adjustment Factor: *Bayer United Engineering Consultants, LLC*.

3.0 INVOICING PROCEDURE

The Consultant will be eligible for progress payments under this agreement at monthly intervals or when individual tasks or mileposts defined in this agreement are completed or reached.

Invoices for this agreement will be prepared by the Consultant and submitted through the Department's web-enabled Consultant Invoice Transmittal System (CITS) Internet application.

The invoices will be supported by such information as may be required by Department procedures to substantiate the charges being invoiced. The Consultant will maintain for this purpose a job cost accounting system that is acceptable to the Department.

If requested by the Department, the final invoice for this agreement will be accompanied by a certified job cost summary report generated by the Consultant's accounting system. The report will include at a minimum the total number of hours and salary cost actually charged to the project, the total miscellaneous direct expense, and total sub-consultant cost charged to the project.

The Consultant will report sub-consultant payments through the Department's Equal Opportunity Compliance System (EOC) on the Internet. Failure to submit sub-consultant payment information may be cause for rejection of the invoice. For additional information on how to enter payment information into the Department's EOC system please refer to following link: <https://www.fdot.gov/equalopportunity/eoc.shtm> Within thirty days after receipt of final payment, the Consultant will report final sub-consultant payments through the Equal Opportunity Compliance System. The Consultant will pay all sub-consultants their proportionate share of payments received from the Department within thirty days of the Consultant's receipt of payment from the Department.

The Department will render a decision on the acceptability of services within 7 working days of receipt of either the services, invoice, or progress report, whichever is later. The Department reserves the right to withhold payments for work not completed, or work

completed unsatisfactorily, or work that is deemed inadequate or untimely by the Department. Any payment withheld will be released and paid to the Consultant promptly when work is subsequently performed.

3.1 Project Cost Accounting

Project costing is used to track the total costs of a project as well as the use of budget and funds, so the Department knows the financial status of its projects at any point in time. This Continuing contract has been designated for project costing up front for task work orders, by programming and encumbering funds to the project specific financial project number, where possible. Only activities or services of a general nature may be encumbered to the general financial project number established for this contract. The districtwide general financial project number should not be used where individual project specific numbers can be identified.

When consultants are performing work related to specific projects or corridors, it is appropriate to pay for these costs with work program budget. In such instances, projects should be opened in advance of work being performed, and funds encumbered to the project specific number prior to issuance of the task work order. The task work order should include an approved encumbrance to the project specific number.

4.0 PROJECT CLOSEOUT

4.1 Final Audit

If requested, the Consultant will permit the Department to perform an audit of the records of the Consultant and any or all sub-consultants to support the compensation paid the Consultant. The audit will be performed as soon as practical after completion and acceptance of the contracted services. In the event funds paid to the Consultant under this Agreement are subsequently properly disallowed by the Department because of accounting errors or charges not in conformity with this Agreement, the Consultant agrees that such disallowed amounts are due to the Department upon demand. Further, the Department will have the right to deduct, from any payment due the Consultant under any other contract, any amount due the Department.

4.2 Certificate of Completion

A Certificate of Completion will be prepared for execution by both parties stating the total compensation due the Consultant, the amount previously paid, and the difference.

Upon execution of the Certificate of Completion, the Consultant will either submit a termination invoice for an amount due or refund for overpayment, provided the net difference is not zero.

5.0 **COMPENSATION**

The following tables are provided for definition of contractual rates. Table numbers not listed are not included in this document.

Table 6 – Loaded Labor Rates

METHOD OF COMPENSATION TABLES

Table 6 – Loaded Labor Rates			
*No multipliers will be added to the following rates.			
Consultant	Job Class	Unit	Rate
Bayer United Engineering Consultants, LLC	Engineer 1 Home	HOURL	\$212.56
	Engineering Intern Home	HOURL	\$146.71
	Senior Engineer 1 Home	HOURL	\$250.05



Florida Department of Transportation

RON DESANTIS
GOVERNOR

11201 N. McKinley Drive
Tampa, FL 33612-6456

JARED W. PERDUE, P.E.
SECRETARY

June 16, 2025

City of Zephyrhills
Purchasing Department
5335 8th Street
Zephyrhills, FL 33542

Re: FDOT Award of Contract #CAL30 to Bayer United Engineering Consultants, LLC
FPID 450566-1-32-01, Districtwide Sidewalk Gap Design, Hillsborough County

Dear City of Zephyrhills:

On November 4, 2022, a (5) five-year contract for professional engineering services was awarded to Bayer United Engineering Consultants (BUEC) by the Florida Department of Transportation (FDOT), District 7, for solicitation advertisement #23740, for FDOT Project 450566-1-32-01. For this solicitation, 15 engineering firms submitted the required documents and after interviews, 4 engineering firms were selected for contracts which included Bayer United Engineering Consultants, LLC. As this qualification-based solicitation was publicly solicited and awarded, other public government agencies can utilize this contract for their own purposes using the piggyback process.

BUEC is a highly capable engineering firm that has successfully worked on many past FDOT projects. For additional questions or comments, please contact me, the Department's Project Manager, at 813-975-6096 or via email at Bronoris.Pye@dot.state.fl.us.

Sincerely,

Bronoris C. Pye, E.I.

Project Management Supervisor IV

CONSENT ITEMS 1.11

Approval of Amendment 1 to DEO Grant Agreement HL258 (**24-24-03**), Zephyr Park Improvements

Issue:

Amendment 1 to Agreement HL258 with the Florida Department of Economic Opportunity

Background:

Due to the impacts of Hurricane Milton and the severe flooding at Zephyr Park the City staff is still working diligently with SWFWMD in determining the flood plain before we start constructing permanent structures like a new pavilion and restroom. The City requested an amendment to Grant Agreement No. HL258 as follows:

1. Remove Task #4 and Task #6 and reallocate those remaining funds to Task #3 and Task #5.
2. Task #3 – Install Playground – projected costs \$500,000.00.
3. Task #5 – Renovate Parking Lot – projected costs \$120,000.
4. Amend the current agreement Period “Expiration Date” (June30, 2025) to December 31, 2025.
5. The playground design is being delayed as we are waiting for approval on park plans, currently expecting approval in August 2025. Otherwise, we run the risk of having to redesign the playground equipment for specific areas around the park. This extension will also allow us time to get the playground equipment ordered and installed and completion of the renovation of the parking lot in a timely manner.

Attachment(s):

1. HL258 Amendment 1

Fiscal Impact:

\$600,000 State Appropriation.

Staff Recommendation:

Staff recommends approval for Amendment 1 to HL258.

**AMENDMENT ONE TO
GRANT AGREEMENT
BETWEEN
THE FLORIDA DEPARTMENT OF COMMERCE
AND
CITY OF ZEPHYRHILLS**

On January 30, 2024, the State of Florida, Department of Commerce ("Commerce"), and the City of Zephyrhills ("Grantee"), entered into Grant Agreement Number HL258 ("Agreement") for the City of Zephyrhills' Zephyr Lake Park Center Project. Commerce and Grantee are sometimes referred to herein individually as a "Party" and collectively as "the Parties."

WHEREAS, Section D, Modification, of the Agreement provides that any amendment to the Agreement shall be in writing and executed by the Parties thereto; and

WHEREAS, the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. Section A, Agreement Period, is hereby deleted in its entirety and is replaced with the following:

This Agreement is effective as of July 1, 2023 (the "Effective Date") and shall continue until the earlier to occur of (a) December 31, 2025 (the "Expiration Date") or (b) the date on which either Party terminates this Agreement (the "Termination Date"). The period of time between the Effective Date and the Expiration Date or Termination is the "Agreement Period."

2. Section B.b), Grantee Responsibilities of Attachment 1, Scope of Work, is hereby deleted in its entirety and replaced with the following:

- b) Complete the following construction activities in accordance with Master Plan and budget:
 - i. Complete and submit Arborist Report
 - ii. Removal and/or Pruning of trees in accordance with Arborist Report
 - iii. Install Playground
 - iv. Renovate Parking Lot

3. This agreement is hereby reinstated as though it had not expired.
4. All other terms and conditions of the Agreement remain in full force and effect.

Remainder of this page left intentionally blank

IN WITNESS THEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Agreement Number **HL258** as amended. This Amendment is effective on the date the last Party signs this Amendment or on June 30, 2025, whichever happens earlier.

CITY OF ZEPHYRHILLS	FLORIDA DEPARTMENT OF COMMERCE
SIGNED:	SIGNED:
Charles Proctor	J. Alex Kelly
City Council President	Secretary
DATE:	DATE:

Approved as to form and legal sufficiency,
subject only to full and proper execution by
the Parties.

OFFICE OF GENERAL COUNSEL
FLORIDA DEPARTMENT OF COMMERCE

By: _____

Approved Date: _____

CONSENT ITEMS 1.12

Approval of Neptune meter 2.8% CPI and the 5% Tariff cost increases [**41-24-18**].

Issue:

Approval of Neptune meter 2.8% CPI and the 5% Tariff cost increases.

Background:

The city has been using Neptune products for many years and the entire meter reading network is Neptune-related (other than billing). We have seen very few, if any, cost increases prior to the past 3 years, but understand the cost increases are necessary.

Additionally, the recent tariffs imposed on certain countries have affected the manufacturing costs of Neptune products. A 5% tariff charge will apply to Neptune products until the tariffs have eased. See attached letter.

Attachment(s):

1. US Surcharge Customer Letter
2. City of Zephyrhills - Price Adjustment Notification for FY26

Fiscal Impact:

As an example, the cost increase of 2.8% will have an impact of \$5,600.00 on \$200,000.00 worth of merchandise. The 5% effect will be an additional \$10,000.00.

Staff Recommendation:

Staff recommends to the City Council to approve this item as presented.

May 22, 2025

Dear Valued Customer,

At Neptune, we are committed to providing you with the highest quality products while maintaining fair and competitive pricing. Due to cost increases driven by global trade policies for certain materials and components sourced internationally, we are experiencing significant upward pressure on production expenses.

Although the majority of our manufacturing is U.S. based, specific inputs from international suppliers have been significantly affected by global trade-related cost increases. We have worked diligently to absorb as much of this impact as possible through internal efficiencies and cost management strategies, however, despite our best efforts, a price adjustment is necessary.

What You Need to Know:

- **Adjustment:** A 5% global trade surcharge.
- **Effective Date:** All invoices processed on or after **June 1, 2025**.
- **Scope:** Applies to all hardware orders placed on or after the effective date, the surcharge will appear on the invoice as a separate line item "Trade Surcharge".
- **Duration:** This adjustment will remain in place until cost conditions normalize. We will continue to monitor developments and make changes as appropriate.

We understand the importance of pricing stability and assure you that this measure is a direct response to cost increases driven by global trade policies and market conditions beyond our control. We remain committed to identifying alternate sourcing options, negotiating with our suppliers, and improving efficiencies to mitigate long-term impacts.

We sincerely appreciate your partnership and understanding. If you have any questions or would like to discuss how this may affect your orders, please reach out to your local Neptune representative.

Best regards,

Jeff Olsen
Director of US - International Sales
Neptune Technology Group

June 9, 2025

To Whom It May Concern,

Thank you for your continued trust and faith in Neptune solutions. As always, we are committed to providing you with the best products and solutions in the water industry.

Like all businesses, Neptune has seen ever increasing costs for the key materials and inputs required to manufacture best in class water solutions. Over the last 12 months, the Core CPI index increased 2.8%. These increases have affected the costs of providing services to our customers. As such, this is a notice that there will be an overall average increase of 2.14% for our products effective October 1, 2025.

This was a difficult, but necessary decision to make; and we understand how it impacts our customers. Therefore, we would like to express our appreciation for your ongoing support, and we are confident these changes will help us to continue providing you with the quality products and services that help you, our valued customers, #WinYourDay.

Regards,

Terry D. Gullett
Senior Territory Manager
Neptune Technology Group, Inc.



Meter & Automation Group

June 9, 2025

Mr. CJ Funnell
Utilities Department
City of Zephyrhills
5335 8th St.
Zephyrhills, Fl. 33542-4312

RE: NEPTUNE METER R900 ANNUAL ADVANCED METERING INFRASTRUCTURE SYSTEM PRICE AGREEMENT –2025-2026 (10/1/2025 – 9/30/2026)

Mr. Funnell,

We are pleased to present this pricing agreement to you for fiscal year 2025-2026.

Listed below are the prices you have requested:

<u>Description</u>	<u>Unit Price</u>
Neptune, 5/8"x3/4" Mach 10 R900i Gallon Meter	\$334.50
Neptune, 1" Mach 10 R900i Gallon Meter	\$415.00
Neptune, 1 ½" Mach 10 R900i Gallon Meter	\$930.00
Neptune, 2" Mach 10 R900i Gallon Meter	\$1,085.00
Neptune, 3" Mach 10 R900i Gallon Meter – 12" Lay Length	\$2,950.00
Neptune, 3" Mach 10 R900i Gallon Meter – 17" Lay Length	\$3,025.00
Neptune, 4" Mach 10 R900i Gallon Meter – 14" Lay Length	\$3,755.00
Neptune, 4" Mach 10 R900i Gallon Meter – 20" Lay Length	\$3,835.00
Neptune, 6" Mach 10 R900i Gallon Meter – 18" Lay Length	\$6,270.00
Neptune, 6" Mach 10 R900i Gallon Meter – 24" Lay Length	\$6,400.00
Neptune, 8" Mach 10 R900i Gallon Meter – 20" Lay Length	\$10,102.00
Neptune, 10" Mach 10 R900i Gallon Meter – 26" Lay Length	\$12,586.00
Neptune, 12" Mach 10 R900i Gallon Meter – 19.7" Lay Length	\$14,935.00
 R900i RF Register Only (Any Size)	 \$215.00
R900 External Pit Lid Antenna Kit – 6' Length	\$30.00
R900 Cellular Plus External Pit Lid Antenna Kit – 6' Length	\$46.00
 Neptune Belt Clip R900 RF Transceiver	 \$5,500.00
Neptune MRX920 Mobile Data Collector (less laptop)	\$10,935.00
 Neptune R900 V4 Fixed Network Data Collector	 \$9,850.00
Neptune R900 Fixed Network Collector Antenna	\$438.00
Neptune 150W Solar Panel System	\$3,850.00
Neptune UPS- Outdoor AC Power Assy.	\$2,777.00
 <u>Neptune 360 SaaS Platform (AMI) Annual Subscription</u>	
20,001-50,000 Connected Endpoints – (Per Meter/Per Year)	\$2.10

Neptune 360 SaaS Platform + Firstnet Cellular Data Plan Annual Subscription
20,001-50,000 Connected Endpoints – (Per Meter/Per Year) \$7.25

R900I RF Meters above available in FirstNet Cellular Option for a \$50 adder.

Freight: Allowed

Pricing Term: 10/1/2025-9/30/2026

This pricing does not reflect any Neptune trade-related surcharge that might be active at the time of shipment. Should any trade-related surcharge be assessed at the time of shipment, it will be reflected as a separate line-item surcharge on the invoice. The unit pricing will remain the same for the term outlined above.

We certainly appreciate the past business we have received from the City of Zephyrhills and look forward to meeting your automated water metering needs in the future. Should you have any questions concerning this proposal, please do not hesitate to give me a call.

Sincerely,

Tyler Stargel

AMI Specialist

Ferguson Waterworks

Phone: 251.223.9344

Email: tyler.stargel1@ferguson.com



**Transmission of material in this release is embargoed until
8:30 a.m. (ET) Tuesday, May 13, 2025**

USDL-25-0786

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
Media contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX – APRIL 2025

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.2 percent on a seasonally adjusted basis in April, after falling 0.1 percent in March, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.3 percent before seasonal adjustment.

The index for shelter rose 0.3 percent in April, accounting for more than half of the all items monthly increase. The energy index also increased over the month, rising 0.7 percent as increases in the natural gas index and the electricity index more than offset a decline in the gasoline index. The index for food, in contrast, fell 0.1 percent in April as the food at home index decreased 0.4 percent and the food away from home index rose 0.4 percent over the month.

The index for all items less food and energy rose 0.2 percent in April, following a 0.1-percent increase in March. Indexes that increased over the month include household furnishings and operations, medical care, motor vehicle insurance, education, and personal care. The indexes for airline fares, used cars and trucks, communication, and apparel were among the major indexes that decreased in April.

The all items index rose 2.3 percent for the 12 months ending April, after rising 2.4 percent over the 12 months ending March. The April change was the smallest 12-month increase in the all items index since February 2021. The all items less food and energy index rose 2.8 percent over the last 12 months. The energy index decreased 3.7 percent for the 12 months ending April. The food index increased 2.8 percent over the last year.

Changes to leased cars and trucks source data and methodology

Effective with this release, the Bureau of Labor Statistics (BLS) has replaced the survey data collected for the CPI's leased cars and trucks index with transaction data purchased from a vendor to increase the accuracy of the index.

The Measuring Price Change in the CPI: Leased cars and trucks factsheet at www.bls.gov/cpi/factsheets/leased-cars-and-trucks.htm has been updated to reflect these changes.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Apr. 2024 - Apr. 2025
Percent change

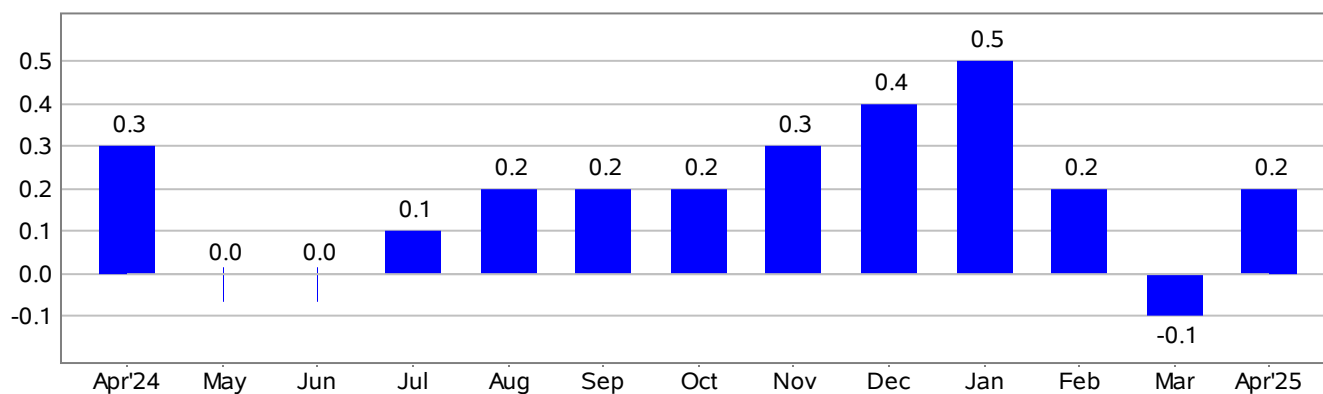


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Apr. 2024 - Apr. 2025
Percent change

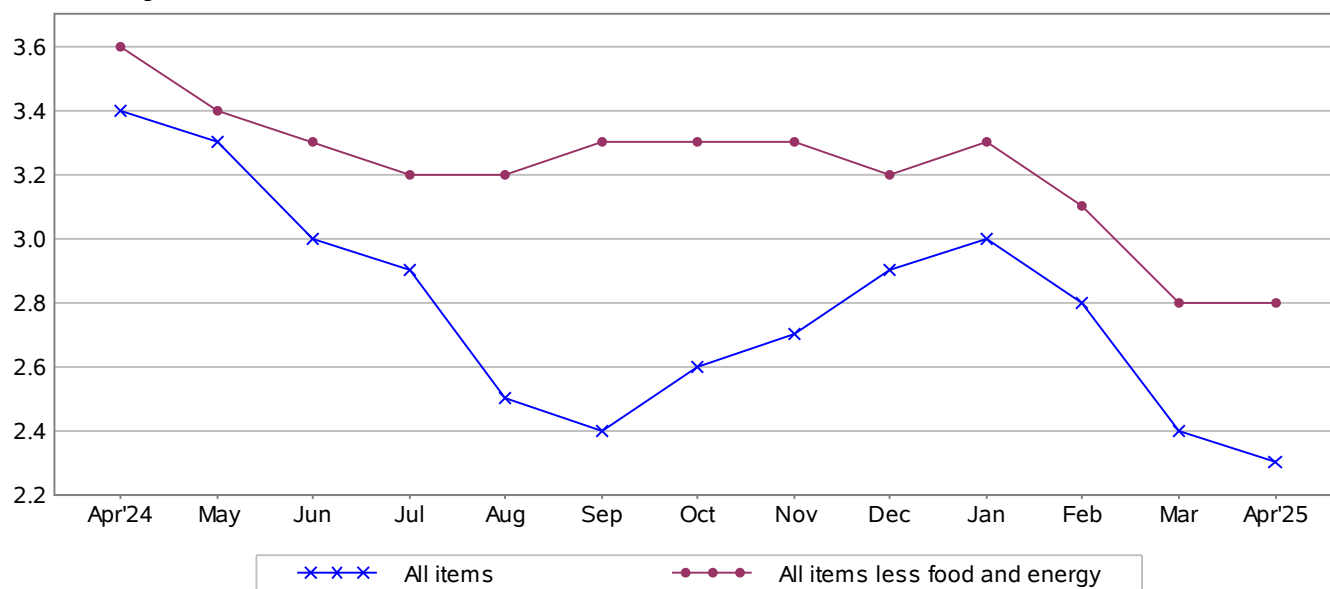


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Apr. 2025
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	
All items.....	0.2	0.3	0.4	0.5	0.2	-0.1	0.2	2.3
Food.....	0.2	0.3	0.3	0.4	0.2	0.4	-0.1	2.8
Food at home.....	0.2	0.4	0.3	0.5	0.0	0.5	-0.4	2.0
Food away from home ¹	0.2	0.3	0.3	0.2	0.4	0.4	0.4	3.9
Energy.....	-0.2	0.1	2.4	1.1	0.2	-2.4	0.7	-3.7
Energy commodities.....	-1.1	0.2	3.9	1.9	-0.9	-6.1	-0.2	-11.5
Gasoline (all types).....	-1.0	0.3	4.0	1.8	-1.0	-6.3	-0.1	-11.8
Fuel oil.....	-2.3	-1.4	2.1	6.2	0.8	-4.2	-1.3	-9.6
Energy services.....	0.7	-0.1	0.8	0.3	1.4	1.6	1.5	6.2
Electricity.....	0.8	-0.2	0.2	0.0	1.0	0.9	0.8	3.6
Utility (piped) gas service.....	0.5	0.5	2.8	1.8	2.5	3.6	3.7	15.7
All items less food and energy.....	0.3	0.3	0.2	0.4	0.2	0.1	0.2	2.8
Commodities less food and energy commodities.....	0.0	0.2	0.0	0.3	0.2	-0.1	0.1	0.1
New vehicles.....	0.0	0.5	0.4	0.0	-0.1	0.1	0.0	0.3
Used cars and trucks.....	1.2	1.3	0.8	2.2	0.9	-0.7	-0.5	1.5
Apparel.....	-0.9	0.1	0.1	-1.4	0.6	0.4	-0.2	-0.7
Medical care commodities ¹	-0.2	-0.1	0.0	1.2	0.1	-1.1	0.4	1.0
Services less energy services.....	0.3	0.3	0.3	0.5	0.3	0.1	0.3	3.6
Shelter.....	0.4	0.3	0.3	0.4	0.3	0.2	0.3	4.0
Transportation services.....	0.4	0.1	0.5	1.8	-0.8	-1.4	0.1	2.5
Medical care services.....	0.3	0.3	0.2	0.0	0.3	0.5	0.5	3.1

¹ Not seasonally adjusted.

Food

The index for food decreased 0.1 percent in April, after rising 0.4 percent in March. The food at home index fell 0.4 percent over the month, the largest decline in that index since September 2020. Five of the six major grocery store food group indexes decreased in April. Driven primarily by a 12.7-percent decrease in the index for eggs, the index for meats, poultry, fish, and eggs fell 1.6 percent in April after rising in recent months. The fruits and vegetables index decreased 0.4 percent over the month and the cereals and bakery products index declined 0.5 percent. The index for other food at home decreased 0.1 percent in April and the index for dairy and related products fell 0.2 percent. In contrast, the nonalcoholic beverages index increased 0.7 percent over the month.

The food away from home index rose 0.4 percent in April. The index for full service meals rose 0.6 percent over the month and the index for limited service meals rose 0.3 percent.

The index for food at home rose 2.0 percent over the last 12 months. The meats, poultry, fish, and eggs index rose 7.0 percent over the last 12 months as the eggs index increased 49.3 percent. The index for nonalcoholic beverages increased 3.2 percent over the same period, while the index for other food at home rose 0.7 percent. The dairy and related products index increased 1.6 percent over the 12 months ending in April. The cereals and bakery products index was unchanged over the year, while the index for fruits and vegetables decreased 0.9 percent over the same period.

The food away from home index rose 3.9 percent over the last year. The index for full service meals rose 4.3 percent and the index for limited service meals rose 3.4 percent over the same period.

Energy

The energy index increased 0.7 percent in April, after falling 2.4 percent in March. The index for natural gas rose 3.7 percent over the month and the index for electricity increased 0.8 percent. The gasoline index decreased 0.1 percent over the month. (Before seasonal adjustment, gasoline prices increased 2.9 percent in April.)

The index for energy decreased 3.7 percent over the past 12 months. The gasoline index fell 11.8 percent over this 12-month span and the fuel oil index fell 9.6 percent over that period. In contrast, the index for electricity increased 3.6 percent over the last 12 months and the index for natural gas rose 15.7 percent.

All items less food and energy

The index for all items less food and energy rose 0.2 percent in April, following a 0.1-percent increase in March. The shelter index increased 0.3 percent over the month. The index for owners' equivalent rent rose 0.4 percent in April and the index for rent increased 0.3 percent. The lodging away from home index fell 0.1 percent in April.

The index for household furnishings and operations increased 1.0 percent in April, after being unchanged in March. The motor vehicle insurance index rose 0.6 percent in April. The index for education increased 0.1 percent over the month, as did the index for personal care. In contrast, the airline fares index fell 2.8 percent in April, after declining 5.3 percent in March. The index for used cars and trucks fell 0.5 percent over the month, and the indexes for communication and apparel also declined. The new vehicles index and the recreation index were unchanged in April.

The medical care index increased 0.5 percent over the month. The index for hospital services increased 0.6 percent in April and the index for physicians' services rose 0.3 percent over the month. The prescription drugs index rose 0.4 percent in April.

The index for all items less food and energy rose 2.8 percent over the past 12 months. The shelter index increased 4.0 percent over the last year. Other indexes with notable increases over the last year include medical care (+2.7 percent), motor vehicle insurance (+6.4 percent), education (+3.8 percent), and recreation (+1.6 percent).

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 2.3 percent over the last 12 months to an index level of 320.795 (1982-84=100). For the month, the index increased 0.3 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 2.1 percent over the last 12 months to an index level of 314.243 (1982-84=100). For the month, the index increased 0.3 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 2.1 percent over the last 12 months. For the month, the index increased 0.3 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

The Consumer Price Index for May 2025 is scheduled to be released on Wednesday, June 11, 2025, at 8:30 a.m. (ET).

Rebasing of Selected Consumer Price Index Series

With the publication of July 2025 data on August 12, 2025, several CPI series will be rebased to December 2024 = 100. When new base years are introduced, BLS recalculates each index back to the beginning of that series to ensure continuity. A complete list of indexes to be rebased is available at www.bls.gov/cpi/additional-resources/rebased-series.htm.

Technical Note

Brief Explanation of the CPI

The Consumer Price Index (CPI) measures the change in prices paid by consumers for goods and services. The CPI reflects spending patterns for each of two population groups: all urban consumers and urban wage earners and clerical workers. The all urban consumer group represents over 90 percent of the total U.S. population. It is based on the expenditures of almost all residents of urban or metropolitan areas, including professionals, the self-employed, the poor, the unemployed, and retired people, as well as urban wage earners and clerical workers. Not included in the CPI are the spending patterns of people living in rural nonmetropolitan areas, farming families, people in the Armed Forces, and those in institutions, such as prisons and mental hospitals. Consumer inflation for all urban consumers is measured by two indexes, namely, the Consumer Price Index for All Urban Consumers (CPI-U) and the Chained Consumer Price Index for All Urban Consumers (C-CPI-U).

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) is based on the expenditures of households included in the CPI-U definition that meet two requirements: more than one-half of the household's income must come from clerical or wage occupations, and at least one of the household's earners must have been employed for at least 37 weeks during the previous 12 months. The CPI-W population represents approximately 30 percent of the total U.S. population and is a subset of the CPI-U population.

The CPIs are based on prices of food, clothing, shelter, fuels, transportation, doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected each month in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments (department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments). All taxes directly associated with the purchase and use of items are included in the index. Prices of fuels and a few other items are obtained every month in all 75 locations. Prices of most other commodities and services are collected every month in the three largest geographic areas and every other month in other areas. Prices of most goods and services are obtained by personal visit, telephone call, web, or app collection by the Bureau's trained representatives.

In calculating the index, price changes for the various items in each location are aggregated using weights, which represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. For the CPI-U and CPI-W, separate indexes are also published by size of city, by region of the country, for cross-classifications of regions and population-size classes, and for 23 selected local areas. Area indexes do not measure differences in the level of prices among cities; they only measure the average change in prices for each area since the base period. For the C-CPI-U, data are issued only at the national level. The CPI-U and CPI-W are considered final when released, but the C-CPI-U is issued in preliminary form and subject to three subsequent quarterly revisions.

The index measures price change from a designed reference date. For most of the CPI-U and the CPI-W, the reference base is 1982-84 equals 100. The reference base for the C-CPI-U is December 1999 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107.

Sampling Error in the CPI

The CPI is a statistical estimate that is subject to sampling error because it is based upon a sample of retail prices and not the complete universe of all prices. BLS calculates and publishes estimates of the 1-

month, 2-month, 6-month, and 12-month percent change standard errors annually for the CPI-U. These standard error estimates can be used to construct confidence intervals for hypothesis testing. For example, the estimated standard error of the 1-month percent change is 0.03 percent for the U.S. all items CPI. This means that if we repeatedly sample from the universe of all retail prices using the same methodology, and estimate a percentage change for each sample, then 95 percent of these estimates will be within 0.06 percent of the 1-month percentage change based on all retail prices. For example, for a 1-month change of 0.2 percent in the all items CPI-U, we are 95 percent confident that the actual percent change based on all retail prices would fall between 0.14 and 0.26 percent. For the latest data, including information on how to use the estimates of standard error, see www.bls.gov/cpi/tables/variance-estimates/home.htm.

Calculating Index Changes

Movements of the indexes from 1 month to another are usually expressed as percent changes rather than changes in index points, because index point changes are affected by the level of the index in relation to its base period, while percent changes are not. The following table shows an example of using index values to calculate percent changes:

	Item A	Item B	Item C
Year I	112.500	225.000	110.000
Year II	121.500	243.000	128.000
Change in index points	9.000	18.000	18.000
Percent change	$9.0/112.500 \times 100 = 8.0$	$18.0/225.000 \times 100 = 8.0$	$18.0/110.000 \times 100 = 16.4$

Use of Seasonally Adjusted and Unadjusted Data

The Consumer Price Index (CPI) program produces both unadjusted and seasonally adjusted data. Seasonally adjusted data are computed using seasonal factors derived by the X-13ARIMA-SEATS seasonal adjustment method. These factors are updated each February, and the new factors are used to revise the previous 5 years of seasonally adjusted data. The factors are available at www.bls.gov/cpi/tables/seasonal-adjustment/seasonal-factors-2025.xlsx. For more information on data revision scheduling, please see the Factsheet on Seasonal Adjustment at www.bls.gov/cpi/seasonal-adjustment/questions-and-answers.htm and the Timeline of Seasonal Adjustment Methodological Changes at www.bls.gov/cpi/seasonal-adjustment/timeline-seasonal-adjustment-methodology-changes.htm.

How to Use Seasonally Adjusted and Unadjusted Data

For analyzing short-term price trends in the economy, seasonally adjusted changes are usually preferred since they eliminate the effect of changes that normally occur at the same time and in about the same magnitude every year—such as price movements resulting from weather events, production cycles, model changeovers, holidays, and sales. This allows data users to focus on changes that are not typical for the time of year.

The unadjusted data are of primary interest to consumers concerned about the prices they actually pay. Unadjusted data are also used extensively for escalation purposes. Many collective bargaining contract agreements and pension plans, for example, tie compensation changes to the Consumer Price Index

before adjustment for seasonal variation. BLS advises against the use of seasonally adjusted data in escalation agreements because seasonally adjusted series are revised annually for five years.

Intervention Analysis

The Bureau of Labor Statistics uses intervention analysis seasonal adjustment (IASA) for some CPI series. Sometimes extreme values or sharp movements can distort the underlying seasonal pattern of price change. Intervention analysis seasonal adjustment is a process by which the distortions caused by such unusual events are estimated and removed from the data prior to calculation of seasonal factors. The resulting seasonal factors, which more accurately represent the seasonal pattern, are then applied to the unadjusted data.

For example, this procedure was used for the motor fuel series to offset the effects of the 2009 return to normal pricing after the worldwide economic downturn in 2008. Retaining this outlier data during seasonal factor calculation would distort the computation of the seasonal portion of the time series data for motor fuel, so it was estimated and removed from the data prior to seasonal adjustment. Following that, seasonal factors were calculated based on this “prior adjusted” data. These seasonal factors represent a clearer picture of the seasonal pattern in the data. The last step is for motor fuel seasonal factors to be applied to the unadjusted data.

For the seasonal factors introduced for January 2025, BLS adjusted 63 series using intervention analysis seasonal adjustment, including selected food and beverage items, motor fuels and vehicles.

Revision of Seasonally Adjusted Indexes

Seasonally adjusted data, including the U.S. city average all items index levels, are subject to revision for up to 5 years after their original release. Every year, economists in the CPI calculate new seasonal factors for seasonally adjusted series and apply them to the last 5 years of data. Seasonally adjusted indexes beyond the last 5 years of data are considered to be final and not subject to revision. For January 2025, revised seasonal factors and seasonally adjusted indexes for 2020 to 2024 were calculated and published. For series which are directly adjusted using the Census X-13ARIMA-SEATS seasonal adjustment software, the seasonal factors for 2024 will be applied to data for 2025 to produce the seasonally adjusted 2025 indexes. Series which are indirectly seasonally adjusted by summing seasonally adjusted component series have seasonal factors which are derived and are therefore not available in advance.

Determining Seasonal Status

Each year the seasonal status of every series is reevaluated based upon certain statistical criteria. Using these criteria, BLS economists determine whether a series should change its status from "not seasonally adjusted" to "seasonally adjusted", or vice versa. If any of the 81 components of the U.S. city average all items index change their seasonal adjustment status from seasonally adjusted to not seasonally adjusted, not seasonally adjusted data will be used in the aggregation of the dependent series for the last 5 years, but the seasonally adjusted indexes before that period will not be changed. For 2025, 34 of the 81 components of the U.S. city average all items index are not seasonally adjusted.

Contact Information

For additional information about the CPI visit www.bls.gov/cpi or contact the CPI Information and Analysis Section at 202-691-7000 or cpi_info@bls.gov.

For additional information on seasonal adjustment in the CPI visit www.bls.gov/cpi/seasonal-adjustment/home.htm

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025

[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024	Mar. 2025	Apr. 2025	Apr. 2024-Apr. 2025	Mar. 2025-Apr. 2025	Jan. 2025-Feb. 2025	Feb. 2025-Mar. 2025	Mar. 2025-Apr. 2025
All items.....	100.000	313.548	319.799	320.795	2.3	0.3	0.2	-0.1	0.2
Food.....	13.681	328.678	337.751	337.747	2.8	0.0	0.2	0.4	-0.1
Food at home.....	8.051	305.707	312.815	311.840	2.0	-0.3	0.0	0.5	-0.4
Cereals and bakery products.....	1.101	355.852	358.450	355.976	0.0	-0.7	0.4	-0.1	-0.5
Meats, poultry, fish, and eggs.....	1.669	322.323	348.179	344.883	7.0	-0.9	1.6	1.3	-1.6
Dairy and related products ¹	0.734	267.474	272.244	271.750	1.6	-0.2	-1.0	1.0	-0.2
Fruits and vegetables.....	1.307	352.274	350.379	349.187	-0.9	-0.3	-0.5	-0.5	-0.4
Nonalcoholic beverages and beverage materials.....	0.909	220.712	226.835	227.738	3.2	0.4	-0.5	0.6	0.7
Other food at home.....	2.331	273.306	275.216	275.270	0.7	0.0	-0.5	0.5	-0.1
Food away from home ¹	5.629	365.813	378.363	380.039	3.9	0.4	0.4	0.4	0.4
Energy.....	6.312	290.760	275.734	279.888	-3.7	1.5	0.2	-2.4	0.7
Energy commodities.....	3.151	328.797	284.059	290.949	-11.5	2.4	-0.9	-6.1	-0.2
Fuel oil.....	0.077	381.962	358.803	345.315	-9.6	-3.8	0.8	-4.2	-1.3
Motor fuel.....	3.009	323.189	277.604	285.351	-11.7	2.8	-0.9	-6.2	-0.1
Gasoline (all types).....	2.927	322.434	276.558	284.526	-11.8	2.9	-1.0	-6.3	-0.1
Energy services.....	3.161	264.252	278.929	280.577	6.2	0.6	1.4	1.6	1.5
Electricity.....	2.390	276.653	285.983	286.652	3.6	0.2	1.0	0.9	0.8
Utility (piped) gas service.....	0.771	221.729	252.218	256.501	15.7	1.7	2.5	3.6	3.7
All items less food and energy.....	80.007	317.978	325.933	326.815	2.8	0.3	0.2	0.1	0.2
Commodities less food and energy commodities.....	19.367	165.700	165.707	165.916	0.1	0.1	0.2	-0.1	0.1
Apparel.....	2.577	133.502	134.082	132.544	-0.7	-1.1	0.6	0.4	-0.2
New vehicles.....	4.350	178.250	178.168	178.795	0.3	0.4	-0.1	0.1	0.0
Used cars and trucks.....	2.380	180.132	181.932	182.861	1.5	0.5	0.9	-0.7	-0.5
Medical care commodities ¹	1.509	410.743	412.995	414.709	1.0	0.4	0.1	-1.1	0.4
Alcoholic beverages ¹	0.833	289.717	294.847	294.880	1.8	0.0	0.5	0.2	0.0
Tobacco and smoking products ¹	0.483	1,509.890	1,612.246	1,616.786	7.1	0.3	0.6	0.6	0.3
Services less energy services.....	60.640	414.828	428.368	429.724	3.6	0.3	0.3	0.1	0.3
Shelter.....	35.426	397.539	411.990	413.389	4.0	0.3	0.3	0.2	0.3
Rent of primary residence.....	7.463	416.386	431.798	432.956	4.0	0.3	0.3	0.3	0.3
Owners' equivalent rent of residences ²	26.176	407.538	423.955	425.106	4.3	0.3	0.3	0.4	0.4
Medical care services.....	6.736	610.151	626.888	629.307	3.1	0.4	0.3	0.5	0.5
Physicians' services ¹	1.814	415.648	427.102	428.574	3.1	0.3	0.4	0.3	0.3
Hospital services ^{1, 3}	1.949	415.025	427.689	430.162	3.6	0.6	0.1	1.1	0.6
Transportation services.....	6.270	434.629	442.901	445.550	2.5	0.6	-0.8	-1.4	0.1
Motor vehicle maintenance and repair ¹	1.022	404.380	424.012	426.849	5.6	0.7	0.3	0.8	0.7
Motor vehicle insurance.....	2.829	839.077	890.353	892.553	6.4	0.2	0.3	-0.8	0.6
Airline fares.....	0.872	277.450	252.620	255.592	-7.9	1.2	-4.0	-5.3	-2.8

¹ Not seasonally adjusted.

² Indexes on a December 1982=100 base.

³ Indexes on a December 1996=100 base.

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, April 2025

[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024- Apr. 2025	Mar. 2025- Apr. 2025	Jan. 2025- Feb. 2025	Feb. 2025- Mar. 2025	Mar. 2025- Apr. 2025
All items.....	100.000	2.3	0.3	0.2	-0.1	0.2
Food.....	13.681	2.8	0.0	0.2	0.4	-0.1
Food at home.....	8.051	2.0	-0.3	0.0	0.5	-0.4
Cereals and bakery products.....	1.101	0.0	-0.7	0.4	-0.1	-0.5
Cereals and cereal products.....	0.336	-2.5	-1.7	1.3	-0.2	-1.5
Flour and prepared flour mixes.....	0.030	0.6	-0.9	0.5	1.5	0.1
Breakfast cereal ¹	0.146	-2.6	-2.5	2.1	1.6	-2.5
Rice, pasta, cornmeal.....	0.159	-2.6	-1.0	0.2	-0.8	-0.8
Rice ^{1, 2, 3}		-2.7	-2.3	0.7	0.2	-2.3
Bakery products ¹	0.765	1.2	-0.3	0.2	0.1	-0.3
Bread ^{1, 2}	0.139	1.9	1.6	0.4	-1.0	1.6
White bread ^{1, 3}		1.6	1.5	-0.1	-0.9	1.5
Bread other than white ^{1, 3}		1.9	1.7	1.2	-1.6	1.7
Fresh biscuits, rolls, muffins ²	0.136	3.1	-1.0	0.1	0.1	0.2
Cakes, cupcakes, and cookies ¹	0.212	1.5	-0.1	-0.5	0.9	-0.1
Cookies ^{1, 3}		1.7	-0.4	-2.4	1.7	-0.4
Fresh cakes and cupcakes ^{1, 3}		2.1	0.6	0.7	1.7	0.6
Other bakery products.....	0.279	-0.6	-0.9	0.0	0.2	-1.0
Fresh sweetrolls, coffeecakes, doughnuts ^{1, 3}		4.2	-1.1	-0.4	0.6	-1.1
Crackers, bread, and cracker products ³		-0.8	-1.0	-1.4	1.4	-1.2
Frozen and refrigerated bakery products, pies, tarts, turnovers ³		-3.2	-2.6	1.0	-0.8	-2.9
Meats, poultry, fish, and eggs.....	1.669	7.0	-0.9	1.6	1.3	-1.6
Meats, poultry, and fish.....	1.450	3.4	0.5	0.5	0.6	0.0
Meats.....	0.926	4.4	0.2	0.7	1.1	-0.2
Beef and veal.....	0.456	8.5	0.7	2.4	1.2	0.1
Uncooked ground beef ¹	0.208	10.0	0.0	2.7	3.1	0.0
Uncooked beef roasts ²	0.057	8.8	0.6	2.8	-0.3	-0.2
Uncooked beef steaks ²	0.130	7.0	1.3	0.1	0.3	0.8
Uncooked other beef and veal ^{1, 2}	0.061	7.7	1.7	3.1	-0.7	1.7
Pork.....	0.288	1.3	-1.3	-1.4	1.7	-1.4
Bacon, breakfast sausage, and related products ²	0.103	1.5	-0.8	-0.9	1.5	-1.6
Bacon and related products ³		3.9	0.0	-2.3	2.4	-1.0
Breakfast sausage and related products ^{2, 3}		-1.1	-2.3	1.0	0.1	-2.1
Ham.....	0.044	4.3	-1.5	-2.3	2.4	0.8
Ham, excluding canned ³		4.7	-1.4	-2.6	2.5	1.1
Pork chops ¹	0.049	0.6	-1.6	-1.5	2.5	-1.6
Other pork including roasts, steaks, and ribs ² ...	0.092	0.0	-1.7	-1.1	1.3	-2.5
Other meats.....	0.181	0.4	1.2	-0.4	-0.3	1.2
Frankfurters ³		-4.3	-6.0	-0.8	1.0	-5.2
Lunchmeats ^{1, 2, 3}		-0.2	1.1	-0.4	-0.4	1.1
Poultry.....	0.286	2.4	0.9	-0.2	0.9	0.2
Chicken ²	0.214	2.7	0.5	0.3	0.5	-0.3
Fresh whole chicken ³		2.1	1.0	-1.6	0.6	0.2
Fresh and frozen chicken parts ³		2.8	0.3	0.7	0.6	-0.6
Other uncooked poultry including turkey ²	0.071	0.7	2.3	-0.4	1.2	1.8
Fish and seafood.....	0.238	0.7	1.3	0.7	-1.5	0.7
Fresh fish and seafood ^{1, 2}	0.140	1.0	0.8	0.1	-0.4	0.8
Processed fish and seafood ²	0.098	-0.1	2.1	0.6	-2.0	1.2
Shelf stable fish and seafood ³		-1.7	1.8	-0.1	-3.0	1.6
Frozen fish and seafood ³		3.1	2.2	1.4	-1.3	0.6
Eggs.....	0.219	49.3	-10.5	10.4	5.9	-12.7

See footnotes at end of table.

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, April 2025 — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024- Apr. 2025	Mar. 2025- Apr. 2025	Jan. 2025- Feb. 2025	Feb. 2025- Mar. 2025	Mar. 2025- Apr. 2025
Dairy and related products ¹	0.734	1.6	-0.2	-1.0	1.0	-0.2
Milk ^{1, 2}	0.197	3.9	0.7	-0.6	1.0	0.7
Fresh whole milk ^{1, 3}		3.5	0.1	0.5	0.9	0.1
Fresh milk other than whole ^{1, 2, 3}		4.1	0.9	-1.1	1.2	0.9
Cheese and related products ¹	0.254	2.1	-0.2	-1.2	1.9	-0.2
Ice cream and related products.....	0.129	-2.8	-0.8	-2.2	-0.4	-1.4
Other dairy and related products ²	0.154	1.6	-0.8	0.5	1.0	-1.3
Fruits and vegetables.....	1.307	-0.9	-0.3	-0.5	-0.5	-0.4
Fresh fruits and vegetables.....	1.084	-0.7	-0.1	-0.7	-0.7	-0.2
Fresh fruits.....	0.556	1.5	0.3	-0.8	-0.4	-0.3
Apples.....	0.081	6.8	0.2	-0.4	0.5	-0.1
Bananas ¹	0.108	0.0	1.2	0.1	1.1	1.2
Citrus fruits ²	0.062	-0.7	-1.1	-1.7	-1.3	-2.8
Oranges, including tangerines ³		-0.2	-2.4	-0.3	-0.5	-3.7
Other fresh fruits ²	0.304	1.3	0.3	-0.8	-1.5	-0.5
Fresh vegetables.....	0.528	-2.9	-0.6	-0.5	-1.0	-0.1
Potatoes.....	0.083	-0.5	0.4	-0.2	-0.9	0.3
Lettuce.....	0.066	-6.4	0.3	1.8	-3.5	0.3
Tomatoes.....	0.086	-6.4	-1.0	-3.2	-0.7	1.1
Other fresh vegetables.....	0.294	-1.6	-0.9	-0.1	-0.6	-0.3
Processed fruits and vegetables ²	0.223	-0.6	-1.3	0.3	0.6	-1.6
Canned fruits and vegetables ²	0.090	0.2	-1.3	-0.1	0.6	-1.3
Canned fruits ^{2, 3}		1.2	-1.3	-2.2	1.3	-1.0
Canned vegetables ^{2, 3}		-0.2	-1.5	1.0	0.3	-1.5
Frozen fruits and vegetables ²	0.068	-2.1	-2.2	2.0	0.9	-3.0
Frozen vegetables ³		-3.7	-2.5	1.9	0.6	-3.2
Other processed fruits and vegetables including dried ²	0.065	0.8	-0.6	-0.8	0.9	-1.2
Dried beans, peas, and lentils ^{1, 2, 3}		5.6	1.6	-0.3	0.1	1.6
Nonalcoholic beverages and beverage materials.....	0.909	3.2	0.4	-0.5	0.6	0.7
Juices and nonalcoholic drinks ²	0.641	1.8	-0.3	-0.8	0.7	0.2
Carbonated drinks.....	0.353	0.7	-0.4	-0.6	1.3	-0.1
Frozen noncarbonated juices and drinks ^{1, 2}	0.004	5.7	-0.4	1.5	-0.5	-0.4
Nonfrozen noncarbonated juices and drinks ²	0.285	2.1	0.0	-1.2	-0.1	0.6
Beverage materials including coffee and tea ²	0.268	6.6	1.9	0.6	0.4	2.0
Coffee.....	0.138	9.6	2.0	1.8	0.9	2.4
Roasted coffee ³		9.1	1.5	2.1	0.6	2.4
Instant coffee ^{1, 3}		13.5	2.3	1.5	1.9	2.3
Other beverage materials including tea ^{1, 2}	0.130	3.0	1.9	0.5	-0.7	1.9
Other food at home.....	2.331	0.7	0.0	-0.5	0.5	-0.1
Sugar and sweets.....	0.333	3.6	0.3	-0.3	0.2	0.6
Sugar and sugar substitutes.....	0.028	1.7	0.8	-0.5	0.1	0.6
Candy and chewing gum ²	0.233	6.3	0.8	-0.2	0.6	1.4
Other sweets ²	0.072	-2.8	-1.6	-0.8	-0.8	-1.7
Fats and oils.....	0.249	-1.6	-1.7	-0.2	0.5	-1.5
Butter and margarine ²	0.056	0.4	-1.4	0.8	-0.3	-0.7
Butter ³		1.5	-1.8	0.2	-0.8	0.3
Margarine ³		2.6	2.4	0.7	0.9	1.2
Salad dressing ^{1, 2}	0.065	-0.9	-1.5	-0.7	0.8	-1.5
Other fats and oils including peanut butter ²	0.128	-2.7	-1.9	-0.6	0.9	-2.8
Peanut butter ^{1, 2, 3}		-2.6	-1.4	-2.7	0.2	-1.4
Other foods.....	1.750	0.5	0.2	-0.6	0.6	-0.1
Soups.....	0.106	1.3	2.2	-0.9	1.1	0.8
Frozen and freeze dried prepared foods.....	0.271	1.5	1.1	-1.7	-0.1	1.0

See footnotes at end of table.

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, April 2025 — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024- Apr. 2025	Mar. 2025- Apr. 2025	Jan. 2025- Feb. 2025	Feb. 2025- Mar. 2025	Mar. 2025- Apr. 2025
Snacks.....	0.369	-0.1	-0.2	-1.0	0.9	-0.7
Spices, seasonings, condiments, sauces.....	0.388	0.3	-0.9	-0.2	0.6	-0.4
Salt and other seasonings and spices ^{2, 3}		-4.9	-2.8	-0.7	-1.4	-1.8
Olives, pickles, relishes ^{2, 3}		3.0	0.3	5.5	-5.0	0.6
Sauces and gravies ^{2, 3}		1.5	-1.0	0.8	1.8	-0.6
Other condiments ³		10.3	7.7	-0.8	-2.7	8.0
Baby food and formula ^{1, 2}	0.060	1.2	0.9	-0.4	0.6	0.9
Other miscellaneous foods ²	0.556	0.4	0.4	-0.2	0.7	0.2
Prepared salads ^{3, 4}		4.6	0.6	-0.4	2.0	1.6
Food away from home ¹	5.629	3.9	0.4	0.4	0.4	0.4
Full service meals and snacks ^{1, 2}	2.429	4.3	0.6	0.4	0.6	0.6
Limited service meals and snacks ^{1, 2}	2.832	3.4	0.3	0.3	0.2	0.3
Food at employee sites and schools ^{1, 2}	0.071	3.7	0.0	0.5	0.1	0.0
Food at elementary and secondary schools ^{1, 3, 5}		3.3	0.0	0.1	0.0	0.0
Food from vending machines and mobile vendors ^{1, 2} ...	0.056	6.5	1.2	0.3	2.0	1.2
Other food away from home ^{1, 2}	0.241	4.8	0.3	0.8	0.2	0.3
Energy.....	6.312	-3.7	1.5	0.2	-2.4	0.7
Energy commodities.....	3.151	-11.5	2.4	-0.9	-6.1	-0.2
Fuel oil and other fuels.....	0.142	-7.2	-5.3	-0.2	-3.0	-2.6
Fuel oil.....	0.077	-9.6	-3.8	0.8	-4.2	-1.3
Propane, kerosene, and firewood ⁶	0.065	-5.6	-7.1	-0.7	-1.5	-4.7
Motor fuel.....	3.009	-11.7	2.8	-0.9	-6.2	-0.1
Gasoline (all types).....	2.927	-11.8	2.9	-1.0	-6.3	-0.1
Gasoline, unleaded regular ³		-12.3	3.0	-1.1	-6.6	0.2
Gasoline, unleaded midgrade ^{3, 7}		-10.1	2.5	-0.9	-5.6	0.0
Gasoline, unleaded premium ³		-9.1	2.4	-0.5	-4.4	-0.5
Other motor fuels ^{1, 2}	0.082	-10.2	-0.4	2.2	-1.3	-0.4
Energy services.....	3.161	6.2	0.6	1.4	1.6	1.5
Electricity.....	2.390	3.6	0.2	1.0	0.9	0.8
Utility (piped) gas service.....	0.771	15.7	1.7	2.5	3.6	3.7
All items less food and energy.....	80.007	2.8	0.3	0.2	0.1	0.2
Commodities less food and energy commodities.....	19.367	0.1	0.1	0.2	-0.1	0.1
Household furnishings and supplies ⁸	3.373	0.3	0.2	0.2	0.0	0.2
Window and floor coverings and other linens ²	0.242	-1.5	-1.0	1.4	-1.5	-0.4
Floor coverings ^{1, 2}	0.058	-4.6	-0.7	-0.5	0.2	-0.7
Window coverings ^{1, 2}	0.054	0.0	-0.4	-0.3	-1.2	-0.4
Other linens ²	0.130	-0.8	-1.5	2.5	-1.6	-0.6
Furniture and bedding ¹	0.783	0.2	1.5	-0.1	0.6	1.5
Bedroom furniture ¹	0.255	-1.2	1.6	-0.3	2.7	1.6
Living room, kitchen, and dining room furniture ^{1, 2} ...	0.380	3.3	2.4	0.1	-0.3	2.4
Other furniture ²	0.139	-5.8	-1.5	-1.0	-0.9	-0.9
Appliances ²	0.217	-1.2	0.7	0.5	-0.1	0.8
Major appliances ²	0.069	-3.6	0.6	1.4	-1.8	1.3
Laundry equipment ^{1, 3}		4.0	-0.8	3.3	0.8	-0.8
Other appliances ²	0.146	-0.1	0.8	-0.2	0.5	0.8
Other household equipment and furnishings ²	0.501	0.6	-1.4	0.2	0.6	-0.9
Clocks, lamps, and decorator items ¹	0.297	2.3	-1.1	1.2	1.6	-1.1
Indoor plants and flowers ⁹	0.114	0.8	-2.2	1.4	-2.4	1.0
Dishes and flatware ^{1, 2}	0.037	-8.7	-2.6	2.8	-1.7	-2.6
Nonelectric cookware and tableware ²	0.053	-1.9	-0.9	-2.9	0.8	0.0
Tools, hardware, outdoor equipment and supplies ^{1, 2} ...	0.836	0.7	0.1	0.9	-0.4	0.1
Tools, hardware and supplies ²	0.239	0.3	1.2	0.0	0.2	1.2
Outdoor equipment and supplies ^{1, 2}	0.363	1.0	-0.7	1.2	-1.0	-0.7

See footnotes at end of table.

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, April 2025 — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024- Apr. 2025	Mar. 2025- Apr. 2025	Jan. 2025- Feb. 2025	Feb. 2025- Mar. 2025	Mar. 2025- Apr. 2025
Housekeeping supplies ¹	0.793	1.0	0.1	-0.5	0.0	0.1
Household cleaning products ^{1, 2}	0.293	2.4	0.6	-1.0	0.0	0.6
Household paper products ^{1, 2}	0.175	0.0	-0.2	-0.1	-0.3	-0.2
Miscellaneous household products ^{1, 2}	0.324	0.4	-0.2	-0.1	0.2	-0.2
Apparel.....	2.577	-0.7	-1.1	0.6	0.4	-0.2
Men's and boys' apparel.....	0.686	1.1	-0.8	0.7	0.4	-0.1
Men's apparel.....	0.557	0.7	-1.1	0.7	1.1	-0.4
Men's suits, sport coats, and outerwear.....	0.095	5.3	-0.4	5.5	-2.1	0.3
Men's underwear, nightwear, swimwear, and accessories.....	0.147	1.8	0.3	-0.4	2.1	1.1
Men's shirts and sweaters ²	0.159	-4.1	-5.1	-1.2	4.3	-2.8
Men's pants and shorts.....	0.139	2.3	1.6	-0.5	1.0	0.7
Boys' apparel.....	0.130	1.7	0.1	0.3	-2.6	1.0
Women's and girls' apparel.....	1.016	-1.5	-0.9	0.4	0.6	0.3
Women's apparel.....	0.901	-1.1	-1.0	0.0	1.2	0.4
Women's outerwear.....	0.080	6.2	-1.6	-0.2	4.4	0.9
Women's dresses.....	0.134	-5.1	-1.9	2.5	-0.3	-0.6
Women's suits and separates ²	0.370	-1.9	-0.4	0.8	-0.3	1.2
Women's underwear, nightwear, swimwear, and accessories ²	0.305	0.9	-1.3	-0.4	0.6	-1.1
Girls' apparel.....	0.115	-3.8	-0.3	3.6	-3.9	-0.3
Footwear.....	0.584	-1.3	-1.2	0.0	-0.1	-0.5
Men's footwear.....	0.201	-1.5	-2.2	1.5	-0.1	-1.3
Boys' and girls' footwear ¹	0.111	-2.9	-1.1	1.3	0.2	-1.1
Women's footwear.....	0.272	-0.6	-0.5	-1.1	-0.1	0.2
Infants' and toddlers' apparel.....	0.103	-4.4	-1.3	-0.1	-0.9	-1.1
Jewelry and watches ⁶	0.188	1.2	-3.1	3.6	1.1	-1.9
Watches ^{1, 6}	0.042	1.0	-1.5	-0.1	0.8	-1.5
Jewelry ⁶	0.146	1.6	-3.5	3.3	2.4	-2.0
Transportation commodities less motor fuel ⁸	7.224	0.8	0.4	0.2	-0.2	-0.2
New vehicles.....	4.350	0.3	0.4	-0.1	0.1	0.0
New cars ³		0.8	0.5	0.1	0.3	0.1
New trucks ^{3, 10}		0.3	0.3	-0.1	0.1	0.0
Used cars and trucks.....	2.380	1.5	0.5	0.9	-0.7	-0.5
Motor vehicle parts and equipment ¹	0.358	1.2	-0.1	-0.5	-0.1	-0.1
Tires ¹	0.295	1.5	-0.4	-0.5	0.3	-0.4
Vehicle accessories other than tires ^{1, 2}	0.063	0.6	1.5	-0.2	-2.2	1.5
Vehicle parts and equipment other than tires ^{1, 3}		0.3	2.2	-0.5	-2.6	2.2
Motor oil, coolant, and fluids ^{1, 3}		-1.0	-1.0	0.5	-1.0	-1.0
Medical care commodities ¹	1.509	1.0	0.4	0.1	-1.1	0.4
Medicinal drugs ^{1, 8}	1.333	1.1	0.4	0.2	-1.3	0.4
Prescription drugs ¹	0.917	2.3	0.4	0.0	-2.0	0.4
Nonprescription drugs ⁸	0.416	-1.1	0.5	0.6	-0.3	0.3
Medical equipment and supplies ^{1, 8}	0.176	-0.5	0.4	-0.4	0.2	0.4
Recreation commodities ⁸	1.818	-1.8	0.4	-0.7	-0.3	0.4
Video and audio products ⁸	0.247	-1.6	1.0	-0.6	-0.3	1.0
Televisions.....	0.086	-9.9	-2.1	-1.9	-1.5	-2.1
Other video equipment ²	0.029	-3.9	-1.4	0.5	0.1	-1.8
Audio equipment ¹	0.053	6.0	8.8	-0.1	-1.2	8.8
Recorded music and music subscriptions ^{1, 2}	0.075	5.2	0.2	0.0	1.7	0.2
Pets and pet products ¹	0.624	-0.2	0.3	0.0	-0.3	0.3
Pet food and treats ^{1, 2, 3}		-0.6	-0.1	0.6	-0.5	-0.1
Purchase of pets, pet supplies, accessories ^{1, 2, 3}		1.9	1.2	-0.7	0.1	1.2
Sporting goods ¹	0.462	-5.2	0.6	-2.2	-0.6	0.6

See footnotes at end of table.

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, April 2025 — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024- Apr. 2025	Mar. 2025- Apr. 2025	Jan. 2025- Feb. 2025	Feb. 2025- Mar. 2025	Mar. 2025- Apr. 2025
Sports vehicles including bicycles ¹	0.225	-6.6	1.8	-4.2	-1.1	1.8
Sports equipment ¹	0.221	-3.7	-0.6	-0.1	-0.1	-0.6
Photographic equipment and supplies.....	0.019	1.2	1.6	-0.7	-0.8	2.2
Photographic equipment ^{1, 2, 3}		0.8	1.0	0.8	-1.0	1.0
Recreational reading materials ¹	0.101	2.0	-1.0	0.0	2.1	-1.0
Newspapers and magazines ^{1, 2}	0.056	2.9	-2.3	1.1	4.0	-2.3
Recreational books ^{1, 2}	0.045	1.0	0.7	-1.2	-0.1	0.7
Other recreational goods ²	0.365	-0.9	0.1	-0.2	-0.7	0.2
Toys.....	0.286	-1.4	0.1	-0.2	-0.9	0.3
Toys, games, hobbies and playground equipment ^{2, 3}		-1.3	-0.2	-0.5	-0.6	-0.3
Sewing machines, fabric and supplies ^{1, 2}	0.022	-2.6	-1.0	0.0	-1.9	-1.0
Music instruments and accessories ^{1, 2}	0.043	4.7	0.3	-0.2	1.4	0.3
Education and communication commodities ⁸	0.743	-5.3	0.5	-0.2	0.5	0.3
Educational books and supplies ¹	0.042	10.2	-0.2	0.1	1.8	-0.2
College textbooks ^{1, 3, 11}		10.4	-0.2	0.6	1.2	-0.2
Information technology commodities ⁸	0.701	-6.8	0.5	-0.2	0.4	0.3
Computers, peripherals, and smart home assistants ^{1, 4}	0.264	-5.6	0.7	0.7	0.2	0.7
Computer software and accessories ^{1, 2}	0.028	2.6	3.2	3.3	0.4	3.2
Telephone hardware, calculators, and other consumer information items ²	0.409	-8.1	0.2	-0.9	0.5	-0.1
Smartphones ^{1, 3, 12}		-14.0	-0.6	-1.7	-1.1	-0.6
Alcoholic beverages ¹	0.833	1.8	0.0	0.5	0.2	0.0
Alcoholic beverages at home.....	0.448	0.8	-0.1	0.1	0.3	-0.1
Beer, ale, and other malt beverages at home ¹	0.153	1.4	0.1	0.6	0.0	0.1
Distilled spirits at home ¹	0.102	1.9	0.6	-0.4	1.1	0.6
Whiskey at home ^{1, 3}		-0.9	0.5	-0.6	0.6	0.5
Distilled spirits, excluding whiskey, at home ^{1, 3}		2.4	0.7	0.0	1.4	0.7
Wine at home.....	0.193	-0.4	-0.7	0.4	0.2	-0.8
Alcoholic beverages away from home ¹	0.385	3.0	0.2	0.5	0.1	0.2
Beer, ale, and other malt beverages away from home ^{1, 2, 3}		2.6	-0.1	0.3	0.0	-0.1
Wine away from home ^{1, 2, 3}		2.2	0.6	0.1	0.2	0.6
Distilled spirits away from home ^{1, 2, 3}		4.0	-0.2	1.5	0.0	-0.2
Other goods ⁸	1.291	3.2	0.3	0.8	0.3	0.3
Tobacco and smoking products ¹	0.483	7.1	0.3	0.6	0.6	0.3
Cigarettes ^{1, 2}	0.363	8.5	0.6	0.8	0.6	0.6
Tobacco products other than cigarettes ^{1, 2}	0.115	1.5	-0.7	0.0	0.9	-0.7
Personal care products ¹	0.649	0.4	0.1	0.9	0.0	0.1
Hair, dental, shaving, and miscellaneous personal care products ^{1, 2}	0.291	0.6	-0.3	1.6	-0.1	-0.3
Cosmetics, perfume, bath, nail preparations and implements ¹	0.349	0.2	0.5	0.3	0.0	0.5
Miscellaneous personal goods ²	0.159	1.9	1.3	1.4	0.4	1.2
Stationery, stationery supplies, gift wrap ³		3.9	-0.8	1.5	0.5	-0.8
Services less energy services.....	60.640	3.6	0.3	0.3	0.1	0.3
Shelter.....	35.426	4.0	0.3	0.3	0.2	0.3
Rent of shelter ¹³	35.014	4.0	0.3	0.2	0.2	0.4
Rent of primary residence.....	7.463	4.0	0.3	0.3	0.3	0.3
Lodging away from home ²	1.375	-1.4	2.0	0.2	-3.5	-0.1
Housing at school, excluding board ¹³	0.241	3.8	0.1	0.3	0.3	0.3
Other lodging away from home including hotels and motels.....	1.134	-2.3	2.5	0.2	-4.3	-0.2
Owners' equivalent rent of residences ¹³	26.176	4.3	0.3	0.3	0.4	0.4

See footnotes at end of table.

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, April 2025 — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024- Apr. 2025	Mar. 2025- Apr. 2025	Jan. 2025- Feb. 2025	Feb. 2025- Mar. 2025	Mar. 2025- Apr. 2025
Owners' equivalent rent of primary residence ¹³ ..	24.983	4.3	0.3	0.3	0.4	0.4
Tenants' and household insurance ^{1, 2}	0.411	2.6	0.3	0.8	-0.3	0.3
Water and sewer and trash collection services ²	1.085	4.9	0.3	1.0	0.2	0.3
Water and sewerage maintenance ¹	0.740	4.7	0.3	0.6	0.3	0.3
Garbage and trash collection ^{1, 10}	0.344	5.2	0.2	1.9	0.0	0.2
Household operations ^{1, 2}						
Domestic services ^{1, 2}						
Gardening and lawn care services ^{1, 2}						
Moving, storage, freight expense ²	0.124	1.0	0.4	0.3	0.3	-0.8
Repair of household items ^{1, 2}						
Medical care services	6.736	3.1	0.4	0.3	0.5	0.5
Professional services	3.666	2.7	0.3	0.3	0.2	0.4
Physicians' services ¹	1.814	3.1	0.3	0.4	0.3	0.3
Dental services	0.927	2.2	0.2	-0.1	0.3	0.5
Eyeglasses and eye care ^{1, 6}	0.333	2.9	-0.4	0.6	0.0	-0.4
Services by other medical professionals ^{1, 6}	0.592	2.3	0.6	0.2	-0.2	0.6
Hospital and related services ¹	2.276	3.8	0.5	0.2	1.3	0.5
Hospital services ^{1, 14}	1.949	3.6	0.6	0.1	1.1	0.6
Inpatient hospital services ^{1, 3, 14}		4.3	0.4	0.2	2.0	0.4
Outpatient hospital services ^{1, 3, 6}		2.9	0.7	0.1	0.7	0.7
Nursing homes and adult day services ¹⁴	0.166	4.6	0.1	1.0	0.7	0.3
Care of invalids and elderly at home ^{1, 5}				0.3	4.9	
Health insurance ^{1, 5}	0.793	3.3	0.4	0.3	0.4	0.4
Transportation services	6.270	2.5	0.6	-0.8	-1.4	0.1
Leased cars and trucks ^{1, 11}	0.388					
Car and truck rental ²	0.127	-2.1	5.5	-1.3	-2.7	4.3
Motor vehicle maintenance and repair ¹	1.022	5.6	0.7	0.3	0.8	0.7
Motor vehicle body work ¹				-1.8	1.2	
Motor vehicle maintenance and servicing ¹	0.506	4.5	0.2	0.1	0.2	0.2
Motor vehicle repair ^{1, 2}	0.402	7.6	1.2	0.7	1.6	1.2
Motor vehicle insurance	2.829	6.4	0.2	0.3	-0.8	0.6
Motor vehicle fees ^{1, 2}	0.499	1.2	0.1	0.0	-0.5	0.1
State motor vehicle registration and license fees ^{1, 2}	0.281	2.0	0.3	0.3	0.1	0.3
Parking and other fees ^{1, 2}	0.204	0.4	-0.1	-0.3	-1.3	-0.1
Parking fees and tolls ^{2, 3}		2.8	1.4	0.2	0.5	1.5
Public transportation	1.405	-5.6	0.9	-3.4	-4.2	-1.8
Airline fares	0.872	-7.9	1.2	-4.0	-5.3	-2.8
Other intercity transportation	0.209	-1.4	1.3	-3.0	1.8	0.2
Ship fare ^{1, 2, 3}		-3.7	-0.8	-1.2	-0.5	-0.8
Intracity transportation ¹	0.320	1.4	-0.2	-0.6	0.5	-0.2
Intracity mass transit ^{1, 3, 8}		2.2	-0.1	1.2	0.1	-0.1
Recreation services ⁸	3.496	3.6	-0.3	0.8	0.1	-0.3
Video and audio services ⁸	0.826	0.6	-0.8	1.0	-0.7	-0.6
Cable, satellite, and live streaming television service ¹⁰	0.665	0.3	-0.7	0.7	-0.9	-0.4
Purchase, subscription, and rental of video ^{1, 2}	0.161	2.4	-1.5	2.1	0.0	-1.5
Video discs and other media ^{1, 2, 3}		1.0	-1.2	1.0	-1.9	-1.2
Subscription and rental of video and video games ^{1, 2, 3}		9.0	-0.7	2.6	3.2	-0.7
Pet services including veterinary ²	0.536	4.6	0.4	1.1	-0.2	0.0
Pet services ^{2, 3}		5.4	1.3	-0.7	-0.5	1.1
Veterinarian services ^{1, 2, 3}		5.3	0.2	2.3	0.5	0.2
Photographers and photo processing ^{1, 2}				1.3	-1.0	

See footnotes at end of table.

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, April 2025 — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024- Apr. 2025	Mar. 2025- Apr. 2025	Jan. 2025- Feb. 2025	Feb. 2025- Mar. 2025	Mar. 2025- Apr. 2025
Other recreation services ²	2.078	5.1	-0.3	0.6	0.5	-0.2
Club membership for shopping clubs, fraternal, or other organizations, or participant sports fees ²	0.818	4.9	0.0	0.4	0.2	0.1
Admissions ¹	0.760	5.9	-0.5	1.1	0.8	-0.5
Admission to movies, theaters, and concerts ^{1, 2, 3}		3.4	1.1	0.3	0.4	1.1
Admission to sporting events ^{1, 2, 3}		9.3	-12.2	7.2	2.3	-12.2
Fees for lessons or instructions ^{1, 6}	0.167	2.5	-1.2	-0.3	0.1	-1.2
Education and communication services ⁸	4.949	1.2	-0.3	0.3	0.2	-0.2
Tuition, other school fees, and childcare.....	2.517	3.6	0.0	0.2	0.4	0.1
College tuition and fees.....	1.303	2.3	0.0	0.2	0.2	0.2
Elementary and high school tuition and fees.....	0.385	5.2	-0.1	0.4	0.9	0.3
Day care and preschool ^{1, 9}	0.724	5.4	0.0	0.5	0.1	0.0
Technical and business school tuition and fees ²	0.039	1.0	0.0	0.1	0.5	-0.1
Postage and delivery services ²	0.053	2.9	0.0	-2.7	0.4	0.4
Postage.....	0.051	3.2	0.0	-2.9	0.4	0.4
Delivery services ²	0.002	6.2	0.4	1.3	0.3	0.8
Telephone services ^{1, 2}	1.434	0.0	0.0	0.1	-0.1	0.0
Wireless telephone services ^{1, 2}	1.262	-0.3	0.1	-0.1	-0.1	0.1
Residential telephone services ^{1, 8}	0.172	2.2	-0.7	1.6	-0.2	-0.7
Internet services and electronic information providers ^{1, 2}	0.937	-2.9	-1.5	1.1	0.3	-1.5
Other personal services ^{1, 8}	1.648	3.9	0.2	0.9	1.6	0.2
Personal care services ¹	0.657	3.6	0.1	0.4	0.1	0.1
Haircuts and other personal care services ^{1, 2}	0.657	3.6	0.1	0.4	0.1	0.1
Miscellaneous personal services ¹	0.990	4.0	0.3	1.3	2.6	0.3
Legal services ^{1, 6}						
Funeral expenses ^{1, 6}	0.141	2.1	0.2	0.7	0.7	0.2
Laundry and dry cleaning services ^{1, 2}	0.163	3.3	0.2	0.5	0.0	0.2
Apparel services other than laundry and dry cleaning ^{1, 2}	0.027	1.0	-2.6	0.3	1.2	-2.6
Financial services ^{1, 6}	0.250	2.4	1.3	1.9	6.8	1.3
Checking account and other bank services ^{1, 2, 3}		2.9	0.0	0.0	0.0	0.0
Tax return preparation and other accounting fees ^{1, 2, 3}		3.4	1.9	3.3	9.5	1.9

¹ Not seasonally adjusted.

² Indexes on a December 1997=100 base.

³ Special index based on a substantially smaller sample.

⁴ Indexes on a December 2007=100 base.

⁵ Indexes on a December 2005=100 base.

⁶ Indexes on a December 1986=100 base.

⁷ Indexes on a December 1993=100 base.

⁸ Indexes on a December 2009=100 base.

⁹ Indexes on a December 1990=100 base.

¹⁰ Indexes on a December 1983=100 base.

¹¹ Indexes on a December 2001=100 base.

¹² Indexes on a December 2019=100 base.

¹³ Indexes on a December 1982=100 base.

¹⁴ Indexes on a December 1996=100 base.

Table 3. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, special aggregate indexes, April 2025

[1982-84=100, unless otherwise noted]

Special aggregate indexes	Relative importance Mar. 2025	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2024	Mar. 2025	Apr. 2025	Apr. 2024- Apr. 2025	Mar. 2025- Apr. 2025	Jan. 2025- Feb. 2025	Feb. 2025- Mar. 2025	Mar. 2025- Apr. 2025
All items less food.....	86.319	311.182	317.017	318.161	2.2	0.4	0.2	-0.1	0.3
All items less shelter.....	64.574	284.224	287.234	288.084	1.4	0.3	0.2	-0.2	0.2
All items less food and shelter.....	50.894	273.263	274.922	275.956	1.0	0.4	0.2	-0.4	0.2
All items less food, shelter, and energy.....	44.582	273.967	278.230	278.830	1.8	0.2	0.2	-0.1	0.2
All items less food, shelter, energy, and used cars and trucks.....	42.201	279.271	283.698	284.264	1.8	0.2	0.1	0.0	0.2
All items less medical care.....	91.755	301.559	307.484	308.420	2.3	0.3	0.2	-0.1	0.2
All items less energy.....	93.688	318.689	326.781	327.535	2.8	0.2	0.2	0.1	0.2
Commodities.....	36.199	224.926	223.871	224.494	-0.2	0.3	0.1	-0.4	0.0
Commodities less food, energy, and used cars and trucks.....	16.987	164.141	163.974	164.093	0.0	0.1	0.1	0.0	0.1
Commodities less food.....	22.518	181.119	176.791	177.584	-2.0	0.4	0.1	-1.0	0.0
Commodities less food and beverages.....	21.685	177.393	172.868	173.672	-2.1	0.5	0.0	-1.0	0.0
Services.....	63.801	401.020	414.555	415.924	3.7	0.3	0.3	0.2	0.4
Services less rent of shelter ¹	28.787	415.161	427.695	429.054	3.3	0.3	0.4	0.3	0.3
Services less medical care services.....	57.066	384.975	398.247	399.536	3.8	0.3	0.3	0.2	0.3
Durables.....	10.891	123.372	122.428	122.916	-0.4	0.4	-0.1	0.0	0.2
Nondurables.....	25.308	279.693	278.797	279.429	-0.1	0.2	0.0	-0.9	-0.1
Nondurables less food.....	11.627	238.653	230.057	231.195	-3.1	0.5	-0.2	-2.3	-0.1
Nondurables less food and beverages.....	10.794	235.493	226.103	227.306	-3.5	0.5	-0.2	-2.5	-0.1
Nondurables less food, beverages, and apparel.....	8.218	304.097	288.034	291.083	-4.3	1.1	-0.5	-3.3	-0.1
Nondurables less food and apparel.....	9.050	301.226	287.114	289.877	-3.8	1.0	-0.5	-3.0	-0.1
Housing.....	44.217	331.688	343.512	344.801	4.0	0.4	0.4	0.3	0.5
Education and communication ²	5.692	146.040	146.621	146.354	0.2	-0.2	0.2	0.3	-0.1
Education ²	2.559	295.736	306.847	306.829	3.8	0.0	0.2	0.4	0.1
Communication ²	3.133	74.986	73.467	73.228	-2.3	-0.3	0.3	0.1	-0.4
Information and information processing ²	3.080	70.556	69.051	68.822	-2.5	-0.3	0.4	0.1	-0.4
Information technology, hardware and services ³	1.646	7.106	6.820	6.777	-4.6	-0.6	0.6	0.4	-0.7
Recreation ²	5.313	138.412	140.740	140.627	1.6	-0.1	0.3	-0.1	0.0
Video and audio ²	1.073	119.272	119.879	119.394	0.1	-0.4	0.6	-0.6	-0.3
Pets, pet products and services ²	1.160	223.045	226.462	227.266	1.9	0.4	0.5	-0.3	0.2
Photography ²	0.075	87.154	85.485	85.742	-1.6	0.3	0.8	-0.9	0.5
Food and beverages.....	14.513	326.107	334.920	334.918	2.7	0.0	0.2	0.4	-0.1
Domestically produced farm food.....	6.796	316.011	323.712	322.132	1.9	-0.5	0.1	0.5	-0.5
Other services.....	10.092	414.998	425.976	425.090	2.4	-0.2	0.6	0.4	-0.2
Apparel less footwear.....	1.993	125.431	126.287	124.860	-0.5	-1.1	0.8	0.5	-0.1
Fuels and utilities.....	4.388	311.410	327.077	328.138	5.4	0.3	1.2	1.1	1.1
Household energy.....	3.303	260.399	273.881	274.805	5.5	0.3	1.3	1.4	1.4
Medical care.....	8.245	561.612	574.739	576.988	2.7	0.4	0.3	0.2	0.5
Transportation.....	16.503	276.687	270.061	272.503	-1.5	0.9	-0.4	-1.8	0.0
Private transportation.....	15.098	275.873	270.344	272.793	-1.1	0.9	-0.1	-1.6	0.1
New and used motor vehicles ²	7.381	125.017	124.857	125.514	0.4	0.5	0.1	-0.3	0.0
Utilities and public transportation.....	7.750	259.890	264.525	265.541	2.2	0.4	0.1	0.2	0.1
Household furnishings and operations.....	4.403	147.173	149.420	150.485	2.3	0.7	0.4	0.0	1.0
Other goods and services.....	2.939	556.486	574.766	576.398	3.6	0.3	0.6	1.0	0.1
Personal care.....	2.455	282.151	289.143	289.965	2.8	0.3	0.6	1.0	0.1

¹ Indexes on a December 1982=100 base.

² Indexes on a December 1997=100 base.

³ Indexes on a December 1988=100 base.

Table 4. Consumer Price Index for All Urban Consumers (CPI-U): Selected areas, all items index, April 2025
[1982-84=100, unless otherwise noted]

Area	Pricing Schedule ¹	Percent change to Apr. 2025 from:			Percent change to Mar. 2025 from:		
		Apr. 2024	Feb. 2025	Mar. 2025	Mar. 2024	Jan. 2025	Feb. 2025
U.S. city average.....	M	2.3	0.5	0.3	2.4	0.7	0.2
Region and area size²							
Northeast.....	M	3.1	0.3	0.3	3.2	0.6	0.0
Northeast - Size Class A.....	M	3.5	0.3	0.5	3.4	0.5	-0.2
Northeast - Size Class B/C ³	M	2.7	0.3	0.1	3.0	0.8	0.2
New England ⁴	M	3.0	-0.1	0.2	3.2	0.5	-0.3
Middle Atlantic ⁴	M	3.2	0.5	0.4	3.2	0.7	0.1
Midwest.....	M	2.4	0.5	0.2	2.7	0.6	0.3
Midwest - Size Class A.....	M	2.4	0.5	0.3	2.7	0.5	0.2
Midwest - Size Class B/C ³	M	2.4	0.5	0.1	2.8	0.7	0.4
East North Central ⁴	M	2.4	0.6	0.1	2.8	0.7	0.4
West North Central ⁴	M	2.3	0.3	0.2	2.5	0.5	0.1
South.....	M	2.0	0.4	0.3	1.9	0.4	0.1
South - Size Class A.....	M	1.9	0.4	0.3	1.8	0.5	0.0
South - Size Class B/C ³	M	2.0	0.3	0.3	1.9	0.4	0.1
South Atlantic ⁴	M	2.1	0.4	0.3	2.0	0.5	0.2
East South Central ⁴	M	2.5	0.4	0.3	2.8	0.5	0.2
West South Central ⁴	M	1.4	0.1	0.4	1.3	0.2	-0.2
West.....	M	2.1	1.0	0.5	2.2	1.1	0.5
West - Size Class A.....	M	2.3	0.7	0.3	2.6	1.0	0.4
West - Size Class B/C ³	M	2.0	1.3	0.6	1.8	1.2	0.7
Mountain ⁴	M	1.2	0.7	0.3	1.3	1.0	0.4
Pacific ⁴	M	2.5	1.1	0.5	2.6	1.1	0.6
Size classes							
Size Class A ⁵	M	2.4	0.5	0.4	2.6	0.6	0.1
Size Class B/C ³	M	2.2	0.6	0.3	2.3	0.7	0.3
Selected local areas							
Chicago-Naperville-Elgin, IL-IN-WI.....	M	3.1	0.5	0.1	3.7	0.5	0.5
Los Angeles-Long Beach-Anaheim, CA.....	M	3.0	1.2	0.6	3.0	0.9	0.7
New York-Newark-Jersey City, NY-NJ-PA.....	M	3.9	0.5	0.4	3.8	0.4	0.1
Atlanta-Sandy Springs-Roswell, GA.....	2	1.9	0.1				
Baltimore-Columbia-Towson, MD ⁶	2	3.0	0.9				
Detroit-Warren-Dearborn, MI.....	2	1.4	0.8				
Houston-The Woodlands-Sugar Land, TX.....	2	1.2	0.9				
Miami-Fort Lauderdale-West Palm Beach, FL.....	2	2.2	0.3				
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD.....	2	2.9	0.5				
Phoenix-Mesa-Scottsdale, AZ ⁷	2	0.3	0.4				
San Francisco-Oakland-Hayward, CA.....	2	1.3	0.4				
Seattle-Tacoma-Bellevue, WA.....	2	1.7	0.4				
St. Louis, MO-IL.....	2	2.2	1.2				
Urban Alaska.....	2	1.6	0.9				
Boston-Cambridge-Newton, MA-NH.....	1				2.5	0.1	
Dallas-Fort Worth-Arlington, TX.....	1				1.4	-0.4	
Denver-Aurora-Lakewood, CO.....	1				1.9	0.2	
Minneapolis-St.Paul-Bloomington, MN-WI.....	1				2.2	-0.3	
Riverside-San Bernardino-Ontario, CA ⁴	1				2.5	1.0	
San Diego-Carlsbad, CA.....	1				3.8	0.8	
Tampa-St. Petersburg-Clearwater, FL ⁸	1				2.1	0.7	
Urban Hawaii.....	1				2.6	0.0	
Washington-Arlington-Alexandria, DC-VA-MD-WV ⁶	1				2.4	0.8	

¹ Foods, fuels, and several other items are priced every month in all areas. Most other goods and services are priced as indicated: M - Every month.

1 - January, March, May, July, September, and November. 2 - February, April, June, August, October, and December.

² Regions defined as the four Census regions.

³ Indexes on a December 1996=100 base.

⁴ Indexes on a December 2017=100 base.

⁵ Indexes on a December 1986=100 base.

⁶ 1998 - 2017 indexes based on substantially smaller sample.

⁷ Indexes on a December 2001=100 base.

⁸ Indexes on a 1987=100 base.

NOTE: Local area indexes are byproducts of the national CPI program. Each local index has a smaller sample size than the national index and is, therefore, subject to substantially more sampling and other measurement error. As a result, local area indexes show greater volatility than the national index, although their long-term trends are similar. Therefore, the Bureau of Labor Statistics strongly urges users to consider adopting the national average CPI for use in their escalator clauses.

Table 5. Chained Consumer Price Index for All Urban Consumers (C-CPI-U) and the Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items index, April 2025

[Percent changes]

Month Year	Unadjusted 1-month percent change		Unadjusted 12-month percent change	
	C-CPI-U ¹	CPI-U	C-CPI-U ¹	CPI-U
December 2012.....			1.5	1.7
December 2013.....			1.3	1.5
December 2014.....			0.5	0.8
December 2015.....			0.4	0.7
December 2016.....			1.8	2.1
December 2017.....			1.7	2.1
December 2018.....			1.5	1.9
December 2019.....			1.8	2.3
December 2020.....			1.5	1.4
December 2021.....			6.5	7.0
December 2022.....			6.4	6.5
January 2023.....	0.8	0.8	6.4	6.4
February 2023.....	0.5	0.6	6.0	6.0
March 2023.....	0.3	0.3	4.8	5.0
April 2023.....	0.5	0.5	4.7	4.9
May 2023.....	0.2	0.3	3.8	4.0
June 2023.....	0.3	0.3	2.9	3.0
July 2023.....	0.1	0.2	3.0	3.2
August 2023.....	0.4	0.4	3.5	3.7
September 2023.....	0.2	0.2	3.4	3.7
October 2023.....	0.0	0.0	2.9	3.2
November 2023.....	-0.3	-0.2	2.7	3.1
December 2023.....	-0.1	-0.1	2.9	3.4
January 2024.....	0.5	0.5	2.6	3.1
February 2024.....	0.6	0.6	2.8	3.2
March 2024.....	0.6	0.6	3.1	3.5
April 2024.....	0.4	0.4	3.0	3.4
May 2024.....	0.1	0.2	2.9	3.3
June 2024.....	0.0	0.0	2.6	3.0
July 2024.....	0.1	0.1	2.6	2.9
August 2024.....	0.1	0.1	2.3	2.5
September 2024.....	0.1	0.2	2.2	2.4
October 2024.....	0.1	0.1	2.3	2.6
November 2024.....	-0.1	-0.1	2.5	2.7
December 2024.....	0.0	0.0	2.7	2.9
January 2025.....	0.6	0.7	2.8	3.0
February 2025.....	0.4	0.4	2.6	2.8
March 2025.....	0.2	0.2	2.1	2.4
April 2025.....	0.3	0.3	2.1	2.3

¹ The C-CPI-U is designed to be a closer approximation to a cost-of-living index in that it, in its final form, accounts for any substitution that consumers make across item categories in response to changes in relative prices. Since the expenditure data required for the calculation of the C-CPI-U are available only with a time lag, the C-CPI-U is issued first in preliminary form using the latest available expenditure data at that time and is subject to four revisions.

Indexes are issued as initial estimates. Indexes are revised each quarter with the publication of January, April, July, and October data as updated expenditure estimates become available. The C-CPI-U indexes are updated quarterly until they become final. January-March indexes are final in January of the following year; April-June indexes are final in April of the following year; July-September indexes are final in July of the following year; October-December indexes are final in October of the following year.

Table 6. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 1-month analysis table
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	One Month				
		Seasonally adjusted percent change Mar. 2025-Apr. 2025	Seasonally adjusted effect on All Items Mar. 2025-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) seasonally adjusted change since: ³	
					Date	Percent change
All items.....	100.000	0.2		0.05	L-Feb.2025	0.2
Food.....	13.681	-0.1	-0.011	0.07	S-Jul.2020	-0.4
Food at home.....	8.051	-0.4	-0.036	0.12	S-Sep.2020	-0.4
Cereals and bakery products.....	1.101	-0.5	-0.005	0.30	S-Nov.2024	-1.2
Cereals and cereal products.....	0.336	-1.5	-0.005	0.50	S-Jan.2025	-2.1
Flour and prepared flour mixes.....	0.030	0.1	0.000	0.75	S-Jan.2025	-0.2
Breakfast cereal ⁴	0.146	-2.5	-0.004	0.93	S-Jan.2025	-3.3
Rice, pasta, cornmeal.....	0.159	-0.8	-0.001	0.63	—	—
Rice ^{4, 5, 6}		-2.3		0.73	S-Sep.2016	-2.4
Bakery products ⁴	0.765	-0.3	-0.002	0.38	S-Nov.2024	-1.4
Bread ^{4, 5}	0.139	1.6	0.002	0.61	L-Oct.2024	1.9
White bread ^{4, 6}		1.5		0.64	L-Nov.2022	1.7
Bread other than white ^{4, 6}		1.7		1.08	L-Oct.2024	2.8
Fresh biscuits, rolls, muffins ⁵	0.136	0.2	0.000	1.02	L-Jan.2025	1.8
Cakes, cupcakes, and cookies ⁴	0.212	-0.1	0.000	0.59	S-Feb.2025	-0.5
Cookies ^{4, 6}		-0.4		0.80	S-Feb.2025	-2.4
Fresh cakes and cupcakes ^{4, 6}		0.6		0.69	S-Jan.2025	-2.6
Other bakery products.....	0.279	-1.0	-0.003	0.64	S-Nov.2024	-1.6
Fresh sweetrolls, coffeecakes, doughnuts ^{4, 6} ...		-1.1		0.84	S-Feb.2024	-1.9
Crackers, bread, and cracker products ⁶		-1.2		1.02	S-Feb.2025	-1.4
Frozen and refrigerated bakery products, pies, tarts, turnovers ⁶		-2.9		1.14	S-EVER	—
Meats, poultry, fish, and eggs.....	1.669	-1.6	-0.027	0.24	S-Jul.2020	-3.8
Meats, poultry, and fish.....	1.450	0.0	0.000	0.25	S-Oct.2024	-0.4
Meats.....	0.926	-0.2	-0.002	0.31	S-Oct.2024	-0.7
Beef and veal.....	0.456	0.1	0.000	0.46	S-Oct.2024	-0.6
Uncooked ground beef ⁴	0.208	0.0	0.000	0.69	S-Jan.2025	-0.9
Uncooked beef roasts ⁵	0.057	-0.2	0.000	1.10	L-Feb.2025	2.8
Uncooked beef steaks ⁵	0.130	0.8	0.001	0.81	L-Jan.2025	2.8
Uncooked other beef and veal ^{4, 5}	0.061	1.7	0.001	0.88	L-Feb.2025	3.1
Pork.....	0.288	-1.4	-0.004	0.55	S-Feb.2025	-1.4
Bacon, breakfast sausage, and related products ⁵	0.103	-1.6	-0.002	0.89	S-Apr.2023	-2.0
Bacon and related products ⁶		-1.0		1.07	S-Feb.2025	-2.3
Breakfast sausage and related products ^{5, 6} ...		-2.1		1.18	S-Dec.2018	-2.4
Ham.....	0.044	0.8	0.000	1.06	S-Feb.2025	-2.3
Ham, excluding canned ⁶		1.1		1.11	S-Feb.2025	-2.6
Pork chops ⁴	0.049	-1.6	-0.001	1.29	S-Jan.2025	-1.9
Other pork including roasts, steaks, and ribs ⁵ ...	0.092	-2.5	-0.002	1.20	S-Jun.2023	-2.5
Other meats.....	0.181	1.2	0.002	0.58	L-Oct.2022	2.0
Frankfurters ⁶		-5.2		1.36	S-Jul.2022	-5.9
Lunchmeats ^{4, 5, 6}		1.1		0.76	L-May 2024	1.1
Poultry.....	0.286	0.2	0.000	0.50	S-Feb.2025	-0.2
Chicken ⁵	0.214	-0.3	-0.001	0.53	S-Jun.2024	-0.3
Fresh whole chicken ⁶		0.2		0.99	S-Feb.2025	-1.6
Fresh and frozen chicken parts ⁶		-0.6		0.69	S-Apr.2024	-2.0
Other uncooked poultry including turkey ⁵	0.071	1.8	0.001	1.20	L-Jul.2023	2.3
Fish and seafood.....	0.238	0.7	0.002	0.60	L-Feb.2025	0.7
Fresh fish and seafood ^{4, 5}	0.140	0.8	0.001	0.83	L-Jan.2025	1.6
Processed fish and seafood ⁵	0.098	1.2	0.001	0.96	L-Mar.2024	1.2
Shelf stable fish and seafood ⁶		1.6		1.43	L-Aug.2023	2.2
Frozen fish and seafood ⁶		0.6		1.19	L-Feb.2025	1.4

See footnotes at end of table.

Table 6. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 1-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	One Month				
		Seasonally adjusted percent change Mar. 2025-Apr. 2025	Seasonally adjusted effect on All Items Mar. 2025-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) seasonally adjusted change since: ³	
					Date	Percent change
Eggs.....	0.219	-12.7	-0.027	1.00	S-Mar.1984	-12.7
Dairy and related products ⁴	0.734	-0.2	-0.001	0.29	S-Feb.2025	-1.0
Milk ^{4, 5}	0.197	0.7	0.001	0.39	S-Feb.2025	-0.6
Fresh whole milk ^{4, 6}		0.1		0.49	S-Jan.2025	-1.0
Fresh milk other than whole ^{4, 5, 6}		0.9		0.55	S-Feb.2025	-1.1
Cheese and related products ⁴	0.254	-0.2	0.000	0.69	S-Feb.2025	-1.2
Ice cream and related products.....	0.129	-1.4	-0.002	1.04	S-Feb.2025	-2.2
Other dairy and related products ⁵	0.154	-1.3	-0.002	0.54	S-May 2023	-1.3
Fruits and vegetables.....	1.307	-0.4	-0.006	0.32	L-Dec.2024	0.1
Fresh fruits and vegetables.....	1.084	-0.2	-0.002	0.41	L-Dec.2024	0.0
Fresh fruits.....	0.556	-0.3	-0.002	0.58	L-Jan.2025	0.5
Apples.....	0.081	-0.1	0.000	0.95	S-Feb.2025	-0.4
Bananas ⁴	0.108	1.2	0.001	0.65	L-Feb.2024	1.7
Citrus fruits ⁵	0.062	-2.8	-0.002	0.88	S-Jun.2022	-2.8
Oranges, including tangerines ⁶		-3.7		1.44	S-Jul.2021	-4.9
Other fresh fruits ⁵	0.304	-0.5	-0.002	1.11	L-Jan.2025	1.3
Fresh vegetables.....	0.528	-0.1	0.000	0.58	L-Dec.2024	0.4
Potatoes.....	0.083	0.3	0.000	0.97	L-Dec.2024	0.5
Lettuce.....	0.066	0.3	0.000	1.17	L-Feb.2025	1.8
Tomatoes.....	0.086	1.1	0.001	1.22	L-Dec.2024	1.1
Other fresh vegetables.....	0.294	-0.3	-0.001	0.79	L-Feb.2025	-0.1
Processed fruits and vegetables ⁵	0.223	-1.6	-0.004	0.47	S-Apr.2019	-1.7
Canned fruits and vegetables ⁵	0.090	-1.3	-0.001	0.60	S-Apr.2019	-2.0
Canned fruits ^{5, 6}		-1.0		0.94	S-Feb.2025	-2.2
Canned vegetables ^{5, 6}		-1.5		0.90	S-Jul.2019	-1.7
Frozen fruits and vegetables ⁵	0.068	-3.0	-0.002	0.89	S-EVER	—
Frozen vegetables ⁶		-3.2		1.08	S-EVER	—
Other processed fruits and vegetables including dried ⁵	0.065	-1.2	-0.001	0.66	S-Nov.2023	-1.3
Dried beans, peas, and lentils ^{4, 5, 6}		1.6		0.76	L-May 2024	2.4
Nonalcoholic beverages and beverage materials.....	0.909	0.7	0.006	0.40	L-Jan.2025	0.9
Juices and nonalcoholic drinks ⁵	0.641	0.2	0.001	0.48	S-Feb.2025	-0.8
Carbonated drinks.....	0.353	-0.1	0.000	0.93	S-Feb.2025	-0.6
Frozen noncarbonated juices and drinks ^{4, 5}	0.004	-0.4	0.000	0.81	L-Feb.2025	1.5
Nonfrozen noncarbonated juices and drinks ⁵	0.285	0.6	0.002	0.49	L-Jan.2025	0.8
Beverage materials including coffee and tea ⁵	0.268	2.0	0.005	0.68	L-Jul.2022	2.8
Coffee.....	0.138	2.4	0.003	0.97	L-Jul.2022	2.9
Roasted coffee ⁶		2.4		1.25	L-Jul.2022	2.4
Instant coffee ^{4, 6}		2.3		1.07	L-Jan.2025	4.4
Other beverage materials including tea ^{4, 5}	0.130	1.9	0.002	1.06	L-Feb.2024	2.9
Other food at home.....	2.331	-0.1	-0.003	0.24	S-Feb.2025	-0.5
Sugar and sweets.....	0.333	0.6	0.002	0.44	L-Jan.2025	1.3
Sugar and sugar substitutes.....	0.028	0.6	0.000	0.62	L-Apr.2024	1.1
Candy and chewing gum ⁵	0.233	1.4	0.003	0.60	L-Jan.2025	1.8
Other sweets ⁵	0.072	-1.7	-0.001	0.82	S-Sep.2020	-1.9
Fats and oils.....	0.249	-1.5	-0.004	0.53	S-Apr.2019	-2.1
Butter and margarine ⁵	0.056	-0.7	0.000	0.99	S-Dec.2024	-1.1
Butter ⁶		0.3		1.11	L-Nov.2024	0.5
Margarine ⁶		1.2		1.56	L-Jan.2025	3.6
Salad dressing ^{4, 5}	0.065	-1.5	-0.001	1.52	S-Nov.2024	-1.8
Other fats and oils including peanut butter ⁵	0.128	-2.8	-0.004	0.68	S-EVER	—
Peanut butter ^{4, 5, 6}		-1.4		0.76	S-Feb.2025	-2.7
Other foods.....	1.750	-0.1	-0.001	0.30	S-Feb.2025	-0.6

See footnotes at end of table.

Table 6. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 1-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	One Month				
		Seasonally adjusted percent change Mar. 2025-Apr. 2025	Seasonally adjusted effect on All Items Mar. 2025-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) seasonally adjusted change since: ³	
					Date	Percent change
Soups.....	0.106	0.8	0.001	0.97	S-Feb.2025	-0.9
Frozen and freeze dried prepared foods.....	0.271	1.0	0.003	0.69	L-Oct.2022	1.0
Snacks.....	0.369	-0.7	-0.002	0.78	S-Feb.2025	-1.0
Spices, seasonings, condiments, sauces.....	0.388	-0.4	-0.002	0.50	S-May 2024	-0.8
Salt and other seasonings and spices ^{5, 6}		-1.8		0.91	S-Nov.2024	-1.8
Olives, pickles, relishes ^{5, 6}		0.6		0.90	L-Feb.2025	5.5
Sauces and gravies ^{5, 6}		-0.6		0.70	S-Jan.2025	-1.5
Other condiments ⁶		8.0		1.10	L-Oct.2024	11.7
Baby food and formula ^{4, 5}	0.060	0.9	0.001	0.57	L-Sep.2024	1.2
Other miscellaneous foods ⁵	0.556	0.2	0.001	0.54	S-Feb.2025	-0.2
Prepared salads ^{6, 7}		1.6		0.98	S-Feb.2025	-0.4
Food away from home ⁴	5.629	0.4	0.025	0.06	—	—
Full service meals and snacks ^{4, 5}	2.429	0.6	0.014	0.07	—	—
Limited service meals and snacks ^{4, 5}	2.832	0.3	0.010	0.09	L-Feb.2025	0.3
Food at employee sites and schools ^{4, 5}	0.071	0.0	0.000	0.29	S-Jan.2025	-0.1
Food at elementary and secondary schools ^{4, 6, 8}		0.0		0.10	—	—
Food from vending machines and mobile vendors ^{4, 5}	0.056	1.2	0.001	0.25	S-Feb.2025	0.3
Other food away from home ^{4, 5}	0.241	0.3	0.001	0.10	L-Feb.2025	0.8
Energy.....	6.312	0.7	0.042	0.15	L-Jan.2025	1.1
Energy commodities.....	3.151	-0.2	-0.007	0.18	L-Jan.2025	1.9
Fuel oil and other fuels.....	0.142	-2.6	-0.004	0.34	L-Feb.2025	-0.2
Fuel oil.....	0.077	-1.3	-0.001	0.47	L-Feb.2025	0.8
Propane, kerosene, and firewood ⁹	0.065	-4.7	-0.003	0.42	S-Apr.2014	-8.0
Motor fuel.....	3.009	-0.1	-0.003	0.19	L-Jan.2025	1.8
Gasoline (all types).....	2.927	-0.1	-0.003	0.19	L-Jan.2025	1.8
Gasoline, unleaded regular ⁶		0.2		0.46	L-Jan.2025	1.7
Gasoline, unleaded midgrade ^{6, 10}		0.0		0.43	L-Jan.2025	1.9
Gasoline, unleaded premium ⁶		-0.5		0.50	L-Feb.2025	-0.5
Other motor fuels ^{4, 5}	0.082	-0.4	0.000	0.28	L-Feb.2025	2.2
Energy services.....	3.161	1.5	0.049	0.26	S-Feb.2025	1.4
Electricity.....	2.390	0.8	0.020	0.30	S-Jan.2025	0.0
Utility (piped) gas service.....	0.771	3.7	0.029	0.44	L-Jan.2023	6.9
All items less food and energy.....	80.007	0.2	0.189	0.05	L-Feb.2025	0.2
Commodities less food and energy commodities.....	19.367	0.1	0.012	0.09	L-Feb.2025	0.2
Household furnishings and supplies ¹¹	3.373	0.2	0.007	0.21	L-Feb.2025	0.2
Window and floor coverings and other linens ⁵	0.242	-0.4	-0.001	0.90	L-Feb.2025	1.4
Floor coverings ^{4, 5}	0.058	-0.7	0.000	0.74	S-Oct.2024	-1.2
Window coverings ^{4, 5}	0.054	-0.4	0.000	1.68	L-Feb.2025	-0.3
Other linens ⁵	0.130	-0.6	-0.001	1.18	L-Feb.2025	2.5
Furniture and bedding ⁴	0.783	1.5	0.011	0.41	L-Sep.2024	1.7
Bedroom furniture ⁴	0.255	1.6	0.004	0.62	S-Feb.2025	-0.3
Living room, kitchen, and dining room furniture ^{4, 5}	0.380	2.4	0.009	0.60	L-Sep.2024	3.2
Other furniture ⁵	0.139	-0.9	-0.001	0.94	—	—
Appliances ⁵	0.217	0.8	0.002	0.68	L-Mar.2022	1.2
Major appliances ⁵	0.069	1.3	0.001	1.04	L-Feb.2025	1.4
Laundry equipment ^{4, 6}		-0.8		0.76	S-Dec.2024	-1.8
Other appliances ⁵	0.146	0.8	0.001	0.87	L-Nov.2024	1.0
Other household equipment and furnishings ⁵	0.501	-0.9	-0.005	0.53	S-Aug.2024	-1.0
Clocks, lamps, and decorator items ⁴	0.297	-1.1	-0.003	0.60	S-Sep.2024	-1.2
Indoor plants and flowers ¹²	0.114	1.0	0.001	0.89	L-Feb.2025	1.4
Dishes and flatware ^{4, 5}	0.037	-2.6	-0.001	1.59	S-May 2024	-3.2
Nonelectric cookware and tableware ⁵	0.053	0.0	0.000	1.38	S-Feb.2025	-2.9

See footnotes at end of table.

Table 6. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 1-month analysis table — Continued
 [1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	One Month				
		Seasonally adjusted percent change Mar. 2025-Apr. 2025	Seasonally adjusted effect on All Items Mar. 2025-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) seasonally adjusted change since: ³	
					Date	Percent change
Tools, hardware, outdoor equipment and supplies ^{4, 5} ...	0.836	0.1	0.001	0.38	L-Feb.2025	0.9
Tools, hardware and supplies ⁵	0.239	1.2	0.003	0.59	L-Nov.2024	1.2
Outdoor equipment and supplies ^{4, 5}	0.363	-0.7	-0.003	0.53	L-Feb.2025	1.2
Housekeeping supplies ⁴	0.793	0.1	0.001	0.26	L-Jan.2025	0.1
Household cleaning products ^{4, 5}	0.293	0.6	0.002	0.42	L-Aug.2024	1.8
Household paper products ^{4, 5}	0.175	-0.2	0.000	0.34	L-Feb.2025	-0.1
Miscellaneous household products ^{4, 5}	0.324	-0.2	-0.001	0.39	S-Oct.2024	-1.0
Apparel.....	2.577	-0.2	-0.005	0.34	S-Jan.2025	-1.4
Men's and boys' apparel.....	0.686	-0.1	-0.001	0.50	S-Jan.2025	-0.5
Men's apparel.....	0.557	-0.4	-0.002	0.61	S-Jan.2025	-0.6
Men's suits, sport coats, and outerwear.....	0.095	0.3	0.000	1.98	L-Feb.2025	5.5
Men's underwear, nightwear, swimwear, and accessories.....	0.147	1.1	0.002	0.78	S-Feb.2025	-0.4
Men's shirts and sweaters ⁵	0.159	-2.8	-0.004	1.04	S-Aug.2024	-3.1
Men's pants and shorts.....	0.139	0.7	0.001	1.12	S-Feb.2025	-0.5
Boys' apparel.....	0.130	1.0	0.001	0.96	L-Sep.2024	1.6
Women's and girls' apparel.....	1.016	0.3	0.003	0.61	S-Jan.2025	-2.0
Women's apparel.....	0.901	0.4	0.004	0.66	S-Feb.2025	0.0
Women's outerwear.....	0.080	0.9	0.001	2.56	S-Feb.2025	-0.2
Women's dresses.....	0.134	-0.6	-0.001	1.89	S-Jan.2025	-4.3
Women's suits and separates ⁵	0.370	1.2	0.004	0.86	L-Apr.2024	1.6
Women's underwear, nightwear, swimwear, and accessories ⁵	0.305	-1.1	-0.003	0.89	S-Jan.2025	-2.3
Girls' apparel.....	0.115	-0.3	0.000	1.29	L-Feb.2025	3.6
Footwear.....	0.584	-0.5	-0.003	0.48	S-Jan.2025	-0.5
Men's footwear.....	0.201	-1.3	-0.003	0.82	S-Nov.2024	-1.3
Boys' and girls' footwear ⁴	0.111	-1.1	-0.001	0.86	S-Jan.2025	-2.2
Women's footwear.....	0.272	0.2	0.001	0.74	L-Jan.2025	0.4
Infants' and toddlers' apparel.....	0.103	-1.1	-0.001	0.97	S-Jun.2024	-1.4
Jewelry and watches ⁹	0.188	-1.9	-0.004	1.56	S-Jan.2025	-3.9
Watches ^{4, 9}	0.042	-1.5	-0.001	1.47	S-May 2024	-1.9
Jewelry ⁹	0.146	-2.0	-0.003	2.00	S-Jan.2025	-4.2
Transportation commodities less motor fuel ¹¹	7.224	-0.2	-0.013	0.03	—	—
New vehicles.....	4.350	0.0	0.000	0.01	S-Feb.2025	-0.1
New cars ⁶		0.1		0.06	S-Feb.2025	0.1
New trucks ^{6, 13}		0.0		0.03	S-Feb.2025	-0.1
Used cars and trucks.....	2.380	-0.5	-0.013	0.03	L-Feb.2025	0.9
Motor vehicle parts and equipment ⁴	0.358	-0.1	0.000	0.36	—	—
Tires ⁴	0.295	-0.4	-0.001	0.40	S-Feb.2025	-0.5
Vehicle accessories other than tires ^{4, 5}	0.063	1.5	0.001	0.62	L-Nov.2023	2.4
Vehicle parts and equipment other than tires ^{4, 6} ...		2.2		0.78	L-Nov.2023	3.6
Motor oil, coolant, and fluids ^{4, 6}		-1.0		0.63	—	—
Medical care commodities ⁴	1.509	0.4	0.006	0.28	L-Jan.2025	1.2
Medicinal drugs ^{4, 11}	1.333	0.4	0.006	0.30	L-Jan.2025	1.4
Prescription drugs ⁴	0.917	0.4	0.003	0.26	L-Jan.2025	2.5
Nonprescription drugs ¹¹	0.416	0.3	0.001	0.63	L-Feb.2025	0.6
Medical equipment and supplies ^{4, 11}	0.176	0.4	0.001	0.53	L-Jun.2024	1.0
Recreation commodities ¹¹	1.818	0.4	0.007	0.24	L-Jan.2024	0.8
Video and audio products ¹¹	0.247	1.0	0.002	0.36	L-Oct.2024	1.0
Televisions.....	0.086	-2.1	-0.002	0.61	S-Jan.2025	-2.1
Other video equipment ⁵	0.029	-1.8	-0.001	1.17	S-Aug.2023	-3.9
Audio equipment ⁴	0.053	8.8	0.005	0.87	L-EVER	—
Recorded music and music subscriptions ^{4, 5}	0.075	0.2	0.000	0.66	S-Feb.2025	0.0

See footnotes at end of table.

Table 6. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 1-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	One Month				
		Seasonally adjusted percent change Mar. 2025-Apr. 2025	Seasonally adjusted effect on All Items Mar. 2025-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) seasonally adjusted change since: ³	
					Date	Percent change
Pets and pet products ⁴	0.624	0.3	0.002	0.34	L-Jan.2025	0.3
Pet food and treats ^{4, 5, 6}		-0.1		0.37	L-Feb.2025	0.6
Purchase of pets, pet supplies, accessories ^{4, 5, 6}		1.2		0.75	L-Nov.2024	1.3
Sporting goods ⁴	0.462	0.6	0.003	0.50	L-Apr.2024	0.9
Sports vehicles including bicycles ⁴	0.225	1.8	0.004	0.74	L-Jan.2024	2.8
Sports equipment ⁴	0.221	-0.6	-0.001	0.52	S-Nov.2024	-0.7
Photographic equipment and supplies.....	0.019	2.2	0.000	0.68	L-Oct.2023	6.2
Photographic equipment ^{4, 5, 6}		1.0		1.03	L-Jan.2025	2.4
Recreational reading materials ⁴	0.101	-1.0	-0.001	1.41	S-Nov.2024	-4.9
Newspapers and magazines ^{4, 5}	0.056	-2.3	-0.001	1.46	S-Nov.2024	-5.6
Recreational books ^{4, 5}	0.045	0.7	0.000	2.14	L-Jan.2025	3.0
Other recreational goods ⁵	0.365	0.2	0.001	0.53	L-Jan.2025	0.5
Toys.....	0.286	0.3	0.001	0.65	L-Jan.2025	0.8
Toys, games, hobbies and playground equipment ^{5, 6}		-0.3		0.90	L-Jan.2025	1.7
Sewing machines, fabric and supplies ^{4, 5}	0.022	-1.0	0.000	1.12	L-Feb.2025	0.0
Music instruments and accessories ^{4, 5}	0.043	0.3	0.000	0.71	S-Feb.2025	-0.2
Education and communication commodities ¹¹	0.743	0.3	0.002	0.64	S-Feb.2025	-0.2
Educational books and supplies ⁴	0.042	-0.2	0.000	0.88	S-Dec.2024	-0.8
College textbooks ^{4, 6, 14}		-0.2		1.17	S-Dec.2024	-1.1
Information technology commodities ¹¹	0.701	0.3	0.002	0.70	S-Feb.2025	-0.2
Computers, peripherals, and smart home assistants ^{4, 7}	0.264	0.7	0.002	0.83	L-Feb.2025	0.7
Computer software and accessories ^{4, 5}	0.028	3.2	0.001	1.62	L-Feb.2025	3.3
Telephone hardware, calculators, and other consumer information items ⁵	0.409	-0.1	0.000	0.88	S-Feb.2025	-0.9
Smartphones ^{4, 6, 15}		-0.6		0.93	L-Jan.2025	-0.5
Alcoholic beverages ⁴	0.833	0.0	0.000	0.14	S-Dec.2024	-0.3
Alcoholic beverages at home.....	0.448	-0.1	0.000	0.18	S-Nov.2024	-0.3
Beer, ale, and other malt beverages at home ⁴	0.153	0.1	0.000	0.24	L-Feb.2025	0.6
Distilled spirits at home ⁴	0.102	0.6	0.001	0.36	S-Feb.2025	-0.4
Whiskey at home ^{4, 6}		0.5		0.66	S-Feb.2025	-0.6
Distilled spirits, excluding whiskey, at home ^{4, 6}		0.7		0.50	S-Feb.2025	0.0
Wine at home.....	0.193	-0.8	-0.002	0.29	S-Feb.2021	-0.8
Alcoholic beverages away from home ⁴	0.385	0.2	0.001	0.20	L-Feb.2025	0.5
Beer, ale, and other malt beverages away from home ^{4, 5, 6}		-0.1		0.21	S-Dec.2024	-1.2
Wine away from home ^{4, 5, 6}		0.6		0.20	L-Sep.2023	1.2
Distilled spirits away from home ^{4, 5, 6}		-0.2		0.25	S-Dec.2024	-0.7
Other goods ¹¹	1.291	0.3	0.004	0.24	—	—
Tobacco and smoking products ⁴	0.483	0.3	0.001	0.22	S-Dec.2024	0.0
Cigarettes ^{4, 5}	0.363	0.6	0.002	0.25	—	—
Tobacco products other than cigarettes ^{4, 5}	0.115	-0.7	-0.001	0.70	S-Jul.2024	-1.0
Personal care products ⁴	0.649	0.1	0.001	0.37	L-Feb.2025	0.9
Hair, dental, shaving, and miscellaneous personal care products ^{4, 5}	0.291	-0.3	-0.001	0.43	S-Dec.2024	-1.0
Cosmetics, perfume, bath, nail preparations and implements ⁴	0.349	0.5	0.002	0.58	L-Jan.2025	0.6
Miscellaneous personal goods ⁵	0.159	1.2	0.002	0.76	L-Feb.2025	1.4
Stationery, stationery supplies, gift wrap ⁶		-0.8		0.74	S-Apr.2024	-1.1
Services less energy services.....	60.640	0.3	0.175	0.07	L-Feb.2025	0.3
Shelter.....	35.426	0.3	0.119	0.09	L-Feb.2025	0.3
Rent of shelter ¹⁶	35.014	0.4	0.137	0.09	L-Jan.2025	0.4
Rent of primary residence.....	7.463	0.3	0.025	0.04	—	—

See footnotes at end of table.

Table 6. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 1-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	One Month				
		Seasonally adjusted percent change Mar. 2025-Apr. 2025	Seasonally adjusted effect on All Items Mar. 2025-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) seasonally adjusted change since: ³	
					Date	Percent change
Lodging away from home ⁵	1.375	-0.1	-0.001	1.69	L-Feb.2025	0.2
Housing at school, excluding board ¹⁶	0.241	0.3	0.001	0.07	—	—
Other lodging away from home including hotels and motels.....	1.134	-0.2	-0.002	2.00	L-Feb.2025	0.2
Owners' equivalent rent of residences ¹⁶	26.176	0.4	0.093	0.05	—	—
Owners' equivalent rent of primary residence ¹⁶ ..	24.983	0.4	0.089	0.05	—	—
Tenants' and household insurance ^{4, 5}	0.411	0.3	0.001	0.23	L-Feb.2025	0.8
Water and sewer and trash collection services ⁵	1.085	0.3	0.003	0.11	L-Feb.2025	1.0
Water and sewerage maintenance ⁴	0.740	0.3	0.003	0.13	—	—
Garbage and trash collection ^{4, 13}	0.344	0.2	0.001	0.15	L-Feb.2025	1.9
Household operations ^{4, 5}						
Domestic services ^{4, 5}						
Gardening and lawn care services ^{4, 5}						
Moving, storage, freight expense ⁵	0.124	-0.8	-0.001	0.61	S-Jan.2025	-0.9
Repair of household items ^{4, 5}						
Medical care services.....	6.736	0.5	0.034	0.17	—	—
Professional services.....	3.666	0.4	0.016	0.21	L-Nov.2024	0.4
Physicians' services ⁴	1.814	0.3	0.006	0.36	—	—
Dental services.....	0.927	0.5	0.005	0.24	L-May 2024	0.7
Eyeglasses and eye care ^{4, 9}	0.333	-0.4	-0.001	0.28	S-Aug.2024	-0.5
Services by other medical professionals ^{4, 9}	0.592	0.6	0.003	0.21	L-Sep.2024	1.5
Hospital and related services ⁴	2.276	0.5	0.012	0.25	S-Feb.2025	0.2
Hospital services ^{4, 17}	1.949	0.6	0.011	0.26	S-Feb.2025	0.1
Inpatient hospital services ^{4, 6, 17}		0.4		0.34	S-Feb.2025	0.2
Outpatient hospital services ^{4, 6, 9}		0.7		0.26	—	—
Nursing homes and adult day services ¹⁷	0.166	0.3	0.000	0.19	S-Jan.2025	-0.8
Care of invalids and elderly at home ^{4, 8}						
Health insurance ^{4, 8}	0.793	0.4	0.003	0.19	—	—
Transportation services.....	6.270	0.1	0.009	0.21	L-Jan.2025	1.8
Leased cars and trucks ^{4, 14}	0.388		0.004	0.63	—	—
Car and truck rental ⁵	0.127	4.3	0.006	1.18	L-Mar.2022	7.2
Motor vehicle maintenance and repair ⁴	1.022	0.7	0.007	0.26	S-Feb.2025	0.3
Motor vehicle body work ⁴						
Motor vehicle maintenance and servicing ⁴	0.506	0.2	0.001	0.30	—	—
Motor vehicle repair ^{4, 5}	0.402	1.2	0.005	0.48	S-Feb.2025	0.7
Motor vehicle insurance.....	2.829	0.6	0.018	0.31	L-Jan.2025	2.0
Motor vehicle fees ^{4, 5}	0.499	0.1	0.000	0.24	L-Jan.2025	2.6
State motor vehicle registration and license fees ^{4, 5}	0.281	0.3	0.001	0.09	L-Feb.2025	0.3
Parking and other fees ^{4, 5}	0.204	-0.1	0.000	0.53	L-Jan.2025	6.4
Parking fees and tolls ^{5, 6}		1.5		0.34	L-Apr.2024	2.2
Public transportation.....	1.405	-1.8	-0.026	0.55	L-Jan.2025	0.7
Airline fares.....	0.872	-2.8	-0.025	0.77	L-Jan.2025	1.2
Other intercity transportation.....	0.209	0.2	0.000	1.03	S-Feb.2025	-3.0
Ship fare ^{4, 5, 6}		-0.8		1.04	S-Feb.2025	-1.2
Intracity transportation ⁴	0.320	-0.2	-0.001	0.62	S-Feb.2025	-0.6
Intracity mass transit ^{4, 6, 11}		-0.1		0.09	S-Jan.2024	-0.4
Recreation services ¹¹	3.496	-0.3	-0.010	0.22	S-Sep.2024	-0.3
Video and audio services ¹¹	0.826	-0.6	-0.005	0.24	L-Feb.2025	1.0
Cable, satellite, and live streaming television service ¹³	0.665	-0.4	-0.003	0.20	L-Feb.2025	0.7
Purchase, subscription, and rental of video ^{4, 5}	0.161	-1.5	-0.002	0.99	S-Nov.2024	-2.1
Video discs and other media ^{4, 5, 6}		-1.2		1.92	L-Feb.2025	1.0

See footnotes at end of table.

Table 6. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 1-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	One Month				
		Seasonally adjusted percent change Mar. 2025-Apr. 2025	Seasonally adjusted effect on All Items Mar. 2025-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) seasonally adjusted change since: ³	
					Date	Percent change
Subscription and rental of video and video games ^{4, 5, 6}		-0.7		0.47	S-Nov.2024	-1.8
Pet services including veterinary ⁵	0.536	0.0	0.000	0.32	L-Feb.2025	1.1
Pet services ^{5, 6}		1.1		0.50	L-Nov.2024	1.4
Veterinarian services ^{4, 5, 6}		0.2		0.63	S-Sep.2024	0.1
Photographers and photo processing ^{4, 5}						
Other recreation services ⁵	2.078	-0.2	-0.005	0.38	S-Sep.2024	-0.5
Club membership for shopping clubs, fraternal, or other organizations, or participant sports fees ⁵	0.818	0.1	0.001	0.17	S-Dec.2024	-0.6
Admissions ⁴	0.760	-0.5	-0.003	0.71	S-Aug.2024	-0.8
Admission to movies, theaters, and concerts ^{4, 5, 6}		1.1		0.55	L-Nov.2023	1.5
Admission to sporting events ^{4, 5, 6}		-12.2		1.75	S-EVER	—
Fees for lessons or instructions ^{4, 9}	0.167	-1.2	-0.002	0.34	S-Feb.2024	-1.5
Education and communication services ¹¹	4.949	-0.2	-0.010	0.08	S-Nov.2024	-0.2
Tuition, other school fees, and childcare.....	2.517	0.1	0.004	0.06	S-Nov.2023	0.1
College tuition and fees.....	1.303	0.2	0.002	0.08	—	—
Elementary and high school tuition and fees.....	0.385	0.3	0.001	0.09	S-Dec.2024	0.3
Day care and preschool ^{4, 12}	0.724	0.0	0.000	0.14	S-Dec.2024	-0.1
Technical and business school tuition and fees ⁵	0.039	-0.1	0.000	0.07	S-Oct.2024	-0.1
Postage and delivery services ⁵	0.053	0.4	0.000	0.07	—	—
Postage.....	0.051	0.4	0.000	0.00	—	—
Delivery services ⁵	0.002	0.8	0.000	0.33	L-Feb.2025	1.3
Telephone services ^{4, 5}	1.434	0.0	0.000	0.06	L-Feb.2025	0.1
Wireless telephone services ^{4, 5}	1.262	0.1	0.001	0.06	L-Sep.2024	0.1
Residential telephone services ^{4, 11}	0.172	-0.7	-0.001	0.30	S-Oct.2024	-2.2
Internet services and electronic information providers ^{4, 5}	0.937	-1.5	-0.014	0.23	S-Nov.2024	-1.6
Other personal services ^{4, 11}	1.648	0.2	0.004	0.16	S-Jan.2025	-0.5
Personal care services ⁴	0.657	0.1	0.001	0.24	—	—
Haircuts and other personal care services ^{4, 5}	0.657	0.1	0.001	0.24	—	—
Miscellaneous personal services ⁴	0.990	0.3	0.003	0.15	S-Jan.2025	-1.2
Legal services ^{4, 9}						
Funeral expenses ^{4, 9}	0.141	0.2	0.000	0.24	S-Jan.2025	0.2
Laundry and dry cleaning services ^{4, 5}	0.163	0.2	0.000	0.27	L-Feb.2025	0.5
Apparel services other than laundry and dry cleaning ^{4, 5}	0.027	-2.6	-0.001	0.68	S-May 2022	-2.6
Financial services ^{4, 9}	0.250	1.3	0.003	0.42	S-Jan.2025	-4.7
Checking account and other bank services ^{4, 5, 6}		0.0		0.00	—	—
Tax return preparation and other accounting fees ^{4, 5, 6}		1.9		0.96	S-Sep.2024	0.6
Special aggregate indexes						
All items less food.....	86.319	0.3	0.232	0.05	L-Jan.2025	0.5
All items less shelter.....	64.574	0.2	0.102	0.05	L-Feb.2025	0.2
All items less food and shelter.....	50.894	0.2	0.113	0.05	L-Feb.2025	0.2
All items less food, shelter, and energy.....	44.582	0.2	0.071	0.06	L-Feb.2025	0.2
All items less food, shelter, energy, and used cars and trucks.....	42.201	0.2	0.084	0.06	L-Jan.2025	0.4
All items less medical care.....	91.755	0.2	0.180	0.05	L-Feb.2025	0.2
All items less energy.....	93.688	0.2	0.179	0.05	L-Feb.2025	0.2
Commodities.....	36.199	0.0	-0.006	0.05	L-Feb.2025	0.1

See footnotes at end of table.

Table 6. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 1-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	One Month				
		Seasonally adjusted percent change Mar. 2025-Apr. 2025	Seasonally adjusted effect on All Items Mar. 2025-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) seasonally adjusted change since: ³	
					Date	Percent change
Commodities less food, energy, and used cars and trucks.....	16.987	0.1	0.025	0.10	L-Feb.2025	0.1
Commodities less food.....	22.518	0.0	0.005	0.07	L-Feb.2025	0.1
Commodities less food and beverages.....	21.685	0.0	0.005	0.07	L-Feb.2025	0.0
Services.....	63.801	0.4	0.225	0.07	L-Jan.2025	0.5
Services less rent of shelter ¹⁶	28.787	0.3	0.085	0.07	—	—
Services less medical care services.....	57.066	0.3	0.153	0.07	L-Feb.2025	0.3
Durables.....	10.891	0.2	0.018	0.09	L-Jan.2025	0.4
Nondurables.....	25.308	-0.1	-0.015	0.07	L-Feb.2025	0.0
Nondurables less food.....	11.627	-0.1	-0.017	0.11	L-Jan.2025	0.5
Nondurables less food and beverages.....	10.794	-0.1	-0.016	0.12	L-Jan.2025	0.5
Nondurables less food, beverages, and apparel.....	8.218	-0.1	-0.010	0.11	L-Jan.2025	1.0
Nondurables less food and apparel.....	9.050	-0.1	-0.012	0.10	L-Jan.2025	0.9
Housing.....	44.217	0.5	0.210	0.08	L-Jan.2024	0.6
Education and communication ⁵	5.692	-0.1	-0.007	0.12	S-Nov.2024	-0.3
Education ⁵	2.559	0.1	0.004	0.06	S-Nov.2023	0.1
Communication ⁵	3.133	-0.4	-0.011	0.17	S-Nov.2024	-0.9
Information and information processing ⁵	3.080	-0.4	-0.011	0.18	S-Nov.2024	-0.9
Information technology, hardware and services ¹⁸	1.646	-0.7	-0.011	0.33	S-Nov.2024	-1.6
Recreation ⁵	5.313	0.0	-0.003	0.19	L-Feb.2025	0.3
Video and audio ⁵	1.073	-0.3	-0.003	0.21	L-Feb.2025	0.6
Pets, pet products and services ⁵	1.160	0.2	0.002	0.25	L-Feb.2025	0.5
Photography ⁵	0.075	0.5	0.000	0.53	L-Feb.2025	0.8
Food and beverages.....	14.513	-0.1	-0.011	0.07	S-Jul.2020	-0.4
Domestically produced farm food ⁴	6.796	-0.5	-0.033	0.14	S-Nov.2023	-0.5
Other services.....	10.092	-0.2	-0.016	0.10	S-Jan.2021	-0.3
Apparel less footwear.....	1.993	-0.1	-0.002	0.41	S-Jan.2025	-1.6
Fuels and utilities.....	4.388	1.1	0.049	0.19	—	—
Household energy.....	3.303	1.4	0.046	0.25	—	—
Medical care.....	8.245	0.5	0.040	0.14	L-May 2024	0.5
Transportation.....	16.503	0.0	-0.007	0.10	L-Jan.2025	1.2
Private transportation.....	15.098	0.1	0.018	0.10	L-Jan.2025	1.2
New and used motor vehicles ⁵	7.381	0.0	-0.003	0.06	L-Feb.2025	0.1
Utilities and public transportation.....	7.750	0.1	0.007	0.15	S-Feb.2025	0.1
Household furnishings and operations.....	4.403	1.0	0.042	0.17	L-Jan.2022	1.1
Other goods and services.....	2.939	0.1	0.004	0.15	S-Jan.2025	-0.3
Personal care.....	2.455	0.1	0.002	0.15	S-Jan.2025	-0.5

¹ The 'effect' of an item category is a measure of that item's contribution to the All items price change. For example, if the Food index had an effect of 0.40, and the All items index rose 1.2 percent, then the increase in food prices contributed 0.40 / 1.2, or 33.3 percent, to that All items increase. Said another way, had food prices been unchanged for that month the change in the All items index would have been 1.2 percent minus 0.40, or 0.8 percent. Effects can be negative as well. For example, if the effect of food was a negative 0.1, and the All items index rose 0.5 percent, the All items index actually would have been 0.1 percent higher (or 0.6 percent) had food prices been unchanged. Since food prices fell while prices overall were rising, the contribution of food to the All items price change was negative (in this case, -0.1 / 0.5, or minus 20 percent).

² A statistic's margin of error is often expressed as its point estimate plus or minus two standard errors. For example, if a CPI category rose 0.6 percent, and its standard error was 0.15 percent, the margin of error on this item's 1-month percent change would be 0.6 percent, plus or minus 0.3 percent.

³ If the current seasonally adjusted 1-month percent change is greater than the previous published 1-month percent change, then this column identifies the closest prior month with a 1-month percent change as (L)arge as or (L)arger than the current 1-month change. If the current 1-month percent change is smaller than the previous published 1-month percent change, the most recent month with a change as (S)mall or (S)maller than the current month change is identified. If the current and previous published 1-month percent changes are equal, a dash will appear. Standard numerical comparisons are used. For example, 0.8% is greater than 0.6%, -0.4% is less than -0.2%, and -0.2% is less than 0.0%. Note that a (L)arger change can be a smaller decline, for example, a -0.2% change is larger than a -0.4% change, but still represents a decline in the price index. Likewise, (S)maller changes can be increases, for example, a 0.6% change is smaller than 0.8%, but still represents an increase in the price index. In this context, a -0.2% change is considered to be smaller than a 0.0% change.

⁴ Not seasonally adjusted.

⁵ Indexes on a December 1997=100 base.

⁶ Special indexes based on a substantially smaller sample. These series do not contribute to the all items index aggregation and therefore do not have a relative importance or effect.

- ⁷ Indexes on a December 2007=100 base.
- ⁸ Indexes on a December 2005=100 base.
- ⁹ Indexes on a December 1986=100 base.
- ¹⁰ Indexes on a December 1993=100 base.
- ¹¹ Indexes on a December 2009=100 base.
- ¹² Indexes on a December 1990=100 base.
- ¹³ Indexes on a December 1983=100 base.
- ¹⁴ Indexes on a December 2001=100 base.
- ¹⁵ Indexes on a December 2019=100 base.
- ¹⁶ Indexes on a December 1982=100 base.
- ¹⁷ Indexes on a December 1996=100 base.
- ¹⁸ Indexes on a December 1988=100 base.

Table 7. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 12-month analysis table
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Twelve Month				
		Unadjusted percent change Apr. 2024- Apr. 2025	Unadjusted effect on All Items Apr. 2024- Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) unadjusted change since: ³	
					Date	Percent change
All items.....	100.000	2.3		0.11	S-Feb.2021	1.7
Food.....	13.681	2.8	0.372	0.13	S-Feb.2025	2.6
Food at home.....	8.051	2.0	0.161	0.18	S-Feb.2025	1.9
Cereals and bakery products.....	1.101	0.0	0.000	0.43	S-Nov.2024	-0.5
Cereals and cereal products.....	0.336	-2.5	-0.009	0.77	S-Nov.2010	-2.6
Flour and prepared flour mixes.....	0.030	0.6	0.000	1.21	S-Dec.2024	0.4
Breakfast cereal.....	0.146	-2.6	-0.004	1.66	S-Feb.2018	-3.1
Rice, pasta, cornmeal.....	0.159	-2.6	-0.004	0.82	S-Aug.2024	-2.7
Rice ^{4, 5}		-2.7		1.28	S-Aug.2024	-3.1
Bakery products.....	0.765	1.2	0.009	0.48	—	—
Bread ⁴	0.139	1.9	0.004	0.75	L-Jan.2024	3.2
White bread ⁵		1.6		1.19	L-Feb.2024	1.7
Bread other than white ⁵		1.9		1.00	L-May 2024	2.7
Fresh biscuits, rolls, muffins ⁴	0.136	3.1	0.004	1.27	L-Feb.2025	3.4
Cakes, cupcakes, and cookies.....	0.212	1.5	0.003	0.86	L-Nov.2024	1.5
Cookies ⁵		1.7		1.10	L-Jan.2025	3.1
Fresh cakes and cupcakes ⁵		2.1		1.16	L-Dec.2023	3.8
Other bakery products.....	0.279	-0.6	-0.001	0.94	S-Nov.2024	-1.2
Fresh sweetrolls, coffeecakes, doughnuts ⁵		4.2		1.74	S-Jan.2025	3.5
Crackers, bread, and cracker products ⁵		-0.8		1.63	S-Feb.2025	-0.9
Frozen and refrigerated bakery products, pies, tarts, turnovers ⁵		-3.2		1.11	S-EVER	—
Meats, poultry, fish, and eggs.....	1.669	7.0	0.115	0.38	S-Jan.2025	6.1
Meats, poultry, and fish.....	1.450	3.4	0.051	0.37	L-Feb.2023	3.8
Meats.....	0.926	4.4	0.043	0.47	S-Feb.2025	3.8
Beef and veal.....	0.456	8.5	0.037	0.69	S-Feb.2025	7.6
Uncooked ground beef.....	0.208	10.0	0.018	1.04	S-Feb.2025	7.8
Uncooked beef roasts ⁴	0.057	8.8	0.006	1.53	S-Jan.2025	7.5
Uncooked beef steaks ⁴	0.130	7.0	0.010	1.11	L-Mar.2024	7.2
Uncooked other beef and veal ⁴	0.061	7.7	0.004	1.34	L-Feb.2025	9.5
Pork.....	0.288	1.3	0.004	0.95	S-Oct.2024	-0.6
Bacon, breakfast sausage, and related products ⁴	0.103	1.5	0.002	1.41	S-Nov.2024	-0.4
Bacon and related products ⁵		3.9		1.89	S-Feb.2025	2.7
Breakfast sausage and related products ^{4, 5}		-1.1		1.76	S-Mar.2024	-4.0
Ham.....	0.044	4.3	0.002	1.90	S-Feb.2025	0.4
Ham, excluding canned ⁵		4.7		1.97	L-Jul.2023	6.1
Pork chops.....	0.049	0.6	0.000	2.08	S-Oct.2024	-0.9
Other pork including roasts, steaks, and ribs ⁴	0.092	0.0	0.000	2.05	S-Feb.2024	-0.6
Other meats.....	0.181	0.4	0.001	0.88	L-Sep.2024	0.8
Frankfurters ⁵		-4.3		2.78	S-Aug.2021	-6.4
Lunchmeats ^{4, 5}		-0.2		1.11	L-Dec.2024	-0.2
Poultry.....	0.286	2.4	0.007	0.80	L-Apr.2023	5.0
Chicken ⁴	0.214	2.7	0.006	0.85	L-Apr.2023	3.4
Fresh whole chicken ⁵		2.1		1.48	L-Feb.2025	2.1
Fresh and frozen chicken parts ⁵		2.8		1.08	L-Apr.2023	2.8
Other uncooked poultry including turkey ⁴	0.071	0.7	0.001	1.96	L-Apr.2024	1.7
Fish and seafood.....	0.238	0.7	0.002	0.81	L-Feb.2025	1.8
Fresh fish and seafood ⁴	0.140	1.0	0.002	1.17	L-Feb.2025	1.1
Processed fish and seafood ⁴	0.098	-0.1	0.000	1.10	L-Feb.2025	2.2
Shelf stable fish and seafood ⁵		-1.7		1.78	L-Feb.2025	-0.3
Frozen fish and seafood ⁵		3.1		1.93	L-Feb.2025	5.9
Eggs.....	0.219	49.3	0.063	1.83	S-Dec.2024	36.8

See footnotes at end of table.

Table 7. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 12-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Twelve Month				
		Unadjusted percent change Apr. 2024-Apr. 2025	Unadjusted effect on All Items Apr. 2024-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) unadjusted change since: ³	
					Date	Percent change
Dairy and related products.....	0.734	1.6	0.012	0.45	S-Feb.2025	0.8
Milk ⁴	0.197	3.9	0.007	0.70	L-Mar.2023	5.5
Fresh whole milk ⁵		3.5		0.75	L-Mar.2023	4.3
Fresh milk other than whole ^{4, 5}		4.1		0.86	L-Mar.2023	6.5
Cheese and related products.....	0.254	2.1	0.005	0.86	S-Feb.2025	0.0
Ice cream and related products.....	0.129	-2.8	-0.003	1.19	S-Jun.2005	-2.9
Other dairy and related products ⁴	0.154	1.6	0.003	0.80	S-Feb.2025	1.5
Fruits and vegetables.....	1.307	-0.9	-0.012	0.48	S-Mar.2020	-1.9
Fresh fruits and vegetables.....	1.084	-0.7	-0.008	0.60	L-Feb.2025	-0.3
Fresh fruits.....	0.556	1.5	0.008	0.84	L-Feb.2025	1.9
Apples.....	0.081	6.8	0.005	1.37	L-Aug.2023	8.5
Bananas.....	0.108	0.0	0.001	1.14	L-Jan.2025	0.2
Citrus fruits ⁴	0.062	-0.7	0.000	1.56	S-Dec.2024	-1.5
Oranges, including tangerines ⁵		-0.2		2.38	S-Dec.2024	-0.8
Other fresh fruits ⁴	0.304	1.3	0.003	1.75	S-Dec.2024	0.7
Fresh vegetables.....	0.528	-2.9	-0.017	0.83	L-Feb.2025	-2.5
Potatoes.....	0.083	-0.5	0.000	1.54	L-Dec.2024	0.6
Lettuce.....	0.066	-6.4	-0.005	2.36	S-Jan.2024	-11.7
Tomatoes.....	0.086	-6.4	-0.006	1.81	L-Jan.2025	-4.4
Other fresh vegetables.....	0.294	-1.6	-0.006	1.17	S-Feb.2025	-1.9
Processed fruits and vegetables ⁴	0.223	-0.6	-0.003	0.63	S-Jul.2018	-1.0
Canned fruits and vegetables ⁴	0.090	0.2	-0.001	0.81	S-Dec.2024	-0.7
Canned fruits ^{4, 5}		1.2		1.45	S-Dec.2024	-0.1
Canned vegetables ^{4, 5}		-0.2		0.87	S-Dec.2024	-0.5
Frozen fruits and vegetables ⁴	0.068	-2.1	-0.003	1.54	S-Jan.2025	-2.5
Frozen vegetables ⁵		-3.7		1.67	S-Jun.2018	-4.5
Other processed fruits and vegetables including dried ⁴	0.065	0.8	0.001	1.26	S-Feb.2024	0.4
Dried beans, peas, and lentils ^{4, 5}		5.6		2.29	L-Jan.2025	5.6
Nonalcoholic beverages and beverage materials.....	0.909	3.2	0.029	0.62	L-Jan.2024	3.4
Juices and nonalcoholic drinks ⁴	0.641	1.8	0.011	0.83	L-Jan.2025	1.9
Carbonated drinks.....	0.353	0.7	0.003	1.28	S-Feb.2025	0.5
Frozen noncarbonated juices and drinks ⁴	0.004	5.7	0.000	3.05	S-Oct.2022	5.1
Nonfrozen noncarbonated juices and drinks ⁴	0.285	2.1	0.007	0.98	L-Jan.2025	2.1
Beverage materials including coffee and tea ⁴	0.268	6.6	0.018	0.99	L-Apr.2023	7.2
Coffee.....	0.138	9.6	0.014	1.16	L-Mar.2023	10.3
Roasted coffee ⁵		9.1		1.42	L-Mar.2023	10.4
Instant coffee ⁵		13.5		1.82	L-Nov.2022	13.9
Other beverage materials including tea ⁴	0.130	3.0	0.004	1.58	L-Jan.2025	3.7
Other food at home.....	2.331	0.7	0.018	0.34	S-Feb.2025	0.1
Sugar and sweets.....	0.333	3.6	0.011	0.77	—	—
Sugar and sugar substitutes.....	0.028	1.7	0.000	1.19	S-May 2021	1.7
Candy and chewing gum ⁴	0.233	6.3	0.013	1.11	L-Sep.2023	7.5
Other sweets ⁴	0.072	-2.8	-0.002	1.18	S-EVER	—
Fats and oils.....	0.249	-1.6	-0.004	0.86	S-Apr.2019	-2.0
Butter and margarine ⁴	0.056	0.4	0.000	1.15	S-Jan.2025	0.3
Butter ⁵		1.5		1.57	S-Mar.2024	-0.5
Margarine ⁵		2.6		1.72	L-Aug.2023	3.9
Salad dressing ⁴	0.065	-0.9	-0.001	1.73	S-Feb.2025	-1.8
Other fats and oils including peanut butter ⁴	0.128	-2.7	-0.003	1.46	S-Apr.2019	-2.9
Peanut butter ^{4, 5}		-2.6		1.63	S-Feb.2025	-4.8
Other foods.....	1.750	0.5	0.010	0.40	S-Feb.2025	-0.3
Soups.....	0.106	1.3	0.002	1.56	L-Oct.2024	1.4
Frozen and freeze dried prepared foods.....	0.271	1.5	0.004	0.92	L-Sep.2023	2.9

See footnotes at end of table.

Table 7. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 12-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Twelve Month				
		Unadjusted percent change Apr. 2024- Apr. 2025	Unadjusted effect on All Items Apr. 2024- Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) unadjusted change since: ³	
					Date	Percent change
Snacks.....	0.369	-0.1	0.000	1.04	L-Jun.2024	0.7
Spices, seasonings, condiments, sauces.....	0.388	0.3	0.002	0.76	S-Aug.2021	0.0
Salt and other seasonings and spices ^{4, 5}		-4.9		1.23	S-EVER	—
Olives, pickles, relishes ^{4, 5}		3.0		1.79	L-Feb.2025	8.0
Sauces and gravies ^{4, 5}		1.5		1.26	S-Feb.2025	0.4
Other condiments ⁵		10.3		2.48	L-Jan.2025	10.3
Baby food and formula ⁴	0.060	1.2	0.001	1.47	L-Dec.2024	2.1
Other miscellaneous foods ⁴	0.556	0.4	0.002	0.80	S-Feb.2025	-0.4
Prepared salads ^{5, 6}		4.6		1.20	L-Apr.2023	9.2
Food away from home.....	5.629	3.9	0.211	0.17	L-Sep.2024	3.9
Full service meals and snacks ⁴	2.429	4.3	0.104	0.27	L-Jan.2024	4.3
Limited service meals and snacks ⁴	2.832	3.4	0.088	0.24	—	—
Food at employee sites and schools ⁴	0.071	3.7	0.003	1.01	S-Dec.2024	3.7
Food at elementary and secondary schools ^{5, 7}		3.3		0.76	—	—
Food from vending machines and mobile vendors ⁴	0.056	6.5	0.003	1.42	S-Feb.2025	3.9
Other food away from home ⁴	0.241	4.8	0.012	0.55	L-Feb.2025	5.1
Energy.....	6.312	-3.7	-0.273	0.46	S-Oct.2024	-4.9
Energy commodities.....	3.151	-11.5	-0.462	0.39	S-Oct.2024	-12.4
Fuel oil and other fuels.....	0.142	-7.2	-0.011	1.05	S-Nov.2024	-10.7
Fuel oil.....	0.077	-9.6	-0.008	1.00	S-Dec.2024	-13.1
Propane, kerosene, and firewood ⁸	0.065	-5.6	-0.004	1.38	S-Oct.2023	-6.4
Motor fuel.....	3.009	-11.7	-0.451	0.40	S-Oct.2024	-12.5
Gasoline (all types).....	2.927	-11.8	-0.440	0.41	S-Oct.2024	-12.2
Gasoline, unleaded regular ⁵		-12.3		0.86	S-Oct.2024	-12.4
Gasoline, unleaded midgrade ^{5, 9}		-10.1		0.91	S-Oct.2024	-11.1
Gasoline, unleaded premium ⁵		-9.1		0.97	S-Oct.2024	-11.1
Other motor fuels ⁴	0.082	-10.2	-0.011	0.56	S-Dec.2024	-13.5
Energy services.....	3.161	6.2	0.189	0.88	L-Mar.2023	9.2
Electricity.....	2.390	3.6	0.085	1.10	L-Oct.2024	4.5
Utility (piped) gas service.....	0.771	15.7	0.104	0.75	L-Jan.2023	26.7
All items less food and energy.....	80.007	2.8	2.212	0.14	—	—
Commodities less food and energy commodities.....	19.367	0.1	0.040	0.18	L-Dec.2023	0.2
Household furnishings and supplies ¹⁰	3.373	0.3	0.009	0.54	L-Oct.2023	0.7
Window and floor coverings and other linens ⁴	0.242	-1.5	-0.005	1.92	S-Oct.2024	-3.0
Floor coverings ⁴	0.058	-4.6	-0.003	3.63	S-Feb.2025	-5.6
Window coverings ⁴	0.054	0.0	0.000	3.66	S-Jan.2024	-0.6
Other linens ⁴	0.130	-0.8	-0.002	2.65	S-Jan.2025	-0.9
Furniture and bedding.....	0.783	0.2	-0.001	1.14	L-Mar.2023	2.1
Bedroom furniture.....	0.255	-1.2	-0.006	1.50	L-Jan.2024	-0.9
Living room, kitchen, and dining room furniture ⁴	0.380	3.3	0.012	1.50	L-Mar.2023	3.3
Other furniture ⁴	0.139	-5.8	-0.008	2.57	L-Sep.2024	-3.9
Appliances ⁴	0.217	-1.2	-0.003	1.45	L-Nov.2024	-1.0
Major appliances ⁴	0.069	-3.6	-0.002	1.76	L-Nov.2024	-0.2
Laundry equipment ⁵		4.0		2.51	S-Jan.2025	1.1
Other appliances ⁴	0.146	-0.1	0.000	1.95	L-Dec.2023	0.0
Other household equipment and furnishings ⁴	0.501	0.6	0.003	1.14	S-Jan.2025	0.3
Clocks, lamps, and decorator items.....	0.297	2.3	0.007	1.73	S-Jan.2025	1.5
Indoor plants and flowers ¹¹	0.114	0.8	0.001	2.36	S-Jul.2023	-0.1
Dishes and flatware ⁴	0.037	-8.7	-0.003	3.61	L-Nov.2024	-4.7
Nonelectric cookware and tableware ⁴	0.053	-1.9	-0.001	2.83	L-Jan.2025	-1.9
Tools, hardware, outdoor equipment and supplies ⁴	0.836	0.7	0.007	1.50	L-Dec.2023	0.9
Tools, hardware and supplies ⁴	0.239	0.3	0.001	1.24	L-Dec.2023	1.0
Outdoor equipment and supplies ⁴	0.363	1.0	0.003	2.29	L-Dec.2023	1.2

See footnotes at end of table.

Table 7. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 12-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Twelve Month				
		Unadjusted percent change Apr. 2024-Apr. 2025	Unadjusted effect on All Items Apr. 2024-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) unadjusted change since: ³	
					Date	Percent change
Housekeeping supplies.....	0.793	1.0	0.008	0.58	S-Feb.2025	0.4
Household cleaning products ⁴	0.293	2.4	0.007	0.97	L-Aug.2024	2.5
Household paper products ⁴	0.175	0.0	0.000	0.92	S-Oct.2024	-0.1
Miscellaneous household products ⁴	0.324	0.4	0.002	0.95	S-Feb.2025	-0.4
Apparel.....	2.577	-0.7	-0.018	0.72	S-Mar.2021	-2.5
Men's and boys' apparel.....	0.686	1.1	0.008	1.19	S-Oct.2024	0.0
Men's apparel.....	0.557	0.7	0.006	1.35	S-Feb.2025	0.3
Men's suits, sport coats, and outerwear.....	0.095	5.3	0.005	4.19	L-Jan.2023	7.4
Men's underwear, nightwear, swimwear, and accessories.....	0.147	1.8	0.002	1.47	S-Feb.2025	-0.3
Men's shirts and sweaters ⁴	0.159	-4.1	-0.006	2.59	S-Mar.2021	-5.4
Men's pants and shorts.....	0.139	2.3	0.004	2.45	S-Feb.2025	2.1
Boys' apparel.....	0.130	1.7	0.002	2.44	S-Jul.2024	0.9
Women's and girls' apparel.....	1.016	-1.5	-0.017	1.27	S-Feb.2024	-1.5
Women's apparel.....	0.901	-1.1	-0.011	1.16	S-Mar.2021	-5.4
Women's outerwear.....	0.080	6.2	0.005	4.43	L-Sep.2023	7.4
Women's dresses.....	0.134	-5.1	-0.007	3.60	S-Mar.2021	-11.4
Women's suits and separates ⁴	0.370	-1.9	-0.012	1.71	S-Jan.2025	-2.2
Women's underwear, nightwear, swimwear, and accessories ⁴	0.305	0.9	0.003	1.78	S-Jan.2025	0.5
Girls' apparel.....	0.115	-3.8	-0.006	3.41	L-Feb.2025	4.6
Footwear.....	0.584	-1.3	-0.006	1.01	S-Jul.2023	-1.6
Men's footwear.....	0.201	-1.5	-0.003	1.51	S-Jun.2023	-1.6
Boys' and girls' footwear.....	0.111	-2.9	-0.003	2.10	S-Mar.2021	-4.7
Women's footwear.....	0.272	-0.6	0.000	1.58	S-Feb.2025	-0.6
Infants' and toddlers' apparel.....	0.103	-4.4	-0.004	2.49	S-Feb.2021	-6.8
Jewelry and watches ⁸	0.188	1.2	0.002	3.57	S-Jan.2025	-1.3
Watches ⁸	0.042	1.0	0.000	2.95	S-Aug.2024	0.1
Jewelry ⁸	0.146	1.6	0.001	4.04	S-Jan.2025	-1.8
Transportation commodities less motor fuel ¹⁰	7.224	0.8	0.059	0.13	L-Nov.2022	2.4
New vehicles.....	4.350	0.3	0.017	0.19	L-Feb.2024	0.4
New cars ⁵		0.8		0.20	L-Nov.2023	1.0
New trucks ^{5, 12}		0.3		0.18	L-Feb.2024	0.5
Used cars and trucks.....	2.380	1.5	0.036	0.11	L-Oct.2022	2.0
Motor vehicle parts and equipment.....	0.358	1.2	0.006	0.73	—	—
Tires.....	0.295	1.5	0.005	0.86	S-Feb.2025	1.0
Vehicle accessories other than tires ⁴	0.063	0.6	0.001	1.48	L-Feb.2025	1.7
Vehicle parts and equipment other than tires ⁵		0.3		1.81	L-Feb.2025	0.4
Motor oil, coolant, and fluids ⁵		-1.0		1.00	S-Jun.2024	-1.0
Medical care commodities.....	1.509	1.0	0.014	1.10	—	—
Medicinal drugs ¹⁰	1.333	1.1	0.015	1.18	S-Dec.2024	0.6
Prescription drugs.....	0.917	2.3	0.021	1.56	L-Feb.2025	4.6
Nonprescription drugs ¹⁰	0.416	-1.1	-0.005	1.54	S-Feb.2025	-1.1
Medical equipment and supplies ¹⁰	0.176	-0.5	-0.001	1.09	L-Jan.2025	-0.3
Recreation commodities ¹⁰	1.818	-1.8	-0.037	0.45	L-Dec.2024	-1.5
Video and audio products ¹⁰	0.247	-1.6	-0.005	1.01	L-Dec.2024	0.0
Televisions.....	0.086	-9.9	-0.011	1.17	S-Dec.2023	-10.3
Other video equipment ⁴	0.029	-3.9	-0.001	2.42	S-Feb.2025	-4.3
Audio equipment.....	0.053	6.0	0.003	2.33	L-EVER	—
Recorded music and music subscriptions ⁴	0.075	5.2	0.004	2.30	L-Jan.2025	5.6
Pets and pet products.....	0.624	-0.2	-0.001	1.10	L-Nov.2024	0.0
Pet food and treats ^{4, 5}		-0.6		1.31	L-Feb.2025	0.4
Purchase of pets, pet supplies, accessories ^{4, 5}		1.9		1.90	L-Nov.2024	2.8
Sporting goods.....	0.462	-5.2	-0.031	1.02	S-Feb.2025	-5.3

See footnotes at end of table.

Table 7. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 12-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Twelve Month				
		Unadjusted percent change Apr. 2024-Apr. 2025	Unadjusted effect on All Items Apr. 2024-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) unadjusted change since: ³	
					Date	Percent change
Sports vehicles including bicycles.....	0.225	-6.6	-0.022	1.55	L-Jan.2025	-4.4
Sports equipment.....	0.221	-3.7	-0.008	1.17	S-May.2020	-3.8
Photographic equipment and supplies.....	0.019	1.2	0.000	3.36	L-Jan.2025	1.8
Photographic equipment ^{4, 5}		0.8		4.99	L-Jan.2025	1.3
Recreational reading materials.....	0.101	2.0	0.002	2.37	S-Feb.2025	2.0
Newspapers and magazines ⁴	0.056	2.9	0.002	2.97	S-Feb.2025	0.6
Recreational books ⁴	0.045	1.0	0.000	2.63	L-Feb.2025	3.7
Other recreational goods ⁴	0.365	-0.9	-0.003	1.02	L-Jun.2023	1.7
Toys.....	0.286	-1.4	-0.003	1.32	L-Jun.2023	1.1
Toys, games, hobbies and playground equipment ^{4, 5}		-1.3		1.90	S-Feb.2025	-1.9
Sewing machines, fabric and supplies ⁴	0.022	-2.6	-0.001	3.34	S-Jan.2025	-3.0
Music instruments and accessories ⁴	0.043	4.7	0.001	2.10	L-Oct.2023	7.2
Education and communication commodities ¹⁰	0.743	-5.3	-0.045	1.43	L-Apr.2022	-4.0
Educational books and supplies.....	0.042	10.2	0.007	2.44	S-Feb.2025	9.4
College textbooks ^{5, 13}		10.4		3.00	S-Dec.2024	8.9
Information technology commodities ¹⁰	0.701	-6.8	-0.052	1.58	L-Aug.2024	-6.5
Computers, peripherals, and smart home assistants ⁶	0.264	-5.6	-0.018	1.68	S-Feb.2025	-6.0
Computer software and accessories ⁴	0.028	2.6	0.001	3.81	L-Sep.2022	4.5
Telephone hardware, calculators, and other consumer information items ⁴	0.409	-8.1	-0.035	2.32	L-Feb.2022	-7.7
Smartphones ^{5, 14}		-14.0		2.26	S-Dec.2023	-14.4
Alcoholic beverages.....	0.833	1.8	0.015	0.45	S-Feb.2025	1.7
Alcoholic beverages at home.....	0.448	0.8	0.004	0.50	S-Feb.2025	0.4
Beer, ale, and other malt beverages at home.....	0.153	1.4	0.002	0.61	S-Nov.2021	1.2
Distilled spirits at home.....	0.102	1.9	0.002	0.81	L-Oct.2023	2.1
Whiskey at home ⁵		-0.9		1.40	L-Aug.2024	0.2
Distilled spirits, excluding whiskey, at home ⁵		2.4		1.10	L-Mar.2023	2.5
Wine at home.....	0.193	-0.4	-0.001	0.81	S-Sep.2020	-0.5
Alcoholic beverages away from home.....	0.385	3.0	0.011	0.84	S-Jan.2025	2.1
Beer, ale, and other malt beverages away from home ^{4, 5}		2.6		1.12	S-Sep.2024	1.7
Wine away from home ^{4, 5}		2.2		0.62	L-Jun.2024	2.4
Distilled spirits away from home ^{4, 5}		4.0		1.37	S-Jan.2025	2.4
Other goods ¹⁰	1.291	3.2	0.042	0.44	L-Aug.2024	3.2
Tobacco and smoking products.....	0.483	7.1	0.037	0.64	L-Sep.2024	8.2
Cigarettes ⁴	0.363	8.5	0.035	0.64	L-Sep.2024	8.8
Tobacco products other than cigarettes ⁴	0.115	1.5	0.001	1.69	S-Feb.2025	1.3
Personal care products.....	0.649	0.4	0.003	0.70	L-Jan.2025	0.4
Hair, dental, shaving, and miscellaneous personal care products ⁴	0.291	0.6	0.001	0.94	S-Jan.2025	0.1
Cosmetics, perfume, bath, nail preparations and implements.....	0.349	0.2	0.001	1.19	L-Jan.2025	0.6
Miscellaneous personal goods ⁴	0.159	1.9	0.003	1.47	L-Oct.2023	2.2
Stationery, stationery supplies, gift wrap ⁵		3.9		1.65	L-Feb.2025	4.4
Services less energy services.....	60.640	3.6	2.173	0.17	S-Nov.2021	3.4
Shelter.....	35.426	4.0	1.421	0.19	—	—
Rent of shelter ¹⁵	35.014	4.0	1.411	0.19	—	—
Rent of primary residence.....	7.463	4.0	0.300	0.19	—	—
Lodging away from home ⁴	1.375	-1.4	-0.025	2.02	L-Feb.2025	2.0
Housing at school, excluding board ¹⁵	0.241	3.8	0.009	0.32	S-Feb.2025	3.8
Other lodging away from home including hotels and motels.....	1.134	-2.3	-0.034	2.40	L-Feb.2025	1.7
Owners' equivalent rent of residences ¹⁵	26.176	4.3	1.136	0.18	S-Feb.2022	4.3

See footnotes at end of table.

Table 7. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 12-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Twelve Month				
		Unadjusted percent change Apr. 2024-Apr. 2025	Unadjusted effect on All Items Apr. 2024-Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) unadjusted change since: ³	
					Date	Percent change
Owners' equivalent rent of primary residence ¹⁵ ..	24.983	4.3	1.078	0.18	S-Feb.2022	4.3
Tenants' and household insurance ⁴	0.411	2.6	0.011	0.78	L-Feb.2025	3.0
Water and sewer and trash collection services ⁴	1.085	4.9	0.052	0.35	—	—
Water and sewerage maintenance.....	0.740	4.7	0.035	0.37	S-Jan.2025	4.7
Garbage and trash collection ¹²	0.344	5.2	0.017	0.69	S-Feb.2025	5.1
Household operations ⁴						
Domestic services ⁴						
Gardening and lawncare services ⁴						
Moving, storage, freight expense ⁴	0.124	1.0	0.002	4.88	S-Sep.2024	0.0
Repair of household items ⁴						
Medical care services.....	6.736	3.1	0.207	0.63	L-Dec.2024	3.4
Professional services.....	3.666	2.7	0.098	0.85	L-Dec.2024	2.8
Physicians' services.....	1.814	3.1	0.056	1.42	L-Oct.2024	3.1
Dental services.....	0.927	2.2	0.019	1.58	L-Dec.2024	3.0
Eyeglasses and eye care ⁸	0.333	2.9	0.009	0.96	S-Sep.2024	2.2
Services by other medical professionals ⁸	0.592	2.3	0.013	0.73	L-Nov.2022	3.7
Hospital and related services.....	2.276	3.8	0.086	0.73	S-Feb.2025	3.8
Hospital services ¹⁶	1.949	3.6	0.071	0.85	S-Feb.2025	3.6
Inpatient hospital services ^{5, 16}		4.3		1.19	S-Feb.2025	3.3
Outpatient hospital services ^{5, 8}		2.9		1.87	L-Feb.2025	3.2
Nursing homes and adult day services ¹⁶	0.166	4.6	0.008	0.75	S-Feb.2025	4.1
Care of invalids and elderly at home ⁷						
Health insurance ⁷	0.793	3.3	0.023	0.62	L-Feb.2025	3.9
Transportation services.....	6.270	2.5	0.161	0.67	S-Mar.2021	-1.6
Leased cars and trucks ¹³	0.388		-0.014	1.84	—	—
Car and truck rental ⁴	0.127	-2.1	-0.003	1.58	L-Feb.2023	-0.8
Motor vehicle maintenance and repair.....	1.022	5.6	0.063	1.82	L-Feb.2025	5.8
Motor vehicle body work.....						
Motor vehicle maintenance and servicing.....	0.506	4.5	0.025	0.76	L-Feb.2025	4.7
Motor vehicle repair ⁴	0.402	7.6	0.034	3.85	L-Feb.2025	7.9
Motor vehicle insurance.....	2.829	6.4	0.181	1.06	S-Jun.2022	6.0
Motor vehicle fees ⁴	0.499	1.2	0.006	0.55	S-May 2022	1.0
State motor vehicle registration and license fees ⁴	0.281	2.0	0.006	0.28	—	—
Parking and other fees ⁴	0.204	0.4	0.000	1.22	S-Dec.2024	0.3
Parking fees and tolls ^{4, 5}		2.8		1.12	S-Jul.2023	2.8
Public transportation.....	1.405	-5.6	-0.073	0.92	S-Mar.2024	-5.6
Airline fares.....	0.872	-7.9	-0.070	1.21	S-Dec.2023	-9.4
Other intercity transportation.....	0.209	-1.4	-0.006	2.10	S-Nov.2024	-3.5
Ship fare ^{4, 5}		-3.7		2.52	S-Sep.2022	-3.7
Intracity transportation.....	0.320	1.4	0.004	1.02	S-Dec.2024	-0.4
Intracity mass transit ^{5, 10}		2.2		2.29	—	—
Recreation services ¹⁰	3.496	3.6	0.122	0.52	S-Dec.2024	2.7
Video and audio services ¹⁰	0.826	0.6	0.003	0.72	S-Jan.2011	-0.2
Cable, satellite, and live streaming television service ¹²	0.665	0.3	-0.001	0.50	S-Jan.2011	0.0
Purchase, subscription, and rental of video ⁴	0.161	2.4	0.004	3.19	S-Apr.2022	1.3
Video discs and other media ^{4, 5}		1.0		3.73	S-Apr.2022	-0.5
Subscription and rental of video and video games ^{4, 5}		9.0		2.16	S-Feb.2025	7.6
Pet services including veterinary ⁴	0.536	4.6	0.023	1.07	S-Nov.2021	4.2
Pet services ^{4, 5}		5.4		2.58	L-Jan.2025	5.5
Veterinarian services ^{4, 5}		5.3		1.88	S-Feb.2022	5.2
Photographers and photo processing ⁴						

See footnotes at end of table.

Table 7. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 12-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Twelve Month				
		Unadjusted percent change Apr. 2024- Apr. 2025	Unadjusted effect on All Items Apr. 2024- Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) unadjusted change since: ³	
					Date	Percent change
Other recreation services ⁴	2.078	5.1	0.098	0.62	S-Feb.2025	4.3
Club membership for shopping clubs, fraternal, or other organizations, or participant sports fees ⁴	0.818	4.9	0.036	0.50	—	—
Admissions.....	0.760	5.9	0.041	1.52	S-Feb.2025	3.4
Admission to movies, theaters, and concerts ^{4, 5}		3.4		1.66	L-Oct.2024	3.4
Admission to sporting events ^{4, 5}		9.3		6.37	S-Jan.2025	6.5
Fees for lessons or instructions ⁸	0.167	2.5	0.006	1.18	S-Dec.2024	2.5
Education and communication services ¹⁰	4.949	1.2	0.057	0.24	S-Jul.2021	1.2
Tuition, other school fees, and childcare.....	2.517	3.6	0.085	0.43	S-Feb.2025	3.5
College tuition and fees.....	1.303	2.3	0.029	0.68	—	—
Elementary and high school tuition and fees.....	0.385	5.2	0.015	0.37	S-Feb.2025	4.7
Day care and preschool ¹¹	0.724	5.4	0.038	0.51	S-Feb.2025	5.4
Technical and business school tuition and fees ⁴ ...	0.039	1.0	0.000	0.92	S-Feb.2025	1.0
Postage and delivery services ⁴	0.053	2.9	0.002	0.47	—	—
Postage.....	0.051	3.2	0.002	0.54	—	—
Delivery services ⁴	0.002	6.2	0.000	0.88	—	—
Telephone services ⁴	1.434	0.0	0.000	0.16	S-Jan.2025	0.0
Wireless telephone services ⁴	1.262	-0.3	-0.004	0.20	—	—
Residential telephone services ¹⁰	0.172	2.2	0.004	0.63	S-Dec.2024	2.1
Internet services and electronic information providers ⁴	0.937	-2.9	-0.029	0.54	S-Apr.2018	-3.9
Other personal services ¹⁰	1.648	3.9	0.061	0.51	S-Feb.2025	3.8
Personal care services.....	0.657	3.6	0.023	0.73	S-May 2020	3.5
Haircuts and other personal care services ⁴	0.657	3.6	0.023	0.73	S-May 2020	3.5
Miscellaneous personal services.....	0.990	4.0	0.038	0.57	S-Feb.2025	3.2
Legal services ⁸						
Funeral expenses ⁸	0.141	2.1	0.003	0.81	S-Feb.2022	2.0
Laundry and dry cleaning services ⁴	0.163	3.3	0.005	0.82	S-May 2021	2.7
Apparel services other than laundry and dry cleaning ⁴	0.027	1.0	0.000	2.34	S-Sep.2021	0.8
Financial services ⁸	0.250	2.4	0.007	1.41	S-Feb.2025	-2.6
Checking account and other bank services ^{4, 5} ...		2.9		3.33	—	—
Tax return preparation and other accounting fees ^{4, 5}		3.4		2.69	S-Feb.2025	-4.4
Special aggregate indexes						
All items less food.....	86.319	2.2	1.939	0.13	S-Feb.2021	1.4
All items less shelter.....	64.574	1.4	0.890	0.14	S-Oct.2024	1.3
All items less food and shelter.....	50.894	1.0	0.518	0.17	S-Sep.2024	0.8
All items less food, shelter, and energy.....	44.582	1.8	0.791	0.19	—	—
All items less food, shelter, energy, and used cars and trucks.....	42.201	1.8	0.755	0.19	—	—
All items less medical care.....	91.755	2.3	2.090	0.10	S-Feb.2021	1.6
All items less energy.....	93.688	2.8	2.584	0.12	—	—
Commodities.....	36.199	-0.2	-0.051	0.12	S-Nov.2024	-0.2
Commodities less food, energy, and used cars and trucks.....	16.987	0.0	0.004	0.20	L-Jan.2024	0.1
Commodities less food.....	22.518	-2.0	-0.423	0.16	S-Oct.2024	-2.7
Commodities less food and beverages.....	21.685	-2.1	-0.438	0.16	S-Oct.2024	-2.9
Services.....	63.801	3.7	2.362	0.17	—	—
Services less rent of shelter ¹⁵	28.787	3.3	0.951	0.26	—	—
Services less medical care services.....	57.066	3.8	2.155	0.16	—	—
Durables.....	10.891	-0.4	-0.026	0.21	L-May 2023	0.0

See footnotes at end of table.

Table 7. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, April 2025, 12-month analysis table — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2025	Twelve Month				
		Unadjusted percent change Apr. 2024- Apr. 2025	Unadjusted effect on All Items Apr. 2024- Apr. 2025 ¹	Standard error, median price change ²	Largest (L) or Smallest (S) unadjusted change since: ³	
					Date	Percent change
Nondurables.....	25.308	-0.1	-0.025	0.14	S-Oct.2024	-0.5
Nondurables less food.....	11.627	-3.1	-0.397	0.24	S-Oct.2024	-3.3
Nondurables less food and beverages.....	10.794	-3.5	-0.412	0.25	S-Oct.2024	-3.6
Nondurables less food, beverages, and apparel.....	8.218	-4.3	-0.393	0.26	S-Oct.2024	-4.8
Nondurables less food and apparel.....	9.050	-3.8	-0.379	0.25	S-Oct.2024	-4.2
Housing.....	44.217	4.0	1.751	0.18	L-Dec.2024	4.1
Education and communication ⁴	5.692	0.2	0.012	0.26	S-Mar.2024	0.2
Education ⁴	2.559	3.8	0.092	0.41	S-Feb.2025	3.7
Communication ⁴	3.133	-2.3	-0.080	0.43	S-Feb.2018	-5.0
Information and information processing ⁴	3.080	-2.5	-0.082	0.44	S-Feb.2018	-5.2
Information technology, hardware and services ¹⁷	1.646	-4.6	-0.082	0.81	S-Dec.2022	-4.6
Recreation ⁴	5.313	1.6	0.085	0.36	S-Jan.2025	1.6
Video and audio ⁴	1.073	0.1	-0.001	0.64	S-Jul.2019	0.0
Pets, pet products and services ⁴	1.160	1.9	0.022	0.90	L-Feb.2025	2.4
Photography ⁴	0.075	-1.6	-0.001	1.86	L-Feb.2025	-0.9
Food and beverages.....	14.513	2.7	0.387	0.13	S-Feb.2025	2.6
Domestically produced farm food.....	6.796	1.9	0.130	0.19	S-Dec.2024	1.8
Other services.....	10.092	2.4	0.241	0.24	S-Dec.2024	2.4
Apparel less footwear.....	1.993	-0.5	-0.012	0.85	S-Mar.2021	-3.2
Fuels and utilities.....	4.388	5.4	0.230	0.66	L-Mar.2023	7.3
Household energy.....	3.303	5.5	0.178	0.84	L-Mar.2023	7.8
Medical care.....	8.245	2.7	0.221	0.60	L-Feb.2025	2.9
Transportation.....	16.503	-1.5	-0.231	0.31	S-Jul.2023	-3.0
Private transportation.....	15.098	-1.1	-0.158	0.32	S-Sep.2024	-1.1
New and used motor vehicles ⁴	7.381	0.4	0.037	0.19	L-Jan.2025	0.7
Utilities and public transportation.....	7.750	2.2	0.168	0.42	L-Jan.2025	2.5
Household furnishings and operations.....	4.403	2.3	0.100	0.50	L-Jul.2023	2.9
Other goods and services.....	2.939	3.6	0.104	0.39	S-Feb.2025	3.3
Personal care.....	2.455	2.8	0.067	0.44	S-Feb.2025	2.5

¹ The 'effect' of an item category is a measure of that item's contribution to the All items price change. For example, if the Food index had an effect of 0.40, and the All items index rose 1.2 percent, then the increase in food prices contributed 0.40 / 1.2, or 33.3 percent, to that All items increase. Said another way, had food prices been unchanged for that year the change in the All items index would have been 1.2 percent minus 0.40, or 0.8 percent. Effects can be negative as well. For example, if the effect of food was a negative 0.1, and the All items index rose 0.5 percent, the All items index actually would have been 0.1 percent higher (or 0.6 percent) had food prices been unchanged. Since food prices fell while prices overall were rising, the contribution of food to the All items price change was negative (in this case, -0.1 / 0.5, or minus 20 percent).

² A statistic's margin of error is often expressed as its point estimate plus or minus two standard errors. For example, if a CPI category rose 2.6 percent, and its standard error was 0.25 percent, the margin of error on this item's 12-month percent change would be 2.6 percent, plus or minus 0.5 percent.

³ If the current 12-month percent change is greater than the previous published 12-month percent change, then this column identifies the closest prior month with a 12-month percent change as (L)arge as or (L)arger than the current 12-month change. If the current 12-month percent change is smaller than the previous published 12-month percent change, the most recent month with a change as (S)mall or (S)maller than the current month change is identified. If the current and previous published 12-month percent changes are equal, a dash will appear. Standard numerical comparison is used. For example, 2.0% is greater than 0.6%, -4.4% is less than -2.0%, and -2.0% is less than 0.0%. Note that a (L)arger change can be a smaller decline, for example, a -0.2% change is larger than a -0.4% change, but still represents a decline in the price index. Likewise, (S)maller changes can be increases, for example, a 0.6% change is smaller than 0.8%, but still represents an increase in the price index. In this context, a -0.2% change is considered to be smaller than a 0.0% change.

⁴ Indexes on a December 1997=100 base.

⁵ Special indexes based on a substantially smaller sample. These series do not contribute to the all items index aggregation and therefore do not have a relative importance or effect.

⁶ Indexes on a December 2007=100 base.

⁷ Indexes on a December 2005=100 base.

⁸ Indexes on a December 1986=100 base.

⁹ Indexes on a December 1993=100 base.

¹⁰ Indexes on a December 2009=100 base.

¹¹ Indexes on a December 1990=100 base.

¹² Indexes on a December 1983=100 base.

¹³ Indexes on a December 2001=100 base.

¹⁴ Indexes on a December 2019=100 base.

¹⁵ Indexes on a December 1982=100 base.

¹⁶ Indexes on a December 1996=100 base.

¹⁷ Indexes on a December 1988=100 base.

BUSINESS ITEMS/PUBLIC HEARING 2.1

CCC - Annexation

Second Reading ORDINANCE NO. 1503-25 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA ANNEXING APPROXIMATELY 13.72 ACRES (MOL) INTO THE CORPORATE LIMITS OF THE CITY DESCRIBED AS PARCEL NUMBER 18-26-22-0010-09300-0000 ZEPHYRHILLS, FLORIDA, IN ACCORDANCE WITH SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE."

- A. Council President opens Public Hearing.
- B. Council President closes Public Hearing.
- C. City Council considers Ordinance No. 1503-25 on the Second Reading.

Issue:

Proposed Annexation from unincorporated Pasco County to be included in the municipal boundaries of the City of Zephyrhills for Parcel ID 18-26-22-0010-09300-0000.

Background:

This annexation petition is for one parcel located in the curve of Chancey Road on the west side of the roadway and abutting the Zephyrhills Municipal Airport on its western border, totaling 13.72 acres. The applicant seeks to include the property within the municipal boundaries of the City of Zephyrhills; rezone the property from AC (County Agricultural) to LI (Light Industrial) to allow for the development of industrial warehousing and offices; and change the future land use designation from IL (County Industrial Light) to IN (Industrial).

Access to the site will be provided through a driveway straddling the northern property boundary, to be shared with the property to the north. This will help minimize traffic impacts along Chancey Road. The annexation, rezoning, and FLUMA support compatibility with the surrounding industrial uses and align with the City's long-term planning goals for the Industrial Corridor.

Facts at a Glance:

Location: West side of Chancey Road and east of the Zephyrhills Municipal Airport, City of Zephyrhills, FL

Parcel IDs: 18-26-22-0010-09300-0000

Current Zoning: AC (Agricultural)

Proposed Zoning: LI (Light Industrial)

Current Future Land Use: IL (Industrial Light)

Proposed Future Land Use: IN (Industrial)

Total Acreage: Approximately 13.72 acres

Existing Use: Vacant

Surrounding Uses: Warehousing, airport and skydiving-related uses, and other industrial uses.

Zoning Overview:

Proposed Zoning (LI):

The LI zoning district accommodates light manufacturing, materials processing, storage of bulk commodities, distribution facilities, and similar processes. This district is appropriate for areas supported by adequate infrastructure and services.

Consistency with Comprehensive Plan:

The proposed rezoning aligns with the City's Future Land Use Map and Comprehensive Plan, which support industrial development in this area. The shift from AC to LI reflects current land use trends and enhances opportunities for needed industrial options.

Future Land Use Overview:

Proposed Future Land Use (IN):

The IN future land use designation outlines primary uses of research/development, light manufacturing/assembly, wholesale/distribution, and storage/warehouse. Secondary uses supported include office, retail commercial, personal business service, commercial/business service, transient accommodations, and public/semi-public. This category is generally appropriate for locations with sufficient size to encourage an industrial park-type arrangement.

Consistency with Comprehensive Plan:

The proposed FLU amendment aligns with the Future Land Use Map and the Comprehensive Plan, which supports and encourages industrial uses in this area.

Development Standards (LI):

Minimum Lot Width: 75 feet

Front Yard Setback: 20 feet; 75 feet if adjacent to residentially zoned areas.

Side Yard Setback: 10 feet

Rear Yard Setback: 10 feet

Maximum Height: 30 feet/2 stories

*These standards ensure compatibility with surrounding land uses while supporting appropriately scaled development.

Attachment(s):

1. 36742571v1 - Ordinance 1503-25 CCC Property Holdings Chancey Annexation Ordinance
- Draft
2. Chancey Annexation Aerial Map

Fiscal Impact:

Staff Recommendation:

Staff recommends approval of the annexation request for Parcel ID 18-26-22-0010-09300-0000. The proposed land use regulations are consistent with the City's goals of promoting growth along the Chancey Road industrial corridor and aligning zoning and land use with the area's existing residential character. This annexation and its proposed use are not anticipated to create arduous impacts on the city's current services and the proposed shared access along Chancey Road will reduce the opportunities for access-related incidents along the bend in the roadway.

ORDINANCE NO. 1503-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA ANNEXING APPROXIMATELY 13.72 ACRES (MOL) INTO THE CORPORATE LIMITS OF THE CITY DESCRIBED AS PARCEL NUMBER 18-26-22-0010-09300-0000 ZEPHYRHILLS, FLORIDA, IN ACCORDANCE WITH SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, CCC Property Holdings LLC., owner of the lands hereinafter described in Section 1 below, and have requested and consented through a Petition for Annexation for approximately 13.72 acres of property (MOL) described in Section 1 below to be annexed into the boundaries of the City of Zephyrhills; and

WHEREAS, the City Council has determined that said property is contiguous to the municipal boundaries of the City, that the area of annexation is reasonably compact, the area will be developed for urban purposes, and currently lies within unincorporated Pasco County, and that the annexation of said property will not result in the creation of any enclave; and

WHEREAS, the City is authorized by Chapter 171.044, Florida Statutes, to annex contiguous and infill areas, and to extend the City limits upon receipt of written consent of the landowners together with the approval of the City Council after published notice and public hearings; and

WHEREAS, the City Council finds that the Ordinance number, heading, brief description of the area to be annexed and a map depicting where the lands to be annexed are located was properly published and advertised as request by Florida Statutes; and

WHEREAS, all other procedural and notice requirements mandated by State Law and the City's Land Development Regulations have been followed and satisfied; and

WHEREAS, the City Council has reviewed and evaluated the Petition submitted, and has determined that the annexation of said lands into the City is in the public interest and is consistent with the City's Comprehensive Plan and Land Development Regulations; and

NOW THEREFORE, BE IT ENACTED, AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, AS FOLLOWS:

SECTION 1: The following described lands, lying and being situated in Pasco County, Florida, is hereby annexed to and included within the boundaries of the City of Zephyrhills, Florida, and municipal corporation:

Parcel I.D. No. 18-26-22-0010-09300-0000

Legal Description: ZEPHYRHILLS COLONY COMPANY LANDS PB 1 PG 55
THAT PORTION OF TRACT 109 110 115 116 & & 125 LYING WEST OF
ZEPHYRHILLS BY-PASS IN SECTION 18 OR 9664 PG 1518.

SECTION 2: Said lands are contiguous to or are infill of the present City limits of the City of Zephyrhills. That said lands are now unincorporated and lie in the same County as said City, and when annexed would form a compact addition to the incorporated territory of said City. That owners of said lands contained in said area to be annexed have given written consent to have such annexation for said area.

SECTION 3: The City of Zephyrhills, Florida is authorized by the legislature of the State of Florida, pursuant to Section 177.044, Florida Statutes, and pursuant to the Charter of the City of Zephyrhills, to annex contiguous and infill areas and to extend the City limits or territorial boundaries upon receipt of a written consent of all owners of land contained in the area to be annexed, together with the approval of the City Council of the City of Zephyrhills, of said annexation duly expressed by Ordinance.

SECTION 4: Upon this Ordinance becoming effective, the property Owners of said property shall be entitled to all the rights and privileges and immunities as are from time-to-time granted to property Owners of the City of Zephyrhills, Florida as further provided in Chapter 171.044, Florida Statutes, and shall further be subject to the responsibilities of ownership as may from time-to-time be determined by the governing authority of the City of Zephyrhills, Florida and the provisions of said Chapter 171.044, Florida Statutes.

SECTION 5: It is the intention of the City Council of the City of Zephyrhills, Florida by passage of this Ordinance to annex the above-described lands to said City within its territorial limits and the boundary lines of said City are hereby redefined and extended so as to include said area of land within its territorial limits upon the final passage of this Ordinance.

SECTION 6: Within seven (7) days after adoption, the City Clerk shall file a certified copy of the Ordinance, together with a map which clearly shows the annexed area, with the Clerk of the Courts of Pasco County, Florida; the Chairman of the Board of County Commissioners of Pasco County, Florida; the Property Appraiser of Pasco County, Florida; and the Department of State, Secretary of State, State of Florida, pursuant to Section 171.044, Florida Statutes.

SECTION 7: The provisions of this ordinance are declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, this decision shall not affect the validity of the remaining section, sentences, clause and phrases of this ordinance, which shall remain in effect it being the legislative intent that this ordinance shall stand notwithstanding the invalidity of any part.

SECTION 8: Any ordinance in conflict with this ordinance is hereby repealed by implication.

SECTION 9: The provisions of this Ordinance shall not be codified, but the annexed property shall be incorporated and included in all appropriate maps of the City Limits of the City of Zephyrhills.

SECTION 10: This Ordinance shall become effective upon passage on the second reading and signing by the Mayor.

The foregoing Ordinance No. 1503-25 was introduced, read, and passed on the first reading in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 14th day of July 2025.

Attest:

Ricardo Quiñones, City Clerk

Charles E. Proctor, Council President

The foregoing Ordinance No. 1503-25 was read and passed on the second reading, following a public hearing, in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 28th day of July 2025.

Attest:

Ricardo Quiñones, City Clerk

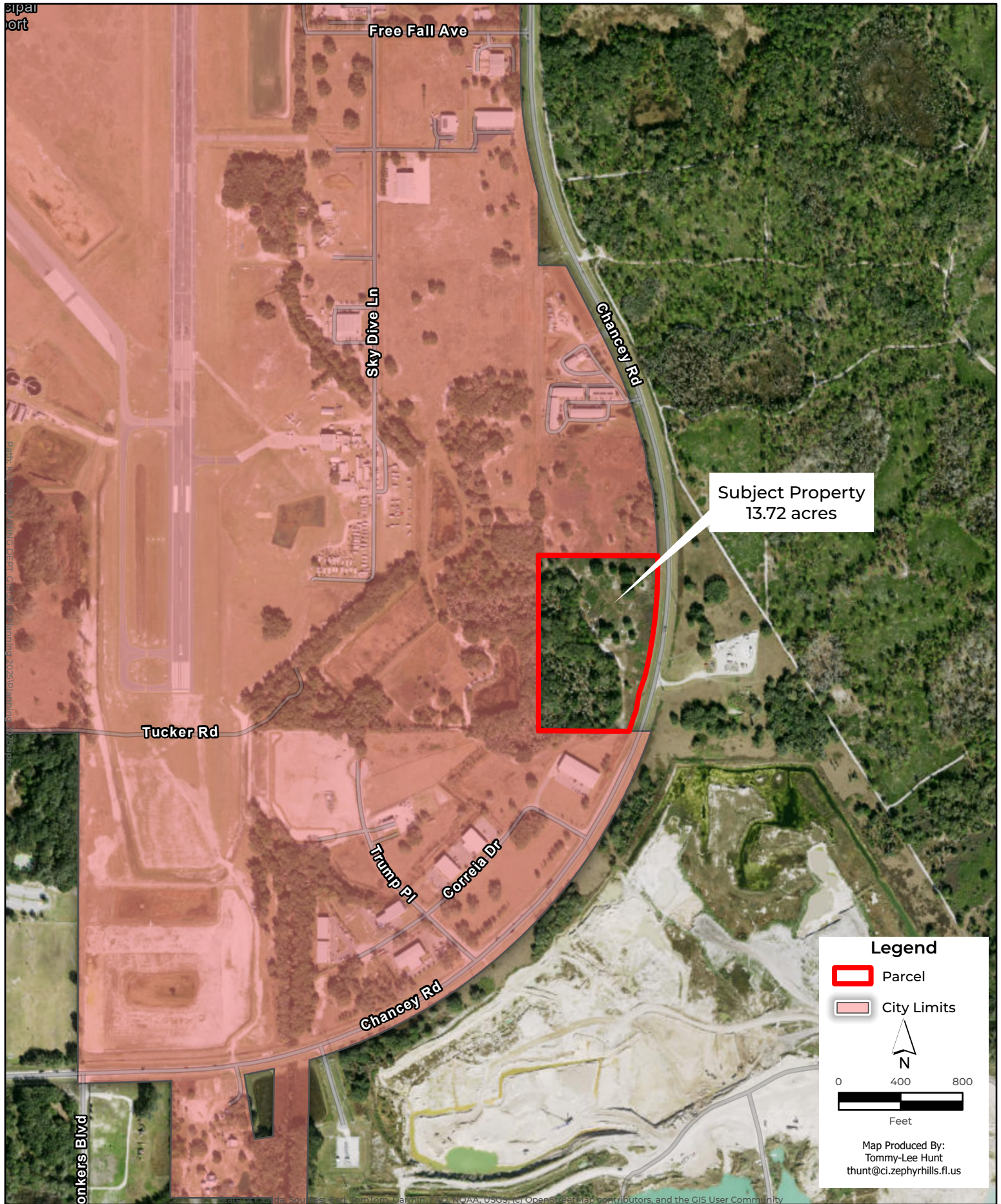
Charles E. Proctor, Council President

The foregoing Ordinance No. 1503-25 was approved by me on this 28th day of July 2025.

Melonie Bahr Monson, Mayor

Approved as to legal form and legal content
for the reliance of the City of Zephyrhills only:

Matthew E. Maggard, Esq.
City Attorney



BUSINESS ITEMS/PUBLIC HEARING 2.2

CCC - Rezoning and FLU

Second Reading ORDINANCE NO. 1504-25 "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA PROPOSING AN AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN, PROVIDING FOR A SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT TO THE FUTURE LAND USE MAP CHANGING FROM COUNTY IL TO CITY IN (INDUSTRIAL) AND THE ZONING DESIGNATION FROM COUNTY AC TO CITY LI (LIGHT INDUSTRIAL) FOR APPROXIMATELY 13.72 ACRES OF REAL PROPERTY LOCATED WEST OF CHANCEY ROAD, AND EAST OF THE ZEPHYRHILLS AIRPORT AND ZEPHYRHILLS MUNICIPAL BOUNDARY AND HAVING PARCEL ID# 18-26-22-0010-09300-0000; PROVIDING FOR REPEALER, CONFLICT SEVERABILITY, AND AN EFFECTIVE DATE."

- A. Council President opens Public Hearing.
- B. Council President closes Public Hearing.
- C. City Council considers Ordinance No. 1504-25 on the Second Reading.

Issue:

Proposed Annexation from unincorporated Pasco County to be included in the municipal boundaries of the City of Zephyrhills for Parcel ID 18-26-22-0010-09300-0000.

Background:

This annexation petition is for one parcel located in the curve of Chancey Road on the west side of the roadway and abutting the Zephyrhills Municipal Airport on its western border, totaling 13.72 acres. The applicant seeks to include the property within the municipal boundaries of the City of Zephyrhills; rezone the property from AC (County Agricultural) to LI (Light Industrial) to allow for the development of industrial warehousing and offices; and change the future land use designation from IL (County Industrial Light) to IN (Industrial).

Access to the site will be provided through a driveway straddling the northern property boundary, to be shared with the property to the north. This will help minimize traffic impacts along Chancey Road. The annexation, rezoning, and FLUMA support compatibility with the surrounding industrial uses and align with the City's long-term planning goals for the Industrial Corridor.

Facts at a Glance:

Location: West side of Chancey Road and east of the Zephyrhills Municipal Airport, City of Zephyrhills, FL

Parcel IDs: 18-26-22-0010-09300-0000

Current Zoning: AC (Agricultural)
Proposed Zoning: LI (Light Industrial)
Current Future Land Use: IL (Industrial Light)
Proposed Future Land Use: IN (Industrial)
Total Acreage: Approximately 13.72 acres
Existing Use: Vacant
Surrounding Uses: Warehousing, airport and skydiving-related uses, and other industrial uses.

Zoning Overview:

Proposed Zoning (LI):

The LI zoning district accommodates light manufacturing, materials processing, storage of bulk commodities, distribution facilities, and similar processes. This district is appropriate for areas supported by adequate infrastructure and services.

Consistency with Comprehensive Plan:

The proposed rezoning aligns with the City's Future Land Use Map and Comprehensive Plan, which support industrial development in this area. The shift from AC to LI reflects current land use trends and enhances opportunities for needed industrial options.

Future Land Use Overview:

Proposed Future Land Use (IN):

The IN future land use designation outlines primary uses of research/development, light manufacturing/assembly, wholesale/distribution, and storage/warehouse. Secondary uses supported include office, retail commercial, personal business service, commercial/business service, transient accommodations, and public/semi-public. This category is generally appropriate for locations with sufficient size to encourage an industrial park-type arrangement.

Consistency with Comprehensive Plan:

The proposed FLU amendment aligns with the Future Land Use Map and the Comprehensive Plan, which supports and encourages industrial uses in this area.

Development Standards (LI):

Minimum Lot Width: 75 feet

Front Yard Setback: 20 feet; 75 feet if adjacent to residentially zoned areas.

Side Yard Setback: 10 feet

Rear Yard Setback: 10 feet

Maximum Height: 30 feet/2 stories

*These standards ensure compatibility with surrounding land uses while supporting appropriately scaled development.

Attachment(s):

1. 36742566v1 - ORDINANCE 1504-25 CCC Property Holdings Chancey Rezoning and FLU - Draft
2. Chancey Annexation Aerial Map

Fiscal Impact:

Staff Recommendation:

Staff recommends approval of the annexation request for Parcel ID 18-26-22-0010-09300-0000. The proposed land use regulations are consistent with the City's goals of promoting growth along the Chancey Road industrial corridor and aligning zoning and land use with the area's existing residential character. This annexation and its proposed use are not anticipated to create arduous impacts on the city's current services and the proposed shared access along Chancey Road will reduce the opportunities for access-related incidents along the bend in the roadway.

ORDINANCE NO. 1504-25

AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA PROPOSING AN AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN, PROVIDING FOR A SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT TO THE FUTURE LAND USE MAP CHANGING FROM COUNTY IL TO CITY IN (INDUSTRIAL) AND THE ZONING DESIGNATION FROM COUNTY AC TO CITY LI (LIGHT INDUSTRIAL) FOR APPROXIMATELY 13.72 ACRES OF REAL PROPERTY LOCATED WEST OF CHANCEY ROAD, AND EAST OF THE ZEPHYRHILLS AIRPORT AND ZEPHYRHILLS MUNICIPAL BOUNDARY AND HAVING PARCEL ID# 18-26-22-0010-09300-0000; PROVIDING FOR REPEALER, CONFLICT SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Chapters 125 and 163 Florida Statutes, authorize the City Council of the City of Zephyrhills to prepare and enforce a Comprehensive Plan for the development of the City; and

WHEREAS, the City Council has determined that the proposed amendment meets the criteria for a Small-Scale Comprehensive Plan Amendment pursuant to Section 163.3184, Florida Statutes, and the Zephyrhills Comprehensive Plan; and

WHEREAS, the Zephyrhills Planning Commission, the Local Planning Agency, on May 20, 2025, held a public meeting on the proposed amendment to the Comprehensive Plan with due public notice, pursuant to Section 125.55(2), Florida Statutes, and recommended approval to the City Council; and

WHEREAS, the City has complied with all requirements and procedures of Florida law in processing this amendment to the Zephyrhills Comprehensive Plan including, but not limited to, Section 163.3184, Florida Statutes.

WHEREAS, the proposed Future Land Use Map amendment meets the criteria of a small-scale Future Land Use Map amendment and is consistent with the goals, objectives and policies of the Comprehensive Plan; and

WHEREAS, the City Council has determined that the Industrial (IN) future land use classification would be appropriate, would promote the general welfare, and would encourage proper development within the City; and

WHEREAS, the City Council has determined that the Light Industrial zoning designation would be appropriate, would promote the general welfare, and would encourage proper development within the City; and

WHEREAS, the City Council desires to hereby formally adopt the amendment to the City's Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Zephyrhills, Florida, as follows:

Section 1. The Whereas Clauses above are true and accurate and are incorporated by reference and made a part of this Ordinance.

Section 2. This Ordinance is enacted pursuant to Chapter 163, Florida Statutes, and under the home rule powers of the City.

Section 3. The following described lands, lying and being situated in the City of Zephyrhills, to wit:

Parcel I.D. No. 18-26-22-0010-09300-0000

Legal Description: ZEPHYRHILLS COLONY COMPANY LANDS PB 1 PG 55
THAT PORTION OF TRACT 109 110 115 116 & & 125 LYING WEST OF
ZEPHYRHILLS BY-PASS IN SECTION 18 OR 9664 PG 1518

The Future Land Use Map designation is hereby changed from County IL to City IN (Industrial) and included within the boundaries of the City of Zephyrhills, Florida and the Zoning Designation is hereby rezoned from County AC to City LI (Light Industrial) and included within the boundaries of the City of Zephyrhills, Florida.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. That if any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

Section 6. This Ordinance shall become effective upon passage on the second reading and signing by the Mayor.

The foregoing Ordinance No. 1504-25 was read and passed on the first reading in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 14th day of July 2025.

Attest:

Ricardo Quiñones, City Clerk

Charles E. Proctor, Council President

The foregoing Ordinance No. 1504-25 was read and passed on the second reading, following a public hearing, in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 28th day of July 2025.

Attest:

Ricardo Quiñones, City Clerk

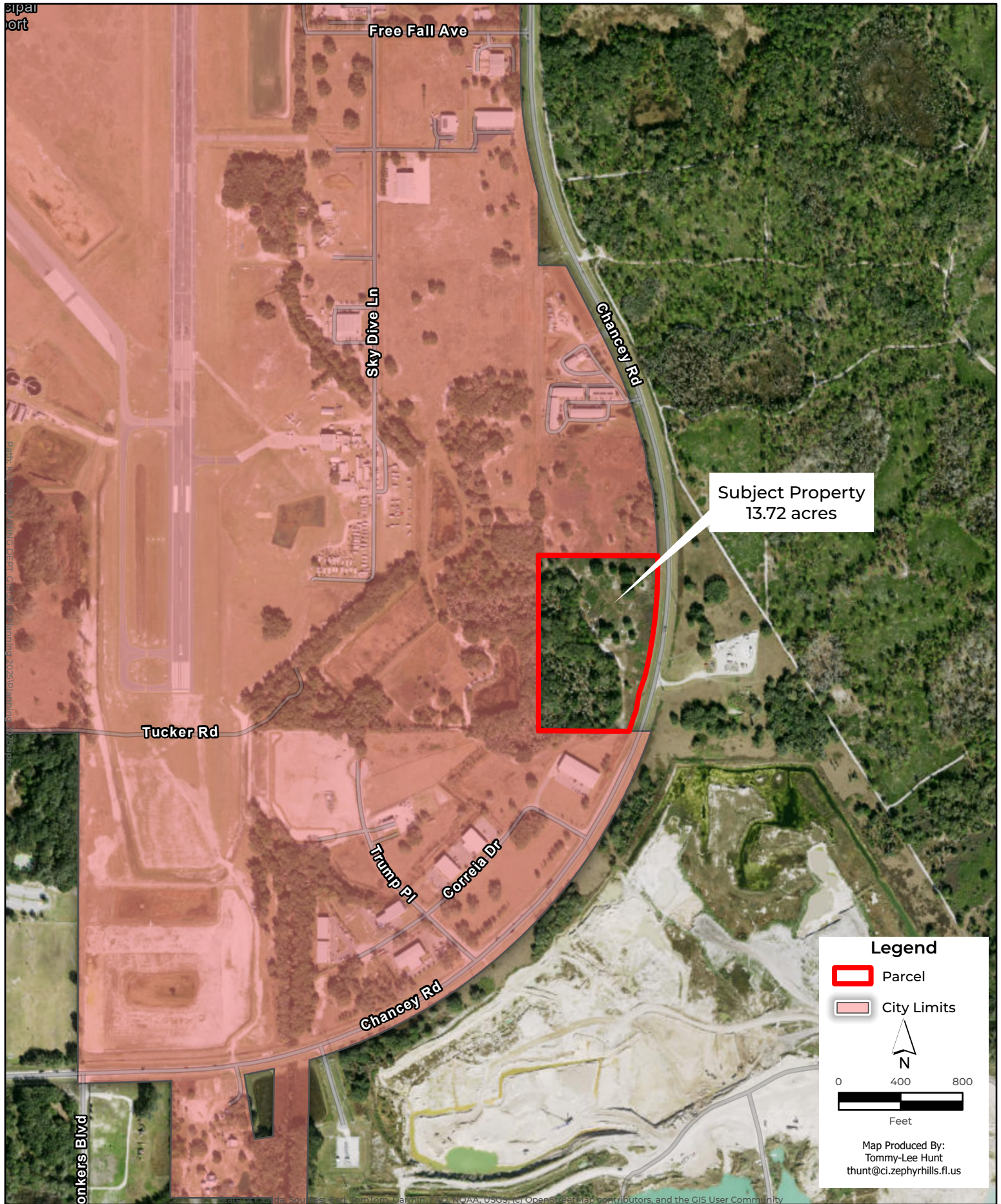
Charles E. Proctor, Council President

The foregoing Ordinance No. 1504-25 was approved by me on this 28th day of July, 2025.

Melonie Bahr Monson, Mayor

Approved as to legal form and legal content
for the reliance of the City of Zephyrhills only:

Matthew E. Maggard, Esq.
City Attorney



BUSINESS ITEMS/PUBLIC HEARING 2.3

Chicken Ordinance

Second Reading ORDINANCE NO. 1505-25 " **AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA CREATING A NEW SECTION TO CHAPTER 93 OF THE CITY OF ZEPHYRHILLS CODE OF ORDINANCES, SECTION 93.03 ESTABLISHING REGULATIONS FOR THE KEEPING, HARBORING AND MAINTENANCE OF BACKYARD CHICKENS; PROVIDING FOR APPLICABILITY, REPEALER, SEVERABILITY, INCLUSION IN THE CODE, AND PROVIDING AN EFFECTIVE DATE. "**

- A. Council President opens Public Hearing.
- B. Council President closes Public Hearing.
- C. City Council considers Ordinance No. 1505-25 on the Second Reading.

Issue:

A discussion took place at the May 12th and June 9th Council meetings regarding the keeping of backyard chickens. Council approved Ordinance 1505-25 on it's first reading. Attached is the proposed ordinance and associated application.

The proposed rules are as follows:

- The keeping of chickens shall be allowed only in the following residential zoning districts: ER, R1, R2, and R3
- No roosters shall be allowed on any property within the city at any time.
- Any property having live chickens thereon shall have chicken coops or pens on said property, in the rear yard only, constructed in a manner to keep the chickens housed therein at all times. Each chicken coop or pen must have at least four (4) square feet of space per chicken kept on the property. Chickens shall be allowed outside the coops or pens periodically between sunrise and sunset, only, so long as the same are properly confined on the property with an impenetrable fence. No chicken pen shall exceed fifty (50) square feet in area.
- The coop must be no taller than six (6) feet from the ground.
- Any property on which live chickens are allowed must be properly maintained and properly remove waste products and ensure proper vegetative ground covers are maintained at all times. Any property on which a live chicken is kept that has more than one hundred (100) square feet of defoliated ground, outside a chicken pen or chicken coop area, shall be in violation of this section.
- No property shall have more than five (5) live chickens thereon at any time.
- Live chickens shall not be slaughtered or processed for consumption on any property within the city at any time.

- The coop shall be set back a minimum of 20 feet from side and rear lot lines.
- The on-site sale of eggs or any chicken products shall be prohibited.
- These requirements shall not be waived or varied.
- These regulations do not affect deed restrictions or covenants concerning chickens.
- Chickens will be removed after three (3), separate violation events as determined by the City's Code Enforcement Officer.

Background:

Attachment(s):

1. 36742574v1 - Chicken Ordinance No. 1505-25
2. Backyard Chicken Application

Fiscal Impact:

No fiscal impact is expected.

Staff Recommendation:

Staff recommends approval of Ordinance 1505-25 on the second reading.

ORDINANCE 1505-25

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA CREATING A NEW SECTION TO CHAPTER 93 OF THE CITY OF ZEPHYRHILLS CODE OF ORDINANCES, SECTION 93.03 ESTABLISHING REGULATIONS FOR THE KEEPING, HARBORING AND MAINTENANCE OF BACKYARD CHICKENS; PROVIDING FOR APPLICABILITY, REPEALER, SEVERABILITY, INCLUSION IN THE CODE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Article VIII, Florida Constitution and Chapter 166, Florida Statutes, the City of Zephyrhills has broad home rule powers to carry out city government, including the power to adopt ordinances to provide for the public health, safety and welfare; and

WHEREAS, an interest in local food sources, food resilience and desire for fresher, more nutritious foods is being embraced by residents throughout the country; and

WHEREAS, the City of Zephyrhills intends to integrate sustainability and resilience strategies that foster healthy communities, educate and empower residents to lead healthy, sustainable lifestyles, and invest in the wellbeing and success of our children; and

WHEREAS, many communities in Florida and throughout the United States have found in adopting ordinances to integrate the keeping of chickens in residential areas that up to four (4) chickens are sufficient to meet the needs of the average family's egg consumption; and

WHEREAS, pursuant to law, notice has been given by publication in a newspaper of general circulation in the City, notifying the public of the proposed ordinance and of a public hearing; and

WHEREAS, the City Council has conducted duly noticed public hearings as required by law, at which hearings all parties in interest and citizens were afforded notice and the opportunity to be heard; and

WHEREAS, the City Council hereby finds and declares that this Ordinance is in the best interest of the public health, safety and welfare, and that it advances a valid and important public purpose.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Zephyrhills, Florida, that the following addition to the City of Zephyrhills Code of Ordinances shall be referred to as the "Backyard Chickens Ordinances," as follows:

SECTION 1. Authority

This ordinance is enacted pursuant to Chapter 166, Florida Statutes, and under the home rule powers of the City.

SECTION 2. Legislative Findings of Fact

The foregoing Whereas clauses are hereby adopted as legislative finds of the City Council of the City of Zephyrhills and are ratified and confirmed as being true and correct and are hereby made a specific part of the Ordinance upon adoption.

SECTION 3. Purpose and Intent

This Ordinance establishes standards and regulations for the keeping, harboring and maintenance of backyard chickens in the City of Zephyrhills, Florida, to protect public health, safety and welfare.

SECTION 4. Establishment of Section 93.03 Standards and Conditions for the Keeping of Backyard Chickens

§93.03 Standards and Conditions for the Keeping of Backyard Chickens

Backyard Chickens shall be permitted to be raised, kept, maintained, harbored and/or allowed as an accessory use to owner-occupied single-family detached residential dwelling units in the following zoning districts: Estate Residential (ER), Low Density Residential (R1), Single-Family Residential (R2), and Medium Density Residential (R3). The keeping of live domesticated chickens shall be prohibited in all other zoning districts and on all duplex and multi-family residential lots.

- (A) A maximum of five (5) chickens, whether hens or pullets or a combination thereof, shall be kept on a property at any one given time. The keeping of roosters, capons or cockerels shall be prohibited.
- (B) All chickens shall be protected from the elements and kept in a secure enclosure at all times; except that chickens may be allowed outside the enclosure periodically between

sunrise and sunset only, provided they are confined on the property by a secured fence a minimum of six (6) feet in height. No person shall release or set any chicken free from such fence or enclosure.

- (C) Enclosures shall be covered and ventilated, and shall consist of a chicken coop and fenced run area. The coop shall have not less than four (4) square feet of space per chicken kept on the property to permit free movement but shall not exceed 50 square feet in size.
- (D) Enclosures shall be located in the rear yard of the property, behind the residence, and shall meet a set back of a minimum of 20 feet from side and rear lot lines.
- (E) Enclosures shall be kept in a neat and sanitary condition at all times, and shall be regularly cleaned to prevent offensive odors and attraction of vermin.
- (F) Properties shall be maintained by properly removing waste and ensure vegetation and groundcovers are maintained at all times. Any property on which live chickens are kept that has more than 100 square feet of defoliated ground, outside the enclosure area, shall be in violation of this section.
- (G) The chicken coop must be no taller than six (6) feet from the ground.
- (H) Live chickens shall be properly fed and watered. Stored feed shall be kept in a rodent and predator-proof container.
- (I) It shall be unlawful to slaughter or process live chickens for consumption on any property residentially zoned property within the boundaries of the City of Zephyrhills.
- (J) Backyard chickens shall be kept for personal use only. The onsite sale of eggs, poultry, or manure shall be prohibited.
- (K) Residents wishing to own or possess backyard chickens must complete a Residential Backyard Chicken Application as established and amended by the City of Zephyrhills.
- (L) For purposes of this section, the breeding of chickens is prohibited.
- (M) The keeping, maintaining, harboring, feeding, and/or providing of shelter to ducks, geese, turkeys, peafowl, or any other poultry or fowl is not authorized under the provisions of this section. Further, this section shall not be construed to authorize the keeping, maintaining, harboring, feeding, and/or providing of shelter for wild (roaming) chickens and roosters within the City limits.
- (N) It shall be a violation of this section to keep, maintain, harbor, feed and/or provide shelter to chickens within the boundaries of the City, except as authorized by this section.
- (O) A violation of this section shall result in a fine in the amount of \$500.00 per day that the violation continues.
- (P) If a resident or property is subject to three (3), separate code enforcement violations being issued by the City of Zephyrhills shall lose their ability to own or possess backyard chickens as determined by a City Code Enforcement Officer.

SECTION 5. Repealer

All ordinances and resolutions or parts thereof of the City in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

SECTION 6. Severability

It is declared the intent of the City Council of the City of Zephyrhills, Florida, that if any section, subsection, sentence, clause, or provision of this Ordinance shall be declared invalid, the remainder of this Ordinance shall be construed as not having contained said section, subsection, sentence, clause or provisions and shall not be affected by such holding.

SECTION 7. Inclusion in Code

It is the intent of the City Council of the City of Zephyrhills, Florida that the provisions of this Ordinance shall become and be made a part of the City of Zephyrhills Code of Ordinances, and that the sections of this Ordinance may be renumbered or re-lettered and the word “ordinance” may be changed to “section,” “article,” “regulation,” or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 8. Effective Date

This Ordinance shall become effective upon passage on the second reading and signing by the Mayor.

The foregoing Ordinance No. 1505-25 was read and passed on the first reading in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 14th day of July 2025.

Attest: _____
Ricardo Quiñones, City Clerk

Charles E. Proctor, Council President

The foregoing Ordinance No. 1505-25 was read and passed on the second reading, following a public hearing, in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 28th day of July, 2025.

Attest: _____
Ricardo Quiñones, City Clerk

Charles E. Proctor, Council President

The foregoing Ordinance No. 1505-25 was approved by me this 28th day of July 2025.

Melonie Bahr Monson, Mayor

Approved as to legal form and legal content

Matthew E. Maggard, City Attorney



Residential Backyard Chicken Application

Name: _____

Address: _____

Phone: _____ Email: _____

RULES & REGULATIONS

- The keeping of live chickens within the city shall at all times be in accordance with this section.
- It shall be a violation of this Code of Ordinances to have, keep, maintain, or allow live chickens to be on any property within the city limits, except as provided in this section.
- The keeping of chickens shall be allowed only the following residential zoning districts: **Fill in the districts**
- No roosters shall be allowed on any property within the city at any time.
- Any property having live chickens thereon shall have chicken coops or pens on said property, in the rear yard only, constructed in a manner to keep the chickens housed therein at all times. Each chicken coop or pen must have at least four (4) square feet of space per chicken kept on the property. Chickens shall be allowed outside the coops or pens periodically between sunrise and sunset, only, so long as the same are properly confined on the property with an impenetrable fence. No chicken pen shall exceed fifty (50) square feet in area.
- The coop must be no taller than six (6) feet from the ground.
- Any property on which live chickens are allowed must be properly maintained to properly remove waste products and to ensure proper vegetative ground covers are maintained at all times. Any property on which a live chicken is kept that has more than one hundred (100) square feet of defoliated ground, outside a chicken pen or chicken coop area, shall be in violation of this section.
- No property shall have more than five (5) live chickens thereon at any time.
- Live chickens shall not be slaughtered or processed for consumption on any property within the city at any time.
- The coop shall be set back a minimum of 20 feet from side and rear lot lines.
- The on-site sale of eggs or any chicken products shall be prohibited.
- These requirements shall not be waived or varied.
- These regulations do not affect deed restrictions or covenants concerning chickens.
- Chickens will be removed after three (3), separate violation events as determined by the City's Code Enforcement Officer.

I have read, understand, and agree to comply with the City of Zephyrhills Ordinance XXXX-xx.

Registrant Signature

Date

BUSINESS ITEMS/PUBLIC HEARING 2.4

2025 Comprehensive Emergency Management Plan (CEMP)

Resolution No. 859-25 " **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, ADOPTING THE PASCO COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN. "**

A. City Council considers Resolution No. 859-25 on the First Reading.

Issue:

Request Council's approval to adopt Pasco County Comprehensive Emergency Management Plan (CEMP).

Background:

Florida Statute 252.38(2) provides that municipalities without an emergency management program must adopt their respective county's plan in order for Pasco County to be eligible to receive federal mitigation funds.

Attachment(s):

1. Resolution 859-25 Comprehensive Emergency Management Plan (CEMP) 2025
2. City of Zephyrhills Letter Requesting Adoption
3. 2025 CEMP Final

Fiscal Impact:

No fiscal impact

Staff Recommendation:

Staff and Pasco County Emergency Management request Council's approval of the Pasco County 2025 Comprehensive Emergency Management Plan.

RESOLUTION NO. 859-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, ADOPTING THE PASCO COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

WHEREAS, Florida Administrative Rule 27P-6 establishes the criteria for review of local emergency management plans; and

WHEREAS, the “Local Comprehensive Emergency Management Plan Compliance Criteria” which is adopted by reference in Rule 27P-6, sets forth the criteria and format for local emergency management plans; and

WHEREAS, Florida Statute 252.38(2) provides that “Municipalities without emergency management programs shall be served by their respective county agencies”; and

NOW THEREFORE, BE IT RESOLVED that Zephyrhills, a political subdivision of the State of Florida, through its City Council, in regular session assembled this date, does hereby declare that the Pasco County Comprehensive Emergency Management Plan is adopted and authorized to be activated by the City of Zephyrhills.

The foregoing Resolution No. 859-25 was read and passed in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 28th day of July, 2025.

Attest: _____
Ricardo Quiñones, City Clerk

Charles E. Proctor, Council President

The foregoing Resolution No. 859-25 was approved by me this 28th day of July, 2025.

Melonie Bahr Monson, Mayor

Approved as to legal form and legal content
or the sole reliance of the City of Zephyrhills

Matthew E. Maggard, City Attorney



June 26, 2025

William Poe
City of Zephyrhills
5335 8th Street
Zephyrhills, FL 33542
(813)-780-0000

Dear Mr. Poe:

The purpose of this letter is to inform you that Pasco County adopted the updated Comprehensive Emergency Management Plan (CEMP) on June 3, 2025 after receiving the Florida Division of Emergency Management after receiving the CEMP compliance letter on April 8, 2025. As you know, municipalities have to adopt this plan if they do not have their own, and all municipalities must be covered by a CEMP for Pasco County to be eligible to receive federal mitigation funds.

The Pasco County CEMP represents an all-hazards, whole community approach to Emergency Management and is required by FAC 27P-6. The plan is intended to reinforce Pasco County's commitment to working with municipal partners in all aspects of the emergency management cycle and does not supersede any local emergency response plans. The plan has been reviewed by FDEM and found to be in compliance with this rule and in alignment with the Florida State CEMP.

Pasco County Emergency Management requests that the City of Zephyrhills adopt the 2025 CEMP via resolution. A sample resolution and the 2025 Comprehensive Emergency Management Plan have been included with this letter.

Once the resolution is complete, please send an electronic copy to oem@pascocountyfl.net.

Sincerely,

Krysta Johns
Planning Manager
Pasco County Department of Emergency Management



COMPREHENSIVE EMERGENCY Management Plan

2025



"Serving our community to create a better future."

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To: Officials, Employees, and Citizens of Pasco County

This Comprehensive Emergency Management Plan (CEMP) addresses the various methods by which Pasco County will respond to, recover from, prepare for, and mitigate against any natural, man-made and/or technological hazards that have the potential to adversely impact our County.

While no plan can completely prevent injury or damage, quality plans informed by real world data and carried out by knowledgeable and well-trained personnel can reduce losses. This plan establishes the emergency organization, assigns responsibilities, specifies policies, and provides for coordination of planning efforts of the various emergency staff and service elements using the Incident Command System concept.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

For the purposes of Chapter 252.38, F.S., and 27P-6.006, F.A.C., the Basic Plan, Recovery Annex and Mitigation Annex components shall be considered the Pasco County CEMP and have been approved by the Pasco County Board of County Commissioners (Resolution Number 25-252).

The Basic Plan, Recovery Annex, and Mitigation Annex components provide an overall of the emergency management system. The primary audience is executives, emergency managers, departmental directors, and anyone interested in reviewing or learning about broad concepts of emergency operations in Pasco County. It is expected that the content within these sections will not change on a regular basis.

By their very nature, the content within the Interagency Coordinating Procedures and Position Specific Guides will likely change frequently and as such, to remain timely and accurate, these documents are reviewed and approved by the Director of Emergency Management.

Andrew
Fossa

Digitally signed by
Andrew Fossa
Date: 2025.06.17
09:45:14 -04'00'

Andrew Fossa
Director
Pasco County Department of Emergency Management

BCC RESOLUTION

BY THE BOARD OF COUNTY COMMISSIONERS

RESOLUTION NO. 25-252

**RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF PASCO COUNTY, FLORIDA,
ADOPTING THE PASCO COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

WHEREAS, Florida Administrative Rule 27P-6 establishes the criteria for review of local emergency management plans; and

WHEREAS, the "Local Comprehensive Emergency Management Plan Compliance Criteria" which is adopted by reference in Rule 27P-6, sets forth the criteria and format for local emergency management plans; and

WHEREAS, Florida Administrative Rule 27P-6.006(11) requires that the county comprehensive emergency management plan be adopted by resolution of the Board of County Commissioners; and

WHEREAS, the Pasco County Comprehensive Emergency Management Plan has been reviewed by the State of Florida, Division of Emergency Management, and declared to be in compliance with the terms of Chapter 27P-6;

NOW, THEREFORE, BE IT RESOLVED that Pasco County, a political subdivision of the State of Florida, through its Board of County Commissioners, in regular session assembled this date, does hereby declare that the Pasco County Comprehensive Emergency Management Plan is adopted and authorized to be activated by Pasco County.

DONE AND RESOLVED with a quorum present and voting this 3rd day of June 2025.



BY: Nikki Alvarez-Sowles
NIKKI ALVAREZ-SOWLES, Esq.
PASCO COUNTY CLERK & COMPTROLLER

APPROVED
IN SESSION

JUN 03 2025
PASCO COUNTY
BCC

BOARD OF COUNTY COMMISSIONERS
OF PASCO COUNTY, FLORIDA

Kathryn Starkey
Kathryn Starkey, CHAIRMAN

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EXECUTIVE SUMMARY

The **Comprehensive Emergency Management Plan (CEMP)** establishes the organizational and procedural framework to ensure that Pasco County, and all six of the municipalities contained within its borders, will be adequately prepared for all hazards threatening the lives and property of our citizens. The CEMP outlines the responsibilities and coordination mechanisms of Pasco County agencies and municipalities in a disaster. The CEMP also coordinates response and recovery activities with the business community and voluntary organizations that are active in disasters. The plan unifies the efforts of these groups for a comprehensive approach to reducing the effects of a disaster.

The Plan addresses the five mission areas or phases of emergency management (prevention, protection, response, recovery, and mitigation), parallels state activities outlined in the State of Florida CEMP, federal activities set forth in the Federal Emergency Management Agency's (FEMA's) National Response Framework (NRF), and describes how local, state, and national resources will be coordinated to supplement local response and recovery capability. The CEMP is compliant with the criteria issued by the State of Florida Division of Emergency Management (FDEM), Chapter 27P-20, F.A.C., pursuant to F.S. §252.

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management. The CEMP is organized into three essential elements: The Basic Plan, the Recovery Annex, and the Mitigation Annex.

BASIC PLAN

INTRODUCTION

Based on the unique threat, risk, vulnerability, and the topographic, demographic, and economic profile of Pasco County, the CEMP describes a five-year vision of preparedness activities, establishes concepts of operation for response and recovery, and broadly outlines local mitigation strategies. The CEMP defines the functional roles and responsibilities of each government entity that partners with Pasco County in disaster organization and their relationship to each other.

PLAN COMPONENTS

As outlined, the CEMP is divided into three sections: The Basic Plan, the Recovery Annex, and the Mitigation Annex. The Mitigation Annex is abbreviated due to the County's maintenance of an extensive and comprehensive Local Mitigation Strategy (LMS) plan that is updated and approved every five years. Additionally, the CEMP is complimented by Interagency Coordinating Procedures (ICPs) and Position Specific Guides (PSGs) that are maintained internally by the Pasco County Department of Emergency Management (PCDEM). The following describes each section of the CEMP and additional functional plans.

Basic Plan

The Basic Plan outlines the general purpose, scope, and methodology of the plan, to include: coordination, control, organizational structure, and concept of operations. The Basic Plan also identifies responsibilities of all agencies and resources mobilized by Pasco County to assist in responding to and recovering from a disaster. The plan also addresses preparedness activities to include training and exercise, public outreach, education, and the special needs (SPNS) registry. The CEMP enables Pasco County to exercise its responsibility for providing direction and control during any type of disaster.

Recovery Annex

The Recovery Annex provides a detailed plan for how the County recovers from disaster, to include identifying key stakeholders, outlining roles and responsibilities, and establishing procedures for necessary functions. This annex serves as the County's high-level guide for post-disaster recovery activities and, in conjunction with functional ICPs, provides detailed procedures for recovery functions.

Mitigation Annex

The Mitigation Annex provides a synopsis of the County's management of mitigation activities and is supplemented by the County's approved LMS. This annex serves as a high-level overview of the LMS Working Group structure and identifies the parties responsible for implementation and coordination of mitigation activities outlined in the LMS.

Interagency Coordinating Procedures

The ICP section of the CEMP includes details by name and organization, the lead, assisting, and where applicable, coordinating entities, as well as their roles and responsibilities in the five phases of an emergency or disaster. Each ICP outlines specific tasks, or functional procedures, that are applicable regardless of the hazard. These tasks utilize the Incident Command System (ICS) concept of the National Incident Management System (NIMS) job aids where specific tasks for coordinating entities are described in detail.

The following ICPs address a specific function, but may be subject to change as needs are assessed on a continuous base:

- Animal Issues
- County Staging Area
- Damage Assessment
- Debris Management
- Disaster Recovery Center (DRC)
- Volunteer and Donations
- Emergency Communications
- Emergency Notifications
- Emergency Operations Center Management
- Emergency Road Access Teams
- Evacuation
- Family Reunification
- Fuel Management
- Human Needs Assessment
- Mass Fatality
- Points of Distribution
- Public Information
- Resources Management
- Search & Rescue (SAR)
- Sheltering
- Tactical Interoperable Communications
- Temporary Housing

Position Specific Guides

PSG are specific tasks for individual positions which describe in detail the ICS position and are utilized in the EOC to accomplish the functions, missions, or activities outlined by the corresponding ICPs. These guides are reviewed annually and updated as necessary.

PURPOSE

The CEMP is both a planning-based and an operations-based document that provides guidance for all aspects of emergency management including disaster preparedness, evacuation and sheltering, notification and warning, public education and information, resource management, mutual aid, special needs, impact and damage assessment, debris management, training and exercise, and post-disaster recovery programs. The CEMP establishes official emergency management policy for all agencies and municipalities in response to, recovery from, and mitigation of emergencies and disasters within the boundaries of Pasco County. The CEMP initiates a temporary reorganization of government intended to provide the most efficient response and recovery system possible through the coordination and maximum utilization of all available resources.

The CEMP establishes a framework for an effective system of comprehensive emergency management, for the purpose of:

- Reducing loss of life, injury, and property damage and loss resulting from natural or manmade emergencies.
- Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies.
- Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate.

Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and properties affected by emergencies.

- Assisting in awareness, recognition, education, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.
- Implementing the ICS regardless of the magnitude of any given incident or disaster.

SCOPE

In general, all six jurisdictions within Pasco County – City of Dade City, City of New Port Richey, City of Port Richey, City of San Antonio, the Town of St. Leo, and City of Zephyrhills are vulnerable to natural or man-made hazards such as tropical cyclones and hurricanes, wildfires, floods, severe storms, drought, and heatwaves.

Costal oil spills and mass immigration events present low to moderate threats to the cities of New Port Richey and Port Richey and to the unincorporated areas of the county, from Hudson to Holiday. Deadly elements that result from tropical cyclones and severe storms pose high threats to this same geographical area. The elements consist of storm surge, lightning, tornadoes, and waterspouts.

Frequent flooding events are most common in New Port Richey, Port Richey, Dade City, Zephyrhills, those areas west of the Suncoast Parkway, and those areas east of I-75 in unincorporated Pasco County. The majority of the county's Repetitive Loss Areas, documented areas of flood concern, are located along the west coast of Pasco County from Hudson to Holiday.

The CEMP is intended to be reflective of Pasco County's multi-jurisdictional commitment to the response doctrine detailed in FEMA's NFR. This doctrine is comprised of five key principles: (1) engaged partnership, (2) tiered response, (3) scalable, flexible, and adaptable operational capabilities, (4) unity of effort through unified command (UC), and (5) readiness to act. The CEMP is informed by lessons learned from the events of local, regional, national, and global significance. Ongoing implementation of the NIMS influences the preparedness and response activities described in this revision to the CEMP. This iteration of the CEMP is further informed by the

Stafford Act, the Post-Katrina Emergency Management Reform Act of 2006, and FEMA's Comprehensive Preparedness Guide (CPG) 101. The CEMP addresses each mission area within the Emergency Management cycle.

Mission Area Descriptions

Mission Area	Description
Protection	Focuses on creating concrete response plans, trainings, and exercises well ahead of a disaster to prepare the community. Through proactive planning, the risk of loss of life and injury can be limited.
Prevention	Utilizes lessons learned from previous disasters, both locally and elsewhere, to determine what is likely to occur during any particular-type and intensity of disaster. Community needs can be identified and prioritized by understanding past events. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. Prevention involves working with the private sector, residents, and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.
Response	Government responds to emergencies by activating its plans, implementing an effective response, giving direction and control to the emergency management effort, and integrating recovery activities during all phases of the incident. Individuals respond by implementing their own disaster plans, such as evacuating the area or sheltering in place. Private businesses and volunteer organizations implement their plans to secure and protect assets, and if capable, make available resources to help the whole community.
Recovery	Begins as soon as possible and may even begin during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, review state and federal aid criteria, and coordinates with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how to best manage the specific activities, what resources, and personnel will be required and what actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short- and long-term mitigation measures takes place during this phase and the "after-action" evaluation process is conducted.
Mitigation	mitigation and protection involve identifying and implementing preventative and corrective measures and actions, based upon risk reduction and loss avoidance principles to prevent or limit bodily injury, loss of life, or property damage from disasters before they occur. It includes policy issues as well as structural projects within government and the private sector. A Local Mitigation Strategy Plan (LMS) serves as the guidance document for pre-disaster mitigation planning. Pasco

Mission Area	Description
	County has a State and FEMA-approved Local Mitigation Strategy, which expires on August 21, 2029.

Table 1

METHODOLOGY

Chapter 252, Florida Statutes, (State Emergency Management Act) mandates the development of a county CEMP that is coordinated and consistent with the state CEMP. Further, F.S. 252.38(2) provides that municipalities without emergency management programs shall be served by their respective county agencies. It is the explicit purpose of the CEMP to establish a framework for all-hazards preparedness, response, recovery, and mitigation within Pasco County, Florida and its six municipal subdivisions.

In addition to fulfilling the intent of F.S. 252, Pasco County CEMP is built to align with the NRF. This vertical integration supports the principle that, in many situations, emergency operations start at the local level and add state, regional, and federal assets as the affected jurisdiction requires additional resources and capabilities.

The CEMP is developed and maintained by a network of governmental, nongovernmental, and private sector agencies. Contributions to the plan are derived through an orchestrated division of responsibility throughout the community based on area of expertise. PCDEM staff is responsible for maintaining the CEMP, identifying agencies which are instrumental to the maintenance of the plan, and for facilitating the documentation of those agencies' concepts of operation as they relate to emergency and disaster situations. Members of the PCDEM Management Staff are assigned responsibility for specific areas based on their background, experience, and interest and are then required to establish an individual strategy for assisting agencies with their portion of the plan. Strategies may include scheduling meetings between all involved parties, providing whole-community training and exercises, developing, reviewing, and sharing external sources of information related to best practices, standards or lessons learned.

The CEMP is a dynamic, NIMS compliant document that adapts to changes in policy, priorities and needs. State and federal statutes, regulations, and priorities guide development of the document. The CEMP is informed by the policies of government agencies, private partners, and non-governmental organizations (NGOs). A list of the public and private entities assisting in the development of this plan can be found in Figure 1.

CEMP Planning Partner Agencies



Figure 1

Local involvement in CEMP planning activities includes:

- Promulgation letter
- County NIMS Implementation Resolution
- Deficiency Measuring/Resolution Process
- Regional Healthcare Preparedness Meetings
- Local Mitigation Strategy Meetings
- Annual Whole-Community Operational-Based Exercises
- Integrated Preparedness Planning

Upon notification of approval of the revised CEMP by FDEM, the PCDEM presents the CEMP to the Pasco County Board of County Commission (BCC) and the six jurisdictions within Pasco County for their acceptance and adoption. The CEMP is then reproduced and formally distributed to the partner agencies identified within the plan as having a primary role in and responsibility for implementation. A record of plan distribution is maintained by the PCDEM.

Revisions to the plan are generated by the staff of the PCDEM as necessary based on lessons learned from incidents and exercises or based on routine changes in operational concepts by any agency described within the plan upon their request. A record of these interim revisions is maintained by the PCDEM and formally communicated to documented owners of a copy of the plan. The plan is maintained on a five-year review schedule, where it is reviewed and updated in entirety prior to review by FDEM and approved by the BCC.

PROMULGATION

As discussed above, this CEMP is divided into three sections: The Basic Plan, the Recovery Annex, and the Mitigation Annex. For the purposes of Chapter 252.38, F.S., and 27P-6.0023, F.A.C., these components shall be considered the Pasco County CEMP and shall be approved by the BCC. The Basic Plan and annexes provide an overview of the emergency management system implemented in Pasco County. The primary audience is executives, emergency managers, departmental directors, and anyone interested in reviewing or learning about broad concepts of emergency operations in Pasco County. It is expected that the content within these sections will not change on a regular basis.

By their very nature, the content within the ICPs and PSGs will likely change frequently and as such, to remain timely and accurate, ICPs and PSGs are reviewed and updated internally as necessary after initial approval by the Director of Emergency Management.

SITUATION

This section of the CEMP describes the potential hazard conditions, geographic characteristics, support facilities, land use patterns, economic profiles, and demographics of Pasco County. It also describes specific planning assumptions regarding protection, preparedness, response, recovery, mitigation, and resilience that were taken into consideration during the development of this plan.

HAZARDS ANALYSIS

Pasco County is vulnerable to a variety of natural and man-made hazards that threaten its communities, businesses, and the environment. The full details of this analysis are contained in Section II of the 2024 Pasco County LMS. The LMS identifies potential hazards and discusses the impact each hazard may have on Pasco County's citizens, visitors, property, environment, and economy while considering the geographic location of the impact within the county as well as the likely frequency of these hazards. The analysis also includes an extensive review of historical data, which is then extrapolated for specific planning and forecasting purposes in both the LMS and the CEMP. Planning for hazards in this manner illustrates how disasters affect the county's critical facilities and their essential services. In turn, priorities are established for recovery efforts after a disaster.

During events where the local lead agencies are unable to contain the scope or complexity of the incident or in the case of multiple incidents occurring during a major event, the EOC activates to provide coordination for response and recovery efforts. The response and recovery sections of the CEMP may be applied to these incidents and existing mutual aid agreements within the county and the surrounding counties may be activated to provide the necessary response and recovery assistance.

Hazards

The information below shows the vulnerability ranking for Unincorporated Pasco County and all six municipalities. More detailed information on specific hazards can be found in the 2024 Pasco County LMS.

- Tropical Cyclones and Hurricanes – High
- Floods – High
- Severe Storms – High
- Wildfires – High
- Drought/Extreme Heat – Medium
- Severe Cold/Freezes – Medium
- Erosion – Medium
- Earthquakes – Low
- Dam/Levees Break – Low
- Landslides – Low
- Tsunamis – Low

The recent impacts from Hurricane Helene in late September 2024 and Hurricane Milton in early October 2024 reinforce the vulnerability ranking, with hurricanes and floods both being identified as high vulnerability events for Pasco County. These hurricanes impacted the county in quick succession, causing millions of dollars in damage to both public and private structures. These storms exposed extreme susceptibility to storm surge on the west side of the county, and closed basin and riverine flooding on the east side of the county. Hurricane Helene resulted in eight feet of storm surge in some areas in the county west of U.S. Highway 19. Pockets of the county experienced rainfall an excess of 15 inches during Hurricane Milton, which contributed to historic flooding of the Anclote River, Cypress Creek, Withlacoochee River, and Hillsborough River.

Hazard Prioritization Process

Four high, three medium, and four low vulnerability hazards were identified and analyzed as required between the State of Florida CEMP Guideline Criteria and the Local Mitigation Strategy requirements. Each local government has different priorities based on the outcome of hazard analysis.

Each hazard was identified and ranked by vulnerability based on different criteria (probability of occurrence, economic impact, and people and structures impacted). The LMS highlights the vulnerability ranking in detail for all six municipalities that is not included in the CEMP. More details on these hazards can be found in the 2024 Pasco County LMS.

Pasco County's Local Mitigation Strategy Sub-committee members, who are subject matter experts, reviewed the seven medium-to-high vulnerability hazards and used a normative group process to rank hazards based on frequency, severity, damage estimates, and professional knowledge. The committee also addressed the priority of hazards that call for the development of standard operating guidelines, resource identification, impact analysis, mitigation strategies, performance objectives, hazard elimination, and mitigation activities.

Due to the low probability and/or consequence associated with a number of these risks within Pasco County – such as commercial nuclear power plant incidents, civil disturbance, mass migration, terrorism, exotic pests and diseases, disease and pandemic outbreaks, major transportation incidents, and special events – the LMS Working Group elected to discuss these minimally.

GEOGRAPHIC INFORMATION

The updated analysis of potential hazards is the basic component of any community's existing comprehensive emergency management plan. A complete understanding of the community's geography, demographics, and land use trends is essential to be able to minimize the possible loss of life, human suffering, and damage to public and private property associated with major natural or man-made incidents. This information is used to identify those hazards that require an organized response to properly manage related activities, so that needed priorities and actions can be updated.

The hazard analysis involves not only knowledge of the kinds of hazards to which the city is subjected, but also specific estimates of people and property at risk from a hazard. When this measure of vulnerability, reflecting a worst-case situation, is combined with available hazard information, the community can estimate the frequency and extent of damage as well as the areas and persons affected. This combination of factors is the key to determining if present capabilities are adequate for mitigating, preparing for, and responding to an emergency, and, if found inadequate, identifying procedures needed to upgrade these capabilities.

GEOGRAPHIC CHARACTERISTICS

Pasco County is located on the west central coast of Florida, bordered on the north by Hernando County, on the east by Polk and Sumter Counties, on the south by Hillsborough and Pinellas Counties, and on the west by the Gulf of Mexico. The area for Pasco County totals 763.05 square

miles, 744.28 square miles of land area, and 18.77 square miles of water including inland, coastal, territorial, new reservoirs, and other man-made lakes.

Over 93% of the County is considered unincorporated. There is a total of six municipalities located throughout Pasco County. Table 2 describes the name, square footage, and location within the county. There is also a visual representation of the county boundaries and municipal boundaries in Figure 2.

Breakdown of the Municipalities

Municipality	Square Miles	Location in Pasco County
City of Dade City	7.85	Northeast Pasco
City of New Port Richey	4.61	Southwest Pasco
City of Port Richey	2.18	Central West Pasco
City of San Antonio	1.38	Central East Pasco
Town of St. Leo	1.39	Central East Pasco
City of Zephyrhills	9.83	Southeast Pasco

Table 2

Pasco County City Limits Map

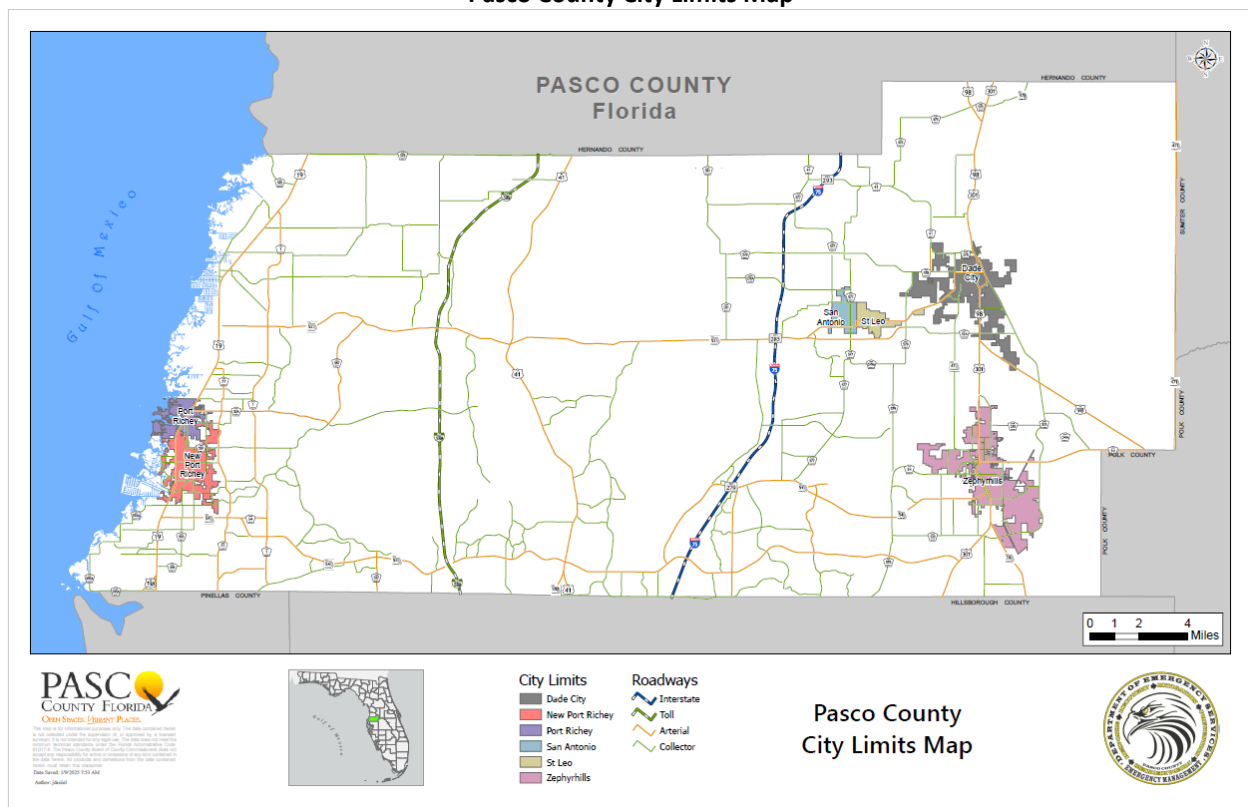


Figure 2 – Source: Pasco County Geographic Information System (GIS)

The county is characterized by discontinuous highlands in the form of ridges separated by broad valleys. The ridges are above the static level of the water in the aquifer, but the broad valleys are

below it. Broad shallow lakes are common on the valley floors, and smaller, deep lakes are on the ridges. Based on physiography, the county can be divided into five areas: the Coastal Swamps, the Gulf Coastal Lowlands, the Brooksville Ridge, the Tsala Apopka Plain, and the Western Valley.

The Coastal Swamp area of the county extends the length of the county and is approximately two miles in width. Moving inland, the terrain gradually changes from shallow marine water to salt marshes to freshwater swamps. The Gulf Coastal Lowlands lie between the Coastal Swamps, the Brooksville Ridge, and the Western Valley. The elevation ranges between 10 and 50 feet above sea level. The Brooksville Ridge extends south from Hernando County to about the area of Zephyrhills. It extends from C.R. 581 on the west to U.S. 301 on the east. The elevation varies from about 70 to 300 feet over short distances. The Tsala Apopka Plain extends south from Hernando County east of U.S. 301 to about three miles north of Dade City. It is about six miles wide and ranges in elevation from about 75 to 85 feet above sea level. The Western Valley extends the length of the county on the eastern side. The Valley turns west at the termination of the Brooksville Ridge and unites with the Gulf Coastal Lowlands at Zephyrhills Gap. It contains the valleys of the Withlacoochee and Hillsborough Rivers. Figure 3 shows a visual representation of all lakes, rivers, and streams within the County.

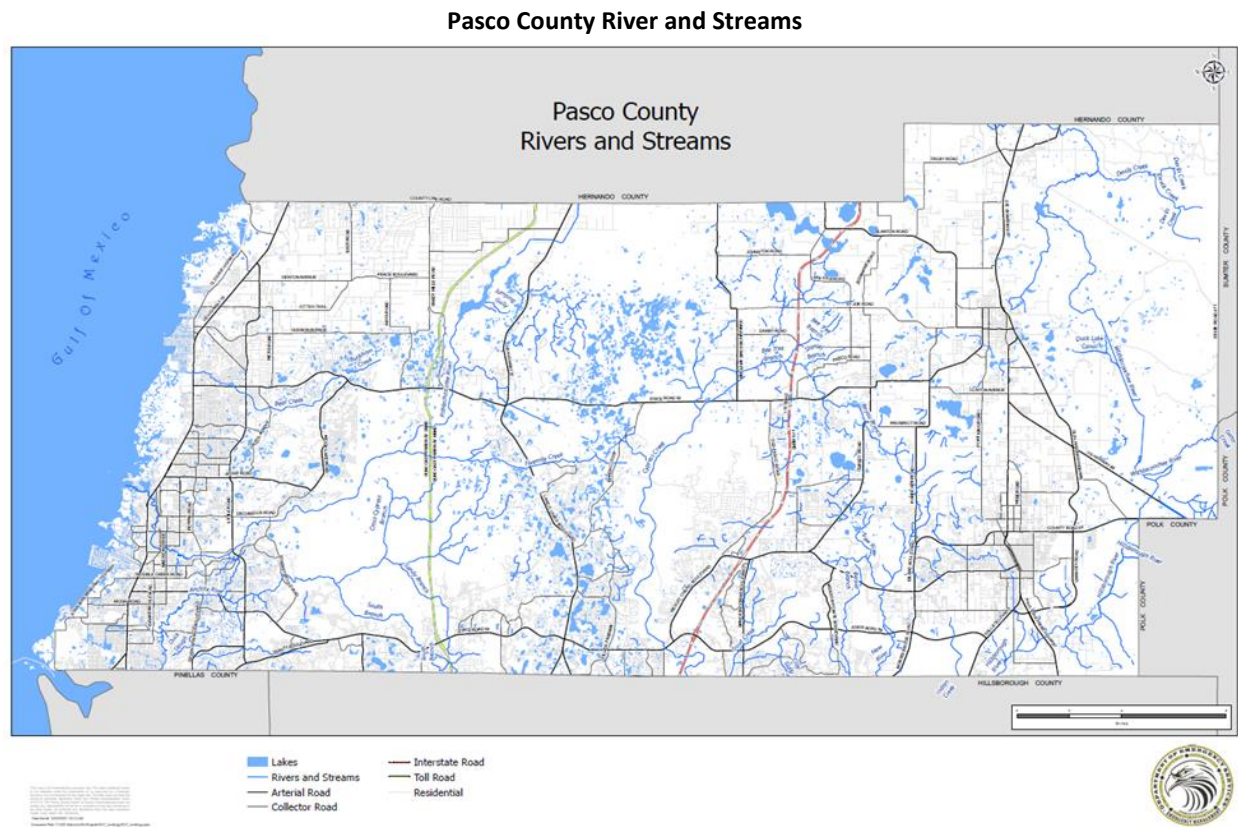


Figure 3 – Source: Pasco County GIS

The Withlacoochee, Hillsborough, Pithlachascotee, and Anclote Rivers are the major permanent streams and surface drainage systems in the county. Numerous small streams and creeks are found along the coast, and most of the springs lie along the coastal areas, some with submarine caves. Pasco County holds over 5,000 lake, Stormwater retention ponds, natural ponds, and other water features. During extended dry periods, many of the 5,000 lakes and retention ponds are greatly reduced in size and some dry up completely.

Land Development/Historic Development Patterns

Since 1887, the physical character of the county has changed from a rural, agricultural base to an urban environment. Nearly one third of Pasco County land is in public ownership for conservation. Within Pasco County there are more than 100 square miles of managed recreational facilities including parks, more than fifteen golf courses, and three state-designated canoe trails.

Pasco County is the northernmost jurisdiction in the Tampa Bay Metropolitan Statistical Area. The oldest municipality and the official county seat, Dade City is located on U.S. 301 in the northeastern part of the county. In area, the largest cities are New Port Richey and Zephyrhills. Located on the west coast, New Port Richey also is the most populous – a beneficiary of spillover growth from Pinellas County. Consequently, New Port Richey has a development pattern that may be categorized as the most urban in Pasco County's incorporated areas. Zephyrhills, located south of Dade City on U.S. 301 in eastern Pasco, differs markedly. Its development pattern is predominately rural in character as are San Antonio, St. Leo, and Dade City.

The settlement patterns observed in Pasco County can be explained by a combination of several factors, not the least of which is transportation. Pasco County is served by five major north-south roadways and two major east-west roadways. The most heavily populated areas are situated along U.S. 19, which connects St. Petersburg to Tallahassee via the coastal area of Pasco County. The toll road, Suncoast Parkway, provides an express connection from Tampa in the south to Citrus County in the north. U.S. 41, which connects Tampa with Brooksville and beyond, bisects Pasco County in the vicinity of Land O'Lakes. The suburbanization of northwestern Hillsborough County has had a significant influence on the southern part of U.S. 41 in Pasco County. Parallel to and east of U.S. 41 is I-75, which connects Tampa to Gainesville and Georgia. Development in the I-75 corridor has concentrated primarily at the S.R. 54 and S.R. 56 interchanges and has been influenced by development pressures occurring Hillsborough County to the south. East of I-75 is U.S. 301, which connects Tampa to Jacksonville. At the intersection of U.S. 301 with S.R. 54 and S.R. 52 are the cities of Zephyrhills and Dade City, respectively.

S.R. 54 and S.R. 52 are the only major arterials that connect cities in the eastern half of the county with those in the west. S.R. 54, defined as a development corridor, connects Zephyrhills with New

Port Richey along with the county's southern border, while S.R. 52, defined as a transit corridor, connects Dade City, St. Leo, San Antonio, and the coastal communities via a more central route.

Currently, the most densely populated area is along the coast where flooding potential is the highest and where transportation facilities, particularly U.S. 19, are least able to handle additional growth, as shown in Figure 4. Pasco County is rapidly urbanizing along its southern fringe. The heaviest population concentrations reside in proximity to U.S. 19, S.R. 54, U.S. 301, and I-75. The major focus of recent suburbanization occurs along S.R. 54 in south central Pasco in the Odessa, Land O'Lakes, and Wesley Chapel areas.

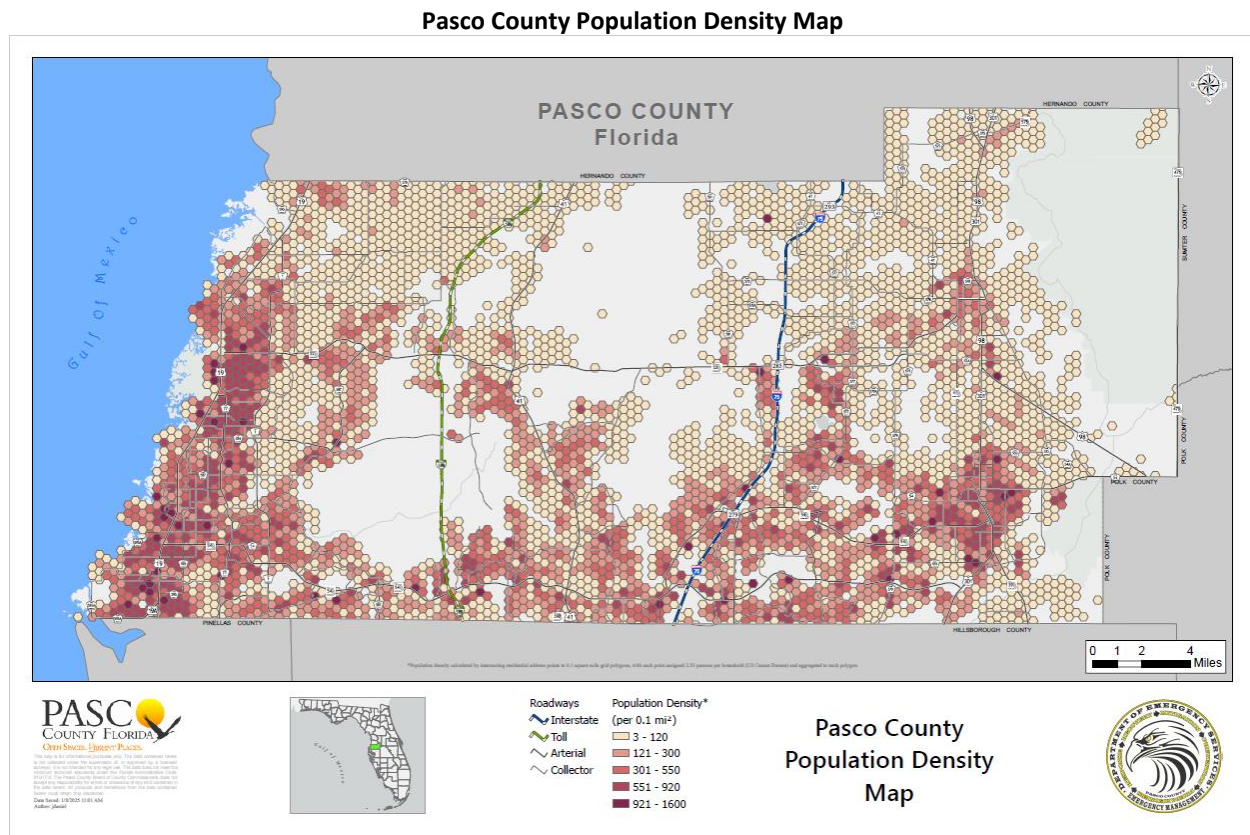


Figure 4 – Source: Pasco County GIS; U.S. Census Bureau 2020 Population

Table 3 and Figure 5 provide a summary of the future land use allocation of unincorporated Pasco County based upon 2018 data. Many lands in Pasco are designated for residential use, and approximately 40% of lands are intended to be reserved for agricultural and conservation purposes. Redevelopment plans such as the Harbors: West Market Redevelopment Plan concentrates redevelopment efforts along the U.S. 19 Corridor. The Gateway Corridor of S.R. 54 within the urban service area should be targeted for further development. Furthermore, the zoning standards adopted through the years are designed to limit overcrowding, blight, and loss

of health and property from various hazards that affect the County. Additional information regarding future land use can be found in the current Pasco County Comprehensive Plan.

2025 Future Land Use Map

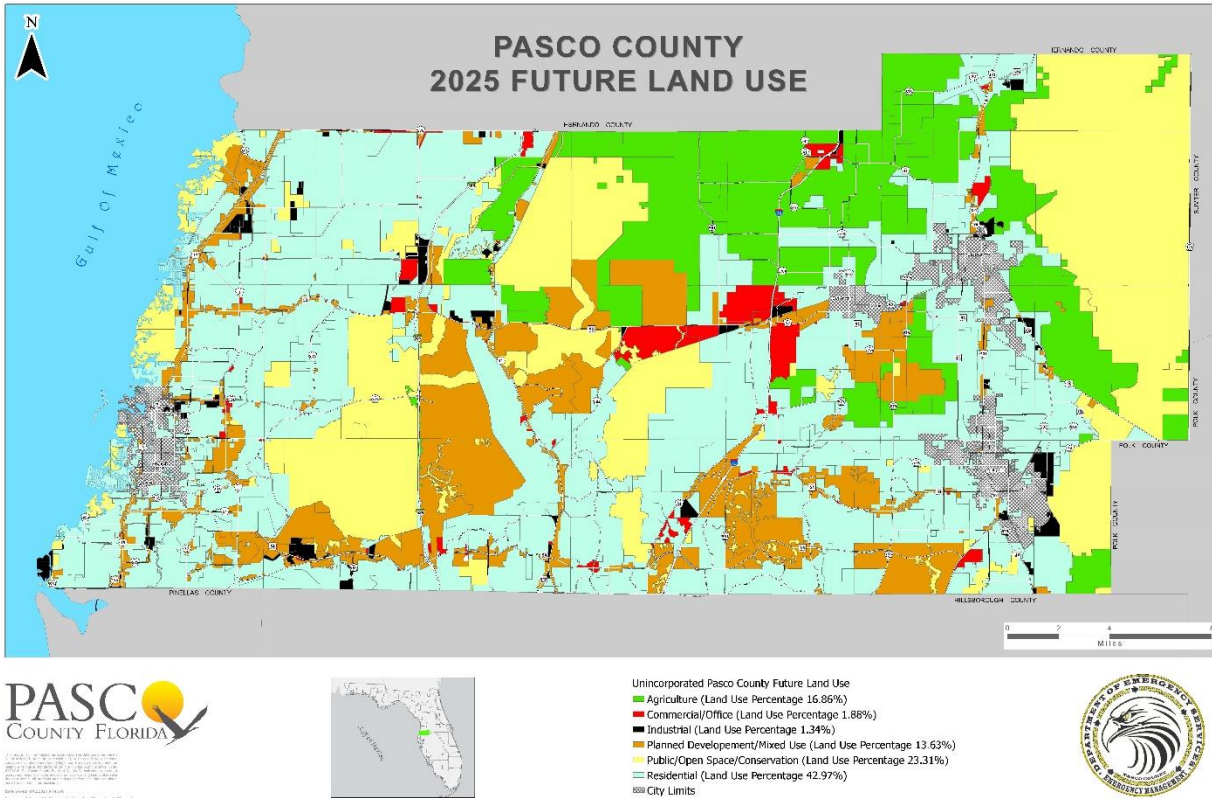


Figure 5 – Source: Pasco County Comprehensive Plan; Pasco County GIS

Future Land Use Percentage Broken down by Land Type

Land Use Type	Future Land Use Percentage
Agriculture	16.86% of unincorporated Pasco County was classified as agricultural lands. It is decreasing due to the conversion of these agricultural lands into lands for development of residential and other non-agricultural uses. Future Land Use Code: AG, AG/R
Residential	42.97% of unincorporated Pasco County was classified as residential lands. It is the largest land use in unincorporated Pasco County. It is increasing due to the growing residential needs from adjacent counties. The largest component of residential uses within Pasco County is single-family homes. There is an increasing need for multifamily residential structures. Future Land Use Codes: RES-1, RES-3, RES-6, RES-9, RES-12, & RES-24
Commercial/Office	1.88% of unincorporated Pasco County was classified as commercial/office uses. It is rising due to the growing retail and employment needs to accommodate the increasing population. Future Land Use Codes: AT, COM, EC, GH, OF

Land Use Type	Future Land Use Percentage
Industrial	Industrial development accounts for the smallest percentage of existing land uses in the unincorporated area of Pasco County. Currently, existing industrial uses account for only 1.34% of the county's land area. As with the commercial/office land uses, the highly limited amount of existing industrial uses is symptomatic of the lack of economic and employment activity centers in Pasco County. Future Land Use Codes: IH, IL
Public/Open Space/ Conservation	23.31% of unincorporated Pasco County is classified as public lands. Public lands, as broadly defined in this land use classification, are the second largest land use in unincorporated Pasco County. The largest component of the public land classification is the lands that are used as forests, parks, recreation, and conservation. Future Land Use Codes: C/L, CON, P/SP, & R/OS
Planned Developments / Mixed Use	Planned Developments and Mixed-Use future land uses are intended to intensify developments within a site and include residential, commercial and/or industrial uses. Pasco County currently has 13.63% of its land area dedicated to such development. Future Land Use Code: MU, NPC, NT, PD, ROR, TC & VMU

Table 3 – Source: 2016 Pasco County Comprehensive Plan; Pasco County GIS Department Growth Patterns & Development Trends

Flood Prone Areas

Based on the most recent FEMA FIS/FIRM Flood Insurance Rate Map (FIRM) approximately 42.6% of Pasco County is in the 100 Year Flood Plain (Zones A, AH, & AE) and vulnerable to localized freshwater flooding. Pasco County also contains significant wetland areas. Approximately 2.3% (Zones V & VE) of the county is in the coastal high hazard area (CHHA) and subject to saltwater flooding. Pasco County addressed flooding and water quality problems and basin specific studies in priority watersheds. Additional information regarding flooding vulnerabilities can be found in the most recent Pasco County LMS Plan and is updated annually by the Local Mitigation Strategy Working Group.

Environmentally Sensitive Areas

Pasco County is home to significant environmentally sensitive lands, including nature preserves and wilderness parks, aquifer recharge areas, and wellfields serving the regional potable water supply. These areas warrant special consideration during emergency operations. These properties are not appropriate locations for debris fields, access roads, equipment staging or other impacts.

Environmental Lands and Wilderness Parks

Pasco County has a significant number of properties acquired, in whole or in part, for the purpose of environmental protection. Over the course of several decades, the Southwest Florida Water Management District (SWFWMD) has acquired significant landholdings in Pasco County to

provide water resource protection. These areas include the expansive Green Swamp West Tract, Cypress Creek Wellfield, Conner Preserve, and the Jay B. Starkey Wilderness Park and Serenova Tract. Additionally, the State of Florida owns and manages Werner-Boyce Salt Springs State Park, which contains highly sensitive coastal habitats.

Properties protected through the Environmental Lands Acquisition and Management Program (ELAMP) includes but is not limited to the Upper Pithlachascotee River Preserve, Aripeka Sandhills, Pasco Palms, and the Morsani Ranch (now known as the Jumping Gully Preserve). Impacts to these areas should be avoided due to their environmental sensitivity and associated management plans. These properties contain rare and sensitive habitat types including globally rare xeric oak scrub, sandhill, and salterns, as well as rare and listed flora and fauna. It is also notable that the Upper Pithlachascotee River Preserve is jointly owned and managed by the State of Florida through the Florida Communities Trust (FCT) Program and that the Aripeka Sandhills Tract is jointly owned and managed by the SWFWMD as part of the larger Weekiwachee Preserve. As a result of these partnerships, these properties are further restricted by FCT and the SWFWMD, respectively.

Wilderness parks are acquired and managed by the Parks, Recreation and Natural Resources Department. In contrast to parks acquired for athletics and other active recreational purposes, the wilderness parks were acquired, in part, for environmental protection and to provide users with passive recreational opportunities. As such, impacts to these areas should be avoided. Wilderness Parks include Jay B. Starkey Wilder Park and Serenova Tract, Withlacochee River Park, Crews Lake Wilderness Park, Eagle Point Park, Key Vista Nature Park, Anclote Gulf Park, Anclote River Park, Robert K. Rees Memorial Park, and Belcher Mine Park Site.

Wellfields and Wellhead Protection Areas

Pasco County wellfields include Cypress Creek, Cypress Bridge, Cross Bar, Starkey, and South Pasco. These wellfields provide drinking water to the region through Tampa Bay Water. Impacts to these areas should be avoided at all costs for public safety and welfare.

Conservation Strategy

Seven wildlife corridors, previously termed Critical Linkages, were identified in the Assessment of Measures to Protect Wildlife Habitat in Pasco County report by Glatting Jackson. These seven Critical Linkages, shown in Figure 6, are areas identified as regionally significant to maintain a contiguous ecological network of planned and managed habitat between existing public lands to conserve, restore, and sustain the county's natural resources. The BCC accepted the Glatting Jackson report in 2002 and adopted the Critical Linkages in the Conservation Element of the Comprehensive Plan. Objective CON 1.2 and its associated policies provide protection for the Critical Linkages. Additionally, the ELAMP was created in July 2004 when Pasco County adopted

Referendum No. 04-233. ELAMP is responsible for purchasing environmentally sensitive lands throughout the County by either fee title or less-than-fee methods. As such, impacts to the Critical Linkages should be avoided. Any use deemed essential in an emergency should align with existing impacts along roads or power lines where possible.

Figure 6 depicts the Critical Linkages as adopted by the BCC in the Comprehensive Plan. Since that time, the term “Critical Linkages” has been changed to “Ecological Corridors” to more accurately describe their function. On June 21, 2016, the BCC adopted Ordinance No. 16-13, Ecological Corridors LDC Section 804, which became effective June 24, 2016. With this ordinance, ELAMP is the responsible entity to protect lands in the designated Ecological Corridors through the planning process or through acquisition. The BCC finalized the associated Comprehensive Plan Map Amendment. Protection should be provided to the existing Critical Linkages and significant care should be used within and around the Ecological Corridors. Figure 6 also depicts lands that have been acquired by the ELAMP and lands that have been reviewed and approved which are on the official ELAMP Acquisition List as of January 2025.

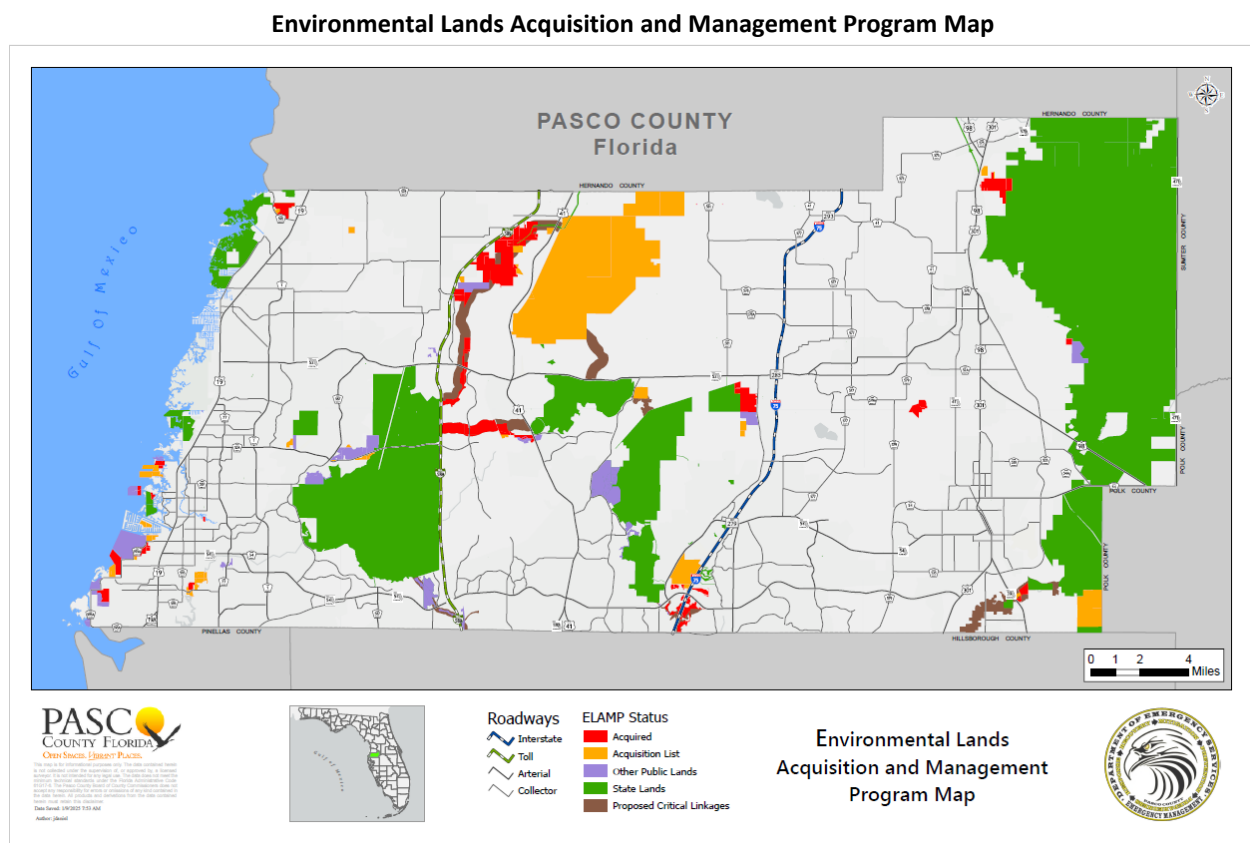


Figure 6— Source: Pasco County Parks, Recreation, & Natural Resources; Pasco County GIS

Rivers and Estuaries

Figure 7 depicts the significant waterways in Pasco County including the four major rivers: Anclote, Hillsborough, Pithlachascotee, and Withlacoochee as well as the watersheds that encompass the County. The rivers have federal, state, regional, and local protection. Impacts should be highly avoided due to their importance for public drinking water, their sensitive habitat types, the rare and listed flora and fauna that inhabit them, and the ecosystem values they impart (flood protection, water quality, storm protection, and the like). Objective CON 1.6 details the policies for protecting groundwater and surface water resources and includes a required 50-foot setback from the mean annual flood line, as established by the Southwest Florida Water Management District of the Anclote, Hillsborough, Pithlachascotee, and Withlacoochee Rivers (Policy CON 1.6.1a).

Watersheds and Major Rivers Map

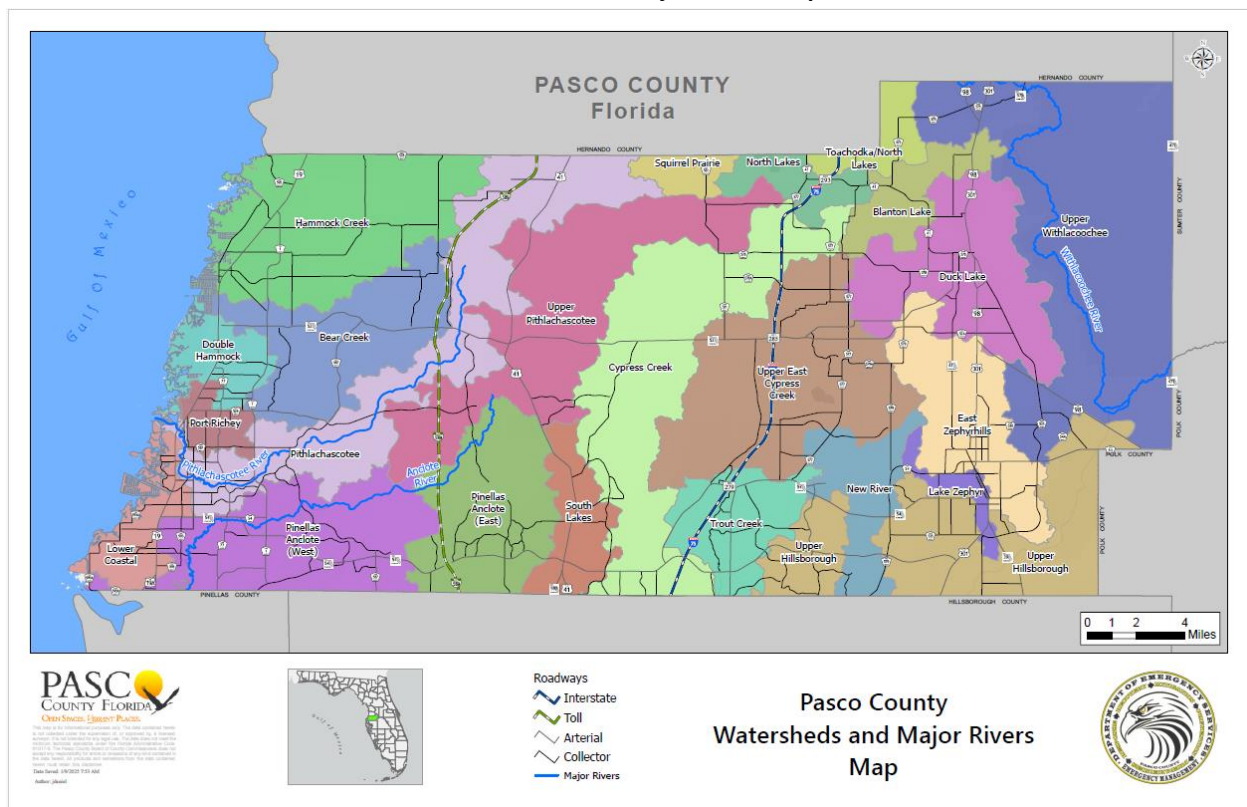


Figure 7— Source: Pasco County GIS

The major streams within the county are the Withlacoochee River in the eastern portion, Hillsborough River in southeast, Anclote River in the south and west, and the Pithlachascotee River in the western and central sectors. The Withlacoochee River, which flows northwesterly through the eastern and northern sections of Pasco County from the Green Swamp in Polk County to the Gulf of Mexico, near Yankeetown, is approximately 157 miles in length. The Hillsborough River, which also originates at Green Swamp, flows through the southeastern corner of Pasco

County southwesterly for approximately 54 miles into Hillsborough Bay at the City of Tampa. The North Branch Anclote River flows southwesterly to its confluence with South Branch Anclote River. They form the Anclote River, which then flows for approximately 21 miles into the Gulf of Mexico. The Anclote River watershed includes approximately 120 square miles. Pithlachascotee River originates near the City of Brooksville in Hernando County and flows southwesterly through Pasco County to the Gulf of Mexico at the City of Port Richey.

Wetlands

Figure 8 shows the vast expanses of wetlands in Pasco County and their categories of protection. In addition to federal and state protection of wetlands, Pasco County's Conservation Element, found in the comprehensive plan, provides for specific protection by wetland category. Objection CON 1.3 defines the wetland categories and required buffers for all Category I wetlands. Policy CON 1.3.6 provides for protection of Category I wetlands, preventing removal, alteration, or dredging to natural hydro period or water quality of Category I wetlands. Impacts to Category I wetlands should be avoided unless there are cases where no other feasible and practicable alternative exists that will permit a reasonable use of the land. Impacts to Categories II and III wetlands are allowed unless contrary to public interest, but the consultation with the Army Corps of Engineers and SWFWMD is recommended for proper buffer specifications.

Wetlands Map

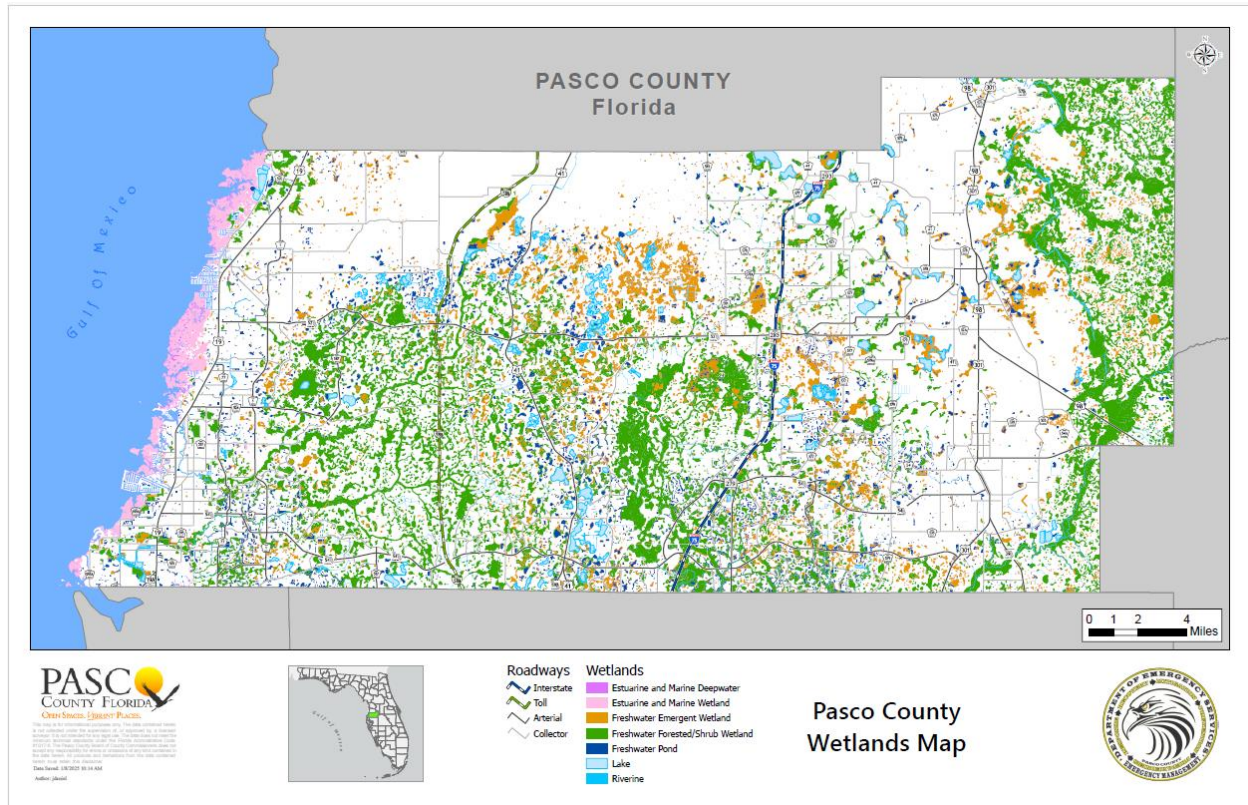


Figure 8— Source: Pasco County GIS

DEMOGRAPHICS

The LMS plan serves as Pasco County's main risk and vulnerability assessment. If specific demographics are vulnerable to hazards, it is identified in the LMS. The information below in Table 4 provides supplemental information to the County Profile and Risk Assessment sections of the latest LMS.

Jurisdiction	Total Population			
	Population 2010	Population 2020	Percent Change 2010-2020 (Increase)	Population Estimates 2023
City of New Port Richey	14,911	16,695	10.7%	17,332
City of Port Richey	2,671	3,052	12.5%	3,027
City of Zephyrhills	13,288	17,182	22.7%	19,285
Dade City	6,437	7,108	9.4%	7,670
City of San Antonio	1,138	1,297	12.3%	1,235
Town of St. Leo	1,340	2,362	43.3%	1,277
Total Incorporated	39,785	47,696	16.6%	49,826
Unincorporated Pasco County	39,785	47,696	16.6%	608,794
Total Pasco County	464,697	591,891	21.5%	632,996

Table 4 – Source: U.S. Census Bureau 2010 and 2020 population; 2023 American Community Survey 5-year estimated population

Population Information

Certain segments of the population warrant additional attention as a result of their unique demographic characteristics. These segments of the population are most likely to sustain damage in a disaster and might have limited means to prepare, mitigate, or recover from a major catastrophic event. For example, low-income households have a higher possibility of being uninsured or underinsured and might find it difficult to find alternate housing and/or do necessary repairs to their homes following a disaster. Likewise, female heads-of-household with children might have fewer resources for childcare and find it difficult to get back to work after a disaster. Planning for the Special Needs Population is also challenging as some of these groups (infirm, transient, homeless) are difficult to identify and access.

Additionally, these groups typically partake in fewer preparedness activities than the general population, and therefore, require a higher level of intervention from service providers during the response and recovery phases after a disaster.

Population Density

With a land area of 747 square miles, Pasco County has the highest percentage of undeveloped land within the Tampa Bay Region. According to the 2020 US Census, Pasco County had a population of 591,891 and 2023 estimates reflected a population of 632,996 making it the 30th largest county in Florida by total area. The highest concentration of population exists towards

the western coast between US 19 and Little Road with a population density of at least 2,000 to 4,000 people per square mile. Figure 9 indicates the population density in Pasco County.

Other areas that have shown significant growth in recent years are the south, central, and eastern portions in proximity to the I-75 corridor and the SR 54 and SR 56 interchanges. Pasco County is expected to maintain these same growth patterns into 2035 and 2050, with most of the population increasing along the “54/56 Gateway” corridor. The growth in populations contributes to new development of residential structures. According to the U.S. Census Bureau between 2019-2023 the average property value, more specifically the median value of owner-occupied housing units was \$265,800. The per capita income in 2023 dollars totaled \$37,757 according to the U.S. Census Bureau 2019-2023 data.

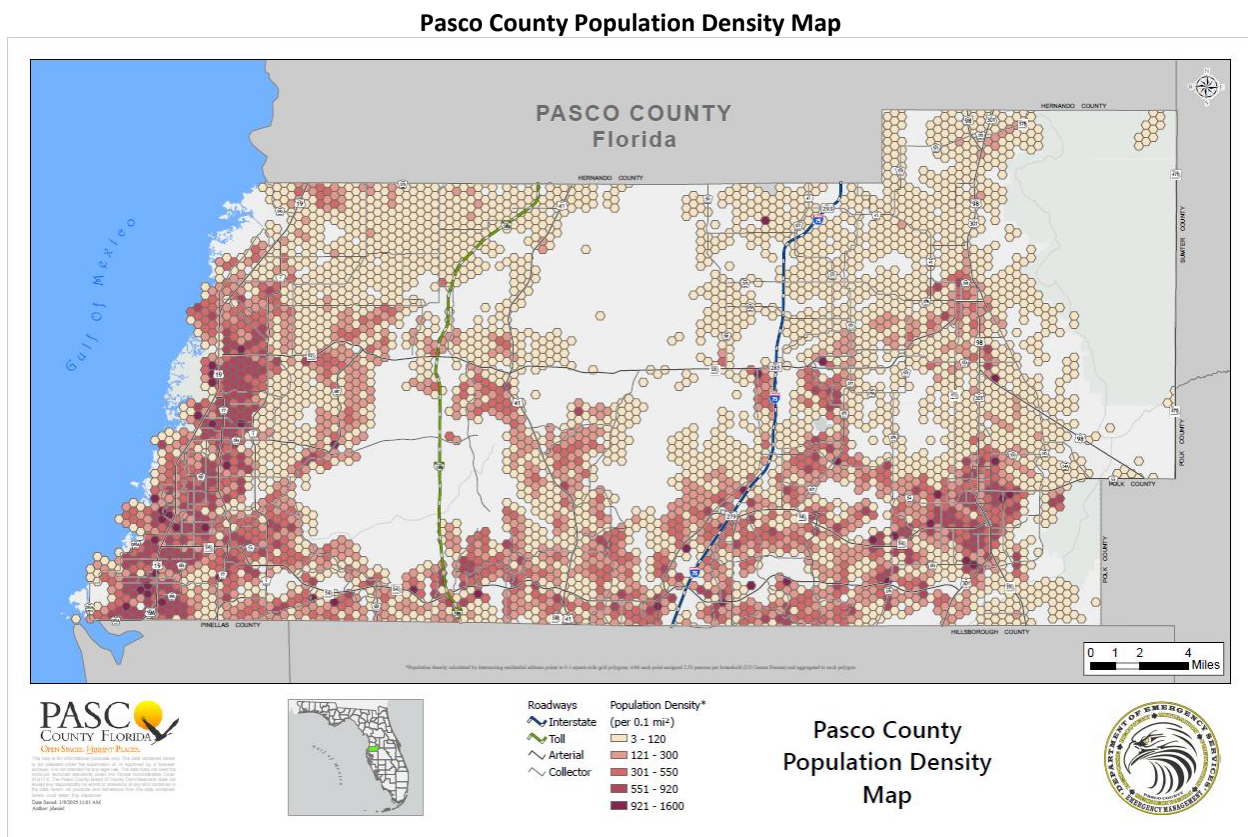


Figure 9 - Source: Pasco County GIS; Population Density

Inmate Population

In 2024, Pasco County Corrections reports a total inmate population of approximately 1,482 individuals housed within the county’s jail. This figure does not include around 79 inmates currently on ‘loan’ to other facilities due to overcrowding. In 2024, the Zephyrhills Corrections Institution and its satellite campus is current has a compacity of 626 inmates due ongoing construction in the facility but is housing around 574 inmates. Over the past 20 years (2005-

2024), the average daily inmate population has been 1,446. However, in 2024, the average number of inmates has risen to 1,530.

Pasco County Tourists and Transient Population

According to the Shimberg Center for Affordable Housing at the University of Florida, Pasco County had approximately 221 unaccompanied migrant and seasonal households in 2022. The Department of Health provided 221 beds within their permitted camps, leaving approximately 66 workers without shelter. Of those households that were accompanied migrant and seasonal, 0 were sheltered through Section 514/516 and Florida Housing-Assisted Multifamily Units; however, 221 were left unsheltered.

Seasonal residents accumulate within the Zephyrhills area and along the coastal areas of the Gulf of Mexico. Table 5 shows the housing vacancy status for Pasco County in 2022 and approximately 70% of the vacant properties owned are considered seasonal, recreational, or occasional use and the homeowner has permanent residence elsewhere.

Pasco County Housing Vacancy Status	
Subject	Total
Seasonal, Recreational, or Occasional Use	16,824
Vacant – Current Residence Elsewhere	555
Rental, For Sale Only, Rented or Sold, Not Occupied	6,658

Table 5 - Source: US Census Bureau 2022 Housing Data

Seasonal residents post a significant concern for post-disaster planning as they are also difficult to reach out to. Additionally, most seasonal residents visiting the region are 55-years of age or older, with the majority (75%) being 65 years or older – a highly vulnerable age group.

According to the FY 2024 report from Florida’s Sport Coast, Pasco County saw 1,471,500 visitors, reflecting a 1.4% decrease compared to FY 2023. The county’s peak tourist season runs from October to June. Of all visitors to Florida’s Sport Coast, 61% were female, and the average travel party size was 2.8 people.

In FY 2024, the most popular destinations within Pasco County were New Port Richey, Wesley Chapel, and Port Richey. New Port Richey attracted 43% of visitors, Wesley Chapel saw 35%, and Port Richey had 26%. Other favored spots included Spring Hill, Hudson, Aripeka, and Holiday. The western locations may be popular because of the proximity to beaches and water access to the Gulf Coast, proximity to Tarpon Springs in Pinellas, and major thoroughfare of U.S. 19. The popularity of the eastern locations may be related to I-75 corridor and major thoroughfare of U.S. 301, the tourist attractions in Wesley Chapel, and the close-proximity to the City of Tampa.

Pasco County Non-English-Speaking Population

Of the total population over 5 years old, the percentage that speaks only English was approximately 92.9% according to the U.S. Census Bureau's 2023 American Community Survey 1-year estimates subject tables. About 12.2% of the population speaks Spanish, and of those, 4.89% speak English less than very well. Table 6 provides a breakdown of languages spoken at home in Pasco County.

Languages Spoken at Home		
Subject	Total	Percentage
Population 5 years and over		
Speak only English	478,888	79.5%
Speak a language other than English	123,440	20.5%
Speak Language Other Than English		
Spanish	73,524	12.2%
Other Indo-European Languages	26,560	4.4%
Asian and Pacific Island Languages	13,269	2.2%
Other Languages	10,087	1.7%

Table 6 – Source: U.S. Census 2023 ACS 1 Year Estimates

Homeless Populations

The Continuum of Care (CoC) Homeless Assistance Programs Homeless Populations and Subpopulations Report provides population counts of homeless individuals that are sheltered and unsheltered within Pasco County. According to the CoC report for 2024 within Pasco County, on any given day there were approximately 695 homeless individuals in Pasco County. The 2024 CoC report reveals that, on any given day, approximately 695 people experienced homelessness in Pasco County. Of this total, around 39% were sheltered, while approximately 61% were unsheltered. Males represent about 66% of the homeless population, and 90% of individuals experiencing homelessness have lived in Pasco County for more than 12 months. Veterans account for 9.5% of the homeless population, which equals 66 individuals. Pasco County Homeless Coalition Point in Time Count and By-Name List Data 2024 statistics:

- 695 persons were homeless on any given day in 2024
- 268 persons were housed in shelters
- 427 persons were unsheltered
- 81% were adults between the ages of 19 to 64
- 8% were elderly adults the age of 65 and over
- 11% were children the age 18 and under

The Pasco County Housing Authority manages six public housing complexes in the County. Of these, four are for families and two are for the elderly over the age of 62. Two of these complexes are in Lacoochee, one is in Dade City, and the remainder is in Bayonet Point or New Port Richey. In addition to these complexes, there are two Section 8 communities that are managed through

the housing authority – Dade Oaks in Dade City and Hudson Hills Manor in Hudson. There are an additional four complexes managed by the housing authority on behalf of United States Department of Agriculture (USDA) Rural Development. They are all located in northeast Pasco – two in Dade City and two in Lacoochee. One, Cypress Farms, is for those families that are migrant farm workers. Another, Dade Oaks, is for the disabled and handicapped elderly population.

Age 65 Years and Over

Almost 22 percent of the County’s population is of the age 65 and above, out of which 2% is above the age of 85. Moreover, the 65 years and above population has increased by 2% since 2010. Most of the 65 year and older population is concentrated along the western and south-eastern part of the County. Most of the minority low-income elderly are concentrated primarily in east Pasco, with the highest concentrations in Dade City, Lacoochee, and Trilby.

Disasters usually affect older people disproportionately. As mentioned in a Center for Disease Control (CDC) report, more than 70% of those who died as a result of Hurricane Katrina were elderly. Many of the 200 people who died as a result of the hurricane in Mississippi were also older adults. People over 65 years of age are specifically vulnerable due to both physical and financial reasons. The CDC explains that 80% of older adults have at least one chronic condition which makes them more vulnerable than younger, healthier adults. The combination of the stress related to the chronic condition mixed with additional stressors in a disaster emergency increases this age group’s risk of being negatively impacted by a disaster. The CDC explains that 75% of Americans over age 65 have two or more chronic conditions that stress the body, which exponentially increases with the additional stress of an impending disaster. In addition, according to the American Medical Association, there is a greater probability that seniors may be more susceptible to fraud and financial exploitation during times of crisis than other populations.

Pasco County Age Distribution				
Age	Population 2020	Percentage 2020	Estimated Population 2023	Estimated Percentage 2023
Under 5 years	27,904	5.2	30,668	4.8%
5 to 19 years	92,498	17.2	110,473	17.5%
20 to 34 years	87,507	16.2	105,089	16.5%
35 to 64 years	209,959	38.9	249,058	39.4%
65 years and above	122,017	22.7	137,708	21.8%

Table 7- Source: U.S. Census 2020 and 2023 American Community Survey estimates

Pasco County Special Needs Population

Approximately 17 percent of the county’s population above the age of five years has some form of disability. As of September 2024, 1,578 citizens were registered with the Pasco County SPNS Registry for evacuation transportation or shelter assistance through Pasco County Emergency

Management’s webpage portal or calling the office. Roughly 48% of the people registered are either in the hurricane evacuation areas (Level A through E) and roughly 21% are in mobile homes in the County. Approximately 3% of the persons registered require a level of medical care beyond what is offered in a Mass Shelter.

Pasco County Hearing Loss/Impairment Populations

According to the U.S. Census Bureau 2023 American Community Survey, the population between 18 and 64 with hearing difficulty has a county rate of 2.4%, a total of 365,094.

Disabilities by Age in Pasco County		
	Population by Age	Population Percentage-by-Age
Population under 5 years with a disability	324	1.06%
Population 5 to 17 years with a disability	6,231	6.40%
Population 18 to 64 years with a disability	48,854	13.38%
Population 65 years and over with a disability	46,421	34.35%
Population 5 years and over with a disability	101,506	16.99%

Table 8 - Source: 2023 American Community Survey Estimates; Pertinent Information Taken from Table S1810 – Disability Characteristics

Manufactured or Mobile Homes

According to the Pasco County Property Appraiser’s Office as of January 2025, there are 218 rental mobile home and recreational vehicle (RV) parks in Pasco County. Of these, 35 are in Dade City, 76 are in Zephyrhills, nine are in Wesley Chapel, and four are in San Antonio. On the west side of Pasco County, five are in Holiday, 30 are in Hudson, 25 are in New Port Richey, and 11 are in Port Richey. In the central part of Pasco County, there are a considerable number of parks; in Land O’ Lakes 12 parks exists, six are in Spring Hill, four are in Lutz, and one is in Odessa. Approximately 140,142 people reside in mobile homes across the County. Mobile homes constitute a sizeable portion of the affordable housing stock within Pasco County. It’s important to identify the distribution of these structures as they are most likely to sustain damage or to be declared uninhabitable in case of a disaster. In Pasco County, a good number of the mobile homes are located within high hazard zones. However, regardless of their location, during an evacuation, mobile homes are always categorized as mandatory evacuation zones.

Mobile Home Units within Evacuation Zones and Flood Zones		
Storm Surge/Flood Zone	Mobile Homes Within Mobile Home Parks	Mobile Homes Outside Mobile Home Parks
Flood Zone A	1,011	679
Flood Zone AE	5,906	2,070

Storm Surge/Flood Zone	Mobile Homes Within Mobile Home Parks	Mobile Homes Outside Mobile Home Parks
Flood Zone VE	5	2
Flood Zone X	32,255	13,464
Evacuation Zone A	5,306	937
Evacuation Zone B	3,499	447
Evacuation Zone C	3,028	1,219
Evacuation Zone D	1,196	1,279
Evacuation Zone E	285	615

Table 9 - Source: Pasco County GIS January 2025

ECONOMIC PROFILE

There are various types of industries that support the resilient economy of Pasco County. The Pasco County Comprehensive Plan provides a framework which aims to improve the quality of life and economic stability, while preserving the community's natural resources. The facilitation of economic growth supports the diversification and increases the community income and investment.

Employment

Small businesses are at greater risk of not recovering from a disaster. This is a key concern for Pasco County as many of the County's establishments are small businesses. The County Business Patterns show that the relationship between established locations to employee ratio in Table 10 is low. The majority of employee to total establishments is 50 or less employees. Additionally, the highest industry percentage falls under the Accommodation and Food Services, Retail and Trade, and Health Care, Social Assistance Categories, and Farmworkers. This industry percentage makes sense as the county has a higher percentage of elderly population with additional needs. The county continues to grow for both residents and visitors which may also explain the higher need for retail and other accommodations.

Employment Estimates by Type of Industry			
Employment Sector (NAICS code description)	Total Establishments	Employees	Percentage of Employees
Agriculture, forestry, fishing, and hunting	24	66	0.06%
Utilities	29	1,257	1.07%
Construction	1,318	9,559	8.11%
Manufacturing	255	4,484	3.81%
Wholesale trade	384	3,641	3.09%
Retail trade	1,600	26,089	22.14%
Transportation and warehousing	335	2,746	2.33%
Information	160	1,253	1.06%
Finance and insurance	610	3,123	2.65%

Employment Sector (NAICS code description)	Total Establishments	Employees	Percentage of Employees
Real estate and rental and leasing	763	2,130	1.81%
Professional, scientific, and technical services	1,313	5,289	4.49%
Management of companies and enterprises	31	1,176	1.00%
Administrative and support and waste management and remediation services	875	6,949	5.90%
Educational Services	160	3,577	3.04%
Health care and social assistance	1,576	24,501	20.80%
Art, entertainment, and recreation	178	1,453	1.23%
Accommodation and food services	894	15,520	13.17%
Other services (except public administration)	1,037	4,985	4.23%
Industries not classified	10	5	0.00%
Total for all Sectors	11,554	117,819	

Table 10- Source: U.S. Census Bureau; 2022 County Business Patterns CB2200CBP

Major Employers

Pasco County Office of Economic Growth has identified major employers in Pasco County. The major employers include an array of retail trade, construction, professional, scientific and technical services, and healthcare and social assistance. The LMS highlights the leading categories of major employers based on the 2021 U.S. Census Bureau's County Business Patterns (CBP) survey. These major employers, categorized by business type, are further detailed by the number of establishments and employees.

A total of 112 employers, with a combined total of approximately 21,580 employees, work within Special Flood Hazard Areas (SFHA) zones. Many of the major employers are hospitals, medical centers, rehab centers, major retail stores, home improvement stores, and markets. Understanding these businesses is critical in the recovery as they provide critical and essential goods to the residents of Pasco County and employment to the residents of Pasco County. By having the businesses located in the SFHA zones and Evacuation Zones, employers may be impacted by employee retention and building damage.

Now, the focus will shift to all employers in Pasco County. Identifying all employers located within high hazard areas and assessing the number of people employed by each will indicate how susceptible Pasco County's economy is to a large-scale disaster. To understand our economic vulnerability, employer distribution within the county was studied using data from the US Census Bureau. The employers' addresses were geocoded using GIS and hazard layers (flood zones and storm surge zones) were overlaid to ascertain the number of employers in each of the hazard zones. The analysis has determined that approximately 17.52% of our employers are located within the flood zones – A, AE, VE, and 9.53% annual flood (shaded X Zone) while 47.48% are

situated within an evacuation zone (A, B, C, D, or E). Table 11 outlines the number of employers by flood and evacuation zones.

Employers Within Storm Surge and Flood Zones	
Storm Surge/Flood Zone	Number of Employers
Flood Zone A	264
Flood Zone AE	2,188
Flood Zone VE	8
Flood Zone AH	2
Flood Zone X (Shaded)	1,339
Flood Zone X	10,244
Evacuation Zone A	1,978
Evacuation Zone B	1,669
Evacuation Zone C	1,321
Evacuation Zone D	1,197
Evacuation Zone E	504

Table 11 - Source: Pasco County GIS January 2025

Understanding the distribution of employees is equally important as identifying the distribution of employers within the county. Post-disaster, decisions related to distribution of employee assistance, provision of public transportation and other supporting services will have to take these factors into consideration.

Poverty Rates in Pasco County

According to the U.S. Census Bureau, 2018-2023 American Community Survey 5-Year Estimates, approximately 35.3% of the population within Pasco County was in poverty. Table 12 provides supplemental information regarding the ages of population within Pasco County below the poverty level.

Below Poverty Level Broken Down by Age		
Age	Estimate	Percentage
Under 18 years	17,405	14.7%
Under 5 years	5,129	18.0%
Related children of householder under 18 years	16,856	14.3%
18 to 64 years	33,366	9.9%
60 years and over	18,647	11.1%
65 years and over	13,652	10.7%

Table 12- Source: U.S. Census Bureau. 2018-2023 American Community Survey 5-Year Estimates

Emergency Management Support Facilities

Evacuation Zones and Routes

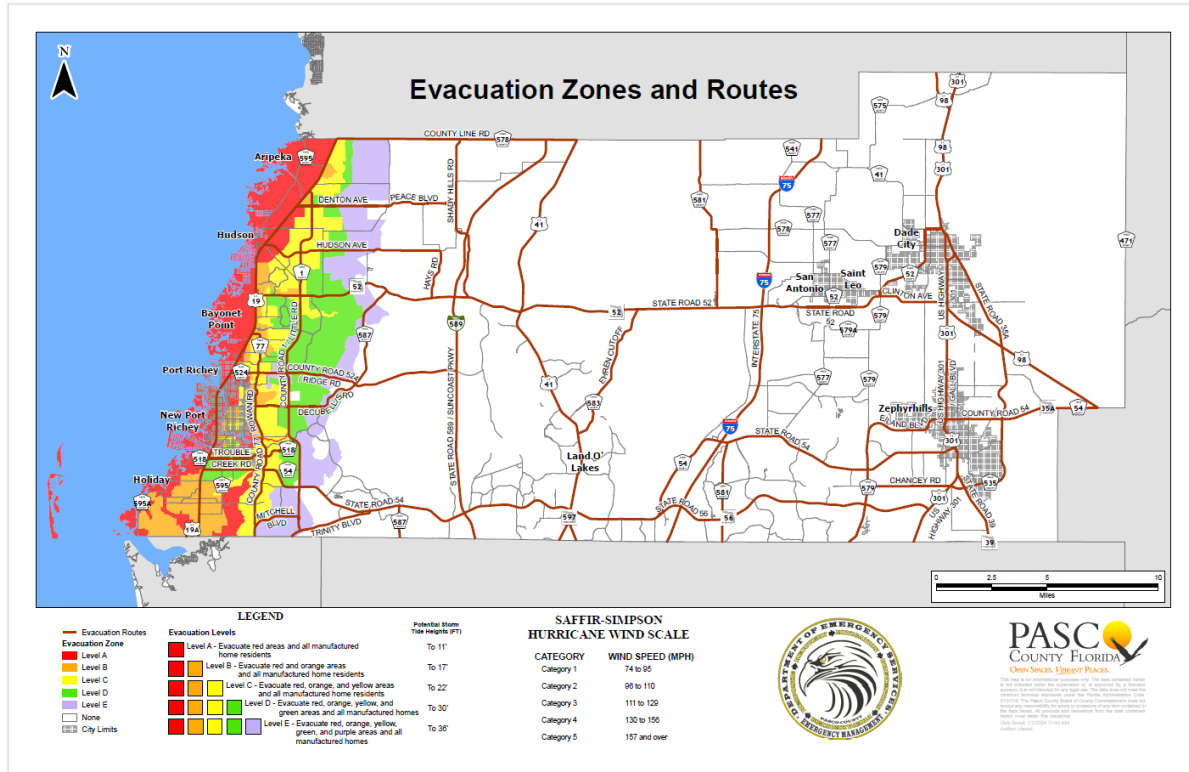


Figure 10- Source: Pasco County GIS

Evacuation Routes and Zones

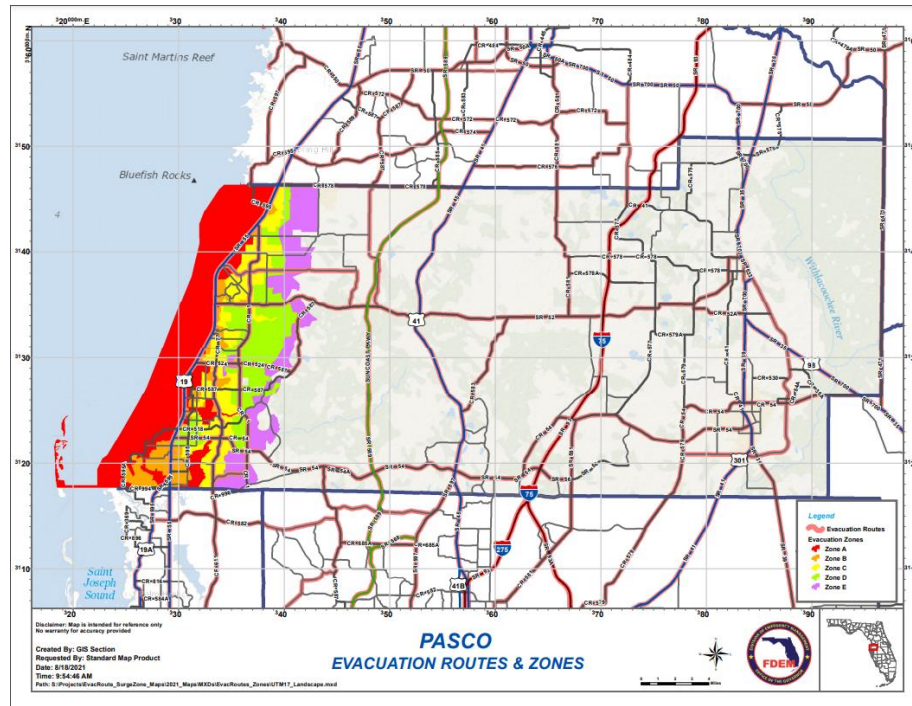


Figure 11- Source: FDEM GIS 2021

Pasco County Fire Stations

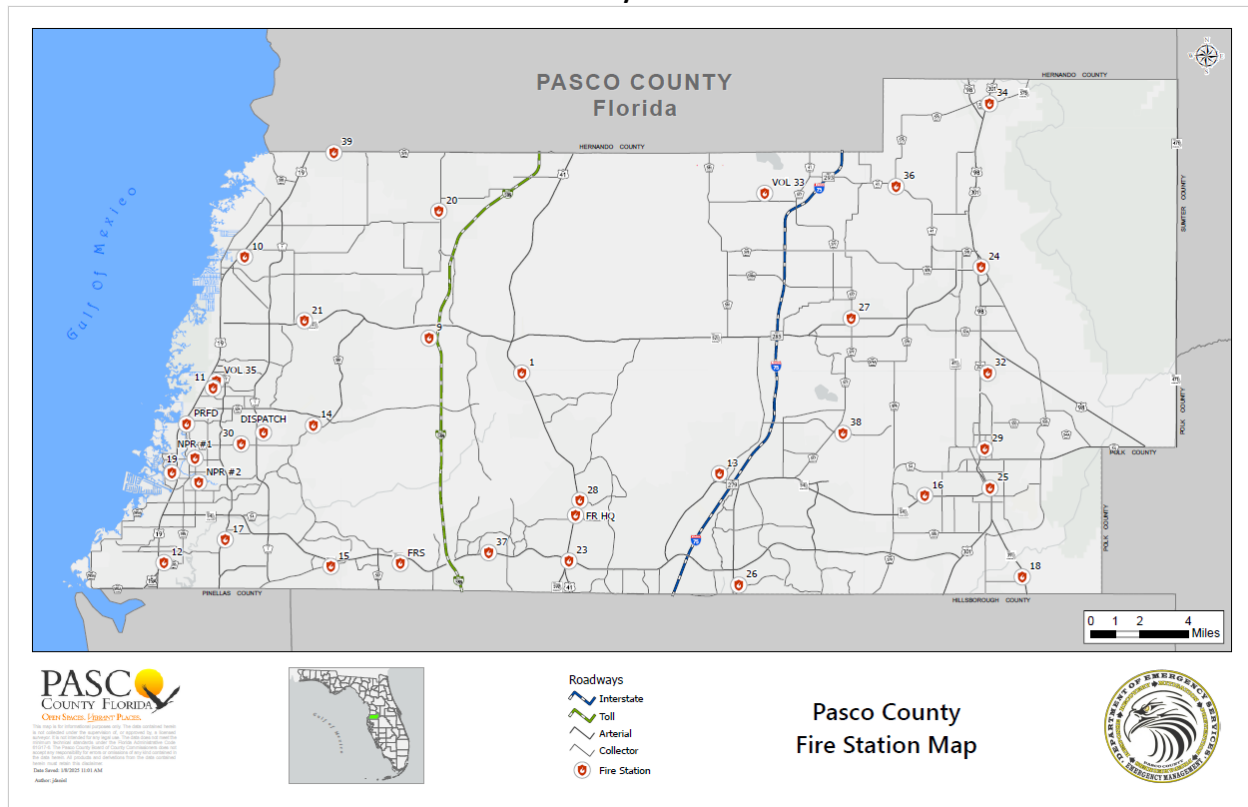


Figure 12- Pasco County GIS

County Point of Distribution (POD) Locations

POD Name	Address	Area	POD Type
Primary			
Veterans Memorial Park	1433 Hicks Rd, Hudson, FL 34669	West	POD-I
Land O' Lakes Recreation Complex	3032 Collier Pkwy, Land O' Lakes, FL 33545	Central	POD-I
John S. Burks Memorial Park	13220 Gene Nelson Blvd, Dade City, FL 33525	East	POD-I
Alternate			
Wesley Chapel District Park	7727 Boyette Rd, Wesley Chapel, FL 33545	Central	POD-II
Crews Lake Wilderness Park	16739 Crews Lake Dr, Spring Hill, FL 34610	West	POD-I
Contingent			
W.H. Jack Mitchell Park	4825 Little Rd, New Port Richey, FL 34655	West	POD-I

POD Name	Address	Area	POD Type
Odessa Community Park	1627 Chesapeake Dr, Odessa, FL 33556	Central	POD-I
Emergent			
Samuel W Pasco Recreation Center	39835 Chancey Rd, Zephyrhills, FL 33542	East	POD-II
Stanley Park	38724 Mudcat Grant Blvd, Lacoochee FL 33537	East	POD-III
J. Ben Harrill Recreation Complex	2830 Gulf Trace Blvd, Holiday, FL 34691	West	POD-I

Table 13- Source: Pasco County Point of Distribution (POD) Interagency Coordinating Procedure (ICP) Plan

Hospital, Urgent Care and Standalone ER Facility's in Pasco County

Facility Name	Facility Type	Location
Advent Health Connerton	Hospital	Land O' Lakes
Advent Health Dade City	Hospital	Dade City
Advent Health Wesley Chapel	Hospital	Wesley Chapel
Advent Health Zephyrhills	Hospital	Zephyrhills
Medical Center of Trinity	Hospital	Trinity
Medical Center of Trinity West Pasco Campus	Hospital	Trinity
Morton Plant North Bay Hospital	Hospital	New Port Richey
Morton Plant North Bay Hospital Recovery Center	Hospital	Lutz
North Tampa Behavioral Health Hospital	Hospital	Wesley Chapel
HCA Florida Bayonet Point Hospital	Hospital	Hudson
Starkey Ranch ER & Hospital	Hospital	Odessa
Advent Health Centra Care Wesley Chapel	Urgent Care	Wesley Chapel
Advent Health Centra Care Trinity	Urgent Care	Odessa
BayCare Urgent Care (New Port Richey)	Urgent Care	New Port Richey
BayCare Urgent Care (Land O' Lakes)	Urgent Care	Land O' Lakes
BayCare Urgent Care (Trinity East)	Urgent Care	New Port Richey
Care One of Florida	Urgent Care	Port Richey
Family Medical Center of Port Richey	Urgent Care	Port Richey
MD Now Urgent Care - Holiday	Urgent Care	Holiday
MD Now Urgent Care - Odessa Trinity	Urgent Care	Odessa
MD Now Urgent Care - Hudson	Urgent Care	Hudson
Suncoast Urgent Care	Urgent Care	Spring Hill
After Hours Pediatrics Urgent Care - New Port Richey	Urgent Care	New Port Richey
Advent Health Primary Care+ Walgreens, New Port Richey	Urgent Care	New Port Richey
Advent Health Primary Care+ at Walgreens, Land O Lakes	Urgent Care	Land O' Lakes
Your Family Walk-In Clinic	Urgent Care	Lutz
TGH Urgent Care powered by Fast Track (Trinity at Starkey Ranch)	Urgent Care	Odessa
TGH Urgent Care powered by Fast Track (Sunlake - Lutz)	Urgent Care	Lutz
Urgent Care of New Port Richey	Urgent Care	New Port Richey

Facility Name	Facility Type	Location
MyUrgentCare	Urgent Care	New Port Richey
Primary Care Walk in Clinic	Urgent Care	New Port Richey
Family Medicine - Florida Medical Clinic Orlando Health	Urgent Care	Land O' Lakes
Florida Medical Clinic Orlando Health – Urgent Care	Urgent Care	Wesley Chapel
Florida Medical Clinic Orlando Health – Urgent Care	Urgent Care	Zephyrhills
Lifetime Family Urgent Care	Urgent Care	Wesley Chapel
Family Express Urgent Care	Urgent Care	Land O' Lakes
Advent Health Central Pasco ER	Standalone ER	Lutz
HCA Florida Lutz Emergency	Standalone ER	Lutz

Table 14

Logistics Staging Areas (LSA) / County Staging Areas (CSA) and Disaster Recovery Centers (DRC)		
Staging Area Name	Address	City
Public Works West Maintenance Yard -LSA/CSA	15413 Shady Hills Rd, Spring Hill, FL 34610	Spring Hills
Embassy Warehouse -LSA/CSA	9518 Crabtree Ln, Port Richey, FL 34668	New Port Richey
Osteen Warehouse -LSA/CSA	7220 Osteen Rd, New Port Richey, FL 34653	New Port Richey
County Fleet Maintenance -LSA/CSA	7578 State St, New Port Richey, FL 34654	New Port Richey
Dade City Fairgrounds -DRC	36722 State Rd 52 Dade City, FL 33525	Dade City
Centennial Library -DRC	5740 Moog Rd, Holiday, FL 34690	Holiday
Hudson Regional Library -DRC	8012 Library Rd, Hudson, FL 34667	Hudson
Hugh Embry Library -DRC	14215 4th St, Dade City, FL 33523	Dade City
New River Library -DRC	34043 FL-54, Wesley Chapel, FL 33543	Wesley Chapel
Land O'Lakes Library -DRC	2818 Collier Pkwy, Land O' Lakes, FL 34639	Land O' Lakes
Land O' Lakes Recreation Complex -DRC	3032 Collier Pkwy, Land O' Lakes, FL 34639	Land O' Lakes

Staging Area Name	Address	City
UF/IFAS Pasco Extension Stalling Building -DRC	15029 14th St, Dade City, FL 33523	Dade City
Veterans Memorial Park Center -DRC	14333 Hicks Rd, Hudson, FL 34669	Hudson

Table 15

CONCEPT OF OPERATIONS

NATIONAL INCIDENT MANAGEMENT SYSTEM

On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)-5, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). According to HSPD-5:

“This system will provide a consistent nationwide approach for federal, state, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.”

Pasco County utilizes NIMS concepts in the implementation of emergency preparedness, response, and recovery.

While most incidents are generally handled daily by a single jurisdiction at the local level, there are important instances in which successful incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities. NIMS uses a systems approach to integrate the best of existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that, in turn, enables a diverse set of public and private organizations to conduct well-integrated and effective incident management operations. It does this through a core set of concepts, principles, procedures, organizational processes, terminology, and standards requirements applicable to a broad community of NIMS users.

To provide this framework for interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can

work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation. NIMS also provides a set of standardized organizational structures such as the ICS, multi-agency coordination systems (MACS) and public information systems as well as requirements for processes, procedures and systems designed to improve interoperability among jurisdictions and disciplines in various areas, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement.

NIMS integrates existing best practices into a consistent, nationwide approach to incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. Six major components make up this systems approach. A brief synopsis of each major component of the NIMS is provided, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity. A more detailed discussion of each component can be found in a variety of sources, particularly the NIMS Integration Center.

Command and Management: NIMS standard incident command structures are based on three key organizational systems, found in Table 16 below.

Organizational Systems	
	Description
Incident Command System (ICS)	Defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident
Multi-agency Coordination System (MACS)	Define the operating characteristics, interactive management components, and organization structure of supporting incident management entities engaged at the federal, state, local, and regional levels through mutual-aid agreements and other assistance agreements.
Public Information Systems	Refers to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Table 16

Preparedness

Effective incident management begins with a host of preparedness activities conducted on a steady-state basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards,

equipment acquisition and certification standards, and publication management processes and activities.

Components of Preparedness

	Description
Planning	Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
Training	Training includes standard courses on multi-agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
Exercises	Incident management organizations and personnel must participate in realistic exercises – including multidisciplinary, multi-jurisdictional, and multi-sector interaction – to improve integration and interoperability and optimize resource utilization during incident operations.
Qualification and Certifications	Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.
Equipment Acquisition and Certification	Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
Publication Management	Publications management refers to forms and forms standardization, developing publication materials, administering publications – including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents – and revising publications when necessary.

Table 17

Resource Management

NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident. PCDEM implements the Resources Management ICP to perform this function.

Communications and Information Management

NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described below:

Element Description	
Description	
Incident Management Communications	Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
Information Management	Information management processes, procedures, and systems help ensure that all information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps ensure that crisis decision-making is better informed.

Table 18

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining NIMS. These include voice and data communications systems, information management systems (i.e., recordkeeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities. For more information, refer to the Emergency Communications ICP.

Ongoing Management and Maintenance

This component establishes an activity to provide strategic direction for and oversight of NIMS, supporting both routine review and the continuous refinement of the system and its component over the long term.

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, and local – as well as by many private sector and

nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in six major functional areas: command, operations, planning, logistics, and finance and administration. Acts of biological, chemical, radiological, and nuclear terrorism represent challenges for the traditional ICS structure. Events that are not site specific, are geographically dispersed, or evolve over longer periods of time will require extraordinary coordination between federal, state, local, private-sector, and non-governmental organizations (NGO). An area command may be established to oversee the management of such incidents.

CONCEPTS AND PRINCIPLES

Most Incidents are Managed Locally

The initial response to most incidents is typically handled by local “9-1-1” dispatch centers, emergency responders within a single jurisdiction, and direct supporters of emergency responders. Most responses need to go no further. In other instances, incidents that begin with a single response discipline within a single jurisdiction may rapidly expand to multidisciplinary, multi-jurisdictional incidents requiring significant additional resources and operational support. Whether for incidents in which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national-level implications (such as an emerging infectious disease or a bioterrorism event), the ICS provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident covers a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in NIMS is critical in this instance.

NIMS requires that field command and management functions be performed in accordance with a standard set of ICS organizations, doctrine, and procedures. However, Incident Commanders generally retain the flexibility to modify procedures or organizational structure to align as necessary with the operating characteristics of their specific jurisdictions or to accomplish the mission in the context of a hazard scenario.

ICS is Modular and Scalable

ICS is designed to have the following operating characteristics:

- Suitable for operations within a single jurisdiction or single agency, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement.
- Applicable and acceptable to users throughout the country.
- Readily adaptable to new technology.
- Adaptable to any emergency or incident to which domestic incident management agencies would be expected to respond.
- Have a scalable organizational structure that is based on the size and complexity of the incident.

ICS Establishes Common Terminology

Common terminology includes a standard set of pre-designated organizational elements and functions, common names for resources used to support incident operations, common typing for resources to reflect specific capabilities, and common identifiers for facilities and operational locations used to support incident operations. These standards and procedures enable diverse organizations to work together effectively.

ICS establishes common terminology that allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. By using common terminology, ICS helps to reduce confusion and miscommunication among responders from different agencies, organizations, and jurisdictions. This ensures that everyone involved in an incident response understands key terms and functions in the same way, facilitating smooth coordination and efficient resource allocation. Common terminology also ensures that incident command and operations are clearly defined, so that personnel know their roles and responsibilities, and resources are deployed on their specific capabilities and needs.

Additionally, ICS emphasizes the importance of standardized systems and procedures, which streamline incident management and ensure that information is shared quickly and accurately across various teams and agencies. Common terminology is crucial for minimizing confusion, preventing redundant efforts, and ultimately enhancing the overall effectiveness of the response. This common terminology covers the following:

Common Terminology	
	Description
Organizational Functions	Major functions and functional units with domestic incident management responsibilities are named and defined. Terminology for the organizational elements involved is standard and consistent.
Resource Descriptions	Major resources – including personnel, facilities, and major equipment and supply items – used to support incident management activities are given common names and are “typed” with respect to their capabilities, to help avoid confusion and to enhance interoperability.
Incident Facilities	Common terminology is used to designate the facilities in the vicinity of the incident area that will be used during incident management activities

Table 19

Management by Objectives

Management by objectives represents an approach that is communicated throughout the entire ICS organization. This approach includes the following:

- Establishing overarching objectives.
- Developing and issuing assignments, plans, procedures, and protocols.

- Establishing specific, measurable objectives for various incident management functional activities, and directing efforts to attain them, in support of defined strategic objectives.
- Documenting results to measure performance and facilitate corrective action.

Comprehensive Resource Management

Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities. Procedural details for resource management can be found in the Resources Management ICP within the Resources Unit Leader Position Specific Guide.

Integrated Communications

Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various agencies and is necessary to maintain communications connectivity and discipline to enable common situational awareness and interaction. Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications. Pasco County addresses integrated communications in their Tactical Interoperable Communications ICP.

Chain of Command/Unity of Command

Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom they report at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

Unified Command

In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, UC allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Information and Intelligence Management

The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence. Additional, more detailed information on the incident command system can be found in a variety of sources, particularly the NIMS Integration Center and the National Interagency Coordination Center.

STRUCTURE

Non-Emergency Organization of Pasco County – Inclusive of Its Six Municipalities

Pasco County is governed by five elected Commissioners and an appointed County Administrator. The Administrator has executive powers to implement the policies and procedures set forth by the Board of County Commissioners. The Board of County Commissioners is the legislative and policy-making body of county government. The five members of the Board are elected county-wide from districts. The Board appoints the County Administrator and the County Attorney and confirms the appointment of department heads. The Board establishes policy and makes all budget decisions regarding appropriation of funds to county departments, divisions, and some Constitutional Officers.

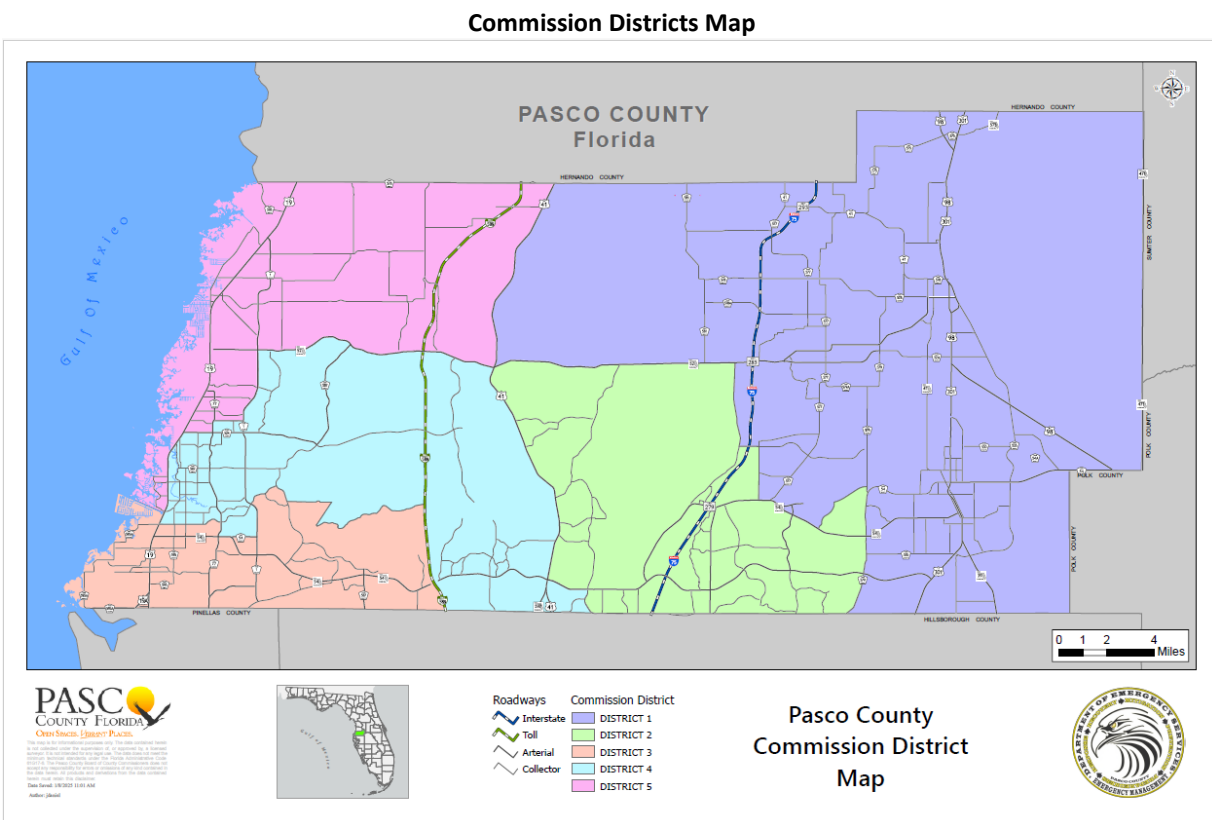


Figure 15 – Source: Pasco County GIS January 2025

Pasco County Organizational Chart



Figure 16

PCDEM Organizational Chart

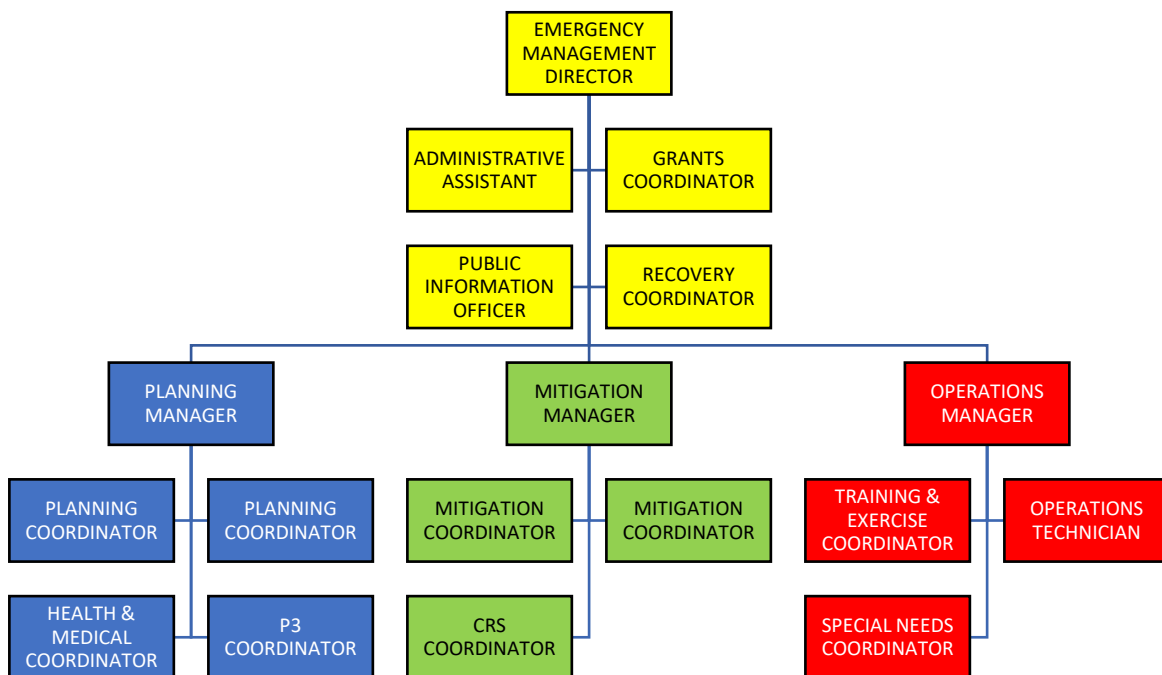


Figure 17

The **City of Dade City** is an incorporated municipality and a political subdivision of the State of Florida. The legislative branch of the city government is composed of five Commissioners elected at-large including a mayor who is elected by the City Commission. City Commissioners are elected for staggered four-year terms of office. Under the provisions of the adopted City Charter, Dade City operates under the City Commission-City Manager form of government and is recognized by the International City/County Management Association (ICMA). The City Manager is authorized by the City Charter to act as the chief administrative officer of the city. In this capacity, the City Manager is responsible for supervising all departments and divisions of the City except for the City Clerk/Finance Officer and the City Attorney who report directly to the City Commission.

The **City of New Port Richey** operates under a Council-Manager form of government. The City Council consists of a mayor and four Council members. As representatives of the People, the Council makes laws and sets the policies that govern the City and provide for the welfare of its citizens. The City Manager works closely with the Mayor and Council assisting them in formulating objectives, policies, and programs. The City Manager is responsible for the efficient day-to-day operations of all city programs.

The **City of Port Richey**, a Florida Municipal Corporation, has the governmental, corporate, and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services and to exercise any power for municipal purposes except when expressly prohibited by law. There is a City Council composed of five members elected by the qualified voters of the city at large. One member is elected as Mayor and the balance is elected as City Council members. The mayor is the official head of the city. The City Council appoints a City Manager. The City Manager is the chief administrative officer of the city, responsible to the Council for the administration of all City affairs placed in the Manager's charge.

The government and corporate authority of the **City of San Antonio** (Florida) is composed of a city commission of five members. The commission elects, from among its members, officers of the city who shall have the titles of Mayor and Mayor Pro Tempore . The mayor presides at meetings of the commission and shall be recognized as head of the city government for all purposes. The Mayor Pro Tempore acts as the mayor during the absence or disability of the mayor. The mayor is the chief executive officer, and as such, has all executive authority granted by Charter or by law. The City Clerk is the immediate supervisor of all other employees of the city.

The **City of Zephyrhills** vests the governance and municipal authority of the city in a Mayor, a City Council composed of five members, a City Manager, a Chief of Police,, and other boards and officers as may be designated or created by ordinance. The City Council has the power to create other offices as they deem necessary to provide for filling the same by appointment or election,

and to abolish at any time any office so created by them. The city has all powers possible for a city to have under the Constitution and laws of the State of Florida as fully and completely as though they were specifically enumerated in Chapter 11.11 of the Charter of Zephyrhills, Florida.

The **Town of St. Leo** is composed of a town commission consisting of five members who are electors of the town, elected by the voters of the town. The commission elects, from among its members, a mayor and Mayor Pro Tempore. The Mayor is the chief executive officer of the town and presides at meetings of the commission. During the absence or disability of the Mayor, the Mayor Pro Tempore performs the duties of the office of the Mayor. The commission is responsible for the supervision and direction of all departments, agencies, or offices administered by an officer appointed by and subject to the direction and supervision of the commission.

Pasco County Emergency Organization Coordination – Inclusive of Its Six Municipalities

Coordination between municipal, county, state, and federal agencies which occur because of the establishment of relationships during the preparedness phase, is enhanced by the use of common operating platforms during response (e.g., interoperable communication devices, information sharing networks, use of the Incident Command System), and is assured by the formal recognition of and respectful treatment towards jurisdictional liaisons throughout all phases.

Incident Commanders have standing authorities as described within their job descriptions, standard operating guidelines, general orders, or other agency-specific documents. Further, these authorities can be temporarily expanded by their agency administrator (AA) through a delegation of authority formally recognized by the Executive Policy Group.

EOC staff members are responsible for establishing and supporting protocols and systems to promote information sharing between the field personnel, the private sector, neighboring jurisdictions, and the state and federal government to establish full situation awareness related to emergency operations. EOC staff support the field personnel by securing and allocating requested resources, interfacing with outside agencies and the media to fully leverage a broad range of capabilities, gaining policy level support for action plans, and establishing mechanisms to sustain the workforce. An EOC Coordinator is assigned responsibility for facilitating the EOC staff's actions.

At the field level, command of the incident is variable depending on the hazard type and the conditions through time; however, those Authorities Having Jurisdiction (AHJ) always provide overall tactical leadership for the incident.

The Pasco County EOC is managed using the Incident Command System/Emergency Operations Center (ICS/EOC) interface. Within the EOC setting, the ICS Command and General Staff positions are filled by agency and jurisdictional representatives based on the demands of the incident itself. The ICS is a mechanism that consolidates multiple agencies performing similar or like functions into a single, cohesive unit to allow for better management of emergency operations.

Executive Policy Group (EPG)

The Executive Policy Group takes such action as determining the timing of the issuance of a Local State of Emergency, evacuation orders, curfews, and authorizing the dissemination of public protective measure recommendations. The EPG acts in support of elected officials, the County Administrator, the EOC staff, and field personnel by resolving conflicts within the political, financial, inter-jurisdictional, legal, and other administrative framework.

The EPG is composed of the County Administrator, the County Attorney, the Pasco County Sheriff, the Pasco County Health Department Director, the Superintendent of the District School Board of Pasco County, and the Director of the Department of Emergency Management. In an incident fully contained within or significantly affecting a municipal jurisdiction, the City Manager(s), the City Clerk, and/or the City Attorney hold an essential role within the Executive Policy Group. The EPG may grow to include representatives of agencies having hazard-specific expertise and/or a legal requirement to act in a lead capacity. For example, in the event of a large wildfire incident, local fire chiefs and the Florida Forest Service become assets to the decision-making process inherent to the Executive Policy Group. Additionally, the Public Services Assistant County Administrator (ACA), Development Services ACA, Internal Services ACA, and/or the Director of the Office of Management and Budget (OMB) may be included in the Executive Policy Group, at the direction of the County Administrator. State and federal representatives such as the Governor's Authorized Representative (GAR), the State Coordinating Officer (SCO), and the Federal Coordinating Officer (FCO) are accommodated and incorporated as appropriate.

The organizational structure represented in Figure 18 applies to all hazards and are meant to illustrate a full-scale activation organizational structure possible. For small-to-moderate scale incidents and events, the overall organizational model would be reduced in size and/or complexity to gain efficiency and effectiveness. Hazard-specific model organization charges are found within their associated coordinating procedures and incident-specific plans which are separate from, but related to, this document.

Pasco County Emergency Operations Center Organizational Chart

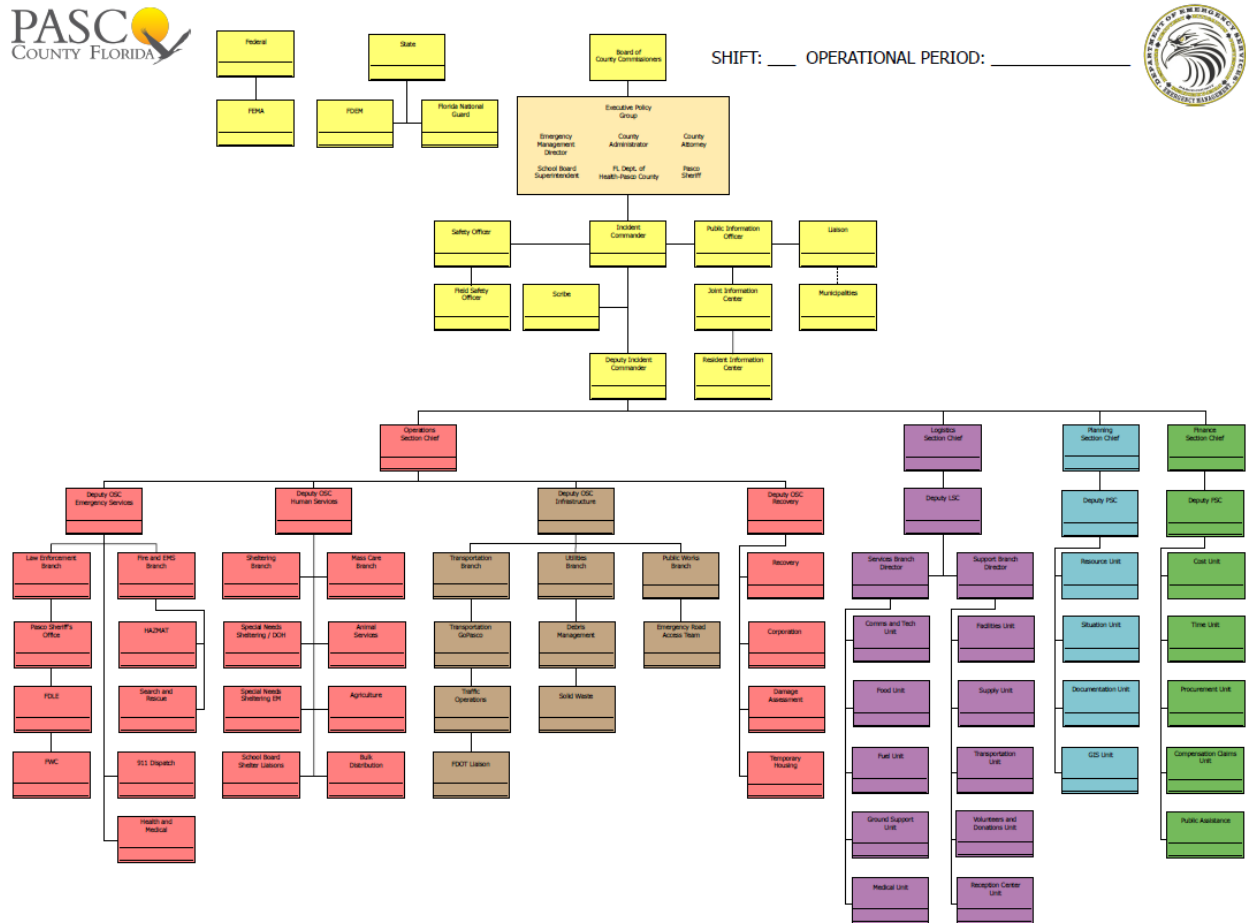


Figure 18

Pasco County Emergency Operations Center Activation Levels

The Emergency Operations Center can be activated to three levels, depending on the nature of the disaster. The County Administrator, through the Director of Emergency Management, shall designate what level of activation is required in response to a given situation, and shall ensure all steps for notification and operation are completed for that level of activation:

- **Level 3 – Monitoring:** Level 3 is typically a monitoring phase. Notification will be made to those agencies and branches/groups/units that would need to act as part of their everyday responsibilities. This activation will typically involve only the Department of Emergency Management staff. This level is established to perform regular situation analysis functions utilizing the best information available for decision-making purposes.
- **Level 2 – Partial:** All primary branches/groups/units are notified. Department of Emergency Management personnel and the necessary branches/groups/units will staff the EOC. This includes the staff listed above and representatives of those branches/groups/units, Pasco County or city agencies, EOC units, or individuals as may be designated by the Director of Emergency Management as required to address an

emergency. The Director of Emergency Management may activate portions of this plan in preparation of an anticipated major disaster, such as a hurricane or tropical storm.

- **Level 1 – Full:** 24-hour staffing of the Emergency Operations Center. All lead and assisting agencies are notified. Requires the involvement of the entire local emergency response organization and should result in the full activation of each unit of the EOC.

Responsibilities of the County Administrator

Chapter 30 of the Pasco County Ordinance Code outlines specific responsibilities that apply to the County Administrator during a local state of emergency (LSE). The County Administrator is responsible for meeting the dangers presented to Pasco County and its people by a disaster. The County administrator or his/her designee shall have the authority, without further board action, to take emergency measures as he/she deems appropriate to protect the health, safety, and welfare of the community.

Lead Agencies

As required by 27P-6.0023 (FAC), the CEMP assigns lead and support/assisting responsibilities for agencies and personnel that coordinate with the emergency support functions (ESF) outlined in the State CEMP. The lead agencies are designated because they either have a statutory responsibility to perform that function, or through its programmatic or regulatory responsibilities, the agency may have developed the necessary expertise to lead the group or unit.

In some agencies, a portion of the agency's mission is very similar to the mission of the group/unit; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency.

The lead agency has the responsibility of coordinating all existing agencies to ensure that missions are accomplished, and resources are maximized. The lead agencies report to their respective branch director or section chief. All lead agency staff must fulfill both administrative and operational responsibilities to ensure proper coordination among all assisting agencies. The operational responsibilities of each lead and assisting agency are outlined in the specific ICPs.

Administrative responsibilities for lead agency staff include the following:

- Staff the EOC upon activation and ensure 24-hour staffing coverage based on the level of activation.
- Maintain a roster of all assisting agency contact persons, make necessary notifications to activate assisting agencies as necessary, and maintain ongoing communications to support mission assignments.
- Maintain a listing of all available resources.

- Develop, maintain, and review assisting agency ICPs/PSGs to allow for the efficient and effective implementation of the group/unit mission.
- Prioritize missions in coordination with the EOC based on life safety and protection of property and in accordance with the IAP.
- Once local resource capabilities have been exhausted, coordinate mutual aid and private vendor resource needs to requesting parties within the county, through the proper resource request procedure. Documentation shall be maintained for operational accountability and for purposes of financial reimbursement.
- Coordinate for the provision of all mutual aid resources to requesting parties outside of the county in accordance with appropriate resource request procedures and based on available assets.
- Documentation shall be maintained for operational accountability and for purposes of financial reimbursement.
- Train all staff responsible for implementing the plan, including assisting agency staff, on ICPs and PSGs.

Assisting Role or Agency

An assisting agency has the following responsibilities:

- Provide appropriate personnel, equipment, facilities, technical assistance, and other support as required, to assist the lead agency in accomplishing the goals, objectives, and missions assigned.
- Provide technical and subject-matter expertise, data, advice, and support staff for operations that fall within the domain of the respective agency.
- Assist the lead agency in staffing the EOC, as needed.
- Maintain and review applicable ICPs and PSGs to allow for the efficient and effective implementation of the group/unit missions.

PASCO COUNTY EOC FUNCTIONS

Command Staff

A group of incident personnel that the Incident Commander or Unified Command assigns to support the command function at an ICP. Command staff often include a Public Information Officer (PIO), a Safety Officer, and a Liaison Officer, who may have assistants as necessary.

Incident Commander: The Incident Commander (IC) is a member of the Command Staff and, this role is usually filled by the Emergency Management Director. The IC has overall responsibility for management of the incident, including the development of strategies and tactics and the ordering and releasing of resources. The IC is responsible for incident operations and management. The IC may have a deputy IC, either from their agency or an assisting agency.

Liaison Officer: The Liaison Officer (LNO) is a member of the Command Staff, and this position is usually filled when incidents are multi-jurisdictional or involve several agencies. The LNO is the contact for representatives from all agencies assigned to the incident and is responsible for maintaining a roster of assisting agencies and their representative and establishing and coordinating interagency contacts and communications so that all agencies involved in the incident are kept informed. The military support personnel deployed to the EOC liaises with the National Guard in the field. The LNO participates in the Planning Meetings and provides updates on assisting agencies to include resources, limitations, etc.

Safety Officer: The Safety Officer (SO) is a member of the Command Staff and is responsible for developing and recommending measures for assuring personnel safety. The Safety Officer participates in the planning meetings, reviews the Incident Action Plan (IAP) for safety implications, and reviews and approves the safety/medical plan. The SO has the authority, along with the IC, to suspend any activity that poses a threat to life safety. Only one SO will be assigned for each incident; however, depending upon the size and scope of the incident, the SO may have assistants as necessary.

Public Information Officer: The PIO is a member of the Command Staff and is responsible for developing and releasing information about the incident to the media, incident personnel, and appropriate agencies/organizations. The PIO will obtain the Incident Commander's approval for all media releases that are disseminated pertaining to the incident. Only one PIO is assigned to an incident; however, the PIO may have assistants as necessary.

General Staff

A group of incident personnel organized according to function and reporting to the Incident Commander or Unified Command. The ICS General Staff consists of the Operations Section Chief (OSC), Planning Section Chief (PSC), Logistics Section Chief (LSC), and Finance/Administration Section Chief (FSC).

EOC FUNCTIONS

Functional Branch/Groups/Units

The EOC Works as a multiagency coordination center and is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. In the EOC, multiagency coordination occurs across the different disciplines involved, across jurisdictional lines, or across levels of government.

Operations Section Overview

The Operations Section is responsible for command, control, and coordination of all response elements applied to the incident, regardless of the hazard. The Operations Section carries out

the objectives of the IAP and requests additional resources as needed. To maintain effective span of control, the Operations Section is organized into the following four deputy sections:

- Deputy Operations Section Chief – Emergency Services
- Deputy Operations Section Chief – Human Services
- Deputy Operations Section Chief – Infrastructure
- Deputy Operations Section Chief – Recovery

Responsibilities include but are not limited to:

- Coordinate support for field operations.
- Establish response priorities in conjunction with the County Administrator, Executive Policy Group, and Emergency Management Director.
- Ensure cross-functional communications and coordination.
- Ensure effective resource sharing between responding agencies.
- Establish and coordinate situation management activities.
- Coordinate response activities with state and federal agencies.

The following units may be established within the Emergency Services Branch:

Firefighting Branch: Pasco County Fire Rescue (PCFR) is the lead agency for the Fire Branch and shall coordinate all fire, EMS, and search and rescue operations within the unincorporated areas of Pasco County and assist neighboring communities if called upon. PCFR will complete and maintain status reports for major incidents, implement the objectives of the IAP assigned to the Fire Branch, and assist and serve as an advisor to the Deputy Operations Section Chief – Emergency Services, as required.

Lead Agency: Pasco County Fire Rescue (PCFR)

Assisting Agencies: City of New Port Richey Fire Department
City of Port Richey Fire Department

HazMat Branch: Pasco County Fire Rescue (PCFR) is the lead agency for the HazMat Branch and shall coordinate all hazardous material response operations within the unincorporated areas of Pasco County. PCFR will complete and maintain status reports for major incidents, implement the objectives of the IAP assigned to the HazMat Branch.

Lead Agency: Pasco County Fire Rescue (PCFR)

Assisting Agencies: Florida Department of Environmental Protection (DEP)
U.S. Coast Guard
Florida Department of Health – Pasco County (FDOH – Pasco)
Pasco Sheriff's Office (PSO)

Health and Medical Branch: The Health and Medical Branch is responsible for coordinating the provision of medical, mental, and public health care for residents and visitors of Pasco County. This includes providing accurate information on where individuals may receive appropriate care. Responsibilities include:

- Minimize loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical and public health assistance.
- Coordinate activities of medical care facilities and the procurement, allocation, and distribution of medical personnel, supplies, communications, and other resources.
- Provide a system for receipt and dissemination of health-related information required for effective response and recovery from a major disaster.
- Assist in the implementation of public health actions ordered.
- Coordinate with the PIO to inform the public of health precautions or health-related safety instructions for the general public.
- Coordinate and prioritize requests for health services support from local responders and obtain medical/health personnel, supplies, and equipment through mutual aid or requests for state or federal support.
- Complete and maintain status reports for major incidents and implement the objectives of the IAP assigned to the Health and Medical Branch.

Lead Agency: Florida Department of Health – Pasco County (FDOH – Pasco)

Assisting Agencies: Pasco County Fire Rescue (PCFR)
Area hospitals
Department of Veteran’s Affairs
Medical Examiner’s Office
Funeral Directors (Fatality Management)

Law Enforcement Branch: The Law Enforcement Branch commands, controls, and coordinates law enforcement resources and activities. The Pasco Sheriff’s Office shall serve as the lead agency for the Law Enforcement Branch and is responsible for linking the EOC to law enforcement agencies (state and federal) and appropriate dispatch centers. The Law Enforcement Branch Director will complete and maintain status reports for major incidents, implement the objectives of the IAP assigned to the Law Enforcement Branch, and assist and serve as an advisor to the Deputy Operations Section Chief – Emergency Services, as required.

Lead Agency: Pasco Sheriff’s Office

Assisting Agencies: Dade City Police Department
New Port Richey Police Department
Port Richey Police Department
Zephyrhills Police Department

Florida Highway Patrol (FHP)
Florida Department of Law Enforcement
Veteran's Affairs Police Department

Sheltering Branch: The Sheltering Branch is responsible for coordinating the provision of basic temporary shelter for the residents, special needs clients, and visitors of Pasco County. This includes refuge from severe weather or a disaster event and immediate (short-term) post-disaster sheltering.

- The Sheltering Branch shall determine the operational status of all facilities listed as potential shelters, to include, but not limited to:
 - Access for people with disabilities.
 - Adequate sanitation facilities.
 - Capacity for cooking and serving food.
 - Housing capacity.
 - Structural soundness.
 - Utility services.

Shelters that also serve as Pet-Friendly Sheltering (PFS) are responsible for the care, welfare, and control of animals during a declared incident or disaster. The Sheltering Branch will complete and maintain status reports for major issues and incidents and implement the objectives of the IAP assigned to the Sheltering Branch.

Lead Agency: District School Board of Pasco County
Assisting Agencies: Pasco Sheriff's Office (PSO)
Pasco County Human Resources
Pasco County Animal Services
Florida Department of Health – Pasco County (DOH – Pasco)
Pasco County Community Services
American Red Cross (ARC)
Coalition for the Homeless of Pasco County
Community Emergency Response Teams (CERT)
Auxiliary Communications Services (ACS)

Bulk Distribution Branch: The Bulk Distribution Branch is responsible for coordinating the distribution of basic supplies to the residents of Pasco County through Points of Distribution (PODS). The Bulk Distribution Branch will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Bulk Distribution Branch.

Lead Agency: Pasco County Parks, Recreation, and Natural Resources Department

Assisting Agencies: ARC, Mid-Florida Chapter
United Way of Northeast Florida
Pasco County Human Services Department

Mass Care Branch: The Mass Care Branch is responsible for providing basic human services, including food, potable water, and other necessities to persons impacted by a disaster. The Mass Care Branch also provides a central disaster registration and inquiry service to reunite families and response to outside welfare inquiries. The Mass Care Branch collaborates closely with other agencies within the Operations Section – Human Services to ensure close coordination and support for their mass care activities. Responsibilities include:

- Ensuring effective integration of voluntary mass care activities.
- Estimating the number of people who will require mass care services (i.e., feeding, clothing, distribution of relief supplies, etc.).
- Ensuring that mass care service delivery programs are designed to address the needs of all segments of the affected population, including people with special needs.
- Coordinating the provision of shelters, feeding, and disaster welfare inquiries.
- Assisting the ARC with inquiries and registration services to reunite families or respond to inquiries from other relatives.
- Ensuring that physical and mental health services are available at shelters and other mass care service delivery sites.
- Coordinating the collection and distribution of mass care service delivery statistics.

Lead Agency: ARC, Mid-Florida Chapter

Assisting Agencies: Florida Department of Health – Pasco County (DOH – Pasco)
District School Board of Pasco County (Shelter Sites)
Pasco County Human Services Department
Pasco County Parks, Recreation & Natural Resources Department
Pasco Sheriff's Office (PSO) (for the security mission)
Pasco County Public Transportation (PCPT)
Salvation Army
Auxiliary Communications Services (ACS)

Animal/Agricultural Branch: The Animal/Agricultural Branch is responsible for coordinating the provision of care, veterinary services, welfare, and control of animals during a declared incident or disaster. These responsibilities include but are not limited to the following:

- Search and rescue.
- Food and water.
- Immunization and disease control.
- Lost animal care.

- Pet-friendly sheltering.
- Security and quarantine.
- Veterinary services.

Additionally, the Animal/Agricultural Branch will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Animal/Agricultural Branch.

Lead Agency: Pasco County Animal Services
Assisting Agencies: Pasco Animal Response Team (PART)
Pasco County Veterinarians
Volunteer Animal Protection Group

Public Works Branch: The Public Works Branch supports county agencies and municipalities in response/recovery operations, including providing support to various operational units such as fire and law enforcement, county-wide damage assessment of structures and infrastructure, route recovery, debris removal, debris volume assessment, building safety inspections, and demolitions. Additionally, the Public Works Branch will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Public Works Branch.

Lead Agency: Pasco County Public Works Department
Assisting Agencies: Pasco County Department of Emergency Management
Pasco County Engineering Services Department
Pasco County Public Infrastructure Department
Pasco County Traffic Operations
Pasco Sheriff's Office (PSO)
Florida Department of Transportation (FDOT)

Utilities Branch: The Utilities Branch plans for and coordinates necessary actions to facilitate the restoration of energy, potable water, and sewer systems following a disaster. The Pasco County Utility Department is the lead agency for the Utilities Branch and is responsible for coordinating all utility restoration-related activities, tracking the restoration of said utilities, providing support for field operations including effective coordination with other response elements, pro-active exchange of information, and coordination of external resource support. Additionally, the Utilities Branch will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Utilities Branch.

Lead Agency: Pasco County Utility Department
Assisting Agencies: Pasco County Public Works Department

Withlacoochee River Electric Cooperative (WREC)
Tampa Electric Company (TECO)
Sumter Electric
Duke Energy

Transportation Branch: The Transportation Branch provides overall coordination of transportation assistance to county departments, other governmental and private agencies, and other requiring transportation assistance in disaster situations. The Transportation Branch coordinates the designation and restoration of services on critical transportation routes within Pasco County, including the coordination of general traffic and access control programs.

Other responsibilities include:

- Coordinating the response operations targeted at restoring and maintaining normal operations of public transportation systems.
- Designating critical transportation routes.
- Route recovery.
- Supporting evacuation transportation planning.
- Providing backup transportation for survivors.
- Providing transportation for emergency workers during recall operations.
- Completing and maintaining status reports for major issues or incidents and implementing the objectives of the IAP assigned to the Transportation Branch.

Lead Agency: Pasco County Public Transportation (GOPASCO)
Assisting Agencies: Pasco County Department of Emergency Management
Pasco Sheriff's Office (PSO)
Pasco County Fire Rescue (PCFR)
Private transportation companies/vendors

Corporate Recovery Branch: The Corporate Recovery Branch plans for the flow of information between government emergency management agencies, private corporations, and business groups in order to facilitate corporate evacuations, re-entries, and recovery; provides education and training to corporate employees; coordinates the flow of private relief and recovery resources into impacted areas; and identifies potential sources of relief and recovery materials and supplies available through the private sector. Additionally, the Corporate Recovery Branch will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Corporate Recovery Branch.

Lead Agency: Pasco County Office of Economic Growth
Assisting Agencies: Pasco County Department of Emergency Management

Private Sector participants

Temporary Housing Branch: The Temporary Housing Branch is responsible for coordinating temporary housing for residents of Pasco County displaced by a disaster. The Temporary Housing Branch will work closely with state, federal, and local agencies to expedite any necessary processes to establish alternate long-term housing options for displaced residents. Additionally, the Temporary Housing Branch will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Temporary Housing Branch.

Lead Agency: Pasco County Community Services
Assisting Agencies: Pasco County Real Property & Planning
United Way of Pasco County
Salvation Army

Damage Assessment Branch: The Damage Assessment Branch is responsible for coordinating damage assessment-related activities, including effective coordination with other response elements, pro-active exchange of information and effective and efficient collection and dissemination of damage information.

Lead Agency: Pasco County Department of Emergency Management
Assisting Agencies: Pasco County Building Construction Services
Pasco County Public Works Department
Pasco County Fire Rescue
Pasco County Property Appraiser's Office
Pasco County Code Compliance

Logistics Section Overview

The Logistics Section is responsible for planning and executing the acquisition and movement of supplies, equipment, and personnel and providing facilities in support of the response to an incident. The Logistics Section is also responsible for tracking the status of resource requests from placement to fulfillment. To maintain an effective span of control, the Logistics Section is organized into the following two branches: Services Branch and Support Branch.

The Logistics Section is responsible for the following:

- Identify potential sources of resources, including vendors, partner agencies, and other jurisdictions through mutual aid.
- Procure, track, and arrange for the delivery of materials and/or equipment required to support response efforts.
- Track the status of resource requests, including requests forwarded to state and federal agencies through WebEOC.

- Identify, acquire, renovate, and provide logistical services for facilities required to support the incident response.
- Support the establishment of material/equipment warehousing, distribution centers, and staging areas when directed.
- Coordinate the acquisition of supplementary staff through use of temporary staffing agencies, community volunteers, mutual aid agreements, and/or other available sources.
- Coordinate the logistical support services for the EOC.

Logistics is the one section which is administered through several ICPs, one for each function under the Branch due to the complexity and organizational requirement under each ICP.

Food Unit: The Food Unit provides feeding services for disaster response workers. The Food Unit determines food and water requirements, plans menus, orders food, provides cooking facilities and cooks, services and maintains food service areas, and manages food safety and security concerns. Additionally, the Food Unit will complete and maintain status reports for any major issues or incidents and implement the objectives of the IAP assigned to the Food Unit.

Lead Agency: Pasco County Facilities Management
Assisting Agencies: Pasco County Purchasing Department
Pasco County Office of Management & Budget (OMB)

Ground Support Unit: The Ground Support Unit provides transportation in support of incident operations, maintains and repairs primary equipment, vehicles (excluding aircraft), and mobile ground support equipment, records usage time for all ground equipment (including contract equipment) assigned to the incident, and supplies fuel for all equipment. Additionally, the Ground Support Unit also maintains a transportation pool for major incidents; this pool consists of vehicles that are suitable for transporting personnel. The Ground Support Unit also provides up-to-date information on the locations and status of transportation vehicles to the Resources Unit.

Lead Agency: Pasco County Fleet Management
Assisting Agency: None

Fuel Unit: The Fuel Unit will be responsible for receiving, tracking, storing, and distributing fuel for all mobile equipment/vehicles, generators, ground support equipment, and facilities utilized in the disaster response. The Fuel Unit will work closely with the Ground Support Unit. Additionally, the Fuel Unit will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Fuel Unit.

Lead Agency: Pasco County Fleet Management

Assisting Agencies: Pasco County Department of Emergency Management

Facilities Unit: The Facilities Unit will be responsible for monitoring and management of all publicly owned buildings and real estate. Additionally, the Facilities Unit will track all property being utilized by Pasco County and all properties that may be needed for incident operations, complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Facilities Unit.

Lead Agency: Pasco County Facilities Management

Assisting Agencies: Pasco County Department of Emergency Management
Pasco Sheriff's Office (PSO)

Volunteer & Donations Management Unit: Pasco County does not accept unsolicited donations during normal, non-emergency operations. In the event of the declaration of a Local State of Emergency, the Operations Section Chief may activate the Volunteer & Donations Management Unit, which will be responsible for the management, receipt, tracking, storing, and distribution of solicited and unsolicited donated goods as well as volunteers and their equipment and supplies. Additionally, the Volunteers & Donations Management Unit will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Volunteer & Donations Management Unit.

Lead Agency: Pasco County Human Resources Department

Assisting Agencies: Pasco County Department of Emergency Management
United Way of Pasco County
Salvation Army

Communications Unit: The Communications Unit develops the Communications Plan (ICS 205) that is consistent with the Tactical Interoperable Communications ICP to make the most effective use of communications equipment and facilities. Additionally, the Communications Unit will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Communications Unit.

Lead Agency: Pasco County Information & Technology Department

Assisting Agencies: Pasco County Department of Emergency Management
Pasco Sheriff's Office (PSO)
Pasco County Fire Rescue (PCFR)
Auxiliary Communications Services (ACS)

Supply Unit: The Supply Unit will be responsible for ordering, receiving, tracking, storing, and distributing any commodity necessary in support of the response to a disaster. Additionally, the

Supply Unit will complete and maintain status reports for major issues or incidents and implement the objectives of the IAP assigned to the Supply Unit.

Lead Agency: Pasco County Purchasing Department

Assisting Agency: None

Planning Section Overview

The Planning Section's primary responsibility is to collect, analyze, verify, display, and disseminate incident information. This includes impact information, response activities, details regarding the field operating environment and the status of available resources. This Section functions as the primary support for response decision-making to the overall emergency organization, including preparing situation briefings, map displays, anticipatory appraisals, and developing plans necessary to cope with changing field events. During the incident response, the Planning Section Chief provides situational advice to help guide operational decision-making. This section is also responsible for facilitating the incident action planning process and the development of the IAP, Recovery Plans, and the After-Action Report. The Planning Section ensures that safety/damage assessment information is compiled, assembled, and reported in an expeditious manner. The Planning Section (*Documentation Unit*) is also responsible for the detailed recording of the entire response effort and the preservation of those records during and following the disaster.

Documentation Unit: The Documentation Unit maintains accurate and complete incident files, including a complete record of the major steps taken to resolve the incident, provides duplication services to incident personnel, and files, maintains, and stores incident files for legal, analytical, and historical purposes. Documentation is part of the Planning Section because this unit prepares the IAP and maintains many of the files and records that are developed as part of the overall IAP and planning function.

Lead Agency: Pasco County Department of Emergency Management

Assisting Agencies: Pasco County Planning and Development

Resources Unit: The Resources Unit is responsible for maintaining the status of all assigned resources (primary and support) assigned by the IAP for the disaster/incident. This is achieved by proactive collaboration with the County Staging Area, the Supply Unit, and other components of the Logistics Section, maintaining a status-keeping system, and maintenance of a master list of all resources once an incident begins.

Lead Agency: Pasco County Department of Emergency Management

Assisting Agencies: Pasco County Planning and Development

Situation Unit: The Situation Unit collects, processes, and organizes ongoing situation information, prepares situation summaries, and develops projections and forecasts of future events related to the incident. The Situation Unit also prepares maps and gathers and disseminates information and intelligence for use in the IAP. This unit may also require the expertise of technical specialists, operations, and information security specialists.

Lead Agency: Pasco County Department of Emergency Management

Assisting Agencies: Pasco County Planning and Development

GIS Unit: The Geographic Information System (GIS) Unit supports the operations of the EOC by creating and maintaining maps and photographs using Pasco County's GIS system and other mapping/photographic systems. The GIS Unit catalogs all products so that they are easily retrievable. Finally, the GIS Unit, with direction from the Planning Section Chief, establishes procedures for prioritizing mapping requests.

Lead Agency: Pasco County Information Technology Department, GIS Section

Assisting Agency: Pasco County Department of Emergency Management

Finance Section Overview

The Finance Section has five major responsibilities:

- Provides policy guidance and establishes procedures to authorize the commitment and payment of funds. Provides recommendations and guidance to and receives direction from the Executive Policy Group (EPG) on county-wide financial matters.
- Coordinates the accounting for personnel time during emergency response and recovery efforts and ensures that employees continue to receive pay, health insurance, and retirement benefits.
- Tracks and processes payments of vendor purchase orders, contracts, claims, and other payments during the emergency.
- Ensures that an accurate accounting of the cost of responding to the emergency (including both response and recovery) is maintained. This includes accounting for personnel time, cost of services provided, and for acquiring and maintaining response facilities, materials, and equipment.
- Ensures the management and direction of all administrative matters pertaining to compensation for injuries and claims-related activities for an incident.
- Implements the objectives of the EOC IAP assigned to the Finance/Administration Section.

Time Unit: The Time Unit is primarily responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies.

Lead Agency: Pasco County Fiscal Services

Assisting Agency: Pasco County Office of Management and Budget

Cost Unit: The Cost Unit provides cost analysis data for the incident. This unit must ensure that equipment and personnel for which payment is required are properly identified, obtain, and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning Section. The Cost Unit must maintain accurate information on the actual costs of all assigned resources.

Lead Agency: Pasco County Fiscal Services

Assisting Agency: Pasco County Office of Management and Budget

Compensation and Claims Unit: The Compensation/Claims Unit ensures that all forms required by Workers' Compensation programs and local agencies are completed. The Compensation/Claims Unit also maintains files on injuries and illnesses that are associated with the incident and ensures that all witness statements are obtained in writing. The Compensation/Claims Unit maintains logs on the claims, obtains written witness statements, documents investigations, and agency follow-up requirements.

Lead Agency: Pasco County Fiscal Services

Assisting Agency: Pasco County Human Resources

Procurement Unit: The Procurement Unit administers all financial matters pertaining to vendor contracts. The Procurement Unit coordinates with local jurisdictions to identify sources for equipment, prepares and signs equipment rental agreements, and processes all administrative requirements associated with equipment rental and supply contracts.

Lead Agency: Pasco County Purchasing Department

Assisting Agency: Pasco County Fiscal Services

Response Phase

The response phase is entered upon formal activation of the EOC. Pasco County's initial response activities are primarily structured to minimize the effects of the emergency or disaster. This includes protection of human life and property; examples of initial response activities undertaken by the EOC include:

- Disseminating warnings and emergency public information and instructions to residents.
- Making all necessary notifications to county departments and personnel and to the State, as needed.
- Documenting situation status.
- Declaring a Local State of Emergency (LSE).
- Coordinating evacuations and rescue operations.

- Coordinating the care of displaced persons and treating the injured.
- Clearing priority transportation routes.
- Repairing critical facilities and structures.
- Conducting initial damage assessments and surveys.
- Assessing the need for mutual aid assistance.
- Coordinating the restriction of traffic, people movement, and unnecessary access to affected areas.
- Developing and implementing IAPs.

As response activities continue, the EOC activities involve the coordination and management of personnel and resources to further mitigate the disaster/emergency and facilitate the transition to recovery operations:

- Preparing detailed damage assessments.
- Coordinating the operation of mass care facilities.
- Coordinating mass fatality operations.
- Procuring required resources to sustain operations.
- Protecting, controlling, and allocating vital resources.
- Coordinating restoration of vital utility services.
- Tracking resource allocation.
- Conducting advance planning activities.
- Documenting expenditures.
- Developing and implementing action plans for extended operations.
- Disseminating emergency public information.
- Coordinating with national, state, and local volunteer agencies.
- Recovery planning.

WARNING AND PUBLIC NOTIFICATION SYSTEMS

County Warning Point

The County Warning Point (CWP) of Pasco County is responsible for the continuous monitoring and evaluation of those conditions which threaten or impact public safety. A variety of systems enable the staff of the CWP, which is housed in the Pasco County Department of Emergency Services (PCDES-911), to see, hear, and receive warnings from field personnel, neighboring jurisdictions, the State Watch Office (SWO), the National Weather Service (NWS), the federal government, the media, citizens, and visitors to Pasco County. The PCDES-911 is staffed 24-hours a day by Pasco County Public Safety Communications personnel and Pasco Sheriff's Office (PSO) personnel for receipt of fire/EMS service and law enforcement emergency calls as well as the dispatch of associated personnel.

The PCDES communications staff has specific responsibility for the warning point function; however, the PSO communications staff acts in a support capacity if necessary. The CWP adheres to established protocols related to notification of high-ranking officials within their agency, notification to the PCDEM, notification to surrounding jurisdictions, and notification to support agencies such as Road and Bridge and Utilities (power, water).

PCDEM supplements the CWP's monitoring of threat conditions Monday through Friday during normal business hours by means of a complement of the same systems housed in the CWP. PCDEM staff routinely evaluate threats and risks to provide recommendations regarding the need to activate functional components of an expanded emergency response system, to include Incident Management Teams (IMTs), the EOC, the EPG, and/or regional and state resources.

Two dispatch centers reside within Pasco County, including the primary County Warning Point (Pasco County Department of Emergency Services) and City of Port Richey. All county and municipal public safety-related agencies are reliant on the functionality of the 800 MHz trunked radio system. Interoperability among these public safety agencies and regional/state agencies is accomplished through the FIN.

One back-up/reserve dispatch center exist in Pasco County and is located on the first floor of the Pasco Technology Center, 38283 McDonald Street, Dade City Florida 33525.

FEMA Integrated Public Alert and Warning System (IPAWS)

The IPAWS is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts (WEA), to radio and television via the Emergency Alert System (EAS), and on the National Oceanic and Atmospheric Administration's (NOAA) Weather Radio. IPAWS also incorporates the Public Broadcasting Service – Warning, Alert & Response Network (PBS WARN) as a WEA backup for broadcasting public alerts. PCDEM performs a monthly test of IPAWS through the Everbridge web-based community notification system.

National Oceanic Atmospheric Association (NOAA) Weather Radios

This system provides continuous broadcasts of meteorological conditions affecting the Tampa Bay Area. Broadcasts through this system are initiated by the NWS. Local protective action bulletins can be broadcasted on the system through the NWS Ruskin, FL location at the request of Emergency Management. A complete listing of NOAA weather radio tower locations and frequencies is maintained by PCDEM.

WEB-BASED COMMUNITY NOTIFICATION SYSTEMS (PUBLIC WARNING SYSTEMS)

Everbridge

Pasco County utilizes the Everbridge system as the primary alert, warning, and notification system for county wide notifications and critical incident management for first responder agencies. The Alert Pasco organization in Everbridge manages a contact list with various tools for alert notifications to include notification templates of various events and incidents, GIS layers library with Flood Zones and Evacuation Zones, and reporting data for each notification transmitted. The NWS also broadcasts through Everbridge on impending severe weather conditions posing a potential impact to the county and individual areas.

Social Media Platforms

Pasco County publishes approved messaging on to include public notifications and information on Facebook, X (formerly Twitter), Instagram, and Nextdoor. The interactive information sharing applications of these platforms allows users to send messages to subscribers. The programs can be accessed through the internet and messages can be forwarded to subscribers through various methods of SMS message, email, and to social media platform applications.

TELEVISION

Cable Override

Cable television is a system of providing television to customer via radio frequency signals transmitted to televisions through fixed optical fibers or coaxial cables, as opposed to the over-the-air method used in traditional television broadcasting (via radio waves) in which a television antenna is required. FM radio programming, high-speed internet, telephony, and similar non-television services may also be provided. Within the EOC Public Information workspace, the Public Affairs Officer may override cable television broadcast of the local government access channel (Spectrum 622) to provide residents with emergency information. Instructions to engage the override system are contained in the PIO SOP binder located in the Public Information/Warning Point Office.

Satellite Phones

Pasco County Department of Emergency Management has eight satellite phones. These devices operate on the Skybase Network. Throughout the year, these devices are maintained in a stand-by mode and must be activated prior to use. Activation information is contained in each of the satellite phone cases.

Other departments and agencies with satellite phones are:

- Pasco Sheriff's Office
- City of Dade City
- City of New Port Richey

- City of Port Richey (operating on Globstar)
- City of Zephyrhills
- DOH – Pasco (two operating on Skybase and three operating on Globstar)
- Pasco County Tax Collector’s Office

Video Conferencing Systems and Services

Microsoft Teams is a business communication platform that offers workspace chat and videoconferencing, file storage, and application integration. It is part of the Microsoft 365 family of products. Teams is the hub for teamwork and collaboration in an organization, allowing users to create teams and channels for different projects and topics. Teams also enables instant messaging, audio and video calling, online meetings, and mobile experiences.

Data Systems/County Information Sharing Systems - Networks

The Pasco County Information Technology (IT) Department provides three categories of IT-based services to the BCC and other constitutional agencies residing within the jurisdictional boundaries of Pasco County, Florida.

Infrastructure, Data Center, and Business Applications

The county’s data network infrastructure includes private and public (internet) segment. Both wired and wireless technologies are utilized within the private network segment. The wired portion of the private network services over 80 locations and almost 1,100 desktop computers, primarily on a fiber backbone. Microwave based point-to-point backhaul services across the county represent the primary use of the private wireless portion of the network.

Public data network segments provide remote access to production applications and services utilizing numerous technologies: internet, 5G, Code Division Multiple Access (CDMA), Wi – FI, and broadband internet connection. Security measures are in place at public/private connection points.

Virtual Private Networks (VPNs) are commonly used in conjunction with the county’s other security measures (firewalls, Demilitarized zones, and anti-virus and anti-spam filters) to ensure secured remote access of production applications and services.

Two data centers on opposite sides of the county facilitate the virtual, real-time replication of data from the primary data center to the recovery data center for business continuity purposes (reference the Pasco County Critical Facility Inventory for exact locations). Recovery of production applications and services varies, depending on the priority of the interrupted application(s) and/or service(s). The highest priority (hot site) provides for restoration of service within a matter of minutes. Hot site examples include the Computer-Aided Dispatch (CAD) application and the exchange mail service.

State Communications Systems

The state incorporates web-based communication application systems to convey warnings to continental United States federal, state, and local governments, as well as military and civilian populations. These agencies and field offices are authenticated with IPAWS approved applications for communications and notifications.

SATCOM is a statewide, satellite-based communications system with the ability to transmit voice, high speed data, facsimile, and video communications throughout the network. Besides the terminals located in the 67 counties, the system is in all the NWS offices, the National Hurricane Center, and the primary EAS radio stations. EM-SATCOM devices are located within the EOC and the PCDES.

WebEOC is a web-based incident management system provided by the State Division of Emergency Management to all county governments to support logistical requests during incident management. The system also provides a forum in which collaboration and incident information sharing exists throughout the state.

Over 150 production applications and services are distributed among three computing platforms – AS/400, mainframe, and server. Production support activities are primarily delivered via the Help Desk, Operations and Communications sections.

The county IT Department provides business application development and maintenance for all BCC divisions, and for the Criminal Justice Information System (CJIS) that is used by PSO, Court Administration, Clerk of the Circuit Court, State Attorney, and Public Defender. Production business applications and services are a mix of private sector purchased and internally developed solutions. Mission-critical public safety applications that reside on the AS/400 include CAD for PCFR and PSO reporting. Numerous land/location-based applications that reside on the mainframe include the Permitting, Code Compliance, Property Tax, and Tax Collection systems. Examples of business applications on the server platform include GIS, GPS/AVL, records imaging, and Web Portal. Key among the server-based production services is email, internet, intranet, office suite, remote access, and file and print sharing.

Interoperable Systems

The Florida Interoperability Network (FIN) is an internet protocol-based application to allow different government agencies and/or first responders (such as law enforcement and fire rescue) to communicate within and across departmental and jurisdictional boundaries.

PREPAREDNESS

Effective incident management begins with a host of preparedness activities conducted on a “blue skies” basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

PLANNING

Planning describes how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.

The PCDEM Planning Manager is responsible for the development and maintenance of the CEMP and ensuring that the necessary revisions to the plan are prepared, coordinated, published, and distributed under the authority of the PCDEM Director.

Each department head is responsible for the preservation of vital records deemed essential for continuing government functions and conducting post-disaster operations. Every department across the county is tasked with maintaining its Continuity of Operations Plan (COOP), which contains procedures for identifying and maintaining vital records.

Qualification and Certification

Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions. Staff that will be assigned to the EOC during an activation are encouraged to meet minimum training standards and to utilize the state qualification system for ICS positions.

EVACUATION PLANNING

Evacuation is described as a process to withdraw from a place in an organized way especially for protection. Pasco County is a coastal community with the Gulf of Mexico as the western boundary and multiple rivers throughout the County. The County prepares for the possibility of emergency protective actions, such as evacuations, which are based on information gathered from multiple sources, to include HURREVAC. The information in this platform is compiled based on real time storm data (i.e., forward speed of the storm, the distance tropical storm conditions extend from the eye, wind speeds, and anticipated storm surge). HURREVAC uses information input from the

National Hurricane Center for a particular storm and then calculates evacuation times based on data from the Regional Evacuation Study. PCDEM staff receive formal training to use the computer-modeling program. Evacuation times can be found in the Regional Evacuation Study, published online and available upon request.

Most evacuations will be local in scope and PCDEM will initiate actions following a decision by the EPG. In such cases, the actions will be coordinated and administered by emergency response officials using local recourses in accordance with operational procedures. The Pasco County BCC has the authority to implement an evacuation order for all, or parts, of Pasco County. The County Administrator has the authority to implement evacuation orders in the absence of a quorum of the BCC, if the chairperson or vice chairperson is unavailable. The Director of Emergency Management has the responsibility to recommend to the County Administrator the need to issue an evacuation order for high-risk areas in the County prior to anticipated arrival time of storm conditions expected to impact the region.

During any population protective actions, including evacuation, that does not require activation of the Pasco County Emergency Operations Center, PCDEM will provide assistance under various County agencies' normal statutory authority through coordination and collaboration. However, in the event of a multi-jurisdictional operation, the Chairperson of the BCC may issue a declaration of an LSE and evacuation order in support of a municipality. This decision will be made following consultation with the PCDEM Director and representatives of the jurisdictions involved.

Implementation of the evacuation order and ultimately re-entry into the impacted area is the responsibility of the elected legislative body of each local government. Direction and control of all evacuation and re-entry activity within or through a municipality is retained by the local entity affected. However, the ongoing communications and coordination will be maintained by all impacted jurisdictions through regularly scheduled conference calls and situation reports provided by the EOC.

All County assistance and support of such actions will be coordinated from the EOC under the direction of the IC, or PCDEM Director. Decisions on issues such as deploying and pre-deploying resources, determining evacuation zones and routes, directing people caught on evacuation routes to safe shelter, ensuring the sufficiency of fuel for County assets, and addressing any matters relative to the ordered protective actions will be made by the IC in coordination with the EPG.

Evacuation Zone and Route Maps are located online at the Pasco County Emergency Management website. Maps are also included in the annual Disaster Guide, which is available

online and physical copies are available at libraries, community centers, and other public buildings throughout the County for public access.

Emergency Evacuation Assistance

As mandated by the State, Pasco County Emergency Management maintains a registry of individuals with Special Needs who require assistance when evacuating. The EOC coordinates an evacuation plan to relocate these individuals to specialized shelters. The details of this plan can be found in the Evacuation ICP. The SPNS Evacuation Program arranges transportation to specialized shelters for pre-registered clients and a limited number of late registrants. Registrants may be assigned to a SPNS or a medical facility depending on their medical needs and health conditions.

SPNS are generally intended to operate for a limited time, typically one to three days. SPNS will generally open to evacuees 24 – 36 hours prior to the arrival of tropical storm force winds associated with a threatening hurricane. In most instances, evacuees can return to their homes within a short time or relocate to other housing. Special Needs clients requiring temporary housing following a storm can be assisted by social service agencies. An SPNS will continue operating until all the special needs clients have returned home or have been transferred to another facility.

DOH – Pasco is the lead agency for the recruitment of health care providers as defined in F.S. 456.001 (4), to staff the SPNS in times of emergency or disaster events and provide resources to carry out this responsibility.

Special Needs Registration Process

The special needs registrations created and regularly updated by the PCDEM SPNS Coordinator. The registry is maintained within a board database on the county's WebEOC platform, which is managed by PCDEM. This database enables the SPNS Coordinator to upload and manage both new and existing clients within the special needs registry.

At the start of each year, the SPNS Coordinator sends an annual registration letter to every client in the registry, requesting a response. Once the letters are returned, the SPNS Coordinator updates each client's registration for the year. Throughout the year, the SPNS Coordinator contacts clients who have not yet updated their information, ensuring that all details are current and verified for the year.

Throughout the year, the SPNS Coordinator receives new applications for the SPNS registry. After reviewing the applications, the coordinator reaches out the clients to assess their eligibility for the registry. Additionally, the SPNS Coordinator submits a monthly report on the SPNS registry

to the state's Department of Health (DOH) board, ensuring that the client's information in the state's database is updated each month.

TRAINING

Training includes standard courses on multi-agency incident command and management, organizational structure, operational procedures, discipline-specific incident management, agency-specific incident management, and the integration of supporting technologies.

The PCDEM Training and Exercise Coordinator is responsible for the development of the Integrated Preparedness Plan (IPP), which encompasses the multi-year training and exercise cycle and calendar. As a part of the IPP and Pasco County staff required training, employees must complete NIMS baseline training which consists of four online Independent Study classes.

Intermediate and Advanced Incident Command System courses are offered by local instructors who have been trained to teach these upper-level courses. Classes are scheduled throughout the year to ensure the maximum number of staff can take the required classes.

Additionally, emergency management training opportunities provided at the state and national level are monitored and communicated to appropriate groups throughout the year. A variety of national courses are available for online and self-study training. Staff members are encouraged to seek professional emergency management accreditation through the International Association of Emergency Managers (IAEM) and/or the Florida Emergency Preparedness Association (FEPA). Training for personnel involved in EOC operations is outlined in Table 20.

Recommended Trainings for ICS Positions and Other Agency

	M=Mandatory	R= Recommended Training				O= Optional						
		Incident Commander	Liaison Officer	Safety Officer	PIO	Planning Section Chief	Logistic Section Chief	Finance Section Chief	Operation Section Chief	Unit Leaders	Division/Group Supervisors	Branch Managers
Shelter Management		R	R	R	R	R	R	O	R	O	O	O
WebEOC		R	R	R	R	R	R	R	R	R	R	R
First Aid/CPR		R	O	R	O	O	R	O	R	O	O	O
ICS Position Specific Courses		R	R	R	R	R	R	R	R	R	R	R
O-305: All-Hazards Incident Management Team		R	O	O	O	R	R	R	R	O	O	O
IS-200.C: Introduction to ICS		M	M	M	M	M	M	M	M	M	M	M
2019VG300: Intermediate ICS		R	R	R	R	R	R	R	R	R	R	R
2019V G400: Advanced ICS		R	R	R	R	R	R	R	R	R	R	R
IS-800.C: National Response Framework		M	M	M	M	M	M	M	M	M	M	M
IS-235.C: Emergency Planning		O	O	O	O	R	R	R	R	O	O	O

	Incident Commander	Liaison Officer	Safety Officer	PIO	Planning Section Chief	Logistic Section Chief	Finance Section Chief	Operation Section Chief	Unit Leaders	Division/Group Supervisors	Branch Managers
IS-220.B: Leadership and Influence	R	O	O	O	R	R	R	R	O	O	O
IS-241: Decision Making/Problem Solving	R	O	R	R	R	R	R	R	O	O	O
IS-242: Effective Communication	R	R	O	R	R	O	O	O	O	O	O
IS-244.B: Developing and Managing Volunteers	R	R	O	O	R	R	O	R	O	O	O
G557: Rapid Assessment Planning	R	O	O	O	R	O	O	R	O	O	O
G2300: Intermediate Emergency Operations Center Functions	R	R	R	R	R	R	R	R	R	R	R
IS-100.C: Orientation or Basic ICS	M	M	M	M	M	M	M	M	M	M	M
IS-700.B: An Introduction to NIMS	M	M	M	M	M	M	M	M	M	M	M
G191:ICS/EOC Interface	R	R	R	R	R	R	R	R	R	R	R
G358: Evacuation and Re-entry	R	O	R	O	R	R	O	R	O	O	O
G288: Local Volunteer and Donations Management	R	O	O	O	R	R	R	R	O	O	O
G386: Mass Fatalities Incidents Response	R	O	R	O	O	O	O	R	O	O	O
FL-601: Preliminary Damage Assessment	R	O	R	O	R	O	O	R	O	O	O
IS-230.D: Fundamentals of Emergency Management	R	O	O	O	R	O	O	R	O	O	O

Table 20 - Recommended Training Courses for ICS Positions and Other Agencies

EXERCISES

The purpose of delivering exercise to various stakeholders is to bolster emergency response while in a controlled environment that allows PCDEM to conduct improvement plans (IP) and corrective action plans (CAP) based on exercise functions. If this is not feasible, it is encouraged that they reach out to the Training and Exercise Coordinator for other exercise opportunities that can be made available to them.

Exercise participants may vary and include local agencies, state agencies, federal agencies, NGOs, or private partners such as Red Cross, The Salvation Army, NWS, FDEM, FEMA, Urban Areas security Initiative (UASI), and Regional Domestic Security Task Force (RDSTF). All those who have active roles in the EOC will be encouraged to participate in at least one exercise delivered throughout the year.

Regional coordination efforts are enhanced by the presence of collaborative regional organizations that includes representation from many different jurisdictions and cross-cutting disciplines. Regional terrorism exercises are conducted annually through RDSTF Region IV, PSO, UASI, and PCDEM. RDSTF, PSO, UASI, and PCDEM carry out tabletop, functional, and full-scale exercises with full participation of regional partners. RDSTF, PSO, UASI, and PCDEM exercises may be coordinated.

Trainings and exercises are determined for each year at the prior year’s IPP workshop. The IPP is developed for the subsequent four years that follow the current year and should include stakeholders with an active role in emergency response. Trainings and exercises outlined in the IPP are informed by the after action report (AAR)/IP that is developed after every event, incident, or exercise. At a minimum one FSE will be delivered annually.

Planning meetings are held to discuss, review, or create content for an exercise. Typically conducted in person, these meetings are essential during both the initial and final stages of exercise development.

Developing an exercise is a detailed and time-consuming process, and while not all tasks can be completed during these meetings, they are vital for evaluating the progress, assigning responsibilities, reviewing completed work, and setting deadlines. Once the planning team is in place, online collaborative meetings can be utilized to support the ongoing planning process.

Basic Exercise Timeline	
Month	Activities
January	Request position specific courses based on the budget
May	FDEM statewide exercise/WebEOC/shelter
June	IPP workshop – FDEM/EMPW
August	COOP TX and EX
November	Preliminary Damage Assessment (PDA) training
December	IPP workshop at the county level

Table 21- Outline of a yearly exercise timeline created by the PCDEM Training and Exercise Coordinator

All exercises will be conducted according to the requirements of the Homeland Security Exercise Evaluation Program (HSEEP). HSEEP is a capabilities and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, executing, and evaluating all exercises.

After each training session or exercise, participants will be provided with an evaluation sheet to capture their feedback on the content and delivery. Additionally, an AAR will be completed following the exercise, which will inform the continuous improvement process.

All participants will receive a copy of the AAR, which will include an Improvement Plan specific to the exercise. This plan is based on feedback from the evaluations and the post-exercise hotwash. Each improvement plan will be incorporated into a unified CAP, which outlines the program’s goals and target capabilities for the annual IPP. The CAP is a living document that is regularly updated by PCDEM Managers and the Training and Exercise Coordinator to address identified capability gaps in existing plans and procedures. It serves as a tool to prioritize and track deficiencies identified during training or exercises.

PUBLIC AWARENESS AND EDUCATION

Public awareness and education efforts by PCDEM are led by the Public Private Partnership Coordinator, who is responsible for planning and identifying various events throughout the year aimed at educating both residents and visitors on the actions to take before, during, and after a disaster or threat.

These educational initiatives are carried out through speaking engagements, participation in community events, distribution of publications and brochures, an annual Disaster Exposition, media features, maintenance of the PCDEM website, and radio/television Public Service Announcements (PSAs). The diverse range of events and methods ensures that educational information reaches the entire community, not just specific groups.

The events are designed to inform residents about potential hazards, their personal responsibilities, and the actions they can take to reduce loss of life and property damage during a disaster. Each event is tailored to the intended audience to ensure the information is relevant and useful.

The Community Rating System (CRS), often utilized in the context of community engagement and public outreach, serves a diverse range of functions. Flood awareness education and resources are tailored to the county's needs while following the guidelines set forth by FEMA's CRS Manual. This is a collaborative effort involving multiple departments within the county. Pasco County has consistently produced and distributed outreach materials in the community covering key CRS topics as they relate to flood hazard awareness education using these guidelines. All areas of the county must be well-informed about their flood risk and the available options to effectively reduce any potential threat of flooding.

During disasters, recovery and mitigation information is made available to the public through various channels, including the Resident Information Center (RIC), press releases, door-to-door contact, bulk mailings, public briefings, and informational packets or postings on bulletin boards in local businesses. These efforts are coordinated by Pasco County's network of PIOs. Additionally, the Floodplain Manager and Emergency Management in Pasco County distribute flood mitigation information to property owners in Repetitive Loss Areas.

Pasco County's Evacuation Zones and Routes Map is updated and published annually, just before the start of hurricane season, and is distributed through local newspapers. This map plays a crucial role in the Tampa Bay Region Disaster Planning Guide, which is released each year. Additionally, the Pasco County Emergency Management Disaster Guide is accessible year-round on the official PCDEM website. The website offers a convenient "look-up" tool that allows

residents to enter their address and quickly identify their designated Hurricane Evacuation Zone, ensuring they have the information they need to prepare for potential storms.

PCDEM routinely conducts Citizen Emergency Response Team (CERT) training. This training educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members are also encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

MUTUAL AID

Statewide Mutual Aid Agreement

In accordance with Section 252.40, Florida Statutes, participating parties are authorized to engage in cooperative relationships (mutual aid agreements) to accept services, equipment, supplies, materials, or funds for emergency management efforts. All special districts, educational districts, and other local and regional governments can participate in the agreement. Any participating party may request assistance (oral or written) during an emergency, disaster, or event.

The Statewide Mutual Aid Agreement (SMAA) supersedes other inter-local agreements during “major or catastrophic disasters” (usually evidenced by the governor’s proclamation of a state of emergency, activation of the State EOC and the State Emergency Plan, and/or by Federal Declarations of Fire, Emergency, or Disaster). The SMAA may also be applicable between participating parties in absence of an inter-local agreement during minor disasters.

Emergency Management Assistance Compact

In accordance with Chapter 252, Part III, Florida Statutes, the state adopted the Emergency Management Assistance Compact (EMAC) which provides for the mutual assistance between states during any emergency or disaster when the state has depleted its resources, supplies, or equipment. In the event a request for assistance (RFA) comes from another state, the governor may order the mobilization of state resources under the EMAC to be deployed to the impacted state. The management and coordination of these resources will be administered through the Mutual Aid Branch of the State Emergency Response Team (SERT) coordinating structure under the direction of the Logistics Section Chief. This process is highlighted in the Florida SERT Unified Logistics Plan.

Requesting Mutual Aid

During an EOC activation, mutual aid will be requested if the IC deems that local resources are inadequate. The IC or authorized representative, shall transmit mutual aid requests through the Logistics Section in coordination with the Procurement Unit and Resource Unit. The Procurement Unit can initiate mutual aid to fulfill a resource request entered by the Logistics Section. The Logistics Section shall serve as the contact and coordination point for all mutual aid requests. The Resources Unit will coordinate and track all mutual aid requests. For local emergencies where the EOC is not activated, local agencies may request mutual aid through their own channels, or through coordination with PCDEM.

When Pasco County requests mutual aid under an LSE, the resource request process outlined under Concept of Operations will be followed at the local level. A resource request is entered into the local WebEOC Resource Requests board by the Logistics Section and the Procurement Unit will attempt to fulfill locally. If the resource cannot be procured locally, a request will be submitted through the State SERT Missions WebEOC board under the corresponding incident. Resource requests will include the necessary mission information that is required by Section I of the Resource Support Agreement (RSA), to include a description of the mission, resources, and capabilities.

Responding to a Mutual Aid Request

When a request is received from FDEM or a requesting party to aid, PCDEM will immediately contact the appropriate agency head to determine if resources are available. This request may be initially conveyed verbally but will be entered into WebEOC to ensure proper tracking and documentation. PCDEM will advise the appropriate agency head that the SMAA stipulates that “assisting parties shall render assistance to the extent personnel, equipment, and resources are available”, and that “participating governments agree to render assistance to the fullest extent possible.” The agency head should be informed that the requesting party is responsible for costs incurred unless there is an agreement between the parties that all or a portion of the costs will be provided without reimbursement.

If the agency head determines that requested resources can be provided, Section II of the RSA will be completed and forwarded to PCDEM, and a copy will be provided to the requesting party immediately. The requesting party/FDEM shall respond by executing and returning a copy to the assisting party as soon as possible, and PCDEM will notify the agency head and provide a copy of the executed documentation. If the request was not routed through FDEM, PCDEM will contact State Logistics and advise of the request and the response to the request as soon as possible, subsequently keeping them informed if the requesting party made the request directly to the assisting party. A copy of the RSA with information received will be maintained by the Planning Section and will be filed with all other disaster documentation.

FINANCIAL MANAGEMENT

The Finance Section shall provide fiscal and managerial support as required. The Director of Pasco County Office of Management & Budget (OMB) has the task and responsibility of financial recovery for any disaster that may occur in Pasco County. In addition to OMB, Pasco County Purchasing Department, Fiscal Services Department, and the Clerk of the Circuit Court share supporting responsibilities for fiscal management. Under an EOC activation, personnel from these departments typically staff the Finance Section to ensure a seamless transition and adherence to county fiscal policy. The Finance Section is responsible for processing and maintaining records of expenditures during an activation. PCDEM assists through procurement of pre-disaster training for county staff, to include state-supported recovery courses that highlight the necessary processes and documentation for facilitating financial reimbursement and maintaining fiscal responsibility during disaster operations and recovery.

The following documentation should be produced and maintained for all operational activities, regardless of if resources or services are owned, contracted, leased, or acquired through mutual aid:

- Daily activity reports/daily logs (ICS Form 214)
- Damage Assessment Reports
- Invoices, canceled checks, and delivery tickets
- Force account labor documentation
- Supporting documentation (will vary by activity)

If resources are required through mutual aid, it is important to document who assigned this assistance, what they did, and how it was controlled. In addition, an invoice showing the date, amount paid, and check number is required showing that the county payment was made to the other jurisdiction. Direct mutual aid requires the same documentation for both the sending and receiving parties.

The assisting party shall bill the requesting party with an itemized invoice as soon as practical, but no later than 60-days following the period of assistance. The requesting party shall pay bills or advise of disputed items not later than 60-days after the billing date. Modifications can be made through mutual agreement by both parties to extend the ending payment time.

When Pasco provides resources for mutual aid for EMAC or through the SMAA, a claim is submitted following the mission and return of resources. The claim will include a full reimbursement package for services rendered and resources supplied during the period of assistance. The department responsible for resources will submit all necessary documentation as

outlined in the SMAA for reimbursement within 45 days after the period of assistance has concluded.

Additionally, the Public Assistance (PA) program provides reimbursement to state and local governments for the repair or reconstruction of public facilities which are owned and operated by a government, debris removal, and protective measures. FDEM administers the PA program as the grantee for all federal funds related to the program, Pasco County is a sub-grantee to the program. Any assistance requested under a presidential declaration may be eligible for reimbursement. Documentation requirements for PA reimbursement are further discussed in the Recovery Annex.

INTERAGENCY AGREEMENTS

Emergency utilization of resources and capabilities of organizations not part of Pasco County government will be pre-arranged under agreements or understandings to the maximum extent feasible. Agreements and understandings will be created and adopted by duly authorized officials and will be formalized in writing whenever possible. Funding agreements typically are authorized by the BCC after review by county attorney. Pasco Ordinance, Chapter 30 allows for the County Administrator or delegate to sign funding agreements deemed appropriate under an LSE. Section 30-32 provides additional context for appropriate measures.

Agreements and understandings between elements of Pasco County will be included as a part of the County plans. Details of such agreements and understandings will be set forth in supporting operations procedures, instructions, and other directives of the units of government concerned; agreements remain in effect until rescinded or modified. Agreements must state the procedure for payment or reimbursement for personnel services rendered, equipment costs, and expenditure of material; a clear statement of agreement on this matter is mandatory.

Pasco County maintains interlocal agreements (ILA) with all six established municipalities to address NIMS implementation, resource sharing, requests for state or federal assistance, and reimbursement of costs. Municipalities and constitutionals are responsible for submitting their own requests for reimbursement of their eligible disaster expenses through the FEMA PA process. Additional information on the financial relationship between the County and municipalities regarding mitigation funding can be found in the approved LMS.

FINANCIAL AUTHORITIES

Authority to expend funds in emergency management operations is contained in Florida Statute 252 and in county ordinances. In general, emergency operations are funded by the budget allocations of each agency involved. A presidential disaster or emergency declaration will permit funding under the Robert T. Stafford Disaster Relief and Emergency Assistance Act P.L. 100-707

in addition to the financial resources initiated at the state and local levels. Federal disaster assistance is generally provided at a 75% federal cost share, with state and local governments sharing the remaining 25%. There is precedent for the federal government to assume a larger share than 75% under unusual circumstances.

Federal Funding Sources

Many funding sources provide financial assistance to support preparedness, response, recovery, and mitigation activities. Table 22 provides a current (as of January 2025) overview of those federal funding sources which may be available to local government, non-profit organizations, business owners, and individuals. Local government's role in obtaining funding from these sources involves maintaining awareness of the availability of funds, communicating to eligible applicants the availability and processes related to obtaining funds, assisting eligible applicants with applying for funds, assisting fund awardees with project management and financial management, where appropriate, and taking action to leverage funds where appropriate to strengthen and sustain the local community. In this regard, local government must maintain awareness of and adhere to the processes and procedures set forth by state government to access funds. Local government commonly becomes a contractual sub-grantee to the state.

National Preparedness Assistance Programs			
Program	Authority	Purpose	Eligible Applicants
Emergency Management Performance Grant	ALN 97.042	Provides assistance for the development, maintenance, and improvement of state and local emergency management capabilities	SAA
Homeland Security Grant Program: - State Homeland Security Grant Program - Urban Area Security Initiative - Operation Stonegarden	ALN 97.067	Enhances the capacity of state and local emergency responders to prevent, respond to, and recover from a weapons of mass destruction (WMD) terrorism incident involving chemical, biological, radiological, nuclear, and explosive (CBRNE) devices and cyber attacks	SAA, except Operation Stonegarden which allows local units of government to apply directly

Table 22

Non-Disaster Assistance Programs

Program	Authority	Purpose	Eligible Applicants
Cooperating Technical Partners	ALN 97.045	Provides technical assistance, training, and/or data to support flood hazard data development activities	State and local government
Emergency Food and Shelter National Board Program	ALN 97.024	Supplements the work of local social service organizations within the United States, both private and governmental, to help people in need of emergency assistance	Private-nonprofit community and government organizations

Table 23

Emergency Personnel Assistance Programs

Program	Authority	Purpose	Eligible Applicants
Assistance to Firefighters Grant: • Fire Prevention and Safety • Staffing for Adequate Fire and Emergency Response	ALN 97.044	Provides assistance to local fire departments to protect citizens and firefighters against the effects of fire and fire-related incidents	Fire department and other local first responders
National Fire Academy Training Assistance	ALN 97.018	Provides training to increase the professional level of the fire service and others responsible for fire prevention and control	Fire departments, other first responders, emergency management officials and individuals
National Urban Search and Rescue Response System	ALN 97.025	Provides funding for the acquisition, maintenance, and storage of equipment, training, exercises, and training facilities to meet task force position criteria, and conduct and participate in meetings with the National US&R Response System	US&R Task Forces

Table 24

Disaster-Specific Assistance Programs			
Program	Authority	Purpose	Eligible Applicants
Fire Management Assistance Grant	ALN 97.046	Assistance for the mitigation, management, and control of fires on publicly or privately-owned forests or grasslands, which threaten such destruction as would constitute a major disaster	State and local government
Community Disaster Loans	ALN 97.030	To provide funds to any eligible jurisdiction in a designated disaster area that has suffered a substantial loss of tax and other revenue	Local government through the Governor's Authorized Representative
Public Assistance	ALN 97.036	Provides assistance to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President	State and local government; private-nonprofit organizations via states
Flood Mitigation Assistance Swift Current	ALN 97.144	Provides grants to states and local governments to reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program (NFIP) following a flood-related disaster event	State and local government
Community Development Block Grant – Disaster Recovery	N/A	Provides funds to help cities, counties, and states recovery from Presidentially declared disasters.	State and local government
Hazard Mitigation Grant Program	ALN 97.039	Provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration	State and local government; certain non-profit organizations or institutions

Table 25

Pre-Disaster Mitigation and Preparedness Assistance Programs			
Program	Authority	Purpose	Eligible Applicants
Community Assistance Program State Support Services Element	ALN 97.023	Provides funding to states to provide technical assistance to communities in the NFIP and to evaluate community performance in implementing NFIP floodplain management activities	State government
Flood Mitigation Assistance	ALN 97.029	Provides funding to assist states and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the NFIP	State and local governments
Building Resilient Infrastructure and Communities	ALN 97.047	Provides funds for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event	State and local government
National Dam Safety Program	ALN 97.041	Provides financial assistance to the states for strengthening their dam safety programs	State government
Emergency Operations Center Grant Program	ALN 97.052	To improve emergency management preparedness capabilities by supporting flexible, sustainable, secure and interoperable EOCs with a focus on addressing identified deficiencies and needs	SAA

Table 26

Local and State Funding Sources

State and local governments also provide financial assistance to support preparedness, response, recovery, and mitigation activities. Table 27 provides an overview of available funding from state and local sources to promote hazard preparedness.

Local and State Assistance Programs			
Program	Authority	Purpose	Eligible Applicants
Emergency Management Preparedness and Assistance Trust Fund	F.S. 252.373	Provides funding to implement and administer state and local emergency management programs, including administration, training, and operations	State, regional, and local governments; private organizations
Hurricane Mitigation Fee Fund	Pasco Land Development Code Section 1302.7	Funds activities related to improving shelter training, safety and capacity, hurricane education and outreach, and upgrading warning and notification capabilities	PCDEM

Table 27

RECOVERY ANNEX

INTRODUCTION

Following a disaster, once the principal threat has passed and the primary concern of protection of residents from harm has been addressed, it becomes critical to public safety to ensure the orderly recovery of the community. Recovery functions include continued, potentially long-term response operations, such as debris management, community needs coordination, and infrastructure repair. The county will liaise with state and federal response and recovery agencies to conduct damage assessments and respond to the basic needs of residents who may have lost their homes, possessions, businesses, and/or jobs. The CEMP Recovery Annex provides the framework for recovery planning and implementation following a disaster.

COORDINATING STRUCTURE

PCDEM will address the long-term operations needed to return the community to normalcy and a functioning post-disaster state. PCDEM coordinates and oversees recovery efforts across Pasco County, working closely with local agencies, community organizations, and state and federal partners to support residents and rebuild essential infrastructure. Support agencies include, but are not limited to Building Construction Services, OMB, Community Services, Community Development, CERT, and Fresh Start for Pasco. The PCDEM Director or Recovery Manager is the initial contact with FDEM to coordinate recovery efforts. The PCDEM Recovery Manager is the Local Disaster Recovery Manager as described in the National Disaster Recovery Framework, 2024. A comprehensive illustration of assisting agencies during recovery is in Figure 19.

The Recovery Manager maintains contact with and is the liaison between the County and State recovery staff, the Joint Field Office, federal partners, and municipalities. Situational awareness of recovery activities is provided by a Recovery SitRep that is published to all stakeholders, to include local, state, federal, non-governmental, and private partners. Information that may be included in the Recovery SitRep include status of state and federal assistance, updates for ongoing recovery activities, and key locations for community recovery assistance.

If the Incident Commander identifies that the extent of the disaster requires a Deputy Operations Section Chief – Recovery, including its subordinate groups and requisite lead agencies, the section may be activated during the response phase. This section will coordinate to establish DRC, additional staging areas, temporary disaster housing sites, and other sites that may be needed.

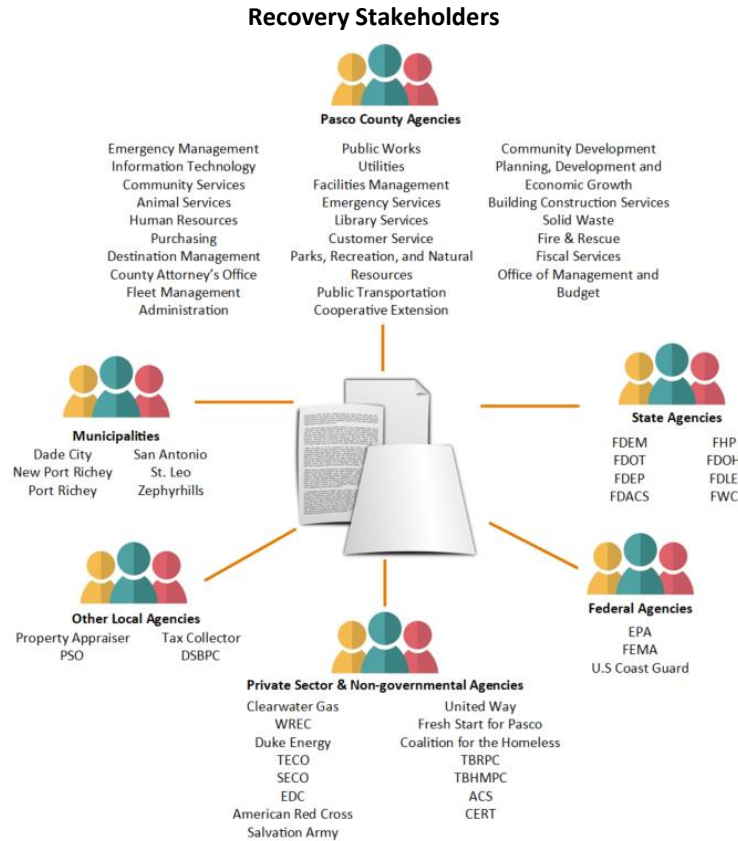


Figure 19

TRANSITION TO RECOVERY OPERATIONS

The transition from response to recovery depends on the immediate impact of the disaster and the stability of emergency response operations. As the EOC shifts its focus from response to recovery, emergency management efforts move from response objectives to coordinating long-term recovery operations. This transition requires coordination among local, state, and federal agencies, with emphasis on rebuilding the community in a sustainable and resilient manner.

During the initial recovery period, the Liaison Officer will collaborate with the Deputy OSC Recovery to coordinate support for the recovery needs of other municipalities within Pasco County. Upon transitioning to the full recovery phase, the PCDEM Recovery Manager will assume responsibility for this function, in coordination with support agencies.

Initiating requests for state and federal disaster assistance are requested through the SERT Missions WebEOC board. This may include requesting state liaisons for the county EOC, support for Disaster Recovery Reform Act (DRRA) Section 1206 post-disaster floodplain management activities, and staff for conducting a Joint PDA. Requests regarding federal and state disaster

assistance will be further coordinated through SERT Logistics and/or the assigned regional recovery coordinator.

UNDECLARED DISASTERS

An undeclared disaster is an event that causes significant damage but is not federally declared, limiting assistance available for community-wide recovery. Disasters that don't receive a federal declaration inhibit the county from receiving federal disaster aid, to include the PA and IA programs. In this event, the PCDEM Recovery Manager provides referral services to Community Services, Community Development, and local LTRG for unmet needs case management. The Recovery Manager will coordinate application for other disaster assistance programs that may be available without a presidential declaration, such as SBA and ARC.

RECOVERY FUNCTIONS

DAMAGE ASSESSMENT

Damage Assessments play a crucial role in establishing baseline human and community needs by providing valuable data obtained from field inspections. This information will be used to assist in recovery objectives and resource needs. Conducting timely damage assessment operations provides a county-wide general overview of the most significantly impacted areas and, therefore, establishes a prioritization for damage assessment team deployment, resource allocation, and disaster assistance. Damage assessment assists the county in identifying and prioritizing short- and long-term recovery needs through the assessment of infrastructure status and concurrent human needs assessment.

Building Construction Services serves as the lead agency for the Damage Assessment Branch, and the Pasco County Property Appraiser's Office and Pasco County GIS provide analytical support for damage assessment. These additional agencies can provide a graphic depiction of damage levels as well as estimated monetary damage assessments. The Corporate Deputy OSC Recovery will be activated as needed, and will be led by staff from the Planning, Development, and Economic Growth Department. Pasco County Economic Development Council (EDC) can support by providing data on business-specific losses.

The Damage Assessment Branch is led by the Damage Assessment Branch Director. This position is typically filled by the Pasco County Building Official or designee and is responsible for assembling and managing Damage Assessment Teams, as well as receiving damage assessment reports and determining the magnitude of the disaster. Supporting agencies for assessment teams include Public Works and Code Compliance. The Damage Assessment Branch coordinates with the Deputy OSC Recovery when requesting a Joint Preliminary Damage Assessment (JPDA) or additional staff for teams.

Initial Damage Assessment

The damage assessment process is conducted in phases, starting with the Initial Damage Assessment (IDA), or windshield assessment. The IDA evaluates affected areas, quantifies damage to critical infrastructure, and identifies immediate life-safety priorities. The IDA is crucial for determining the disaster's scale, establishing eligibility for state and federal assistance, and requesting additional resources to support recovery efforts.

The IDA may be accomplished by participating in FDEM lead aerial assessments. Prior to hurricane season every year, PCDEM identifies potential participants for this assessment to avoid delaying the assessment. Other surveillance technologies may also be used to develop an initial needs assessment for goods and services required by Pasco County due to the disaster. The Human Needs Assessment data will be monitored by the Planning Section and distributed to the Human Service Response agencies.

An initial windshield assessment is conducted by the Damage Assessment Branch immediately after a disaster occurs. This assessment is completed through a survey and dashboard developed by Pasco County GIS. This windshield assessment quickly assesses life safety needs and the magnitude of the disaster and identifies those areas where further efforts should be concentrated if further assessment is necessary. The information shall be reported to the Recovery Manager within 12 hours of the event. If the windshield assessment indicates the damage is severe and widespread, a Local State of Emergency may be declared while a detailed, written damage assessment is still pending.

The windshield assessment is conducted through the implementation and utilization of the community Damage Assessment Survey, which is linked to the internal Master Incidents Dashboard. This board is monitored by GIS and Situation Unit in the Planning Section during an activation. The Damage Assessment Board uses ArcGIS Survey123, or a like platform, to generate a survey that is used to estimate damage costs and collect information regarding location, who is impacted, the extent of damage, and if there are any human service's needs. The survey requests additional information, to include level of insurance, that will also help in determining need for FEMA IA. The data is mapped by GIS, which contributes to identifying the impacted population profile. This system allows real-time verified data from field teams to be transmitted to the EOC for further evaluation by the Damage Assessment Branch Director.

The board is available through the Pasco County website, or by calling the customer service line. If an individual is unable to fill out the survey, a customer service representative will input the data for them. Damage Assessment Teams also complete the survey when they identify unreported damage and use the information from the survey to verify reports. The Damage Assessment Branch is responsible for compiling and analyzing initial damage assessments; the

results are mapped on a GIS map with color-coded categories. The board is to be published pre-event, when possible, by GIS and advertised by the PIO at the IC's request.

The Public Works Department will assist in the damage assessment by conducting inspections of bridges, roads, and other critical infrastructure. The Branch Director will compile damage assessment data in coordination with the Situation Unit Leader and Deputy OSC Recovery, to be included in the SitRep. The Damage Assessment Branch will compile all collected data into a comprehensive initial damage assessment report to share with local, state, and federal partners. PCDEM will coordinate the initial assessment with the State of Florida Reconnaissance Unit, as needed. Internal departments will conduct assessments on their own infrastructure, to include Public Works, Utilities, PRNR, and Facilities. Data, to include cost to repair estimates, are communicated to the PCDEM Recovery Manager, or the Deputy OSC Recovery, for assessing the need for FEMA PA.

Joint Preliminary Damage Assessment

Based on the severity and extent of the damage, along with the geographic size of Pasco County, the Incident Commander or PCDEM Director or Recovery Manager may request multiple damage assessment teams comprised of representatives from FEMA, the Small Business Administration (SBA), and local government to complete the Joint Preliminary Damage Assessment (JPDA). This information will assist in obtaining state and federal aid. When the criteria are met, FEMA's IA Program assists survivors with disaster recovery needs that local government and community organizations are unable to meet due to limited resources and capabilities. Once the county and state monetary thresholds are met, FEMA's PA program will assist the county in recovering costs from disaster response and recovery activities, to include repairing or replacing damaged infrastructure. There is a history of declarations that precede meeting the designated threshold, particularly as it relates to debris management activities and emergency protective measures.

PCDEM will submit the compiled data from the IDA to the State Regional Coordinator and formally request a JPDA. The IDA data will be transmitted through appropriate communication channels, such as email, phone, or a secure digital platform, depending on the available infrastructure and urgency of the request. Typically, a JPDA request is accompanied by an entry in the WebEOC SERT Missions board for mission tracking and documentation.

Once approved, the JPDA will be scheduled in coordination with the PCDEM Recovery Manager, overseeing the Deputy OSC Recovery. Supporting agencies will depend on the extent of damage and types of structures impacted. Likely agencies include Building Construction Services, Facilities, Utilities, PRNR, Public Works, and PSO. The JPDA may be conducted in person or virtually, dependent on the level of information provided in the IDA report.

DISASTER RECOVERY CENTERS

DRCs help to serve survivors after impact of an emergency or disaster in the community. The PCDEM Recovery Manager has lead responsibility for coordinating the identification of DRC locations pre-disaster during the planning phase and the establishment of DRCs in the county post-disaster. After individuals have applied for federal disaster assistance by calling 1-800-621-3362 (TTY 1-800-462-7585) or applying online using the FEMA website, they can visit the DRCs to ask any disaster-related questions, receive more specific information on federal, state, and voluntary recovery programs, check on the status of their applications, and receive assistance filling out a U.S. Small Business Administration low-interest disaster loan application. Personnel at the centers can also provide information on cost-effective measures for reducing risk of damage in the future.

Some of the services that a DRC may provide include:

- Guidance regarding disaster recovery assistance and programs for survivors.
- Clarification of any written correspondence received from FEMA.
- Housing assistance and rental resource information.
- Answers to questions, resolution to problems & referrals to agencies that may provide further assistance.
- Status of applications being processed by FEMA.
- SBA program information regarding assistance.
- Update registration information.
- Learn about measures for rebuilding that can eliminate or reduce the risk of future loss.

The county may additionally facilitate the provision of local support services at an established DRC, to include representation from the LTRG, other voluntary agencies, DOH-Pasco, public and private utilities, Community Services, and Community Development.

DRCs in Pasco County are staffed by FEMA representatives and are established in pre-approved locations after IA has been declared for the county. PCDEM will request in writing that FEMA establish a DRC immediately following the IA declaration and will provide possible locations based on pre-disaster plans and area of impact. The PCDEM Recovery Manager will work directly with the assigned FDEM and FEMA representatives to ensure timely request and implementation of DRC operations, and a DRC location request will be formally initiated through a resource request on the SERT Missions WebEOC board.

Steps for Opening a DRC

Step Number	Description
1	PCDEM identifies County-owned buildings as possible DRC locations.

Step Number	Description
2	PCDEM will ensure the point of contact for the building understands the process and approves of FEMA using the building following a disaster.
3	PCDEM will visit the buildings to verify that they meet the basic requirements and take pictures. An aerial view of the buildings and the surrounding land will be provided.
4	A representative from Fire & Rescue will accompany PCDEM to conduct an ADA compliance walk through. Any issues that do not meet the ADA standards will need to be addressed, or a replacement facility will need to be identified.
5	PCDEM will work with GIS and GOPASCO to provide a map of the bus routes for each DRC location.
7	The Governor will request federal assistance, and the President will issue an Emergency or Major Disaster Declaration.
8	PCDEM will analyze data to determine areas with the highest impact (private residences and businesses) to establish how many DRCs are needed and what location(s) will be the most effective.
9	PCDEM will contact the point of contact for the chosen location(s) to verify that there are no current barriers to establishing a DRC.
10	PCDEM will work with the state recovery coordinator and a FEMA representative to determine if DRC locations are appropriate for the County, to include a joint facility tour.
11	Request security support through PSO or private security agency.
12	FEMA will establish the DRCs in the chosen locations.

Table 28

PCDEM has pre-selected locations to be used as Disaster Recovery Centers. DRCs can be fixed or mobile, located inside the site location, or outside in a mobile trailer or bus. DRC locations are inspected by PCDEM and Fire Rescue annually, pre-hurricane season, to assess feasibility and facilitate the DRC selection process post-incident. PCDEM Recovery Manager maintains the list of locally approved DRC locations in the SERT Emergency Sites WebEOC board.

DRC Locations		
Area Served	Location Name	Location Address
East Pasco	UF/IFAS Pasco Extension-Stallings Building	15029 14th St., Dade City, FL 33523
East Pasco	Hugh Embry Dade City Library	14215 4th St., Dade City, FL 33523
East Pasco	New River Library	34043 FL-54, Wesley Chapel, FL 33543
Central Pasco	Land O'Lakes Branch Library	2818 Collier Parkway, Land O'Lakes, FL 34639
Central Pasco	Land O'Lakes Recreation Complex	3032 Collier Parkway, Land O'Lakes, FL 34639

Area Served	Location Name	Location Address
West Pasco	Fasano Regional Hurricane Shelter	11611 Denton Ave., Hudson, FL 34667
West Pasco	Centennial Library	5740 Moog Rd., Holiday, FL 34690
West Pasco	Hudson Regional Library	8012 Library Rd., Hudson, FL 34667
West Pasco	Veterans Memorial Park Center	14333 Hicks Rd., Hudson, FL 34669

Table 29

POST DISASTER PUBLIC ASSISTANCE

The FEMA PA Program is a federal recovery grant program that provides assistance to state, tribal, local governments, and select private non-profit organizations to facilitate timely and successful recovery for communities. There are seven PA categories of work, two of which are classified as temporary or emergency (six months to complete work), and five of which are classified as permanent (18 months to complete work). Temporary or emergency work is performed to reduce or eliminate an immediate threat to life, protect health and safety, and to protect improved property that is threatened in a significant way as a result of the disaster. Permanent work is required to restore a damaged facility, through repair or restoration, to its pre-disaster design, function, and capacity in accordance with applicable codes or standards.

Prior to a PA declaration, PCDEM is the lead agency responsible for coordinating the collection of data to support a Request for Public Assistance (RPA). Once the county has received a PA declaration, Pasco County OMB is the lead agency responsible for coordinating PA reimbursement activities, including but not limited to, the collection of documentation, coordination with state and federal partners, initiating task orders for disaster-related recovery services, project formulation, project management, and grant closeout. While the EOC is activated, these agencies staff the Deputy OSC Recovery under the Operations Section and the Public Assistance Unit under the Finance Section, respectively.

Pasco County's OMB Grant Manager shall serve as the principal representative in the preparation of disaster application forms, monitoring of projects to completion and certification, and disbursement of relief funds, in coordination with PCDEM and Fiscal Services. Pasco County's OMB Grant Manager shall also coordinate the development of the PA project documentation packages and represent Pasco County in negotiations for restitution of losses with federal and state officials.

The Finance Section, staffed by OMB, Fiscal Services, and Purchasing staff, will implement procedures for financial transactions, cost accounting, grants management, document tracking, and payroll processing. Following deactivation of the EOC/Area Command, these functions shall

be continued by those agencies that staff the Finance Section. Procedures and instructions for preparing Project Worksheets (PWs) and tracking disaster costs have been developed by the Finance Section which also provides training on these procedures.

Public Assistance Grant Program Process

The objective of the FEMA PA Grant Program is to aid states, local governments, and certain non-profit organizations to alleviate suffering and hardship resulting from Presidentially declared major disasters or emergencies.

Through the PA program, FEMA provides supplemental federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private non-profit (PNP) organizations. The typical federal share of assistance is 75% of the eligible cost for emergency work and permanent restoration. The State determines how the non-federal share, up to 25%, is split with the sub-grantees. The President has the authority to increase the federal cost share up to 100% for any declared disaster for any PA category.

Pasco County OMB is responsible for administration of the FEMA PA grant for county projects, in coordination with PCDEM. The county maintains one primary and one secondary contractor for disaster-related recovery services that can be tasked to assist with grant administration, reporting, briefings, and other reimbursement-related activities. Under an emergency declaration, task orders under existing contracts can be initiated with approval by the Purchasing Director up to \$100,000.00, by the County Administrator for purchases above \$100,000.01, in accordance with the Pasco County Purchasing Policies and Procedures Manual.

A Public Officials Briefing will be held for affected governments and qualified not-for-profit organizations to provide information on available assistance and procedures and provide "Notice of Interest" forms to be filed with state and federal officials. Subsequent "Project Applications" shall be filed with the FDEM and FEMA for further processing and state and federal authorities will evaluate the project applications and determine justification for assistance.

An applicant briefing will be scheduled to advise potential eligible applicants (municipalities, county government, and non-profit entities) of the availability and requirements of federal assistance. The OMB Grant Manager will attend the applicant briefing on behalf of the County, as well as the PCDEM Recovery Manager and a designee from the contract service provider, as necessary. These briefings will be publicized through Media Relations and Communications, in accordance with 44 CFR-206 Subpart G & H. Each potential applicant will be asked to complete and return an RPA form. The RPA forms report damages suffered by each potential applicant and

are used by the Federal Coordinating Officer (FCO) to determine the number of damage survey and inspection teams needed.

A completed RPA will be transmitted to the FCO for each potential applicant. If the RPA is denied by the FCO, the applicant will be notified in writing, explaining the specific reasons for denial, and providing information on appeals procedures. Once the RPA is received by FEMA, a kick-off meeting will be scheduled to provide the necessary information for starting the PA process. Representatives from OMB, PCDEM, and the recovery contract service provider (as necessary), will attend the kick-off meeting. These staff will also attend the subsequent Exploratory Call and Recovery Scoping Meeting after a Program Deliver Manager (PDMG) has been assigned.

Potential applicants will also be requested to complete and return a “Designation of Sub-Grantee’s Agent” form that designates the official authorized to sign the funding agreement and execute relevant public assistance documents. Before any public assistance funds are released, the state and applicant must enter into a disaster relief funding agreement.

Each potential applicant must submit, within the designated application period, a “List of Projects” to be reviewed for public assistance for the development of Project Worksheets (PW). This list will identify, for each damage site and project, the disaster assistance category, site location, description of damage, and scope of work necessary to repair, replace, or restore projects to pre-disaster conditions. Damage survey and inspection teams, comprised of county, state, and federal engineers, planners, and department representatives will review each project and activity on the list of projects.

The OMB Grant Manager will coordinate with each applicant to arrange the survey and inspection schedule, ensure participation by appropriate local officials, and ensure necessary records and documentation are available. The inspection team will prepare PW for each project, identifying activity descriptions, scopes of work, and cost estimates. Each PW undergoes two levels of review before approval by the FCO. This approval must occur within 45-days of the date of the first inspection.

The first review performed jointly by state and federal damage survey and inspection teams is for concurrence on the PW. If state and federal officials concur, the PW goes to the FCO for approval. If there is a disagreement on the PW, it is returned to the applicant for resolution of the discrepancy. The second review conducted by FEMA staff is done before the final approval by the FCO. If the PW is approved, it is forwarded to the FCO for approval; if there is a discrepancy, it is returned to the survey and inspection team for resolution.

The Sandy Improvement Act of 2013 provides for Public Assistance Permanent Work Alternative Procedures which allows substantially greater flexibility in the use of federal funds for Public

Assistance applicants and far less administrative burden and costs for all parties if applicants accept grants based on fixed, capped estimates which may be provided by applicants' licensed engineer and validated by an independent, expert panel.

Any changes made to a PW during any stage of the review process will be returned to the applicant who will then have an opportunity to review the change(s), concur or not concur, and attach additional documentation or statements to support their decision.

Pasco County, on behalf of a sub-grantee, can petition the Governor's Authorized Representative (GAR) to appeal any FEMA determination on, or denial of, federal public assistance. This appeal must be made in writing within 60-days from the date of notification of FEMA's determination. The sub-grantee must provide enough information to allow the county to provide the GAR the facts needed to assess the validity of the appeal. The FCO will review the appeal and conduct the necessary investigation to determine the validity of the appeal. The FCO will, within 90-days following receipt of the appeal, notify the GAR in writing of the disposition of the appeal or if additional information is required. If additional information is requested, the FCO shall have an additional 90-days (from receipt of the information) to review the information and notify the GAR of the disposition of the appeal.

If the FCO denies an appeal, the sub-grantee may submit a second appeal to the FEMA Regional Administrator; this appeal must be in writing and submitted through the GAR and FCO within 60-days after receipt of the denial of the first appeal. The FEMA Regional Administrator has 90-days in which to decide an appeal or request additional information. If the Regional Administrator denies the appeal, a third and final appeal may be made to the Regional Administrator within 60-days after receipt of the denial. The FEMA Regional Administrator has 90-days in which to decide on the appeal or request additional information. The Regional Administrator shall notify the GAR of the final disposition of the appeal.

When all PW in any project application have been completed, a project summary must be submitted by the sub-grantee to the GAR. State and federal inspectors will conduct a final inspection to verify the project's completion. Final inspection documents will then be prepared and forwarded to the FCO for the preparation of any closing documents.

Public Assistance will be handled using the Public Assistance Manual and forms from the state. Most PA grants will not be processed until insurance coordination with the appropriate carrier has been completed; the county must ensure early processing of insurance documents. The State Public Assistance Office will administer all public assistance grants, agreements, and contracts. Administrative staff will be responsible for providing technical assistance to eligible applicants and sub-grantees and for maintaining and submitting all documents and paperwork necessary to

obligate and disburse Public Assistance funds. This includes establishing a system for the processing of payments to sub-grantees and establishing and maintaining records for each payment draw down by the state and each payment to the sub-grantees.

Public Assistance County Applicants

All departments under the BCC must follow the procedures outlined in this plan. Constitutional officers, municipalities, other government agencies, and private non-profits may design criteria specifically for their agency. Agencies outside the control of the BCC must designate a Public Assistance Officer (PAO) in their agency to coordinate with PCDEM when filing a claim for reimbursement. They should file directly with FEMA for reimbursement. PCDEM maintains contact information for all eligible agencies within the Master Contact List. Table 30 includes a list of agencies identified as eligible applicants but does not intend to limit other non-profit agencies that have not been identified before a disaster. This list is continuously updated and maintained, particularly as new private non-profits emerge within the community.

Category	PA Eligible Applicants Eligible Applicants
County	Pasco County Board of County Commissioners Pasco County Property Appraiser's Office Pasco County Tax Collector's Office Pasco County Supervisor of Election's Office Pasco County Clerk and Comptroller's Office Pasco County Sheriff's Office
Municipalities	City of Dade City City of New Port Richey City of Port Richey City of San Antonio City of Zephyrhills Town of St. Leo
Governmental Entities	Mosquito Control Board Pasco County School Board Southwest Florida Water Management District Florida Department of Health in Pasco County Department of Juvenile Justice Baldomero Lopez Veteran's Nursing Home Pasco County Housing Authority Area Agency on Aging Department of Children and Families

Category	Eligible Applicants
Private Non-Profits	BayCare Health System
	Advent Health
	American Red Cross
	Salvation Army
	United Way
	Fresh Start for Pasco
	Coalition for the Homeless of Pasco County
	Gulf Coast Jewish Family Services
	The Center for Independence
	Lighthouse for the Visually Impaired and Blind
	Youth and Family Alternatives
	Boys and Girls Club of Pasco
	James P Gills YMCA
	A.F.I.R.E. of Pasco County
	The Angelus
	ACS
	Catholic Charities
	Community Aging and Retirement Services
	Deaf and Hard of Hearing Service of Florida
	Mid-Florida Community Services
	World Relief

Table 30

DEBRIS MANAGEMENT

The Debris Management Branch, staffed by Pasco County Solid Waste & Resource Recovery, oversees the removal of debris on county-owned property, after a disaster. If debris is on private property, the property owner will be responsible for proper disposal. If Pasco County is under an LSE, it is to the discretion of Solid Waste & Resource Recovery to waive solid waste fees.

Solid Waste & Resource Recovery maintains two contracts for debris removal and two contracts for debris monitoring. The Debris Management Branch will assess the status of debris after an event to determine if activation of these contracts is necessary. The contracts allow for the municipalities to pursue their own contracts with the County's contracted vendors to facilitate the debris management process.

Pre-designated burn sites, if needed, shall be identified by the Debris Management Branch, and operated with cooperation of the Fire Branch and local environmental officials. Methods for disposal of non-mulch-able debris shall be determined by the Public Works Branch, in conjunction with local and state environmental officials.

Following a disaster, the Debris Management Branch will ensure debris will be cleared according to established priorities. The initial priority is to remove any debris that obstructs search and rescue operations, as well as any debris that is a threat to life safety. After the debris hindering

search and rescue operations or posing a life safety risk has been cleared, clearance will be conducted on major transportation routes to allow the movement of emergency vehicles, supplies, resources, and traffic. After the restoration of the major transportation routes has been completed, debris will then be removed from collector roadways, residential and local roadways, and public parks. Debris clearance from county-maintained roads will be the responsibility of Pasco County Public Works. The Florida Department of Transportation (FDOT) is responsible for clearing debris from state and federal road in major arterial systems.

Debris Operations

Debris operations shall be performed and monitored in an efficient and effective manner, in accordance with the PA program requirements to ensure reimbursement. All necessary documentation, including labor logs, equipment and materials logs shall be completed by Field Supervisors or designees, and reviewed by the Debris Management Branch, daily. During the clearing and removal process photo evidence shall be preserved for reimbursement purposes.

The Solid Waste personnel are responsible for overseeing all active vendors to ensure that the debris collection is being performed up to standards and community complaints are being addressed. Debris removal is considered temporary work under FEMA PA and must be completed within six months of the event, or an extension must be requested.

Pasco County Solid Waste & Resource Recovery will work with the Public Information Officer to publish and advertise a survey link where citizens can report their address for debris collection. The survey will facilitate debris collection by allowing citizens to report the category of debris they are setting out to the curb. The PIO will work with PCDEM and Pasco County Solid Waste & Resource Recovery to create messaging outlining the type of debris that will be collected and procedures for sorting debris and putting it out to the curb. Tipping fees will be waived for citizens who choose to haul their debris directly disposal sites. Depending on the scale of the debris operation, the County may request pre-approval from FEMA to collect debris on private property that is posing a threat to public health and safety. Once approved, the County will utilize Right of Entry forms before collecting debris on private property, to include forms for individuals and private communities.

Debris collected shall be sorted by electronics, hazardous waste, construction and demolition, household garbage, and vegetative debris. Special considerations are in place for hazardous materials and white goods, to ensure they are properly handled and disposed of. Encouragement of separation prior to debris collection through public messaging will contribute to preventing contamination of debris loads and expediting the cleanup process. Additional information can be found in the Debris Management ICP.

The County has identified seven disaster debris management sites (DDMS) for temporary staging of disaster debris, outlined in Table 31. DDMS are requested through and approved by the Florida Department of Environmental Protection (DEP). DEP provides guidelines for appropriate locations to develop DDMS to ensure human safety and preservation of the environment. Once the site has been inspected and approved DEP will issue an approval letter. The Debris Management Branch Director will ensure Florida Statute 403.7071 is followed for environmental considerations.

Disaster Debris Management Sites	
Location Name	Location Address
Pasco County Resource	14230 Hays Rd., Spring Hill, FL 34610
East Pasco LF	Auton Rd. & River Rd., Dade City, FL 33525
Enterprise LF & Recycle	41111 Enterprise Rd., Dade City, FL 33525
Baillies Bluff Road	2087 Baillies Bluff Rd., Holiday, FL 34691
Perrine Ranch Rd	5977 Perrine Ranch Rd., Holiday, FL 3469
Massachusetts DDMS Site	7223 Massachusetts Ave., New Port Richey, FL 34653
Denton Ave DDMS Site	11611 Denton Ave., Hudson, FL 34667

Table 31

COMMUNITY RESPONSE AND UNMET NEEDS COORDINATION

Through community response and recovery, the PCDEM Recovery Manager is responsible for coordinating tasks with the assigned State Response and Recovery Coordinators. The Recovery Manager coordinates with these regional liaisons to ensure clear and concise messaging between local and state agencies, to include requesting recovery resources and reporting community status and needs. The Recovery Manager shall maintain contact with the local LTRG and attend meetings as a representative of the County. The groups and organizations, to include faith-based organizations and private non-profits, that support the community's response needs can be found in the Community Resource Packet, maintained by the county LTRG.

The Recovery Manager and Community Services department, staffing the Deputy OSC Recovery and Deputy OSC Human Services positions, respectively, will work together with local officials to coordinate the provision of assistance to those with unmet needs in both declared and undeclared events. Unmet needs will be assessed through utilization of the Community Services Human Needs Assessment Tool, a survey that is pushed out to the community by the PIO, with door-to-door assessment options available through coordination with voluntary agencies. The Deputy OSC Human Services is the main point of contact responsible for connecting disaster survivors into the unmet needs process during the initial recovery period. As the County shifts into long-term recovery, the LTRG will assume responsibility for this function.

The Deputy OSC Human Services will utilize the list of DRC service providers, the faith-based community, community outreach programs, and municipalities to address the unmet needs of the community. The Deputy OSC Recovery will also ensure effective communication with other municipalities to avoid duplication of efforts and benefits. Representatives from municipalities are encouraged to attend regular LTRG meetings to ensure ongoing situational awareness of recovery status and processes. Specific community/human needs assessment procedures and responsibilities can be found in the Human Needs Assessment ICP.

EMERGENCY TEMPORARY HOUSING

The Temporary Housing Branch, staffed by Community Development, is responsible for coordinating the effective planning for temporary housing for the residents of Pasco County displaced by a disaster. The Temporary Housing Branch will work closely with state, federal, and local agencies under the auspices of the National Disaster Housing Framework to expedite any necessary processes to establish alternative, long-term housing options for displaced residents. Community Development will designate an individual as the local temporary Disaster Housing Coordinator to fulfill these functions.

The Housing Coordinator will work with other agencies with normal housing responsibilities including the Pasco County Housing Authority and Building Construction Services. Initial efforts will be made to encourage as many displaced individuals as possible to seek shelter with friends and relatives. That effort will be followed by establishing temporary housing on owner-occupied land, using hotels/rental units, establishing temporary housing on government-owned land, commercial land, or private land with the least desirable option establishing out-of-county temporary housing. Pasco County coordinates with State officials to collaborate on temporary housing solutions, to include taking advantage of State housing programs, such as Hope Florida. Any temporary housing established should be kept small and be as close as possible to the impacted community. Community Development will coordinate with Volunteers and Donations Unit and Deputy OSC Recovery to assist individuals with housing repairs to facilitate re-entry into homes.

The Deputy OSC Human Services will coordinate temporary shelters to accommodate displaced residents. The timeline may range from a few weeks up to 30-days post-disaster to allow residents to identify their own solutions for housing needs. If the need for emergency housing sites and mobile home sites arises, Community Development, working in conjunction with the Planning, Development, and Economic Growth, Real Property and Planning, Building Construction Services, GIS, FEMA, and partner agencies will implement searches for sites and resources.

Pasco County has a history of implementing innovative post-disaster housing solutions, to include in the 2024 hurricane season, when the County was impacted by two hurricanes in rapid succession, Hurricanes Helene and Milton. These storms caused widespread flooding in the County, both on the coast from storm surge and inland due to riverine and closed basin flooding, which led to widespread displacements. For the first 45 days following storm impact, Pasco County maintained two shelters, one on each the East and West sides of the county, while long-term solutions were developed. PCDEM worked with Facilities, Utilities, Public Works, Community Services, Catholic Charities, Duke Energy, WREC, and State partners to establish two temporary housing sites, fully supported by the County, that would be used to house displaced individuals and families. These sites are maintained by the County, with day-to-day operations and case management managed by Catholic Charities. These sites are intended to be transitioned into housing for Pasco's unhoused population as those displaced by these disasters find permanent housing solutions.

MITIGATION ANNEX

INTRODUCTION

Mitigation is the process which involves creating a series of actions aimed at reducing or eliminating risks to people and property from hazards and their impacts. These efforts focus on activities that prevent or lessen the effects of emergencies and disasters on individuals, property, and the environment. PCDEM mitigation team oversees federal grants as sub-applicants to homeowners and infrastructure of Pasco County. The LMS is a guiding document that allows the community to identify hazards, understand risks, set goals and objectives, and establish mitigation initiatives to reduce the effects of hazards and eliminate risks. The Mitigation Annex is organized to outline the county's LMS, Flood Task Force (FTF), mitigation funding, and the process of substantial damage determination through damage assessments.

Pasco County's mitigation capabilities are currently based on FEMA's mitigation strategy criteria. The State of Florida CEMP mitigation criterion includes requirements above and beyond FEMA mitigation strategy criteria. Table 32 provides a crosswalk between the State CEMP mitigation criteria and the LMS document for those CEMP elements which are sufficiently described in the LMS.

Location of CEMP Requirements in the LMS	
CEMP Requirement	Location in LMS
Hazard Mitigation Goals	Section VI: Mitigation Strategy
Hazard Mitigation Activities, Including NFIP Participation	Section V: Hazard Identification Risk Assessment (specifically hazard flood) Section VI: Mitigation Strategy Appendix C: Mitigation Strategy List of Projects
Structure And Infrastructure Vulnerability and Estimated Potential Damage	Section V: Hazard Identification Risk Assessment;
Active, Completed, and Deferred Mitigation Projects	Appendix C: Mitigation Strategy List of Projects
Mitigation Project Funding Sources	Section VI: Mitigation Strategy

Table 32

LOCAL MITIGATION STRATEGY

Mitigation is ongoing in Pasco County as described in the Multi-jurisdictional LMS. Preparation and development of the LMS is overseen by the Local Mitigation Strategy Working Group (LMSWG) in coordination with the Mitigation Manager within the PCDEM. The LMSWG is composed of both recurring participants and interested parties, as defined in the LMS. Appendix A of the LMS and Figure 20 below contain a comprehensive list of all agencies and individuals participating in the LMS process.

Participating LMS Working Group Agency's



Figure 20

At a minimum of once per year, the Mitigation Manager requests updates to the LMS in preparation of the annual meeting. This includes sending the project list to everyone on the LMSWG for updates to projects currently included in the LMS and requesting eligible LMSWG members to submit new projects for inclusion on the LMS project list. The LMS Working Group convenes to finalize the revised project list and discuss any corrections, updates, or additions to information in the LMS each year in January.

Every five years, the LMS is revised in its entirety. Pasco County has a State and FEMA-approved Local Mitigation Strategy which expires on August 21, 2029. The approved LMS has been adopted by each jurisdiction participating in the plan and each jurisdiction can apply for mitigation grants to implement projects on the project list. Each jurisdiction manages its mitigation grants individually. Table 33 identifies the individual in each jurisdiction who would apply for mitigation grants.

Individual Responsible for Mitigation Grant Applications by Jurisdiction

Jurisdiction	Responsible Party
Pasco County	County Emergency Management Mitigation Manager and Mitigation Coordinators

Jurisdiction	Responsible Party
Dade City	Public Works Director and City Engineer
New Port Richey	City Redevelopment Officer
Port Richey	City Clerk
San Antonio	City Clerk and/or County Emergency Management Mitigation Team
St. Leo	City Clerk and/or County Emergency Management Mitigation Team
Zephyrhills	Director of Development

Table 33

Flood Task Force

Pasco County created a FTF after flooding occurred in 2003/2004. This task force meets to provide updates on community meetings, review ongoing activities and projects, and coordinate efforts to resolve flooding issues. The FTF is organized by Pasco County's Stormwater Management and the PCDEM Mitigation Manager and CRS Coordinator involvement are encouraged for overall situational awareness. Pasco County joined the NFIP in 1981 and began participating in the CRS incentive program in 1992. The CRS program has three objectives: to reduce and prevent flood damage to insurable properties, to strengthen and support the insurance components of the NFIP, and to promote comprehensive floodplain management.

Mitigation Funding Opportunities

Mitigation project opportunities are assessed by county and city officials year-round in accordance with the Pasco County LMS. Mitigation funding is available through both pre-disaster and post-disaster federal grant programs. Following a Presidential disaster declaration or a notice of funding availability for pre-disaster programs, the PCDEM Mitigation Manager begins planning for the availability of mitigation funding.

Pasco County may request state and/or federal technical assistance for any functions requiring additional manpower and/or expertise not available in the county to include the development of FEMA mitigation grant applications. The Mitigation Manager works with the Pasco County OMB for additional match opportunities for projects in the unincorporated areas. The Mitigation Manager partners with the appropriate individual for projects within any of the six municipalities. Projects are chosen for submission to the state for funding consideration, and upon award the county enters into contractual agreements with the state and the recipient of the funds for the mitigation project. The Mitigation Manager oversees the implementation of the grant management procedures specified in the LMS throughout the project cycle.

SUBSTANTIAL DAMAGE DETERMINATION

Emergency Management closely collaborates with the Local Floodplain Managers to identify and assess damage structures within Special Flood Hazard Areas (SFHAs) for substantial damage determination. Pasco Emergency Management Coordinates damage assessment trainings for the

building construction services team during the disaster preparedness phase and provides just in time trainings as needed in coordination with the Florida Division of Emergency Management.

The county's designated floodplain manager works within Building Construction Services. The county's floodplain manager has legal authority through statute and building code to uphold and implement certain floodplain standards. The State of Florida's floodplain manager works under the Mitigation Bureau in FDEM, acting as the liaison between federal and local government to certify compliance at the local level is being maintained.

PCDEM tracks the repetitive loss properties, which are typically at increased risk of sustaining substantial damage due to recurring property flooding. The department assists through management of mitigation grants that allow homeowners to bring their homes to current building standards, provides education on mitigation opportunities to meet the new codes, and coordinates all mitigation needs and inquiries that flow through emergency management.

Directly following any event with significant damage, the process begins with the coordination of damage assessment. The initial windshield assessment is first completed by the damage assessment team by using ArcGIS to label the houses as destroyed, major, minor, affected, or inaccessible. As participants in NFIP, the county is required to make substantial damage estimates. Utilizing this data allows building construction services to mark whether the property is or is not substantially damaged through a further detailed study. Each home identified as damage will be inspected through a full assessment to determine if the structure meets substantial improvement requirements as defined in Pasco Code of Ordinances Section 18-122.

Pasco Code of Ordinances Section 18-122 discusses Florida building code, local administrative amendments, local technical amendments, and flood damage prevention standards. Substantial improvement in the ordinance is defined as for flood compliance, as any combination of repair, reconstruction, rehabilitation, alteration, addition, or other improvement to a building within a one-year period is considered a substantial improvement if the cumulative cost equals or exceeds 49% of the structure's pre-improvement market value. The one-year period begins when the first permit is issued and ends when the permit is closed. If the structure has sustained substantial damage, all repairs are considered substantial improvements, regardless of the actual work performed.

Following the inspections, the county will issue letters to properties where damage exceeds 49%. These letters will outline available options: bring the structure into compliance with code, demolish the structure, or provide documentation to demonstrate that the damage did not exceed 49% of the property's value. To proceed with reconstruction, property owners must follow the proper procedures, including obtaining the necessary permits.

The post-disaster permitting process does not change from the non-disaster process. The procedures/rules of construction still apply to the issuing of permits. However, following a disaster, BCS may establish temporary “pop-up” permit sites where residents can receive assistance with permits for repairs or rebuilding.

In previous instances, the process was expedited to assist the community with providing living accommodation to include recommending discretionary use in enforcement of RV regulations on residential property for a specified number of days and implementing a field-based process for issuing simple permits. Additionally, the county has previously waived all fees for home repair and building permits related to disaster recovery.

REFERENCES AND AUTHORITIES

STATE OF FLORIDA

CHAPTER 252, FLORIDA STATUTES

Section 252.38, Florida Statutes, directs each county to establish an Emergency Management Agency and appoint a Director to carry out the provisions of Section 252.31 – 252.60. The Director of Emergency Management in Pasco County is the Emergency Manager for Pasco County. In this capacity, the Director is directly and solely responsible for:

- Maintaining a comprehensive emergency management program that encompasses all governmental, private, and volunteer organizations with a role in emergency management.
- Preparing a comprehensive emergency management plan that is all-inclusive (i.e., evacuation activities) in preparation for any level of emergencies and catastrophic events.
- Maintaining an emergency management program that is designed to mitigate, prepare for, respond to, and recover from a disaster by the enforcement of policies and regulations.
- Coordinating mutual aid agreements inter-locally and among their surrounding jurisdictions.
- Implementing inter-state mutual aid agreements for assistance and reciprocal emergency aid in the event the situation is beyond a county's capability.
- Executing educational public awareness programs that are designed for all citizens including those who are hearing-impaired and non-English speaking.
- Maintaining an accurate account of the financial expenditures that are associated with disasters (including mobilized resources per mutual aid agreements).
- Organizing public information throughout an emergency.
- Developing procedures to receive and shelter citizens who reside within your jurisdiction and outside the designated area with assistance from the state.
- Operating and maintaining a 24-hour communication warning point.

STATUTES

- Florida Constitution, Article VII, Section 1(d) (provides fiscal authorities)
- Florida Statute, Chapter 23, Part 1, The Florida Mutual Aid Act
- Florida Statutes, Chapter 110, State Government Part IV, Volunteers
- Florida Statutes, Chapter 125, County Government, Part VI, Volunteers
- Chapter 154, Florida Statutes, Public Health Facilities
- Florida Statutes, Chapter 161, Beach and Shore Preservation, Part III, Coastal Zone Protection
- Florida Statutes, Chapter 163, Intergovernmental Programs, Part II, Growth Policy; County and Municipal Planning; Land Development Regulation

- Chapter 166, Florida Statutes, Municipalities (provides fiscal authorities)
- Florida Statutes, Chapter 215.555, Florida Hurricane Catastrophe Fund (provides fiscal authorities)
- Chapter 235, Florida Statutes, Educational Facilities
- Chapter 245, Florida Statutes, Disposition of Dead Bodies
- Chapter 250, Florida Statutes, Military Affairs
- Florida Statutes, Chapter 252, Emergency Management, Part I - General Provisions
- Florida Statutes, Chapter 252, Emergency Management, Part II - Florida Emergency Planning and Community Right to Know Act (provides fiscal authorities)
- Florida Statutes, Chapter 252, Emergency Management, Part III – Emergency Management Assistance Compact
- Florida Statutes, Chapter 252, Emergency Management, Part IV – Accidental Release Prevention and Risk Management Planning (provides fiscal authorities)
- Chapter 287, Florida Statutes, Procurement of Personal Property and Services (provides fiscal authorities)
- Florida Statutes, Chapter 376, Pollutant Discharge and Prevention and Removal
- Chapter 377, Florida Statutes, Energy Resources
- Florida Statutes, Chapter 380, Land and Water Management
- Chapter 381, Florida Statutes, Public Health: General Provisions
- Florida Statutes, Chapter 501.160, Rental or Sale of Essential Commodities During a Declared State of Emergency; Prohibition Against Unconscionable Prices (provides fiscal authorities)
- Florida Statutes, Chapter 768.13, Good Samaritan Act; Immunity from Civil Liability
- Florida Statutes, Chapter 943.0312, Regional Domestic Security Task Forces

EXECUTIVE ORDERS

- Executive Order No. 80-29, (Disaster Preparedness), dated April 14, 1980
- Executive Order No. 01-262, (Emergency Management), dated September 11, 2001
- Executive Order 01-300 (Domestic Security), dated October 11, 2001

FLORIDA ADMINISTRATIVE CODE

- Rule 9G-2, State of Florida Comprehensive Emergency Management Plan Criteria
- Rule 9G-5, Local Disaster Preparedness Agencies Approval of Local Director
- Rule 9G-6, Review of Local Emergency Management Plans
- Rule 9G-7, Local Emergency Management Plans
- Rule 9G-11, Funding Formula for Emergency Management Assistance Funds (provides fiscal authorities)

- State of Florida Rule 9G-12, Contract Procedures for Funding of Radiological Emergency Response Plans (provides fiscal authorities)
- Rule 9G-13, Post-Disaster Redevelopment Rule
- Rule 9G-14, Hazardous Materials
- Rule 9G-17, Funding of County Hazardous Materials Emergency Plans (provides fiscal authorities)
- Rule 9G-18, Emergency Management Competitive Grant and Loan Program Rule (provides fiscal authorities)
- Rule 9G-19, Base Funding for County Emergency Management Agencies (CEMA), Emergency Management Competitive Grant Program and Municipal Competitive Grant Program Rule (provides fiscal authorities)
- Rule 9G-20, Residential Facility Plan Review Fees (provides fiscal authorities)
- Rule 9G-21, Hazardous Materials Risk Management Planning Fee Schedule (provides fiscal authorities)
- Rule 9G-22, Hazard Mitigation Grant Program (provides fiscal authorities)
- Rule 9J-2, Rules of Procedure and Practice Pertaining to Development of Regional Impact
- Rule 9J-5, Minimum Criteria for Review of Local Government Comprehensive Plans and Plan Amendments, Evaluation and Appraisal Reports, Land Development Regulations and Determination of Compliance
- Rule 25-4, Telephone Companies
- Rule 25-6, Electric Service by Electric Public Utilities
- Rule 25-7, Gas Service by Gas Public Utilities
- Rule 25-10, Water and Sewer Systems
- Rule 25-24, Telephone Companies
- Rule 25-30, Water and Wastewater Utility Rules
- Rule 40E-62, Works and Lands of the District Management Plans

PLANS & PROCEDURES

- Florida National Guard, Operation Plan for Military Support to Civil Authorities (FLNG-MSCA) State of Florida Rapid Response Team Standard Operating Procedure
- State of Florida Emergency Response Team SOP
- State of Florida Regional Evacuation SOP
- State of Florida Resource and Financial Management Policies and Procedures for Emergency Management
- State of Florida Comprehensive Emergency Management Plan
- State of Florida Hazard Mitigation Plan
- Statewide Emergency Shelter Plan

- State of Florida Mass Migration Plan
- State of Florida Radiological Emergency Plan
- State of Florida Recovery Plan
- State of Florida Unified Logistics Plan
- State Emergency Response Plan (FFCA)

PASCO COUNTY AND ITS SIX JURISDICTIONS

Florida Statute 252.38(2) authorizes and encourages municipalities to create municipal emergency management programs. Municipalities without programs are served by the county agency. Municipalities who chose to establish an emergency management program “must comply with all laws, rules, and requirements applicable to county emergency management agencies.” Additionally, “each municipal emergency management plan must be consistent with and subject to the applicable county emergency management plan.” If a municipality chooses to develop an emergency management plan under F.S. 252.38(2), the municipality must establish a full-time director and develop a complete comprehensive emergency management plan. However, if a municipality is unable to make the financial commitment to a full-time emergency management position, it is appropriate for the municipality to coordinate through the county emergency management agency and CEMP. No municipality in Pasco County has chosen to create a full-time emergency management program at this time, and the PCDEM supports all municipalities.

ORDINANCES

- Pasco County Resolution No. 83-110, May 31, 1983
- Pasco County Code of Ordinances, Section 2-101, Emergency Purchases (provides fiscal authorities)
- Pasco County Code of Ordinances, Section 18-23, Emergencies; Inspection and Measures to Secure or Protect Structures
- Pasco County Code of Ordinances, Sections 30-26 through 30-34, Disaster and Emergency Management (provides fiscal authorities)
- Pasco County Land Development Code, Section 1100, Special Development Standards
- Dade City Code of Ordinances, Section 30-31 through 30-38, Emergency Preparedness
- Dade City Code of Ordinances, Section 2-520. Emergency Purchases (provides fiscal authorities)
- New Port Richey Code of Ordinances, Section 2.14., and Emergency Ordinances (provides fiscal authorities)
- Port Richey Code of Ordinances, Section 2-68, Emergency Meetings

- Port Richey Code of Ordinances, Section 12-46 through 12-49, Emergency Management (provides fiscal authorities)
- Port Richey Code of Ordinances, Section 109-1 through 109-6, Flood Damage Prevention
- St. Leo Code of Ordinances, Section 3.13, Emergency Ordinances (provides fiscal authorities)

OTHER SUPPORTING DOCUMENTS

- Local Mitigation Strategy
- Continuity of Operations Plans
- Asset Inventory
- Tampa Bay Regional Evacuation Study
- Position Specific Guides
- Interagency Coordinating Procedures

Hazard Specific Plans

- Cold Weather
- Flooding
- Hazardous Materials
- Severe Weather/Tornado
- Subsidence/Depression
- Hurricane
- Mass Casualty

MUTUAL AID AGREEMENTS

- Municipality Interlocal Agreements
- Pasco County School Board and Pasco Sheriff's Office Interlocal Agreement
- Statewide Mutual Aid Agreement

FEDERAL

CODE OF FEDERAL REGULATIONS

- 44 CFR (Code of Federal Regulations) Emergency Management and Assistance
- 50 CFR, Title 10 of the Code of Federal Regulations

PUBLIC LAW/PUBLIC ACTS

- Public Law 84-99, Flood Emergencies
- Public Law 85-256, Price-Anderson Act
- Public Law 89-665, National Historic Preservation Act

- Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act
- Public Law 93-234, The Flood Disaster Protection Act of 1973
- Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (provides fiscal authorities)
- Public Law 95-510, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA),
- Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986
- Public Law 104-321, Emergency Management Assistance Compact
- Public Law 106-390, Disaster Mitigation Act of 2000
- Public Law 109-59, The Safe, Accountable, Flexible, Efficient Transportation Equity Act
- National Flood Insurance Act of 1968, as amended by the National Flood Insurance Reform Act of 1994
- Posse Comitatus Act, 18 U.S.C. § 1385
- Stewart B. McKinney Homeless Assistance Act (provides fiscal authorities)

PRESIDENTIAL DIRECTIVES

- Homeland Security Presidential Directive 5, Management of Domestic Incidents
- Presidential Policy Directive 21, Critical Infrastructure, Security, and Resilience
- Presidential Policy Directive 8, National Preparedness

DEPARTMENT OF DEFENSE DIRECTIVES

- DoD Directive 3025.12, Military Assistance for Civil Disturbances
- DoD Directive 3025.15, Military Assistance to Civil Authorities

PLANS AND GUIDES

- The National Response Framework
- The National Disaster Recovery Framework
- The National Infrastructure Protection Plan
- USCG, Marine Safety Office, Tampa Area Contingency Plan for Oil and Hazardous Pollution Response
- Public Assistance Program and Policy Guide
- Individual Assistance Program and Policy Guide
- Developing and Maintaining Emergency Operation Plans Comprehensive Preparedness Guide 101
- Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review Comprehensive Preparedness Guide 201

TERMS AND DEFINITIONS

DEFINITIONS

Agency: A division of government with a specific function offering a kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organization may be included. Additionally, non-governmental organizations may be included to provide support.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually make the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignment: A task given to a resource to perform within a given operational period.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Authority Having Jurisdiction (AHJ): Organization or agency with legal authority over a given type of incident (e.g., fire, EMS, Search & Rescue, HazMat); may change or overlap as incident changes, as where fire becomes arson investigation once danger is over, or Motor Vehicle Accident (MVA) becomes police business after vehicle extrication, fire, and HazMat issues are complete.

Branch: The organizational level having functional or geographic responsibility for major aspects of incident operations. A branch is organizationally situated between the Situation Chief and the Division or Group in the Operations Section and between the Sections and Units in the Logistics Section. Branches are identified using Roman numerals or by functional area.

Catastrophic Incident: Any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Chief: The Incident Command System (ICS) title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance, and Intelligence/Investigations (if established as a separate Section).

Chief Elected Official: A Mayor, Chairperson of the Board of County Commissioners, or a Constitutionally Elected Officer.

Coastal High Hazard Area (CHHA): Evacuation zone for a Category 1 hurricane as determined by the Sea, Lake, and Overland Surge from Hurricanes (SLOSH) model and established in the Tampa Bay Regional Planning Council's Hurricane Evacuation Study.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: Those Incident Command positions with Public Information, Safety, and Liaison responsibilities.

Community Rating System (CRS): An initiative of the Federal Insurance Administration to encourage increased efforts in the reduction of flood losses, facilitate accurate insurance ratings, and promote the awareness of flood insurance.

Comprehensive Emergency Management Plan (CEMP): The CEMP describes the concept of operations for integrating and synchronizing personnel, organizational structures, leadership, or management processes, facilities, and equipment to conduct emergency operations.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Coordinating Procedures: Supplements to the Basic Emergency Operating Plan (BEOP) which summarize concepts and provide quick reference guides tailored to the needs of different operations (i.e., hurricanes and hazardous materials).

Corrective Actions: Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

County Warning Point: The location that the state will contact in case of an emergency.

Critical Infrastructure/Key Resources (CI/KR): Systems, assets, and networks, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

Critical Facility: A “structure” from which essential services and functions for victim survival, continuation of public safety actions, and/or disaster recovery are performed or provided.

Development: The carrying out of any building activity or mining operation, the making of any material change in the use or appearance of any structure or land, or the dividing of land into three or more parcels.

Disaster: Any natural, technological, or man-made emergency that causes damage of enough severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States.

Disaster Recovery Center (DRC): A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief.

Drainage: Surface water runoff or the removal of surface water or groundwater from land by drains, grading, or other means.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Alert System (EAS): A national relay and notification system for delivering emergency information to residents through broadcast media.

Emergency Management: The coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, responds to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism, or other manmade disasters.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two-key issues up front: liability and reimbursement.

Emergency Manager: The person who has the day-to-day responsibility for emergency management programs and activities. The role is one of coordinating all aspects of a jurisdiction's mitigation, preparedness, response, and recovery capabilities.

Emergency Operations Areas (EOA): Geographical areas delineated for response and recovery efforts which may be aligned with pre-existing local service areas to assist in managing search and rescue, debris clearance, military assistance, pre-staging of equipment, and resource support, etc.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., functional, state, regional, tribal, city, county), or some combination thereof.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuation Routes: Routes designated by Pasco County Department of Emergency Management and/or the Tampa Bay Regional Planning Council for the movement of persons to safety.

Evacuation Zones: Areas pre-designated by local emergency management officials as requiring evacuation for hazard vulnerability.

Federal Coordinating Officer (FCO): The official appointed by the President to execute Stafford Act authorities, including the commitment of Federal Emergency Management Agency (FEMA) resources and mission assignment of other federal departments or agencies. In all cases, the FCO represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the

response and recovery efforts underway. For Stafford Act events, the FCO is the primary federal representative with whom the State Coordinating Officer (SCO) and other state, tribal, and local response officials interface to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group.

First Responders: Those individuals who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in Section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.

Finance/Administration Section: (1) Incident Command: Section responsible for all administrative and financial considerations surrounding an incident; (2) Joint Field Office (JFO): Section responsible for the financial management, monitoring, and tracking of all federal costs relating to the incident and the functioning of the JFO while adhering to all federal laws and regulations.

Flood Insurance Rate Map (FIRM): The official map of a community on which FEMA has delineated both the special hazard areas and the risk premium zones applicable to the community.

Force Account: County or city labor resources.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Governor's Authorized Representative (GAR): An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor on behalf of the impacted state in the Unified Coordination Group when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and (4) identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of Essential Elements of Information.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not

necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: The process of potential improvements that would reduce or remove the hazard vulnerability.

Hazard Mitigation Grant Program (HMGP): This post-disaster grant program, authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, is designed to implement immediate and long-term hazard mitigation measures.

Hazardous Material: Any substance or material in a quantity or form which may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released. Hazardous materials include explosives, gases (compressed, liquefied, or dissolved), flammable and combustible liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive materials, and corrosives.

Homeland Security Exercise and Evaluation Program (HSEEP): A capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

Hurricane: A tropical weather system characterized by pronounced rotary circulation with a constant, minimum wind speed of 74 miles per hour (64 knots) that is usually accompanied by rain, thunder, lightning, and storm surge. Hurricanes often spawn tornadoes.

Hurricane Season: The six-month period from June 1st through November 30th is considered to be the hurricane season.

Incident: An occurrence, natural, technological, or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command: Entity responsible for overall management of the incident. Consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized, on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management: Refers to how incidents are managed across all homeland security activities, including prevention, protection, response, and recovery.

Incident Management Team (IMT): An incident command organization made up of the Command and General Staff members and appropriate functional units of an Incident Command System organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the “type” or level of IMT. IMTs are generally grouped in five types: Types I and II are national teams, Type IIIs are state or regional, Type IVs are discipline- or large jurisdiction-specific, and Type Vs are ad hoc incident command organizations typically used by smaller jurisdictions.

Individual Assistance: Is provided to individuals and private businesses in the form of grants and low interest loans by the federal government.

Intelligence/Investigations: Different from operational and situational intelligence gathered and reported by the Planning Section. Intelligence/Investigations gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved), including

terrorist incidents, or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Interoperability: The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communications system that is the same or is linked to the same system that a jurisdiction uses for nonemergency procedures, and that effectively interfaces with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment.

Interoperable Communications: The ability of emergency response providers and relevant federal, state, and local government agencies to communicate with each as necessary through a dedicated public safety network utilizing information technology systems and radio communications systems, and to exchange voice, data, or video with one another on demand, in real time as necessary.

Job Aid: A checklist or other visual aid intended to ensure that specific steps for completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary federal incident management field structure. The JFO is a temporary federal facility that provides a central local for the coordination of federal, state, tribal, and local governments, private-sector, and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with *National Incident Management System* principles and is led by the Unified Coordination Group. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government.

Local Mitigation Strategy (LMS): Plan developed to minimize negative impacts (potential loss of life or property damage) from a natural or technological disaster.

Local State of Emergency (LSE): A governmental declaration that may suspend certain normal functions of government, alert citizens to alter their normal behaviors, or order government agencies to implement emergency preparedness plans. It can also be used as a rationale for suspending civil liberties. Such declarations usually come during a time of natural disaster, during periods of civil disorder, or following a declaration of war (in democratic countries, may call this martial law, most with non-criminal intent).

Logistics Section: (1) Incident Command: Section responsible for providing facilities, services, and material support for the incident. (2) Joint Field Office (JFO): Section that coordinates logistics support to include control of and accountability for federal supplies and equipment; resource ordering; delivery of equipment, supplies, and services to the JFO and other field locations; facility location, setup, space management, building services, and general facility operations; transportation coordination and fleet management services; information and technology systems services; administrative services such as mail management and reproduction; and customer assistance.

Logistical Staging Area (LSA): An area established to receive, classify, and account for emergency relief and sustained supplies and goods solicited.

Long-Term Temporary Housing: Tents, mobile homes, suitable rental housing, or other readily fabricated dwellings set up for residents to live in before they can return to their own homes or find a new home. Utilization of this type of housing can last up to two weeks or longer.

Long-Term Recovery: A process of recovery that may continue for several months or years, depending on the severity and extent of the damage sustained. For example, long-term recovery may include the complete redevelopment of damaged areas.

Major Disaster: Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, any natural catastrophe (including any hurricane, tornado, storm, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or regardless of cause, any fire, flood, or explosion in any part of the United States that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant

major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mandatory Evacuation: Will be issued when there is a definite threat to life safety. Failure to comply with a mandatory evacuation order is a misdemeanor under Florida Statute 252.50.

Manmade Emergency: An emergency caused by an action against persons or society, including, but not limited to, enemy attack, sabotage, civil unrest, or other action impairing the orderly administration of government.

Minor Disaster: A disaster that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.

Mission Assignment: The mechanism used to support state or federal operations in a disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable state or local government is overwhelmed by the event and lacks the capacity to perform or contract for the necessary work.

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobile Home: Residential structure that is transportable in one or more sections, which structure is 8 body feet (2.4 meters) or more in width, over 35 feet in length with the hitch, built on an integral chassis, and designed to be used as a dwelling when connected to the required utilities, and it includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure.

Mobile Home Park: Place set aside and offered by a person, for either direct or indirect remuneration of the owner, lessor, or operator of such place, for the parking, accommodation, or rental of five or more mobile homes.

Mobilization: The processes and procedures used by all organizations – federal, state, tribal, and local – for activating, assembling, and transporting all resources that have been requested to support or respond to an incident.

Multi-Agency Coordination (MAC) Group: Typically, administrators/executives or their appointed representatives who are authorized to commit agency resources and funds who are brought

together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination System(s) (MACs): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency operations centers and MAC Groups. These systems assist agencies and organizations responding to an incident.

Multijurisdictional Incident: An incident requiring action from multiple agencies where each have jurisdiction to manage certain aspects of the incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National Flood Insurance Program (NFIP): A federal program which authorizes the sale of federally subsidized flood insurance in communities that agrees to adopt and implement flood mitigation strategies and regulations.

National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Infrastructure Coordinating Center (NICC): As part of the National Operations Center, monitors the nation's critical infrastructure and key resources on an ongoing basis. During an incident, the NICC provides a coordinating forum to share information across infrastructure and key resources sectors through appropriate information-sharing entities.

National Response Framework (NRF): Guides how the nation conducts all-hazard response. The *Framework* documents the key response principles, roles, and structures that organize national

response. It describes how communities, states, the federal government, and private-sector, and nongovernmental partners apply these principles for a coordinated, effective national response. It also describes special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved along with catastrophic incidents where a state would require significant support. It allows first responders, decision-makers, and supporting entities to provide a unified national response.

NFIP Flood Zones: Areas designated by the National Flood Insurance Program (NFIP) as being vulnerable to velocity and/or freshwater flooding based on the 100- and 500-year storms.

Non-Governmental Organization (NGO): An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

Operations Section: (1) Incident Command: Responsible for all tactical incident operations and implementation of the Incident Action Plan (IAP). In the Incident Command System, it normally includes subordinate branches, divisions, and/or groups. (2) Joint Field Office: Coordinates operational support with on-scene incident management efforts. Branches, divisions, and groups may be added or deleted as required, depending on the nature of the incident. The Operations Section is also responsible for coordinating with other federal facilities that may be established to support incident management activities.

Planning Section: (1) Incident Command: Section responsible for the collection, evaluation, and dissemination of operational information related to the incident and for the preparation and documentation of the Incident Action Plan (IAP). This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident. (2) Joint Field Office: Section that collects, evaluates, disseminates, and uses information regarding the threat or incident and the status of federal resources. The Planning Section prepares and documents federal support actions and develops unified action, contingency, long-term, and other plans.

Points of Distribution (POD): Locations where food, water, and other supplies will be given directly to residents. Distribution Points may be in parking lots or open fields in the disaster area, as close to victims as possible.

Post-Disaster Recovery: Long-term activity designed to return life to normal or improved levels following a disaster.

Preliminary Damage Assessment (PDA): Begins immediately after disaster impact, determines whether more detailed damage assessments are necessary, and identifies those areas where further efforts should be concentrated.

Preparedness: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal, and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Assistance: The reimbursement and emergency assistance provided to state and local governments and private non-profit entities from the federal government.

Public Facilities: Transportation systems or facilities, sewer systems or facilities, solid waste systems or facilities, drainage systems or facilities, potable water systems or facilities, educational systems or facilities, parks and recreation systems or facilities, and public health systems or facilities.

Public Information: Processes, procedures, and systems for communicating timely, accurate, accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recreational Vehicle (RV): Vehicle-type unit primarily designed as temporary living quarters for recreational, camping, or travel use which either has its own motive power or is mounted on or drawn by another vehicle.

Recreational Vehicle Park: Place set aside and offered by a person, for either direct or indirect remuneration of the owner, lessor, or operator of such place, for the parking, accommodation, or rental of five or more recreational vehicles or tents; and the group camping and similar recreational facilities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management includes mutual aid and assistance agreements, the use of special federal, state, tribal, and local teams and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the *National Incident Management System (NIMS)*, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

Response: Immediate action to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Satellite Communications System (SATCOM): The 24-hour, dedicated satellite communications link between the State EOC (SEOC) and the 67 counties, 6 local weather forecast offices, and 14 key, local media outlets.

Secretary of Homeland Security: Serves as the principal federal official for domestic incident management, which includes coordinating both federal operations within the United States and federal resources used in response to or recovery from terrorist attacks, major disasters, or other emergencies. The Secretary of Homeland Security is by Presidential directive and statutory authority also responsible for coordination of federal resources utilized in the prevention of, preparation for, response to, or recovery from terrorist attacks, major disasters, or other emergencies, excluding law enforcement responsibilities otherwise reserved to the Attorney General.

Section: The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)).

Shelter In-Place: Means that residents will be advised to remain in their homes with the windows closed and all open-air circulation systems turned off.

Shelters: Temporary, emergency refuge activated prior to a disaster impact, operated during the disaster, and closed as soon as residents can be returned to their homes or relocated to long-term or temporary housing areas.

Short-Term Recovery: A process of recovery that is immediate and overlaps with response. It includes such actions as providing essential public health and safety services, restoring interrupted utility and other essential services, re-establishing transportation routes, and providing food and shelter for those displaced by a disaster. Although called "short-term," some of these activities may last for weeks.

Situation Report: Document that contains confirmed or verified information and explicit details (who, what, where, and how) relating to an incident.

Situational Awareness: The ability to identify, process, and comprehend the critical elements of information about an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals.

Special Needs Population: The portion of the population, who during periods of evacuation, either mandatory or voluntary, will require assistance that exceeds the basic level of care

provided at the general population shelter but will not require the level of skilled medical care provided at institutional facilities. Special needs include people with disabilities, minority groups, people who do not speak English, children, and the elderly. In practice, the term also includes people who live in poverty or on public assistance; people without private transportation or who rely on public transportation; and people who rely on caregivers for assistance in daily living and would need similar assistance in an emergency and who live independently or with the caregiver(s) in homes, assisted living housing, nursing homes, supervised group homes, hospitals and other healthcare facilities. These groups represent a large and complex variety of concerns and challenges.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This Act describes the programs and processes by which the federal government provides disaster and emergency assistance to state and local governments, tribal nations, eligible private non-profit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events.

Staging Area: Any locations in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

State Coordinating Officer (SCO): Individual appointed by the Governor to coordinate state disaster assistance efforts with those of the federal government. The SCO plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The Governor of the affected state appoints the SCO, and lines of authority flow from the Governor to the SCO, following the state's policies and laws.

State Emergency Response Team (SERT): Coordinates State of Florida response and recovery functions through seventeen Emergency Support Functions (ESFs).

Statewide Mutual Aid Agreement (SMAA) for Disaster Response and Recovery: Chief agreement between counties and the state for providing mutual aid assistance, which details request and reimbursement procedures.

Status Report: Relays information specifically related to the status of resources (e.g., availability or assignment of resources).

Storm Surge: Offshore rise of water associated with a low pressure weather system, typically a tropical cyclone. Storm surge is caused primarily by high winds pushing on the ocean's surface. The wind causes the water to pile up higher than the ordinary sea level. Low pressure at the center of a weather system also has a small, secondary effect, as can the bathymetry of the body

of water. It is this combined effect of low pressure and persistent wind over a shallow water body which is the most common cause of storm surge flooding problems.

Stormwater: Flow of water resulting from a rainfall event.

Strategy: General plan or direction selected to accomplish incident objectives.

Supporting Agency: Agency that provides support and/or resource assistance to another agency.

Tactics: Deploying and directing resources on an incident to accomplish the objectives designated by the strategy.

Target Capabilities List: Defines specific capabilities that all levels of government should possess in order to respond effectively to incidents.

Task Force: Combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Terrorism: As defined under the Homeland Security Act of 2002, any activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2(15), Homeland Security Act of 2002, P.L. 107-296, 116 Stat. 2135 (2002).

Threat: Indication of possible violence, harm, or danger.

Tornado: Wind funnel which may be formed by severe thunderstorms, most frequently in the spring and summer. A tornado can travel for miles along the ground, lift, and suddenly change direction and strike again.

Tropical Storm: Area of low pressure with a definite eye and counterclockwise winds of 39 – 74 mph. A tropical storm may strengthen to hurricane force in a short period of time.

Unified Command (UC): Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan (IAP).

Unity of Command: Principle of management stating that everyone involved in incident operations will be assigned to only one supervisor.

Urban Area Security Initiative (UASI): U.S. Department of Homeland Security Grant Program to support the planning, equipment, training, and exercise needs of high-threat, high-density urban areas around the country.

Volunteer: Individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

Wetlands: Areas that are inundated or saturated by water or ground water at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soils.

LIST OF ACRONYMS

AA	Agency Administrator(s)
AAR	After-Action-Report
ACA	Assistant County Administrator
ACS	Auxiliary Communications Services
AFG	Assistance to Firefighters Grant
AHJ	Authorities Having Jurisdiction
ARC	American Red Cross
AVL	Automated Vehicle Locator
BCC	Board of County Commissioners
BCS	Building Construction Services
CAD	Computer Aided Dispatch
CAP	Corrective Action Plan
CAP-SSSE	Community Assistance Program State Support Services Element
CBP	County Business Patterns
CBRNE	Chemical, Biological, Radiological, Nuclear, & Explosive
CDC	Center for Disease Control
CDL	Community Disaster Loans
CDMA	Code Division Multiple Access
CEMP	Comprehensive Emergency Management Plan
CERT	Citizen Emergency Response Team
CHHA	Coastal High Hazard Area
CI/KR	Critical Infrastructure & Key Resources
CJIS	Criminal Justice Information System
CoC	Continuum of Care
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
CRS	Community Rating System
CSA	County Staging Area
CWP	County Warning Point
DDMS	Disaster Debris Management Site
DEP	Department of Environmental Protection
DMZ	Demilitarized Zone
DOH	Department of Health
DRC	Disaster Recovery Center
EAS	Emergency Alert System
ECC	Emergency Communications Center

ELAMP	Environmental Lands Acquisition & Management Program
EMAC	Emergency Management Assistance Compact
EMPA	Emergency Management Preparedness & Assistance
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOA	Emergency Operations Area
EOC	Emergency Operations Center
EPG	Executive Policy Group
ESF	Emergency Support Function
F.S.	Florida Statutes
F.A.C.	Florida Administrative Code
FCO	Federal Coordinating Officer
FCT	Florida Communities Trust
FDEM	Florida Division of Emergency Management
FDOH	Florida Department of Health
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FEPA	Florida Emergency Preparedness Association
FHP	Florida Highway Patrol
FIN	Florida Interoperability Network
FIRM	Flood Insurance Rate Map
FMA	Flood Mitigation Assistance
FSC	Finance Section Chief
FTC	Florida Communities Trust
FTF	Flood Task Force
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GOPASCO	Pasco County Public Transportation
HMGP	Hazard Mitigation Grant Program
HNAT	Human Needs Assessment Team
HSEEP	Homeland Security Exercise & Evaluation Program
HSGP	Homeland Security Grant Program
IA	Individual Assistance
IAEM	International Association of Emergency Management
IAP	Incident Action Plan
IC	Incident Command
ICMA	International City/County Management Association
ICP	Incident Command Post

ICS	Incident Command System
IDA	Initial Damage Assessment
ILA	Interlocal Agreement
IMT	Incident Management Team
IPAWS	Integrated Public Alert & Warning System
IPP	Integrated Preparedness Plan
IT	Information Technology
JFO	Joint Field Office
JIC	Joint Information Center
LMS	Local Mitigation Strategy
LMSWG	Local Mitigation Strategy Working Group
LNO	Liaison Officer
LSA	Logistical Staging Area
LSC	Logistics Section Chief
LSE	Local State of Emergency
LTRG	Long Term Recovery Group
MACS	Multi-Agency Coordination System
NFIP	National Flood Insurance Program
NGO	Non-governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OMB	Office of Management & Budget
OSC	Operations Section Chief
PA	Public Assistance
PAO	Public Assistance Officer
PAPPG	Public Assistance Program and Policy Guide
PART	Pasco Animal Response Team
PBS WARN	Public Broadcasting Service – Warning, Alert & Response Network
PCDEM	Pasco County Department of Emergency Management
PCDES-911	Pasco County Department of Emergency Services (911)
PCFR	Pasco County Fire Rescue
PCPT	Pasco County Public Transportation
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PNP	Private Non-Profit
POD	Point of Distribution

PRNR	Parks, Recreation and Natural Resources
PSA	Public Service Announcement
PSC	Planning Section Chief
PSG	Position Specific Guides
PSO	Pasco Sheriff's Office
PW	Project Worksheet
RDSTF	Regional Domestic Security Task Force
RFA	Request for Assistance
RIC	Resident Information Center
RPA	Request for Public Assistance
RSA	Resource Support Agreement
RV	Recreational Vehicle
SAA	State Administrative Agency
SAFER	Staffing for Adequate Fire & Emergency Response
SAR	Search & Rescue
SATCOM	Satellite Communications
SBA	Small Business Administration
SCO	State Coordinating Officer
SERT	State Emergency Response Team
SFHA	Special Flood Hazard Area
SMAA	Statewide Mutual Aid Agreement
SO	Safety Officer
SPNS	Special Needs
SPNSEP	Special Needs Evacuation Program
SWFWMD	South Florida Water Management District
SWMAA	Statewide Mutual Aid Agreement
SWO	State Watch Office
TECO	Tampa Electric Company
UASI	Urban Area Security Initiative
UC	Unified Command/Unemployment Compensation
US&R	Urban Search & Rescue
USDA	United States Department of Agriculture
VPN	Virtual Private Network
WEA	Wireless Emergency Alerts
WMD	Weapons of Mass Destruction
WREC	Withlacoochee River Electric Cooperative

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RECORD OF REVISIONS

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PLANNING DIRECTOR'S REPORT 3.1

Tree Ordinance Planning Report

Issue:

Planning Report of Tree removal ordinance to review / discuss key elements of the proposed ordinance.

Background:

A. History | Application Summary:

Staff are initiating a re-write of the City's Tree / Landscaping ordinance that is located in the Land Development Code (Part 7.06.00). Some of the key issues that have been identified to review include: tree removal / quantities, enforcement, water conservation, tree mitigation / replanting. Staff have begun developing a draft ordinance and will be bringing up at the upcoming Council meeting some key topics for discussion / direction. Staff will also be working with a landscape architect for additional oversight / comments.

B. Some of the Ordinance's key elements / topics are listed below that Staff would like to present and receive direction in finalizing the draft ordinance.

1.) Tree removal permit for a residential property. Not currently required - discussion to aid tree preservation with a nominal fee and no fee if the tree is dead / severe decline or exempt (fee - \$25.00 residential & \$100 for all other parcels);

2.) Sect. 7.06.04 - City LDC - Table in the current code which looks at the average number of trees per acre and then allowances of % of trees that may be removed. Facts: there are some current / preliminary developments that will not meet the standards set forth in this code. Safety Harbor doesn't have a table with tree %'s allowed to be removed. The code deals with: condition assessment report, varying levels of mitigation. Staff have discussed that the table could be the standard, perhaps there could be language added to the code that:

- * requires each site to be reviewed independently to assess the quality trees and maximize protection;

- * If the condition assessment (score 0-6.0) 6.0 is the best rated tree - Safety Harbor doesn't require mitigation for trees scoring less than a 3.5;

- * If a protected tree (ie laurel oak / water oak w/ a life expectancy of 35 years and is over 25 years and in decline, perhaps they can not be counted (% wise) and are not subject to mitigation?

- * with these considerations (if approved), Staff would like to have a City consultant LA review the standards / above information to ensure it is correct;

- * Staff have also recommended that, prior to engineering, a pre-app is now not held and, for sites that include tree canopy, that a tree survey / conditions assessment be conducted as the first step

prior to any engineering that tree preservation is considered as the first step;

* Currently the Code allows the Planning Director to consider variances to this table - perhaps this opportunity could be raised to the City Council for consideration if Staff believe the request to be valid.

3.) The Safety Harbor code requires the tree dripline to be included on the survey, which is important (perhaps more so on grand trees) so that the tree and dripline are protected to help ensure the viability of the grand tree - post-development;

4.) Require a comprehensive explanation as to the justification for the removal of the tree and why it is not able to be preserved;

5.) Tree removal fees - Higher removal fee for non-residential properties and the removal fee is valid for only 3 months, otherwise you have to re-apply;

6.) New language: City Staff shall have the authority to withhold the issuance of a tree removal permit application where a development approval is required until site plan approval has been granted. Tree removal permit must be clearly posted on site;

7.) New language: City staff, upon determination that tree removal permit application is to be denied, shall state the basis for such denial specifically and notify the applicant upon which the denial is predicated;

8.) New tree removal replacement ratios / fees and replacement fee per inch. A table will be provided in the ordinance that provides an increased tiered tree replacement ratio based on the tree size removed and an increased tiered replacement fee also based on the size of tree removed (Examples to be provided in the code for clarity);

9.) Enforcement - A significant amount of enforcement language will be proposed in the new ordinance:

* Language for written notice / remedial work & stop work orders;

* Proposed unauthorized tree removal language - Fine of 4 times the tree removal fee and additional progressive fines: (1st offense - 1k fine and 3 month suspension on submitting a tree removal permit application; 2nd offense fine - 2k; 3rd and future offenses 3K;

10.) Grand Tree removal / replacement ratios:

* 26" - 40" replacement ratio - 3:1

* 41" - 50" replacement ratio - 4:1

* 51" or greater replacement ratio - 5:1

11.) Propose keeping the City's landscape buffers intact but changing the current buffer along ROW's that only requires a tree and clustering of shrubs around the tree

12.) Propose an open-space / native vegetation preservation policy (tiered - based on the size / # of units of the development);

13.) Adding / increasing landscape maintenance from 1 to 2 years / with language requiring the landscape / irrigation to be perpetually maintained.

Attachment(s):

1. Landscape-Tree Ordinance Changes

Fiscal Impact:

Discussion on proposed fees associated with tree permits / mitigation. There also is an enforcement section which pertains to fees for unauthorized tree removal.

Staff Recommendation:

The staff are presenting elements of the proposed Tree Ordinance for discussion / direction.



Landscape/Tree Ordinance

Land Development Code Section 7.06.00

City of Zephyrhills City Council

June 9, 2025

Background & History

- City's tree regulations are dated.
- City Council requested that Staff assess the tree regulations within the LDC.
- Staff reviewed the current code and identified areas in need of amendments.
Initially, amendments were considered to City's existing code
- The City of Safety Harbor's tree code was recommended as a thorough and efficient example by our consultant.



Point to Consider – Tree Removal Permit

- City code does not require a permit for tree removal on City residential lots
 - Can we aid tree preservation with a fee for residential permits?
 - Exempt/dead/diseased trees could be exempt from the fee.
- City Tree Canopy is diminishing
- All tree permit fees collected goes towards the City's tree mitigation fund.
- Funds to be utilized for replanting projects citywide.



Point to Consider – Development Tree Removal

- Council Concern with the quantity of trees being removed for development
- Tree removal guidelines are provided in Section 7.06.04 (table to follow)
- The table provides thresholds that looks at the average number of trees/acre (6"+) and allows a tiered percentage to be removed
- Currently, there are some preliminary developments that will not meet the standards set forth in this code.
- **Every site is different, perhaps tree quality is priority over numbers**
- The importance of tree preservation, the requirement of a tree survey & assessment review prior to engineering review is discussed at the pre-application meetings
- Thoughts?

Point to Consider – Development Tree Removal

Average Number of Trees per Acre of Development (6" in caliper or larger)	Percentage Allowed to be Removed
Above 40	50%
20 to 40	30%
10 to 19	10%
Under 10	None, unless the trunk at breast height is within 8 feet of a proposed structure or improvement such as a road, utility line and the like or if the developer agrees to replace any trees removed in accordance with the terms of this part.

General Recommendations

- Require a comprehensive explanation as to the justification for the removal of the tree and why it is not able to be preserved;
- Tree removal fees - Higher removal fee for non-residential properties and the removal fee is valid for only 3 months, otherwise you have to re-apply;
- New language: City Staff shall have the authority to withhold the issuance of a tree removal permit application where a development approval is required until site plan approval has been granted. Tree removal permit must be clearly posted on site;
- New language: City staff, upon determination that tree removal permit application is to be denied, shall state the basis for such denial specifically and notify the applicant upon which the denial is predicated;

General Recommendations

- New tree removal replacement ratios / fees and replacement fee per inch. A table will be provided in the ordinance that provides an increased tiered tree replacement ratio based on the tree size removed and an increased tiered replacement fee also based on the size of tree removed (Examples to be provided in the code for clarity);
- Propose keeping the City's landscape buffers intact but changing the current buffer along ROW's that only requires a tree and clustering of shrubs around the tree;
- Propose an open-space / native vegetation preservation policy (tiered - based on the size / # of units of the development);
- Adding / increasing landscape maintenance from 1 to 2 years / with language requiring the landscape / irrigation to be perpetually maintained.

Enforcement – Sections 7.06.04 & 7.06.03.02

- Enforcement - A significant amount of enforcement language will be proposed in the new ordinance:
- Language for written notice / remedial work & stop work orders;
- Proposed unauthorized tree removal language - Fine of 4 times the tree removal fee and additional progressive fines: (1st offense - 1k fine and 3 month suspension on submitting a tree removal permit application; 2nd offense fine - 2k; 3rd and future offenses 3K;



Grand Tree Removal/Replacement Ratios

- 26" - 40" replacement ratio - 3:1
- 41" - 50" replacement ratio - 4:1
- 51" or greater replacement ratio - 5:1

Next Steps

- City Council Comments
- Prepare ordinance
- Consultant review

FINANCE DIRECTOR'S REPORT 4.1

Approval of Tentative Millage Rate

Issue:

The County Tax Assessor has determined the City's total taxable value to be \$1,783,872,087 which is an increase of \$209,542,525 over last year. Of the \$209,542,525 increase, \$115,462,759 is attributed to new construction. The City's current millage rate is 6.25 and the rolled back rate has been calculated to be 6.0848. Listed below are different options in setting the tentative millage rate:

Taxable Value	Millage Rate	Fiscal Year	Levy	95% Budget	Increase	
1,783,872,087 Proposed Rate	6.25	2026	11,149,201	10,591,741	1,244,159	2.71%
1,574,329,562 Last Year	6.25	2025	9,839,560	9,347,582		
1,783,872,087 Rolled Back Rate	6.0848	2026	10,854,505	10,311,780	964,198	0.00%
1,783,872,087	6.15	2026	10,970,813	10,422,273	1,074,694	1.07%
1,783,872,087	6.25	2026	11,149,201	10,591,741	1,244,159	2.71%
1,783,872,087	6.35	2026	11,327,588	10,761,208	1,413,627	4.36%
1,783,872,087	7.00	2026	12,487,105	11,862,749	2,515,168	15.04%
1,783,872,087	10.	2026	17,838,721	16,946,785	7,599,203	74.34%

Background:

Attachment(s):

1. Certification of Taxable Value

Fiscal Impact:

Staff Recommendation:

The City's staff is recommending that the City Council set the tentative millage rate at 6.25 and set the date for the first public hearing as Monday, September 8, 2025, at 6 p.m. The second public hearing will be scheduled for Monday, September 22, 2025, at 6 p.m. The final rate may be decreased from 6.25; however, the rate may not be adjusted upward without mailing each taxpayer a notice.



CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025	County : Pasco
Principal Authority : City of Zephyrhills	Taxing Authority : City of Zephyrhills - Operating

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	1,593,656,388	(1)	
2.	Current year taxable value of personal property for operating purposes	\$	189,156,184	(2)	
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,059,515	(3)	
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	1,783,872,087	(4)	
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	115,462,759	(5)	
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	1,668,409,328	(6)	
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	1,574,329,562	(7)	
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES	☐ NO	Number 3	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	☐ YES	☒ NO	Number 0	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser: Electronically Certified by Property Appraiser		Date : 6/28/2025 7:15:35 AM		

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		6.2500 per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	9,839,560	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	446,425	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	9,393,135	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	124,702,181	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	1,543,707,147	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		6.0848 per \$1000	(16)
17.	Current year proposed operating millage rate		6.2500 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	11,149,201	(18)

19.	TYPE of principal authority (check one)	☐ County	☐ Independent Special District	(19)
		☒ Municipality	☐ Water Management District	
20.	Applicable taxing authority (check one)	☒ Principal Authority	☐ Dependent Special District	(20)
		☐ MSTU	☐ Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	☐ Yes	☒ No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE - SIGN AND SUBMIT	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	9,393,135	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		6.0848 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	10,854,505	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	11,149,201	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		6.2500 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		2.71 %	(27)
First public budget hearing		Date :	Time :	Place :
		9/8/2025	12:07 PM EST	5335 Eighth Street Zephyrhills 33542
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :

Instructions on page 3

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025		County : Pasco	
Principal Authority : City of Zephyrhills		Taxing Authority : City of Zephyrhills - Operating	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☒ No (1)
IF YES,  STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	6.0848 per \$1,000	(2)
3.	Prior year maximum millage rate with a majority vote from 2023 Form DR-420MM, Line 13	10.1443 per \$1,000	(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	6.2500 per \$1,000	(4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 1,574,329,562	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 15,970,471	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 446,425	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 15,524,046	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 1,543,707,147	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	10.0563 per \$1,000	(10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	10.0563 per \$1,000	(11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	1.0451	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	10.5098 per \$1,000	(13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	11.5608 per \$1,000	(14)
15.	Current year adopted millage rate	6.2500 per \$1,000	(15)
16.	Minimum vote required to levy adopted millage: (Check one)		(16)
☒	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.		
☐	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to adopted rate. Enter Line 15 on Line 17.		
☐	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the adopted rate. Enter Line 15 on Line 17.		
☐	d. Referendum: The maximum millage rate is equal to the adopted rate. Enter Line 15 on Line 17.		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16).	10.5098 per \$1,000	(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 1,783,872,087	(18)

Continued on page 2

Taxing Authority : City of Zephyrhills - Operating		DR-420MM-P R. 5/12 Page 2	
19.	Current year adopted taxes <i>(Line 15 multiplied by Line 18, divided by 1,000).</i>	\$ 11,149,201	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000).</i>	\$ 18,748,139	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year adopted taxes <i>(Line 19 plus Line 21).</i>	\$ 11,149,201	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P).</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23).</i>	\$ 18,748,139	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year adopted taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☒ YES ☐ NO	(25)
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title :	Contact Name and Contact Title :	
	Mailing Address :	Physical Address :	
	City, State, Zip :	Phone Number :	Fax Number :

Complete and submit this form to the Department of Revenue with the completed DR-487, Certification of Compliance, within 30 days of the final hearing.

**MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
INSTRUCTIONS**

DR-420MM-P
R.5/12
Page 3

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2024 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

Line Instructions

Lines 5-10

Only taxing authorities that levied a 2023 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2022 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

Line 12

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

Lines 13 and 14

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 16

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 17

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.

FINANCE DIRECTOR'S REPORT 4.2

Debt Issuance for Public Works Facility and Zephyr Park

Issue:

The City has been preparing to build and renovate the public works facilities. The total cost projection is 27,926,314. The City's financial advisor, Jeffery Larson, has reviewed the public works and Zephyr Park projects and is recommending that bond financing over 25 to 30 years would be preferable to a bank loan, which is how city hall was financed. Mr. Larson will be at the meeting to discuss options with City Council.

Background:

A summary of the current projected cost for the public works facility project is as follows:

Building A New Public Works Admin	6,970,477
Building G New Fleet Maintenance	4,864,964
Building H Existing Sanitation Storage	1,073,321
Building D New Street and Storm Water Expansion	867,365
Building F Existing Truck Storage for Streets and Stormwater	145,178
Building B New Parks Storage	1,068,544
Building E Existing Parks Department	331,177
Building K New Utilities Equipment Barn	1,957,112
Building L New Utilities Office and Storage Building	4,888,923
Building P Covered Vehicle Storage Shelter	517,016
Site Work	5,242,237
Total Costs	27,926,314

When these construction costs are allocated to the City funds, the distribution is as follows.

	General	W&S	Sanitation	Total
New Admin Building	4,182,286	2,091,143	697,048	6,970,477
Site Work	2,621,169	2,096,935	524,234	5,242,337
New Fleet Building	3,648,648		1,216,216	4,864,864
Water & Sewer Utilities	1,399,721	7,363,051		7,363,051
Parks			1,073,321	1,399,721
Sanitation	1,012,543			1,073,321
Stormwater				1,012,543
Total Cost	12,864,367	11,551,129	3,510,818	27,926,314
(Use of Fund Balance / Utility Capacity Fees)	(5,000,000)	(5,000,000)	0	(10,000,000)
PW Debt Financing Requirement	7,864,367	6,551,129	3,510,818	17,926,314

When incurring bond borrowing costs for ratings and bond counsel, it makes sense to group projects together. To that end, the staff recommends financing Zephyr Park and the public works facilities together. The anticipated cost of the full renovation of Zephyr Park is \$16,000,000. This project would be funded as follows with a favorable award of a CDBG grant.

Anticipated Cost of Full Renovation	16,000,000
Financing Sources	
CDBG -- We will know within 60 days	(5,000,000)
State Appropriation	(2,650,000)
GF Reserve Recreation	(4,000,000)
Debt Financed	4,350,000

Assuming that the city receives \$5,000,000 CDBG grant the required debt financing for Zephyr Park would be \$4,350,000, bringing our total borrowing to \$22,276,314.

Attachment(s):

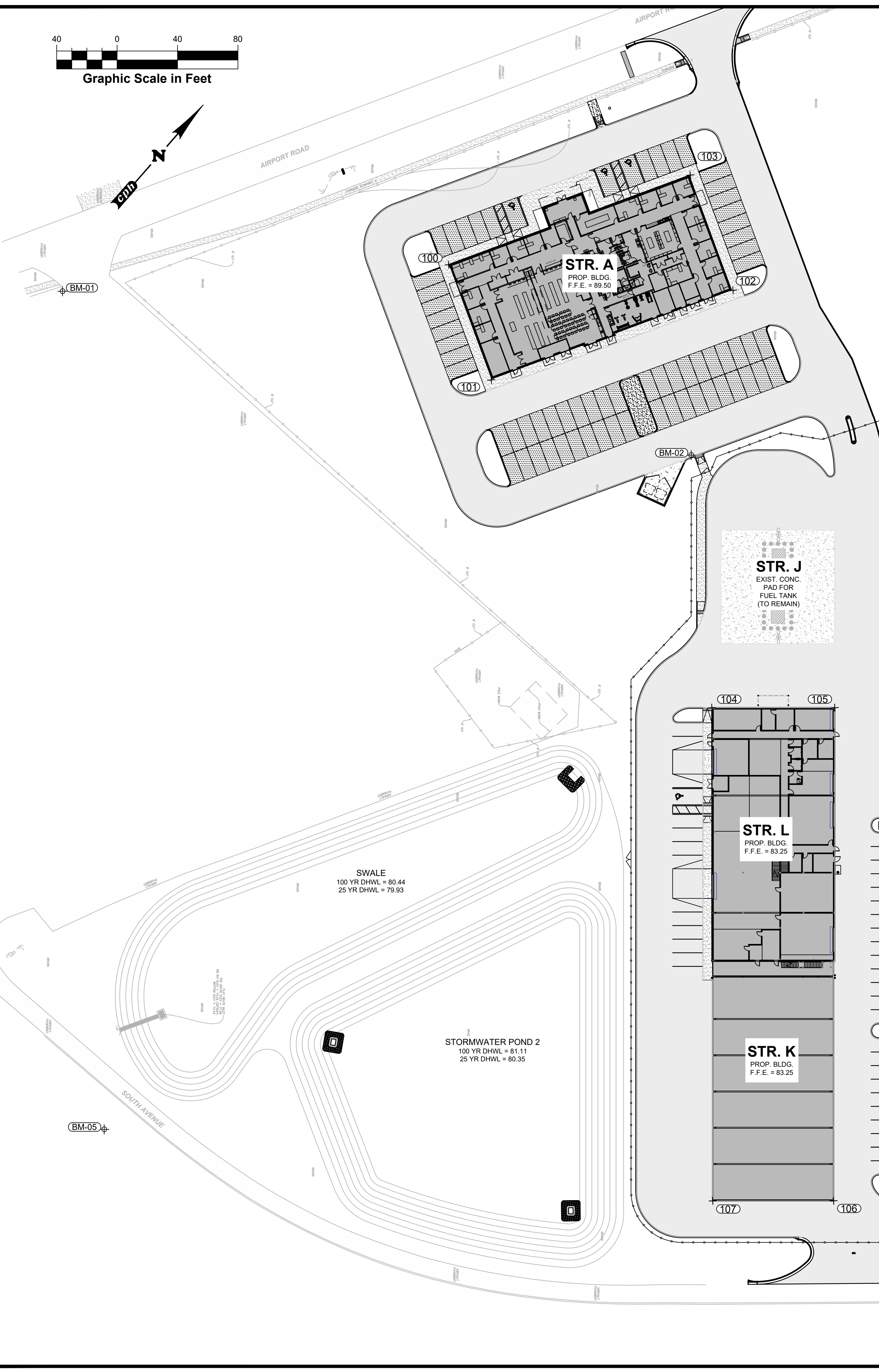
1. Overall Site Dimension Plan
2. Updated City of Zephyrhills Timetable Capital Improvement Revenue Bonds 2025
3. Zephyrhills Distribution List 2025 Cap Impr Revenue Bonds July 19

Fiscal Impact:

The city would be borrowing \$22 million to be paid back over 30 years.

Staff Recommendation:

Let the financial advisor proceed on the path to issue bonds. There is no obligation for payment to the financial advisor or his team until the City is funded.



SITE DATA INFORMATION

SITE ADDRESS:
39421 SOUTH AVE,
ZEPHYRHILLS, FL 33542

SITE PARCEL NUMBER:
12-26-21-0000-04900-0000

SECTION - 12 / TOWNSHIP - 26 SOUTH / RANGE - 21 EAST

ON-SITE LAND INFORMATION:

CURRENT LAND USE:	CITY FACILITIES AND UTILITIES COMPLEX
PROPOSED LAND USE:	CITY FACILITIES AND UTILITIES COMPLEX

AREA OF TOTAL PROPERTY: 5,175,799 S.F. (118.82± AC.)
AREA OF PROPOSED IMPROVEMENTS: 558,453 S.F. (12.82± AC.)

PERVIOUS / IMPERVIOUS AREAS:

EXISTING CONDITIONS:

PERVIOUS AREA:	355,727 S.F.	(8.17± AC.)	(63.70%)
IMPERVIOUS AREA:	151,111 S.F.	(3.47± AC.)	(27.06%)
BUILDING AREA:	51,615 S.F.	(1.18± AC.)	(9.24%)
TOTAL SITE AREA:	558,453 S.F.	(12.82± AC.)	(100.00%)

PROPOSED CONDITIONS:

PERVIOUS AREA:	246,496 S.F.	(5.66± AC.)	(44.13%)
IMPERVIOUS AREA:	219,104 S.F.	(5.03± AC.)	(39.23%)
BUILDING AREA:	92,853 S.F.	(2.13± AC.)	(16.64%)
TOTAL SITE AREA:	558,453 S.F.	(12.82± AC.)	(100.00%)

PARKING INFORMATION:

PROPOSED ACCESSIBLE PARKING:	(12'X20' @ 90°)	4
PROPOSED PARKING:	(9'X20' @ 90°)	232
PROPOSED PARKING:	(9'X40' @ 90°)	24
TOTAL PARKING PROVIDED:		260

BENCH MARK DATA TABLE		
BM. NO.	DESCRIPTION	ELEV.
BM-01	SETTPMNBMD	89.84
BM-02	FND IRC 5/8" LB4514	87.65
BM-03	SETTPMNBMD	82.37
BM-04	SETTPMNBMD	82.59
BM-05	FND IRC 5/8" LB4514	84.43

Point Table			
Point #	Raw Description	Northing	Easting
1	BM-01	1416767.8300	602493.9810
2	BM-02	1416960.7210	602876.4110
3	BM-03	1417379.3190	603355.2790
4	BM-04	1416705.4760	603459.3890
5	BM-05	1416369.0030	602880.5660
100	BLDG CORNER	1416949.5443	602674.5395
101	BLDG CORNER	1416910.8346	602746.0928
102	BLDG CORNER	1417060.9270	602827.2915
103	BLDG CORNER	1417099.6837	602755.7382
104	BLDG CORNER	1416844.0317	602998.9450
105	BLDG CORNER	1416897.6654	603060.0886
106	BLDG CORNER	1416651.7577	603274.6849
107	BLDG CORNER	1416599.0041	603214.5428
108	BLDG CORNER	1417156.3329	603298.4557
109	BLDG CORNER	1417096.1397	603351.3590
110	BLDG CORNER	1417011.1677	603383.7612
111	BLDG CORNER	1416954.1677	603422.6456
112	BLDG CORNER	1416930.5986	603472.4415
113	BLDG CORNER	1416870.5400	603525.2801

cph

www.cphcorp.com

***Building Better
Communities Together***

5601 Mariner Street, Suite 105
Tampa, FL 33609
Ph: 813.288.0233

Plans Prepared By:
CPH, LLC
A Full Service A & E Firm

MATTHEW S. D'ANGELO
LICENSE
No. 91885
STATE OF
FLORIDA
MATTHEW S. D'ANGELO
FLIP 91885
717125

[illegible]

Designed: M. D'Angelo	
Drawn: K. Upp	
Checked: M. D'Angelo	
Job No.: Z0801	
Date: 02/02/25	© 2025

OVERALL SITE DIMENSION PLAN

CITY OF ZEPHYRHILLS MAINTENANCE COMPLEX
39421 SOUTH AVENUE
ZEPHYRHILLS, FL 33542

THIS SHEET NOT VALID FOR
CONSTRUCTION WITHOUT
COMPLETE SET OF PLANS.

Sheet No.
C2.1



City of Zephyrhills, Florida, Capital Improvement Revenue Bonds, Series 2025

Updated Financing Timetable

July 19, 2025

July 2025							August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
6	7	1	2	3	4	5	3	4	5	6	7	8	9	7	1	2	3	4	5	6	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

City Council meets p.m. 2nd and 4th Mondays

STATUS	Date	Actions	Responsible
☐	26-Jun	LCS and City Update on CIP projected needs. Fire station, fleet maintenance, solid waste facility	FA, I
☐	26-Jun	LCS update with Bond Counsel, begin review of base legal documents	FA, BC
☐	2-Jul	Update call with Disclosure Counsel	DC, FA
☐	2-Jul	Update call with Underwriter	FA, U
☐	7-Jul	City and LCS team update call on bond project's CIP, process, timetable	I, FA
☐	11-Jul	Bond Counsel to distribute Reimbursement Resolution	BC
☐	28-Jul	CITY COUNCIL MEETING- Staff and FA overview of Bond Issue, Reimbursement Resolution, Motion to Proceed, Retain Team	FA, I
☐	31-Jul	Bond Counsel to distribute initial Series Resolution for review	BC
☐	13-Aug	Disclosure Counsel to distribute initial POS	DC
☐	20-Aug	Working group comments back to DC & BC	WG
☐	9-Sep	Updated Resolution, POS distributed	BC, DC
☐	12-Sep	Initial Package to Rating Agencies, Bond Insurers	I, FA
☐	24-Sep	Rating Agency & Bond Insurer Presentations (Sept 24-26)(To be confirmed)	FA,I,RC
☐	10-Oct	Responses from Rating Agencies	FA, IA
☐	14-Oct	Update Docs , POS, Distribute to Working Group and for City Council Agenda	I, FA, BC
☐	27-Oct	CITY COUNCIL MEETING- SERIES RESOLUTION AND DELEGATION PARAMETERS TO PRICE BONDS	I, FA, BC
☐	28-Oct	Post POS	DC, U,WG
☐	13-Nov	Price Bonds, subject to market conditions	U,I,FA
☐	13-Nov	Bond Purchase Agreement, Good Faith Check, AAU	WG
☐	24-Nov	Preclosing @ City, Time TBD (Bond Counsel to arrange required signatories)	WG
☐	26-Nov	Closing	WG
☐			
☐			
☐			
☐			

I - Issuer, City of Zephyrhills, Florida
DC - Disclosure Counsel, Nabors Giblin Nickerson, Tampa
FA - Financial Advisor, Larson Consulting Services, Orlando
U - Underwriter, RBC Capital, St. Petersburg
BC - Bond Counsel, Bryant Miller Olive, Tampa

UC - UnderwritersCounsel, TBD
DA - Dissemination Agent, Digital Assurance, Orlando



DISTRIBUTION LIST

Capital Improvement Revenue Bonds, Series 2025
City of Zephyrhills, Florida
July 19, 2025

City of Zephyrhills, FL

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DISTRIBUTION LIST

Capital Improvement Revenue Bonds, Series 2025
City of Zephyrhills, Florida
July 19, 2025

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S&P Global Ratings

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Assured Guaranty

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Dallas Paying Agency
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Printer
Image Master (To be confirmed)

FINANCE DIRECTOR'S REPORT 4.3

Emergency Pay Policy

Issue:

In order to function smoothly during a storm, this policy sets out expectation of employees and how they will be compensated during such an event. It is desirable to set policy to eliminate anxiety for employees and set standards for FEMA reimbursement.

Background:

As we are in the middle of another storm season, the City wants to set expectations for employees that work to preserve secure property and protect the lives of our citizens. Listed below are a few bullet points covered in the policy.

Declared Emergency Period

- Leading up to the storm and during the storm, employees who are not essential will receive Disaster Recovery Leave Pay.
- If hourly employees work during the declared emergency period, they will be paid one-and-half times their normal rate of pay plus leave pay.
- Exempt employees (salaried), if required to work, will be paid their hourly rate for every hour worked plus leave pay.
- Police officers will be paid one-and-half times their normal rate while on duty plus leave pay.
- Police officers will receive \$100 Disaster Recovery On-Call per day while resting. Required to be within 15 minutes of the police station.

Attachment(s):

1. SECTION 28 - EMERGENCY PREPAREDNESS

Fiscal Impact:

In the event of a declared emergency/disaster, sets rates that FEMA will reimburse the City.

Staff Recommendation:

Staff recommends approval of the emergency pay policy.

SECTION 28

EMERGENCY PREPAREDNESS

28.1 POLICY

The City strives to provide employees with uniform operational procedures before, during, and after a declared emergency/disaster.

28.2 DECLARATION OF EMERGENCY

The City Council may declare a state of local emergency in the event of a natural, technological or manmade emergency. In the event of a declared state of local emergency, the City Manager may suspend normal operations to provide direction and control over the City's disaster response and recovery operations. The state of local emergency is limited to a maximum of seven (7) days but may be extended, as necessary, as determined by a vote of the City Council. The extension would be necessary if there is continued interruption of City services, the presence of debris, flood fighting, or other disaster related conditions.

28.3 NOTIFICATION

- A. The provisions and procedures contained in this policy shall be implemented only upon authorization of the City Manager, or his/her designee.
- B. The City Manager shall notify department directors of an impending emergency and of the date and time of a Declared Emergency Period and its extent and scope.
- C. Upon notification of an impending emergency, the City department directors shall advise their respective employees of work-related responsibilities and obligations.

28.4 EMERGENCY/DISASTER PERIODS

- A. Pre-Declaration Period: This is the time period prior to the impending emergency/disaster and includes emergency response activities and preventative measures by the City's departments in preparing for the impending emergency.
- B. Declared Emergency Period: This is the time period, during which emergency response activities and restoration of critical services are conducted to protect life and property, but most other City services are suspended. During this period the City Manager may designate essential personnel to take mandatory shelter in the City's Emergency Operations Center (EOC) or another designated facility.

- C. Post-Declaration/Recovery Period: This is the time period during which activities are conducted to restore the City's infrastructure and services to pre-emergency/disaster conditions. This period begins when the City Manager declares it safe for employees to return to work and ends when the City Manager declares the post-declaration period to be over. The state of local emergency may be extended, as necessary, as determined by a vote of the City Council into the Post-Declaration/Recovery Period if there is a continued interruption of City services, the presence of debris, flood fighting, or other disaster related conditions.

28.5 EMPLOYEE EMERGENCY/DISASTER STATUS

Prior to the declaration of a state of emergency, department directors shall designate "emergency essential" and "emergency non-essential" personnel for their departments. Department directors have the ability to change "emergency non-essential" to "emergency essential" based on the extent of the disaster.

- A. **Emergency Non-Essential**: Employees classified as emergency non-essential are not required to work during a declared state of emergency and therefore may be temporarily excused from work when normal City services have been suspended. Unless otherwise directed to report to work by their department director, non-essential employees are placed on paid Disaster Recovery Leave during the Declared Emergency Period for the hours they would have normally worked. Non-essential employees are expected to return to work as soon as possible immediately following the emergency event (during the post-declaration/recovery period), unless specifically instructed otherwise by their department directors. Non-essential employees directed to not report to work during the post-declaration/recovery period shall remain on paid Disaster Recovery Leave until such time as an alternate determination is made by the City Manager. The continued provision of paid leave during a declared emergency may be suspended by the City Manager when determined to be in the City's best interests.
- B. **Emergency Essential**: Employees classified as emergency essential are required to be available immediately before the declared state of emergency, during the Declared Emergency Period (within the City's EOC or another designated facility) and during the post-declaration period to perform duties directly related to emergency conditions. Dismissal or worksite closure announcements do not apply to these employees unless instructed otherwise by their department directors.

28.6 REPORTING TO WORK/EMPLOYEE'S DUTIES

- A. In preparation for, during and upon returning to work following a Declared Emergency Period, employees may be temporarily reassigned to perform alternative duties that best meet the needs of the City. Reassignments may include, but are not limited to, the delivery/distribution of ice, water and food,

working feeding stations, filling sandbags, working the EOC call center, working points of distribution centers, assisting departments with providing services, damage assessment field work, etc. This may also include employees of one department serving in an emergency capacity for another department.

- B. Employees may be required to work alternative schedules in place of their normally scheduled work time at the direction of their department director.
- C. Employees who are considered “Emergency Essential” are expected to be available to be called in to work during emergency operations which would include before, during, and/or after the emergency. Failure to report to work when required during a Declared Emergency may result in disciplinary action up to and including termination.

28.7 EMERGENCY/DISASTER COMPENSATION

The City Manager has the sole authority to declare emergency operations exist for the implementation of this policy. Pay during emergency operations will be as follows:

During the Declared Emergency Period:

- A. **Emergency Non-Essential Employees:** During the Declared Emergency Period, employees who are released from work or who are not required to report to work due to the emergency event shall receive Disaster Recovery Leave for the hours they would normally be scheduled to work. Hours paid under Disaster Recovery Leave will count as “time worked” for the purpose of computing overtime compensation for non-exempt employees.
- B. **Emergency Essential Non-Exempt Employees:** During the Declared Emergency Period, non-exempt employees who are required to work will be paid one and one half their hourly rate for hours worked until the Declared Emergency Period has ended. These employees will also receive the Disaster Recovery Leave hours for the hours they would normally be scheduled to work.
- C. **Emergency Essential Exempt Employees:** During the Declared Emergency Period, exempt employees who are required to work will be paid at the employee’s current hourly rate for all hours worked during the Declared Emergency Period. These employees will also receive the Disaster Recovery Leave hours for the hours they would normally be scheduled to work. Exempt employees will be required to enter their hours into the timekeeping system.
- D. When Alpha/Bravo status is initiated at the Police Department all essential employees are required to be available 24 hours a day until Alpha/Bravo status is terminated. Essential employees will receive Disaster Recovery OT while on duty. During the resting period, essential employees are considered “On-Call” and will receive \$100.00 per day using the Disaster Recovery On-Call code. Essential employees are required to respond within 15 minutes if

recalled back to the Police Department. During the declared emergency period, employees will also receive 8 hours per day of Disaster Recovery Leave, until the City Manager declares that the Emergency Period has ended. Emergency essential exempt employees at the Police Department will follow 28.7 C.

- E. Employees who are on prior approved leave (i.e. sick, vacation, family or medical leave, etc.) during any Declared Emergency Period will be paid according to their approved leave provisions and will not receive Disaster Recovery Leave. The City, in its discretion, reserves the right to cancel all non-mandatory leave.

Pre-Declaration and Post-Declaration Periods

- A. **Non-Exempt Employees:** During the Pre- and Post-Declaration periods, non-exempt employees will be paid at their regular hourly rate of pay for all hours worked and time-and-a-half for all hours worked in excess of their regularly scheduled work week.
- B. **Exempt Employees:** During the Pre- and Post-Declaration periods exempt employees will be paid hour-for-hour for all hours worked above their normal work schedule. Exempt employees will be required to enter their hours into the timekeeping system.
- C. All employees who elect to leave work, with approval from the department director, prior to the announced closure by the City Manager will be required to use their time off accruals for their early departure.
- D. Whenever possible, employees asked to work during any Declared Emergency Period will be allowed reasonable time, as determined by the City Manager, to secure their personal property and make emergency plans for their family.

28.8 POST-DECLARATION/RECOVERY PERIOD

Once the Declared Emergency period has ended, the City Manager will determine the Post-Declaration/Recovery period. If some City services remain suspended during the Post-Declaration/Recovery period, employees must be working at their designated City positions, emergency duty assignments/reassignments, or be on approved leave to receive pay. Department directors shall seek the City Manager's authorization prior to directing any employee not to report to work during the Post-Declaration/Recovery Period. Employees directed by their department directors, with the City Manager's approval, not to work during the Post-Declaration/Recovery Period shall remain on Disaster Recovery Leave until such time as an alternate determination is made by the City Manager.

- A. All employees are required to monitor their phones and the City's website for information and instructions on when to report back to work. In the event of a communication outage, department directors will attempt to notify staff of work status updates.

- B. In the event that an employee is unable to report for his/her assigned recovery duties, the employee must contact his/her department director to request approval of annual leave or leave without pay if accrued leave is not available.
- C. An employee with an unexcused absence who fails to report to work during the Post-Declaration/Recovery period may face disciplinary action, up to and including termination.

28.9 RESUMPTION OF CITY SERVICES

The City Manager will determine when normal City operations resume.

All suspended personnel-related activities (promotion, grievance, disciplinary action, etc.) will continue when normal services resume.

28.10 PAYROLL AND TIMESHEETS

Department Managers/Supervisors are responsible to ensure adherence to this policy and all applicable authority pay rules. Supervisors and Managers should scrutinize all timesheets to ensure full compliance. Detailed payroll instructions consistent with this policy will be provided to all departments once an emergency event has been declared.

All employees who worked any hours during the Pre-Declaration, Declared Emergency and Post-Declaration Periods are required to complete, sign and have signed by their supervisor on duty each day, a ICS 214 activity log form. The completed ICS 214 forms shall be submitted to Finance each week to compare to the submitted payroll timesheets. The ICS 214 activity log form shall include start and end times for each day's activities and a description of assigned functions and tasks performed in each 24-hour day. The Finance Department reserves the right to review or request ICS 214 forms daily to ensure accuracy.

28.11 OUT-OF-THE-CITY EOC/FEMA INITIATED EMERGENCY DEPLOYMENT

Upon the City Manager's authorization, the City may deploy personnel to render aid and assistance to other jurisdictions within the State of Florida or out-of-state in accordance with State Emergency Operations Center (SEOC) and/or Federal Emergency Management Agency (FEMA) initiatives. In order to be deployed, an employee must have authorization from the department director and a valid SEOC "Task Number". The employee will be paid his/her normal rate of pay for all hours worked, including travel time. Overtime will be paid in accordance with the Fair Labor Standards Act.

CITY MANAGER'S REPORT 5.1

ZEDC Quarterly Update

Issue:

The ZEDC will present an update on economic development to the City Council.

Background:

The ZEDC provides City Council with an update Quarterly on the status of economic development within and affecting the City of Zephyrhills.

Attachment(s):

None

Fiscal Impact:

N/A

Staff Recommendation:

N/A

CITY MANAGER'S REPORT 5.2

Award Bid Stellar Development, Inc. - Box Hangars

Issue:

Over budget due to increased cost.

Background:

The airport has an agreement with FDOT to provide for the design, development and construction of two new box hangars, taxiway F, for airfield access and a new 6,400-sqft. FBO/Terminal building, associated with FPN: 441915-2-94-01, Contract #G2C11, \$6,600,000, was approved. The design of the terminal/FBO is complete and ready to execute when funding becomes available (estimated cost of new terminal/FBO 5.5mil). All other aspects of this project are being executed at this time. We currently have a shortfall of 1.7 mil to execute the second box hangar as outlined in the FDOT agreement along with the shortfall of the terminal/FBO. After close review, the airport has the cash balance to build the second hangar, leaving a projected cash balance of \$438,325 on 9/30/26. Please see recommendation for award of bid for further details.

Attachment(s):

1. RecAwardLetter_ZPH_Hangars_20250724

Fiscal Impact:

Budgeted in FY 2025/2026

Staff Recommendation:

Staff and Engineer recommend City Council's consideration for approval of the award of bid to Stellar Development, Inc.



**Challenging today.
Reinventing tomorrow.**

July 24, 2025

Attn: Ms. Karen Miller
Purchasing Agent

City of Zephyrhills

5335 8th Street
Zephyrhills, FL 33542
Ph: 813.780.0000 Ext: 3536

Project name: Zephyrhills Airport (Box) Hangars
Project no: D3779504

Subject: Approval of Bid

Dear Karen,

Following our recent review of the bids submitted for the Zephyrhills Airport (Box) Hangars, we are pleased to inform you that Jacobs has completed the evaluation of the four (4) bids received from the contractors listed below:

Stellar Development, Inc. Base Bid: \$2,946,838; Add Alt: \$1,237,420.

Qualis General Contractors Base Bid: \$3,234,520; Add Alt: Not provided.

Trias Construction, LLC Base Bid: \$3,326,748; Add Alt: \$1,229,984.

SEMCO Construction, Inc. Base Bid: \$4,295,704; Add Alt: \$1,905,267. After careful analysis of the submitted bids, Jacobs has determined that Stellar Development, Inc., submitted the most competitive and comprehensive proposal. Their bid demonstrates a clear understanding of the project requirements, and a competitive pricing structure.

Therefore, Jacobs recommends the City of Zephyrhills approve the bid from Stellar Development, Inc. for the Zephyrhills Airport (Box) Hangars project, to include the Additive Alternate, pending availability of funding.

We appreciate your cooperation and look forward to the successful collaboration between our teams.

Sincerely,

Joe Sawmiller, PE
Project Manager

joe.sawmiller@jacobs.com

Copies to: file, MDG Inc.

Attachment: Bid Tabulation

Jacobs

5401 West Kennedy Boulevard
Suite 300
Tampa, FL 33609
United States

T +1 813 676 2300
www.jacobs.com

ZPH- Box Hangars											
				Engineer's Estimate		Stellar Development Inc.		Qualis General Contractors		Trias Construction LLC	
Line Item	Description	Quantity	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
BASE BID											
1	CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)	1	LS	\$15,000.00	\$15,000.00	\$25,560.72	\$25,560.72	\$15,000.00	\$15,000.00	\$41,327.78	\$41,327.78
2	TEMPORARY STORMWATER POLLUTION, PREVENTION, EROSION CONTROL	1	LS	\$15,000.00	\$15,000.00	\$44,141.90	\$44,141.90	\$14,500.00	\$14,500.00	\$26,627.68	\$26,627.68
3	MOBILIZATION	1	LS	\$100,000.00	\$100,000.00	\$190,899.91	\$190,899.91	\$150,000.00	\$150,000.00	\$208,098.51	\$208,098.51
4	PAVEMENT DEMOLITION (ASPHALT AND GRAVEL)	2400	SY	\$10.00	\$24,000.00	\$20.90	\$50,160.00	\$10.75	\$25,800.00	\$24.39	\$58,536.00
5	SAFETY, SECURITY AND MAINTENANCE OF AIRFIELD OPERATION	1	LS	\$10,000.00	\$10,000.00	\$11,135.84	\$11,135.84	\$12,000.00	\$12,000.00	\$30,496.39	\$30,496.39
6	SURVEY, STAKEOUT AND AS-BUILT SURVEY	1	LS	\$10,000.00	\$10,000.00	\$39,429.48	\$39,429.48	\$6,000.00	\$6,000.00	\$29,149.55	\$29,149.55
7	EMBANKMENT (ON-SITE)	7000	CY	\$20.00	\$140,000.00	\$16.47	\$115,290.00	\$20.00	\$140,000.00	\$23.28	\$162,960.00
8	8" LIME ROCK BASE COURSE	2300	SY	\$20.00	\$46,000.00	\$22.44	\$51,612.00	\$36.00	\$82,800.00	\$40.46	\$93,058.00
9	ASPHALT MIX PAVEMENT	510	TON	\$230.00	\$117,300.00	\$380.39	\$193,998.90	\$251.00	\$128,010.00	\$332.55	\$169,600.50
10	EMULSIFIED ASPHALT PRIME COAT	750	GAL	\$3.00	\$2,250.00	\$10.71	\$8,032.50	\$3.10	\$2,325.00	\$3.33	\$2,497.50
11	EMULSIFIED ASPHALT TACK COAT	210	GAL	\$12.00	\$2,520.00	\$18.95	\$3,979.50	\$11.00	\$2,310.00	\$12.19	\$2,559.90
12	WHITE OR YELLOW NON-REFLECTIVE APRON MARKING (TEMPORARY)	400	SF	\$5.00	\$2,000.00	\$15.48	\$6,192.00	\$8.00	\$3,200.00	\$8.87	\$3,548.00
13	WHITE OR YELLOW REFLECTIVE APRON MARKING (FINAL)	400	SF	\$8.00	\$3,200.00	\$16.84	\$6,736.00	\$8.00	\$3,200.00	\$8.87	\$3,548.00
14	BLACK NON-REFLECTIVE MARKING	690	SF	\$8.00	\$5,520.00	\$38.02	\$26,233.80	\$5.00	\$3,450.00	\$5.54	\$3,822.60
15	18-INCH REINFORCED CONCRETE PIPE (CLASS V)	350	LF	\$150.00	\$52,500.00	\$137.07	\$47,974.50	\$200.00	\$70,000.00	\$221.70	\$77,595.00
16	2" PVC PIPE (STORM)	80	LF	\$25.00	\$2,000.00	\$16.29	\$1,303.20	\$68.50	\$5,480.00	\$75.93	\$6,074.40
17	PVC TEE FITTINGS (STORM)	28	EA	\$500.00	\$14,000.00	\$215.23	\$6,026.44	\$1,100.00	\$30,800.00	\$1,219.36	\$34,142.08
18	AIRFIELD INLET	2	EA	\$20,000.00	\$40,000.00	\$55,328.82	\$110,657.64	\$22,100.00	\$44,200.00	\$24,498.12	\$48,996.24
19	24" NYLOPLAST H-10	5	EA	\$3,000.00	\$15,000.00	\$3,154.56	\$15,772.80	\$5,350.00	\$26,750.00	\$5,930.54	\$29,652.70
20	SODDING	13000	SY	\$5.00	\$65,000.00	\$4.16	\$54,080.00	\$4.54	\$59,020.00	\$6.65	\$86,450.00
21	TOPSOIL (OBTAINED ON-SITE)	100	CY	\$30.00	\$3,000.00	\$16.29	\$1,629.00	\$58.00	\$5,800.00	\$64.29	\$6,429.00
22	CHAIN LINK FENCE REMOVAL AND RE-INSTALL	20	LF	\$25.00	\$500.00	\$27.16	\$543.20	\$25.00	\$500.00	\$277.13	\$5,542.60
23	MILLING OF EXISTING ASPHALT PAVEMENT	16	SY	\$150.00	\$2,400.00	\$316.71	\$5,067.36	\$140.00	\$2,240.00	\$155.19	\$2,483.04
24	SUBGRADE	700	SY	\$15.00	\$10,500.00	\$32.38	\$22,666.00	\$14.00	\$9,800.00	\$15.52	\$10,864.00
25	SUPERPAVE ASPHALT CONCRETE	200	TON	\$250.00	\$50,000.00	\$366.00	\$73,200.00	\$375.00	\$75,000.00	\$415.69	\$83,138.00
26	CEMENT CONCRETE PAVEMENT (CONCRETE PADS)	70	SY	\$100.00	\$7,000.00	\$81.47	\$5,702.90	\$155.36	\$10,875.20	\$0.00	\$0.00
27	REMOVED	0	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	2" BLOWOFF (WATER)	1	EA	\$2,000.00	\$2,000.00	\$4,323.59	\$4,323.59	\$3,000.00	\$3,000.00	\$3,325.54	\$3,325.54
29	1" BACKFLOW ASSEMBLY	1	EA	\$3,000.00	\$3,000.00	\$4,044.52	\$4,044.52	\$3,500.00	\$3,500.00	\$3,547.24	\$3,547.24
30	1 1/2" BACKFLOW ASSEMBLY	2	EA	\$4,000.00	\$8,000.00	\$5,814.15	\$11,628.30	\$4,200.00	\$8,400.00	\$4,655.75	\$9,311.50
31	1" GATE VALVE (WATER)	1	EA	\$1,000.00	\$1,000.00	\$602.79	\$602.79	\$2,925.00	\$2,925.00	\$3,242.40	\$3,242.40
32	2" GATE VALVE (WATER)	1	EA	\$1,500.00	\$1,500.00	\$1,236.73	\$1,236.73	\$3,350.00	\$3,350.00	\$3,713.52	\$3,713.52
33	8" GATE VALVE (WATER)	3	EA	\$3,500.00	\$10,500.00	\$4,097.71	\$12,293.13	\$4,825.00	\$14,475.00	\$5,348.57	\$16,045.71
34	CONTROL STRUCTURE (TYPE C)	2	EA	\$5,000.00	\$10,000.00	\$4,100.30	\$8,200.60	\$8,150.00	\$16,300.00	\$9,034.37	\$18,068.74
35	SANITARY SEWER MANHOLE	1	EA	\$7,500.00	\$7,500.00	\$14,926.08	\$14,926.08	\$8,300.00	\$8,300.00	\$9,200.65	\$9,200.65
36	4" PVC PIPE (SEWER)	50	LF	\$100.00	\$5,000.00	\$69.28	\$3,464.00	\$135.00	\$6,750.00	\$149.65	\$7,482.50

ZPH- Box Hangars											
				Engineer's Estimate		Stellar Development Inc.		Qualis General Contractors		Trias Construction LLC	
Line Item	Description	Quantity	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
37	6" PVC PIPE (SEWER)	210	LF	\$100.00	\$21,000.00	\$51.71	\$10,859.10	\$110.00	\$23,100.00	\$121.94	\$25,607.40
38	6" DIP	5	LF	\$300.00	\$1,500.00	\$238.91	\$1,194.55	\$2,125.00	\$10,625.00	\$471.12	\$2,355.60
39	18" MITERED END SECTION	3	EA	\$5,000.00	\$15,000.00	\$3,521.31	\$10,563.93	\$5,450.00	\$16,350.00	\$6,041.39	\$18,124.17
40	12 X 18-INCH REINFORCED CONCRETE PIPE (CLASS III)	100	LF	\$120.00	\$12,000.00	\$110.24	\$11,024.00	\$154.00	\$15,400.00	\$182.90	\$18,290.00
41	12 X 18-INCH MITERED END SECTION	1	EA	\$5,000.00	\$5,000.00	\$2,993.65	\$2,993.65	\$5,350.00	\$5,350.00	\$5,930.54	\$5,930.54
42	4" PVC PIPE (STORM	228	LF	\$60.00	\$13,680.00	\$32.73	\$7,462.44	\$75.00	\$17,100.00	\$83.14	\$18,955.92
43	8" PVC PIPE (STORM)	415	LF	\$75.00	\$31,125.00	\$39.97	\$16,587.55	\$105.00	\$43,575.00	\$116.39	\$48,301.85
44	10" PVC PIPE (STORM)	249	LF	\$100.00	\$24,900.00	\$41.13	\$10,241.37	\$165.00	\$41,085.00	\$182.90	\$45,542.10
45	1 1/2" PVC PIPE (WATER)	50	LF	\$45.00	\$2,250.00	\$27.36	\$1,368.00	\$67.50	\$3,375.00	\$74.82	\$3,741.00
46	2" PVC PIPE (WATER)	145	LF	\$50.00	\$7,250.00	\$24.90	\$3,610.50	\$60.00	\$8,700.00	\$66.51	\$9,643.95
47	1" PVC PIPE (WATER)	35	LF	\$45.00	\$1,575.00	\$40.52	\$1,418.20	\$75.00	\$2,625.00	\$83.14	\$2,909.90
48	6" PVC PIPE (WATER)	6	LF	\$70.00	\$420.00	\$55.67	\$334.02	\$225.00	\$1,350.00	\$249.42	\$1,496.52
49	8" PVC PIPE (WATER)	1500	LF	\$75.00	\$112,500.00	\$62.14	\$93,210.00	\$115.00	\$172,500.00	\$138.56	\$207,840.00
50	PVC TEE FITTING (WATER)	7	EA	\$500.00	\$3,500.00	\$350.08	\$2,450.56	\$600.00	\$4,200.00	\$803.67	\$5,625.69
51	4" CLEANOUT (SEWER)	2	EA	\$1,000.00	\$2,000.00	\$1,048.88	\$2,097.76	\$1,500.00	\$3,000.00	\$1,912.18	\$3,824.36
52	6" CLEANOUT (SEWER)	2	EA	\$1,200.00	\$2,400.00	\$1,175.39	\$2,350.78	\$1,800.00	\$3,600.00	\$2,106.17	\$4,212.34
53	8" CLEANOUT (STORM)	4	EA	\$1,500.00	\$6,000.00	\$1,040.91	\$4,163.64	\$3,000.00	\$12,000.00	\$3,574.95	\$14,299.80
54	TYPE D CURB	415	LF	\$30.00	\$12,450.00	\$34.88	\$14,475.20	\$30.00	\$12,450.00	\$34.92	\$14,491.80
55	DETECTABLE WARNINGS	10	SF	\$50.00	\$500.00	\$42.24	\$422.40	\$195.00	\$1,950.00	\$216.16	\$2,161.60
56	REVTMENT SYSTEM-RIPRAP (RUBBLE)	26	SY	\$250.00	\$6,500.00	\$204.86	\$5,326.36	\$400.00	\$10,400.00	\$498.83	\$12,969.58
57	2" HDPE SDR 11 FORCE MAIN	120	LF	\$100.00	\$12,000.00	\$138.93	\$16,671.60	\$90.00	\$10,800.00	\$105.31	\$12,637.20
58	SIGN	2	EA	\$300.00	\$600.00	\$458.38	\$916.76	\$2,500.00	\$5,000.00	\$554.26	\$1,108.52
59	BOLLARDS	8	EA	\$700.00	\$5,600.00	\$1,254.15	\$10,033.20	\$870.00	\$6,960.00	\$554.26	\$4,434.08
60	PAINTED PAVEMENT MARKINGS	30	SY	\$30.00	\$900.00	\$92.33	\$2,769.90	\$35.00	\$1,050.00	\$38.80	\$1,164.00
61	BASE AND STABLIZED BASE LIME ROCK MATERIAL	700	SY	\$40.00	\$28,000.00	\$41.73	\$29,211.00	\$50.00	\$35,000.00	\$55.43	\$38,801.00
62	SIDEWALK	135	SY	\$100.00	\$13,500.00	\$74.83	\$10,102.05	\$125.00	\$16,875.00	\$138.56	\$18,705.60
63	DUMPSTER DRIVEWAY CONCRETE	40	SY	\$125.00	\$5,000.00	\$127.18	\$5,087.20	\$170.00	\$6,800.00	\$188.45	\$7,538.00
64	FIRE HYDRANT	1	EA	\$5,000.00	\$5,000.00	\$10,999.84	\$10,999.84	\$13,250.00	\$13,250.00	\$14,687.79	\$14,687.79
65	DUMPSTER PAD AND ENCLOSURE	1	LS	\$10,000.00	\$10,000.00	\$16,966.63	\$16,966.63	\$22,000.00	\$22,000.00	\$32,257.71	\$32,257.71
66	LIFT STATION	1	LS	\$15,000.00	\$15,000.00	\$71,404.71	\$71,404.71	\$15,000.00	\$15,000.00	\$16,627.68	\$16,627.68
67	STORMCEPTOR-OIL/WATER SEPARATOR	1	LS	\$25,000.00	\$25,000.00	\$53,635.75	\$53,635.75	\$39,200.00	\$39,200.00	\$46,779.22	\$46,779.22
68	BOX HANGAR ("HANGAR 20")	1	LS	\$1,228,780.00	\$1,228,780.00	\$1,338,140.37	\$1,338,140.37	\$1,657,790.00	\$1,657,790.00	\$1,364,548.00	\$1,364,548.00
	Total				\$2,434,120.00		\$2,946,838.35		\$3,234,520.20		\$3,326,748.19
ADDITIVE BID 1:											
1	Box Hangar (Hangar 21")	1	LS	\$1,228,780.00	\$1,228,780.00	\$1,237,420.00	\$1,237,420.00	\$0.00	\$0.00	\$1,229,984.00	\$1,229,984.00
	Total				\$1,228,780.00		\$1,237,420.00		\$0.00		\$1,229,984.00

ZPH- Box Hangars					
				SEMCO Construction, Inc.	
Line Item	Description	Quantity	Unit	Unit Cost	Total
BASE BID					
1	CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)	1	LS	\$50,000.00	\$50,000.00
2	TEMPORARY STORMWATER POLLUTION, PREVENTION, EROSION CONTROL	1	LS	\$17,250.00	\$17,250.00
3	MOBILIZATION	1	LS	\$426,558.00	\$426,558.00
4	PAVEMENT DEMOLITION (ASPHALT AND GRAVEL)	2400	SY	\$25.30	\$60,720.00
5	SAFETY, SECURITY AND MAINTENANCE OF AIRFIELD OPERATIONS	1	LS	\$75,000.00	\$75,000.00
6	SURVEY, STAKEOUT AND AS-BUILT SURVEY	1	LS	\$35,161.25	\$35,161.25
7	EMBANKMENT (ON-SITE)	7000	CY	\$24.15	\$169,050.00
8	8" LIME ROCK BASE COURSE	2300	SY	\$41.98	\$96,554.00
9	ASPHALT MIX PAVEMENT	510	TON	\$345.00	\$175,950.00
10	EMULSIFIED ASPHALT PRIME COAT	750	GAL	\$3.45	\$2,587.50
11	EMULSIFIED ASPHALT TACK COAT	210	GAL	\$12.65	\$2,656.50
12	WHITE OR YELLOW NON-REFLECTIVE APRON MARKING (TEMPORARY)	400	SF	\$9.20	\$3,680.00
13	WHITE OR YELLOW REFLECTIVE APRON MARKING (FINAL 10' MINIMUM)	400	SF	\$9.20	\$3,680.00
14	BLACK NON-REFLECTIVE MARKING	690	SF	\$5.75	\$3,967.50
15	18-INCH REINFORCED CONCRETE PIPE (CLASS V)	350	LF	\$230.00	\$80,500.00
16	2" PVC PIPE (STORM)	80	LF	\$78.78	\$6,302.40
17	PVC TEE FITTINGS (STORM)	28	EA	\$1,265.00	\$35,420.00
18	AIRFIELD INLET	2	EA	\$25,415.00	\$50,830.00
19	24" NYLOPLAST H-10	5	EA	\$6,152.50	\$30,762.50
20	SODDING	13000	SY	\$6.90	\$89,700.00
21	TOPSOIL (OBTAINED ON-SITE)	100	CY	\$66.70	\$6,670.00
22	CHAIN LINK FENCE REMOVAL AND RE-INSTALL	20	LF	\$575.00	\$11,500.00
23	MILLING OF EXISTING ASPHALT PAVEMENT	16	SY	\$161.00	\$2,576.00
24	SUBGRADE	700	SY	\$16.10	\$11,270.00
25	SUPERPAVE ASPHALT CONCRETE	200	TON	\$431.25	\$86,250.00
26	CEMENT CONCRETE PAVEMENT (CONCRETE PADS)	70	SY	\$465.75	\$32,602.50
27	REMOVED	0	EA	\$0.00	\$0.00
28	2" BLOWOFF (WATER)	1	EA	\$3,450.00	\$3,450.00
29	1" BACKFLOW ASSEMBLY	1	EA	\$3,680.00	\$3,680.00
30	1 1/2" BACKFLOW ASSEMBLY	2	EA	\$4,830.00	\$9,660.00
31	1" GATE VALVE (WATER)	1	EA	\$3,363.75	\$3,363.75
32	2" GATE VALVE (WATER)	1	EA	\$3,852.50	\$3,852.50
33	8" GATE VALVE (WATER)	3	EA	\$5,548.75	\$16,646.25
34	CONTROL STRUCTURE (TYPE C)	2	EA	\$9,372.50	\$18,745.00
35	SANITARY SEWER MANHOLE	1	EA	\$9,545.00	\$9,545.00
36	4" PVC PIPE (SEWER)	50	LF	\$155.25	\$7,762.50

ZPH- Box Hangars					
				SEMCO Construction, Inc.	
Line Item	Description	Quantity	Unit	Unit Cost	Total
37	6" PVC PIPE (SEWER)	210	LF	\$126.50	\$26,565.00
38	6" DIP	5	LF	\$488.75	\$2,443.75
39	18" MITERED END SECTION	3	EA	\$6,267.50	\$18,802.50
40	12 X 18-INCH REINFORCED CONCRETE PIPE (CLASS III)	100	LF	\$189.75	\$18,975.00
41	12 X 18-INCH MITERED END SECTION	1	EA	\$6,152.50	\$6,152.50
42	4" PVC PIPE (STORM	228	LF	\$86.25	\$19,665.00
43	8" PVC PIPE (STORM)	415	LF	\$120.75	\$50,111.25
44	10" PVC PIPE (STORM)	249	LF	\$189.75	\$47,247.75
45	1 1/2" PVC PIPE (WATER)	50	LF	\$77.63	\$3,881.50
46	2" PVC PIPE (WATER)	145	LF	\$69.00	\$10,005.00
47	1" PVC PIPE (WATER)	35	LF	\$86.25	\$3,018.75
48	6" PVC PIPE (WATER)	6	LF	\$258.75	\$1,552.50
49	8" PVC PIPE (WATER)	1500	LF	\$143.75	\$215,625.00
50	PVC TEE FITTING (WATER)	7	EA	\$833.75	\$5,836.25
51	4" CLEANOUT (SEWER)	2	EA	\$1,983.75	\$3,967.50
52	6" CLEANOUT (SEWER)	2	EA	\$2,185.00	\$4,370.00
53	8" CLEANOUT (STORM)	4	EA	\$3,708.75	\$14,835.00
54	TYPE D CURB	415	LF	\$36.23	\$15,035.45
55	DETECTABLE WARNINGS	10	SF	\$224.25	\$2,242.50
56	REVETMENT SYSTEM-RIPRAP (RUBBLE)	26	SY	\$517.50	\$13,455.00
57	2" HDPE SDR 11 FORCE MAIN	120	LF	\$109.25	\$13,110.00
58	SIGN	2	EA	\$287.50	\$575.00
59	BOLLARDS	8	EA	\$920.00	\$7,360.00
60	PAINTED PAVEMENT MARKINGS	30	SY	\$40.25	\$1,207.50
61	BASE AND STABLIZED BASE LIME ROCK MATERIAL	700	SY	\$57.50	\$40,250.00
62	SIDEWALK	135	SY	\$143.75	\$19,406.25
63	DUMPSTER DRIVEWAY CONCRETE	40	SY	\$195.50	\$7,820.00
64	FIRE HYDRANT	1	EA	\$15,237.50	\$15,237.50
65	DUMPSTER PAD AND ENCLOSURE	1	LS	\$51,750.00	\$51,750.00
66	LIFT STATION	1	LS	\$57,500.00	\$57,500.00
67	STORMCEPTOR-OIL/WATER SEPARATOR	1	LS	\$48,530.00	\$48,530.00
68	BOX HANGAR ("HANGAR 20")	1	LS	\$1,905,266.94	\$1,905,266.94
	Total				\$4,295,703.54
ADDITIVE BID 1:					
1	Box Hangar (Hangar 21")	1	LS	\$1,905,266.94	\$1,905,266.94
	Total				\$1,905,266.94

CITY MANAGER'S REPORT 5.3

Approval of Piggyback agreement **41-25-19** with REP Services, INC for playground equipment.

Issue:

Approval of Piggyback Agreement 41-25-19 with REP Services, Inc. for the purchase of city park's playground equipment, agreement attached.

Background:

REP Services has a current contract with Clay County for the installation of playground equipment.

Attachment(s):

1. REP Services Piggyback 07282025(36895878.1)
2. Exhibit A - REP Services(36899789.1)

Fiscal Impact:

Staff Recommendation:

Staff recommends approval of Piggyback Agreement 41-25-19 for the purchase of playground equipment with REP Services, Inc.

**AGREEMENT TO PIGGYBACK ON A CONTRACT
FOR SERVICES BID BY ANOTHER GOVERNMENTAL ENTITY**

WHEREAS, **REP SERVICES, INC.**, a Florida corporation duly authorized to conduct business in the State of Florida, whose address is 165 W Jessup Ave., Longwood, FL 32750-4146, (the "Contractor"), entered into an agreement dated July 24, 2024, with **CLAY COUNTY, FLORIDA**, whose address is Clay County Board of County Commissioners, P.O. Box 1366, Green Cove Springs, FL 32043, Florida 34228, a Florida municipal corporation, **AGREEMENT TO PROVIDE VARIOUS EQUIPMENT AND AMENITIES FOR PARKS AND RECREATION (Contract No. 2023/2024-284)** services procured pursuant to F. S. §287.057 (the "Contract");

WHEREAS, the **City of Zephyrhills**, a Florida municipal corporation (the "City") has the legal authority under its purchasing policies adopted by the Zephyrhills City Council to "piggyback" onto a contract procured pursuant to F. S. §287.057 by another governmental entity when seeking to utilize the same or similar services provided for in the said contract; and

WHEREAS, the City desires to continue "piggybacking" onto the above referenced Contract for utilization of the same or similar services and the Contractor consents to the aforesaid "piggybacking".

NOW THEREFORE, having found it to be in the public interest,

1. The Contractor affirms and ratifies the terms and conditions of the above referenced Contract with **CLAY COUNTY, FLORIDA** and agrees to perform the services set forth therein for the City in accordance with the terms of said Contract until the work is completed.
2. The City agrees to utilize the services of the Contractor in a manner and upon the terms and conditions as set forth in the Contract until the work is completed.
3. The City and Contractor agree to follow the current terms of the Contract with **CLAY COUNTY, FLORIDA** which expires on **July 23, 2027**.
4. The following document is incorporated into and made a part of this Agreement: **AGREEMENT TO PROVIDE VARIOUS EQUIPMENT AND AMENITIES FOR PARKS AND RECREATION (Contract No. 2023/2024-284)** dated July 23, 2027, is attached hereto as **Exhibit A**.
5. The parties agree that venue for any litigation arising from this piggyback agreement shall be in Dade City, Pasco County, Florida.
6. The parties agree that the City shall have forty-five (45) days from the date of invoice to provided payment pursuant to Florida Statute section 218.74.
7. Notwithstanding any provision herein to the contrary, the City may terminate this Agreement at any time without regard to cause at City's convenience with thirty

(30) days' notice to Company. In such event, the Company shall only be entitled to payment for services actually performed hereunder prior to such termination.

8. The City reserves the right to delete any portion of this contract at any time without cause. If such right is exercised, the total fee shall be reduced by the amount established for that service. If work has already been accomplished on the portion of the contract to be deleted, the Company shall be paid for the work performed through the notification effective date of the deleted services.
9. City expressly retains all rights, benefits, and immunities of sovereign immunity. Notwithstanding anything in this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of the City's sovereign immunity or limits of liability contained in Section 768.28, Florida Statutes.
10. Indemnity. Contractor shall defend, indemnify and hold harmless the City of Zephyrhills and all of the City of Zephyrhills's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Contractor, its officers, agents or employees in performance or non-performance of its obligations under the Agreement. Contractor recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City of Zephyrhills when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Zephyrhills in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve Contractor of its liability and obligation to defend, hold harmless and indemnify the City of Zephyrhills as set forth in this article of the Agreement. Nothing herein shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.
11. Insurance. Contractor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance, with minimum policy limits of \$ 1,000,000 (this could be \$2,000,000 depending on the amount of the contract) Combined Single Limits, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City of Zephyrhills as a named, additional insured, as well as furnishing the City of Zephyrhills with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany this signed contract. Said insurance coverages procured by Contractor as required herein shall be considered, and Contractor agrees

that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City of Zephyrhills, and that any other insurance, or self-insurance available to the City of Zephyrhills shall be considered secondary to, or in excess of, the insurance coverage(s) procured by Contractor as required herein

12. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-780-0000, EXT. 3543 OR CITYCLERK@CI.ZEPHYRHILLS.FL.US OR CITY CLERK – CITY OF ZEPHYRHILLS - 5335 EIGHTH STREET – ZEPHYRHILLS, FLORIDA 33542.

REP SERVICES, INC.

CITY OF ZEPHYRHILLS

Signature
Date

Charles E. Proctor Date
 Council President

Print Name and Title

WITNESS

ATTEST

Signature
Date

Ricardo Quinones
City Clerk

Clay County Contract

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REP SERVICES, INC.
Experts at Play & Outdoor Spaces

**AGREEMENT TO PROVIDE VARIOUS EQUIPMENT AND
AMENITIES FOR PARKS AND RECREATION**

This Agreement to Provide Various Equipment and Amenities for Parks and Recreation (“Agreement”) is entered into and shall be deemed effective as of July 24, 2024, and is between Rep Services, Inc., a Florida Profit Corporation (“Contractor”), and Clay County, a political subdivision of the State of Florida (the “County”).

RECITALS

WHEREAS, the County issued an Invitation for Bid, Bid No.: 23/24-074 (“Bid”), to establish a firm, fixed percentage discount from manufacturer’s and/or bidder’s current catalog/supply/product information price list for the purchase and installation of various equipment and amenities for parks and playgrounds to include a means for qualifying suppliers and establishing pricing for ballpark lighting services and court surfacing; and

WHEREAS, the Contractor responded to the Bid with a proposal that included Contractor’s products and discount pricing and pricing details for such products and services (“Proposal”); and

WHEREAS, the County evaluated the proposals submitted, and on July 23, 2024, the Clay County Board of County Commissioners of Clay County, Florida (the “Board”) accepted staff’s evaluation and awarded the Bid to the 23 companies that responded to the Bid; and

WHEREAS, the awarded Bids will be utilized on an as needed and as requested basis; and

WHEREAS, to the extent permitted by applicable law, the Contractor agrees to offer and extend this Agreement and pricing to any states, municipalities, local governments, school districts, higher educational institutions, public utilities, hospitals, and any other governmental agencies or non-profit organizations; and

WHEREAS, the parties hereby acknowledge and expressly agree that the terms and conditions of the Bid, including any addendums and attachments thereto, as well as the Proposal apply to this Agreement and are incorporated herein by reference; and

WHEREAS, the parties desire to enter into this Agreement in accordance with the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the foregoing recitals, the mutual covenants and promises set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged and all objections to the sufficiency and adequacy of which are hereby waived, the parties agree as follows:

1. EQUIPMENT, PRODUCTS, OR SERVICES

- (a) The above recitals are true and correct and are incorporated herein by reference.
- (b) For purposes of this Agreement, the County Representative shall be Howard Wanamaker, County Manager, and the Project Manager shall be Donna Fish, Buyer 1 with Clay County Purchasing, or designee.
- (c) The Contractor agrees to provide the Products and Services in accordance with the Bid Scope of Work attached hereto as **Attachment A**, its Proposal attached hereto as **Attachment B**, and the terms and conditions of this Agreement when ordered and/or requested from time to time by the County. As used herein, "Products" shall mean all equipment, amenities, materials, and/or products that the Contractor agrees to provide as stated in its Proposal. As used herein, "Services" shall mean any services that the Contractor agrees to provide as stated in its Proposal or as requested under this Agreement, including, but not limited to, installation of Products for parks and playgrounds, ballpark/field lighting services, court surfacing, and other related services.
- (d) Products and/or Services will be ordered and/or requested by personnel designated by the County on an as needed basis for the quantity requested during the term of the Agreement. Such orders/requests will be made in accordance with the method of ordering section of **Attachment A**. The County at its sole discretion will generate purchase orders as a result of approved quotations submitted in response to a request. Depending on the Services ordered, the Contractor may be required to enter into a separate agreement or task order with the County addressing such Services.
- (e) No later than 30 days prior to the anniversary date of this Agreement throughout the Agreement term, the Contractor may submit an updated Proposal to the Project Manager reflecting any changes to manufacturers and/or Products. Upon receipt, the Project Manager shall review and approve or reject the updated Proposal in writing. If the Project Manager approves the updated Proposal, it shall automatically be deemed to be incorporated into this Agreement and shall replace and/or modify **Attachment B**, in whole or in part, as applicable, as of the date of approval, without the need for a formal amendment or further action by either party. If the Project Manager does not approve the updated Proposal, the original Proposal shall continue without modification.
- (f) In providing the Products and Services, the Contractor shall:
 - 1. Be familiar with the ordered/requested Products and/or Services, deadlines, requirements, and the conditions under which the Products and/or Services are to be provided;
 - 2. Conduct business in a manner that reflects favorably at all times on the services and the goodwill and reputation of the County;
 - 3. Avoid deceptive, misleading or unethical practices that are or might be detrimental to the County; and

4. Not use any false, deceptive or misleading trade practices in the performance of the Services.

(g) In entering into this Agreement, the Contractor represents that it now has or will secure all equipment and personnel required to provide all Products and Services as may be requested under this Agreement. The Contractor shall assign such personnel as are necessary to assure faithful prosecution and timely delivery of the Products and/or Services pursuant to the requirements of this Agreement. The Contractor shall ensure that the personnel assigned to provide the Products and/or Services comply with the terms of this Agreement, have current licenses and permits required to provide the Products and/or Services, and are fully qualified and capable to perform their assigned tasks.

(h) The Contractor represents and warrants to the County that Contractor is experienced with providing the Products and Services described in this Agreement and is qualified and competent to provide such Products and perform such Services. The Contractor shall provide any and all Products and perform any and all Services requested in a timely, efficient, workmanlike, and cost-effective manner that comports with professional industry standards, applicable federal, state and local laws and regulations, and in accordance with the applicable professional standards.

(i) The Contractor shall provide the Products and Services using the degree of care and skill ordinarily exercised by similarly practicing professionals performing similar services under similar conditions in the same or similar geographic area and in compliance with all applicable laws ("Standard of Care").

(j) In performance of this Agreement, the Contractor is bound by and shall comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to the Products and/or Services. Any reference in this Agreement to a particular law, rule, or regulation in no way implies that no other law, rule, or regulation applies. Any violation of these laws, rules, and regulations shall constitute a material breach of this Agreement and shall entitle the County to terminate this Agreement upon delivery of written notice of termination to the Contractor as outlined herein.

(k) The County may elect, in certain circumstances, to purchase only Products and have such Products installed by others (e.g., volunteers, County staff, etc.). If such election is made, the Products will be shipped to a designated location and off-loaded by the Contractor.

(l) Non-Exclusive. The parties acknowledge and agree that this Agreement is non-exclusive. Nothing in this Agreement shall be construed to prevent either party from entering into similar agreements with other third parties, or from engaging in any other business activities for such products and/or services, including, but limited to the use of other available bids or contracts.

(m) The County gives the Contractor no guarantee of any Products or Services or any specific amount or quantity of Products or Services that may be accomplished or performed by the Contractor during the term of this Agreement. Additionally, the County makes no guarantee of usage by other users or Contracting Entities of this Agreement.

(n) The County may conduct performance evaluations at any time during the term of this Agreement to ensure the Contractor's compliance with the Agreement. One or more evaluations may be conducted solely at the discretion of the County.

2. ADDITIONAL PRODUCTS OR SERVICES

(a) If the County identifies or the Contractor recommends any additional products or services to be provided by the Contractor that are not covered under the Agreement but are beneficial to the County, such additional products and/or services, including scope, timing, and fees, as applicable, must be mutually agreeable between the County and the Contractor and authorized in writing by the County.

3. TERM

(a) The term shall begin on July 24, 2024 ("Effective Date") and shall remain in effect for a period of three years continuing through July 23, 2027, unless sooner terminated as provided herein. The Agreement may be renewed for two additional one year periods upon subsequent written agreement of the parties.

(b) The parties hereto mutually understand and agree that time is of the essence in the performance of this Agreement. The Contractor agrees to timely provide the requested Products and/or Services in accordance with the Agreement and the deadlines that may be established for such Products and/or Services.

(c) Notwithstanding the termination or expiration of this Agreement, this Agreement will survive as to any and all pending purchase orders, contracts, etc., until all of the rights and obligations of both parties thereunder have been fulfilled or the purchase orders, contracts, etc. have been terminated.

4. WARRANTIES AND REPRESENTATIONS

(a) The Products and Services shall comply with all rules, regulations, and requirements set forth in this Agreement and the Attachments to this Agreement.

(b) Warranties related to the Products and/or Services provided under this Agreement shall be established and confirmed at the time of each individual order. For each order, the Contractor shall provide a warranty statement specifying the duration, scope, and terms of the warranty applicable to the specific Products and/or Services being purchased. Depending on the Services ordered, the warranty may be set forth in a separate agreement or task order with the County addressing such Services.

(c) Neither the Services, nor any Products provided by the Contractor under this Agreement will infringe or misappropriate any patent, copyright, trademark or trade secret rights of any third party.

(d) The Contractor certifies that all Products meet all federal and state requirements. Upon

completion of installation of play equipment and/or playground surfacing, the Contractor shall furnish to the County's Purchasing Department a certificate stating the Products/equipment/surfacing and its installation meet all federal and state requirements as outlined in the publications set forth in **Attachment A** under the Compliance with Laws and Codes section. The Contractor further certifies that if the Product(s) delivered and/or installed are subsequently found to be deficient in any of the aforementioned requirements in effect on date of delivery, all costs necessary to bring the Product(s) and installation into compliance shall be borne by the Contractor.

(e) The Contractor warrants that all Products and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, the Contractor warrants the Products and Services are suitable for and will perform in accordance with the ordinary use for which they are intended.

(f) All material, equipment, manufacturer, or other special warranties required by the Agreement or applicable to the Products and/or Services shall be transferable to, or issued in the name of the County, and provide the warranty period. The period of manufacturer's warranty shall begin to run at the time the Products are received and accepted by a representative of the County.

5. PIGGYBACKING, SALES REPORTS, AND ADMINISTRATIVE FEE

(a) To the extent permitted by law, the Contractor agrees to offer and extend this Agreement and pricing to any states, municipalities, local governments, school districts, higher educational institutions, public utilities, hospitals, and any other governmental agencies or non-profit organizations (collectively "Contracting Entities").

(b) The County as the lead agency for the Bid shall not be liable or responsible for any costs, damages, liability, or other obligations incurred by any Contracting Entities. The Contractor including its subsidiaries shall deal directly with each Contracting Entity concerning the placement of orders, issuance of purchase orders, issuance of contracts, contractual disputes, invoicing, payment, and all other matters relating or referring to such Contracting Entities access or use of the Agreement and/or pricing. Accordingly, any Contracting Entity wishing to use this Agreement will be responsible for placing its own orders, issuing its own purchase order/documents/price agreements/contracts, providing for its own acceptance, making any subsequent payments, addressing any contractual disputes, and handling all other matters relating or referring to its access or use of the Agreement and/or pricing. The Contracting Entities are responsible for obtaining all certificates of insurance and bonds as may be required.

(c) Volume Sales Report. Throughout the term of this Agreement, the Contractor shall submit a **quarterly volume sales report ("Sales Report") to the County's Purchasing Department by email at purchasing@claycountygov.com or U.S. mail to the Clay County Board of Commissioners, Attn: Purchasing Department, PO Box 1366, Green Cove Springs, Florida 32043. Quarterly Sales Report dates are as follows: December 31, March 31, June 30, and September 30. Sales Reports must be delivered to the County's Purchasing Department no later than the 15th day of the following month.** Initiation and submission of the Sales Reports are the

responsibility of the Contractor without prompting or notification by the County. The Sales Report must be provided regardless of whether or not any sales have been conducted during such quarter (i.e., if there are no sales, Contractor must submit a Sales Report indicating that no sales were made during that particular quarter). The Sales Report must include the following:

- Contracting Entity's name and contact information;
- Detail of any Products sold/purchased including description, quantity, and price;
- Detail of any Services sold/purchased and/or performed; and
- All transactions pertaining to sales for Products and/or Services and pricing for that quarter to include the date the purchase was invoiced/sale was recognized as revenue by Contractor.

(d) Administrative Fee. The Contractor agrees to pay to the County an administrative fee equal to 1.5% of the eligible revenues generated from the sale of Products or Services to Contracting Entities utilizing this Agreement and/or pricing under this Agreement. For purposes of this Agreement, "eligible revenues" shall mean the gross amount actually received by the Contractor from the sale of Products purchased and/or installed utilizing this Agreement, excluding any amounts attributable to shipping, freight, handling charges, taxes, mandatory fees, or any other expenses not directly related to the core sale or installation transaction.

(e) The County will review the Sales Report and will prepare an invoice to the Contractor for payment of the administrative fee based on the Sales Report submitted for that **quarter**. Such invoices will be submitted to the Contractor at its email address provided to the County's Purchasing Department. Upon receipt of an invoice submitted under this paragraph, the Contractor shall submit payment pursuant to the instructions on the invoice within 30 calendar days of the invoice date.

(f) Failure of the Contractor to provide the quarterly Sales Reports and payment of administrative fees in accordance with an invoice, shall be considered a breach of the Agreement. A late penalty of 15 percent on the value of the administrative fee may be assessed to the Contractor for each month the payment of such fee is not received.

(g) The Contractor agrees to cooperate with the County in auditing transactions under this Agreement to ensure that the administrative fee is paid on all Products and/or Services purchased under this Agreement.

6. PRICING AND PAYMENT

(a) All Products and Services under this Agreement will be priced and/or discounted as stated in Contractor's Proposal. It is understood that Contractor's current catalog/supply/product information price list are subject to change throughout the term of this Agreement. However, percent discount shall remain fixed for the entire term of this Agreement including any renewals or extensions thereto.

(b) Freight must be pre-paid and added to the Invoice and the quote. The County will pay actual freight charges.

(c) Sales Promotion/Price Reduction. The parties acknowledge that sales promotions may occur during the term of the Agreement which will lower prices of Products and Services for the period of such sales promotion. The Contractor acknowledges and agrees that the County shall receive the full benefit of such reductions if lower than the discount established by this Agreement. The County must be notified of these sales promotions in writing, specifying the beginning and ending dates of the sales promotions.

(d) The County shall pay the Contractor for the Products and Services provided under this Agreement in compliance with the specifications at the prices in accordance with **Attachment B** upon presentation of an Invoice submitted to the Paying Agent in accordance with paragraph 7.

7. PAYMENT PROCEDURES

(a) As used herein, the term “Act” means the Local Government Prompt Payment Act set forth in Part VII of Chapter 218, Florida Statutes; the term “Invoice” means a statement, invoice, bill, draw request or payment request submitted by the Contractor under this Agreement; and the term “Submittal Date” means, with respect to an Invoice, the submittal date thereof to the Paying Agent. Invoices shall be submitted to Clay County Comptroller’s office (“Paying Agent”) by Email at invoices@clayclerk.com or U.S. Mail at Clay County BOCC, PO Box 988, Green Cove Springs, FL 32043 ATTN: Accounts Payable. All payments will be governed by the Act.

(b) Invoices shall be signed by the Contractor and must include the following information and items:

1. The Contractor’s name, address and phone number, including payment remittance address.
2. The Invoice number and date.
3. Reference to the Agreement by its title and number as designated by the County and Purchase Order number.
4. Identify the Products and/or Services covered by the Invoice.
5. The total amount of payment requested, the total amount previously requested, and the total amount paid to date for such Products and/or Services covered by the Invoice.
6. Supporting documentation necessary to satisfy auditing requirements (both preaudits and post-audits), for cost and Services completion.
7. The Contractor must provide any additional documents, certificates, or information as needed to support or document the Invoice as may be requested by the County.

(c) Upon receipt of an Invoice submitted under this paragraph, the Paying Agent and/or Project Manager shall date stamp the Invoice as received. Thereafter, the Paying Agent and/or

Project Manager shall review the Invoice and may also review the Products and/or Services as delivered, installed, or performed to determine whether the quantity and quality of the Products and/or Services is as represented in the Invoice and is as required by this Agreement. If the Paying Agent and/or Project Manager determines that the Invoice does not conform with the applicable requirements of this Agreement or that the Products and/or Services within the scope of the Invoice have not been properly delivered, installed, or performed in full accordance with this Agreement, the Paying Agent and/or Project Manager shall notify the Contractor in writing within 10 business days after the improper Invoice is received that the Invoice is improper and indicate what corrective action on the part of the Contractor is needed to make the Invoice proper.

(d) By the submittal of an Invoice hereunder, the Contractor shall have been deemed to have warranted to the County that all Products and/or Services for which payments have been previously received from the County shall be free and clear of liens, claims, security interests or other encumbrances in favor of the Contractor or any other person or entity for failure to make payment.

(e) The parties will attempt to settle any payment dispute arising under this paragraph through consultation and a spirit of mutual cooperation. The dispute will be escalated to appropriate higher-level managers of the parties, if necessary. If the dispute concerning payment of an Invoice remains unresolved within 30 days following the Submittal Date, then the Project Manager shall schedule a meeting between the Contractor's representative and the Project Manager with the County Manager, to be held no later than 43 calendar days following the Submittal Date, and shall provide written notice to the Contractor regarding the date, time and place of the meeting no less than 5 calendar days prior thereto. At the meeting, the Contractor's representative and the Project Manager shall submit to the County Manager their respective positions regarding the dispute, including any testimony and documents in support thereof. The County Manager shall issue a written decision resolving the dispute within 45 calendar days following the Submittal Date, and serve copies thereof on the Contractor's representative and the Project Manager.

(f) The County's review, approval, acceptance of, or payment for the Products and/or Services provided under this Agreement may not be construed or deemed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and the Contractor will be and remain liable to the County in accordance with applicable law for damages suffered by the County caused by the Contractor's negligent performance of any of the Products and/or Services furnished under this Agreement

8. INDEMNIFICATION

(a) To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County including its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this Agreement.

(b) The County does not agree to and shall not indemnify the Contractor or any other person or entity, for any purpose whatsoever. To the extent any indemnification by the County may be construed under this Agreement, any such indemnification shall be subject to and within the limitations set forth in Section 768.28, Florida Statutes, and to any other limitations, restrictions and prohibitions that may be provided by law, and shall not be deemed to operate as a waiver of, or modification to, the County's sovereign immunity protections.

(c) This paragraph shall survive the expiration or termination of this Agreement.

9. INSURANCE

(a) The Contractor shall maintain throughout the term of this Agreement and completion of any Services and during any renewal or extension term(s) of this Agreement or as required herein insurance of the following types and with such terms and limits:

1. Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations
- \$50,000 each occurrence for Damage to Rented Premises
- \$5,000 Medical Expenses (any one person)

Commercial and General Liability policy must include coverage for contractual liability and independent contractors.

2. Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. If the Contractor does not own vehicles, the Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

3. Workers' Compensation and Employer's Liability

Any person or entity performing work for or on behalf of the County must provide Workers' Compensation and Employer's Liability insurance in limits not less than:

- Workers Compensation Statutory limits
- Employers Liability \$100,000 Each Accident
 \$500,000 Disease Policy
 \$100,000 Disease-Each Employee

Exceptions and exemptions may be allowed by the County Manager, if they are in accordance with Florida Statutes.

The Contractor waives, and the Contractor shall ensure that its insurance carrier waives, all subrogation rights against the County, its employees, agents, boards, and commissions, for all losses or damages. The County requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

The Contractor must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable.

For any Contractor who has exempt status as an individual, the County requires proof of Workers' Compensation insurance coverage for that Contractor's employees, leased employees, volunteers, and any workers performing work.

4. Umbrella/Excess Insurance

If the Contractor's primary insurance policy/policies do not meet the minimum requirements, the Contractor may provide an Umbrella/Excess insurance policy to comply with the insurance requirements.

(b) Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Prior to any work or services being performed under this Agreement, the Contractor must deliver valid certificates of insurance for the required insurance coverage to the County's Purchasing Department.

(c) The certificates of insurance for the required coverages, with the exception of Workers' Compensation and Employer's Liability shall name **"Clay County, a political subdivision of the State of Florida, and The Board of County Commissioners, Clay County, Florida, its employees, agents, boards and commissions, as their interests may appear"** as **"Additional Insureds."** The coverage shall contain no special limitation on the scope of protection afforded to the County, its employees, agents, officials, boards, and commissions. The certificates of insurance shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificates of insurance will show a retroactive date, which should be the same date of the initial Agreement or prior. The Agreement number, and/or other identifying reference must be listed on the certificates of insurance.

(d) The Certificate Holder on the certificates of insurance should read as follows: **"Clay County Board of County Commissioners, P.O. Box 1366, Green Cove Springs, FL 32043"** or as otherwise designated by the County's Purchasing Department.

(e) The certificates of insurance shall be provided to the County with a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the Certificate Holder. In the event the Agreement term goes beyond the expiration date of any insurance policy, the Contractor shall provide the County's Purchasing Department with an updated certificate of insurance no later

than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the Agreement until this requirement is met. If any required insurance coverage is canceled, terminated, or revoked, the Contractor agrees to immediately suspend its operations until replacement insurance is obtained and verified.

(f) These insurance requirements may be modified and/or waived, in whole or in part, upon written approval by the County Manager or designee, without the need for a formal amendment to the Agreement.

10. BONDS

(a) A Performance Bond and Payment Bond may be required for specific projects and/or Services provided under this Agreement as security for the faithful performance and payment of the Contractor's obligations. Whether such Bonds will be required, will be based upon the size and price of each particular project and/or purchase under this Agreement. If such Bonds are required, the Contractor understands, acknowledges, and agrees that the Contractor shall cause the Bonds to be recorded in the public records of the County with the Clay County Clerk of Court and Comptroller at the Contractor's sole expense, and shall deliver a certified copy of the recorded Bonds to the County's Purchasing Department prior to receiving a purchase order for the project.

11. DEFAULT AND TERMINATION

(a) Default. If the Contractor breaches any covenant made by it hereunder; fails to satisfactorily perform any condition, provision, or obligation of this Agreement; fails to make progress so as to endanger performance under the terms and conditions of the Agreement; fails to perform on time or timely deliver any requested Products; provides false or inaccurate information; fails to address and/or correct any deficiencies identified by the County during a performance evaluation; fails to timely submit reports as required herein; fails to pay the administrative fee; fails to comply with applicable rules, laws and regulations; or whenever the Contractor ceases operation, dissolves its corporation, or otherwise no longer provides the Products and/or Services under the terms of this Agreement, the County may consider the Contractor to be in default and may assert a default claim by giving the Contractor a written notice of default. Except for a default by the Contractor for failing to comply with applicable laws, rules, and regulations or for no longer providing the services contemplated under this Agreement which must be cured immediately or is otherwise subject to automatic termination for cause, the Contractor shall have 10 calendar days after receipt of the notice of default to either cure the default or, if the default is not curable within 10 calendar days, provide a written cure plan to the County describing how and when the default will be cured, which the County in its sole discretion may approve or disapprove. The Contractor will begin implementing the cure plan immediately after receipt of notice by the County that it approves the plan. If the Contractor fails to cure or the County does not approve the cure plan, then the County may terminate this Agreement for cause.

(b) Termination for Cause. Upon the failure or inability of the Contractor to cure the default as provided above, unless otherwise agreed in writing, the County may, at its option, without

releasing or waiving its rights and remedies against the Contractor and without prejudice to any other right or remedy it may be entitled to hereunder or by law, terminate this Agreement, in whole or in part, for cause immediately upon written notice of termination by the County Representative to the Contractor. In the event the County terminates the Agreement, in whole or in part, because of default by Contractor, the County may procure goods, services, materials, and/or work similar to those terminated, and the Contractor shall be liable for any damages, costs, and any other expenses incurred due to this action. If it is determined that the Contractor was not in default or that the default was excusable (e.g. failure due to causes beyond the control of, or without the fault or negligence of the Contractor), the rights and obligations of the parties shall be those as provided in the provision for Termination for Convenience.

(c) Termination for Convenience. The County may whenever the interests of the County so require, terminate the Agreement, in whole or in part, for the convenience of the County. The County Representative shall give 30 calendar days prior written notice of termination to the Contractor, specifying when the termination is to become effective. In the event of any such termination, the Contractor shall be paid by the County for all Products and/or Services satisfactorily provided up to receipt of the notice of termination, and thereafter until the date of termination, the Contractor shall be paid only for such Services as are specifically authorized in writing by the County. The Contractor may terminate this Agreement for the convenience of the Contractor by giving the County 180 calendar days advance written notice.

(d) Unless directed differently in the notice of termination, the Contractor shall incur no further obligations in connection with the terminated Products and/or Services and shall stop any work to the extent specified and on the date given in the notice of termination. Additionally, unless directed differently, the Contractor shall terminate outstanding orders and/or subcontractor agreements related to the terminated Products and/or Services and shall transfer all Services in progress, completed Services, and other materials related to the terminated Services to the County. The Contractor agrees to refund to the County all pre-paid sums for Products and/or Services that have been cancelled and will not be delivered.

(d) Termination of this Agreement or a portion hereof under the provisions incorporated herein shall not relieve the Contractor of its responsibilities for the completed portion or concerning any just claims arising out of the Products provided and/or Services performed.

12. TAXES

(a) In that the County is a governmental agency exempt from sales and use taxes, the County shall pay no such taxes, any other provisions of this Agreement to the contrary notwithstanding. The County shall provide proof of its exempt status upon reasonable request.

13. APPROPRIATED FUNDS

(a) The Contractor acknowledges that in the budget for each fiscal year of the County during which the term of the Agreement is in effect a limited amount of funds are appropriated which are available to make payments arising under the Agreement. Any other provisions of the Agreement to the contrary notwithstanding, and pursuant to the provisions of Section 129.07,

Florida Statutes, the maximum payment that the County is obligated to make under the Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

14. PUBLIC RECORDS

(a) The Contractor acknowledges the County's obligation under Art. 1, Section 24, Florida Constitution, and Chapter 119, Florida Statutes, as from time to time amended (together, the Public Records Laws), to release public records to members of the public upon request. The Contractor acknowledges that the County is required to comply with the Public Records Laws in the handling of the materials created under the Agreement and that the Public Records Laws control over any contrary terms in the Agreement. In accordance with the requirements of Section 119.0701, Florida Statutes, the Contractor covenants to comply with the Public Records Laws, and in particular to:

1. Keep and maintain public records required by the County to provide the Products and Services requested under the Agreement;
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the County; and
4. Upon completion of the Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services. If the Contractor transfers all public records to the County upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

(b) The Contractor's failure to comply with the requirements of this paragraph shall be deemed a material breach of this Agreement, for which the County may terminate the Agreement immediately upon written notice to the Contractor.

(c) The Contractor acknowledges the provisions of Section 119.0701(3)(a), Florida Statutes, which, as applicable to the County and the Contractor, require as follows:

1. A request to inspect or copy public records relating to the Agreement must be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Contractor of the request, and the

Contractor must provide the records to the County or allow the records to be inspected or copied within a reasonable time.

2. If the Contractor does not comply with the County's request for records, the County shall enforce the Agreement provisions in accordance with the Agreement.
3. If the Contractor fails to provide the public records to the County within a reasonable time, the Contractor may be subject to penalties under Section 119.10, Florida Statutes.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 529-3604, publicrecords@claycountygov.com, POST OFFICE BOX 1366, GREEN COVE SPRINGS, FLORIDA 32043.

15. AUDIT

(a) The Contractor shall retain all records relating to this Agreement for a period of at least five (5) years after the Agreement ends or terminates, whichever occurs first. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. The County reserves the right to examine and/or audit such records. This provision shall survive the termination or expiration of this Agreement.

16. SCRUTINIZED COMPANIES CERTIFICATION

(a) In compliance with Section 287.135(5), Florida Statutes, the undersigned hereby certifies that the Contractor is not participating in a boycott of Israel as defined in Section 287.135(1), Florida Statutes; is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as referred to in Section 287.135(2), Florida Statutes; and does not have business operations in Cuba or Syria as defined in Section 287.135(1), Florida Statutes. In accordance with Section 287.135(3), Florida Statutes, the County shall have the option of terminating this Agreement if the Contractor is found to have submitted a false certification as provided under Section 287.135(5), Florida Statutes, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel as defined in Section 287.135(1), Florida Statutes.

17. E-VERIFY REQUIREMENT

(a) Pursuant to Section 448.095, Florida Statutes, the Contractor shall register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees hired by the Contractor during the term of the

Agreement, and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees hired by the subcontractor during the term of the subcontractor agreement. Subcontractors shall provide the Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as set forth in Section 448.095(2)(b)1, Florida Statutes. Upon request, the Contractor must provide evidence of compliance with this provision. Failure to comply with this provision is a material breach of the Agreement, and the County shall have the option of terminating this Agreement at its discretion.

18. HUMAN TRAFFICKING ATTESTATION

(a) In compliance with Section 787.06 (13), Florida Statutes, the undersigned, on behalf of the Contractor, a nongovernmental entity, hereby attests under penalty of perjury as follows:

1. The Contractor does not use *coercion* for *labor* or *services*, as such italicized terms are defined in Section 787.06, Florida Statutes, as may be amended from time to time.
2. If, at any time in the future, the Contractor does use coercion for labor or services, the Contractor will immediately notify the County and no contracts may be executed, renewed, or extended between the parties.
3. By execution of this Agreement, the undersigned represents that undersigned has read the foregoing statements and confirms that the facts stated in it are true and are made for the benefit of, and reliance by the County.

19. PUBLIC ENTITIES CRIMES

(a) A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

(b) By signing this Agreement, the Contractor represents that the execution of this Agreement will not violate the Public Entity Crimes Act (Section 287.133, Florida Statutes). Violation of this Section shall result in termination of this Agreement and recovery of all monies paid hereto and may result in debarment from the County's competitive procurement activities.

(c) In addition to the foregoing, the Contractor further represents that there has been no determination, based on an audit, that it or any subcontractor has committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether the Contractor has been placed on the convicted vendor list.

(d) The Contractor will promptly notify the County if it or any subcontractor of the Contractor is formally charged with an act defined as a “public entity crime” or has been placed on the convicted vendor list.

20. SUSPENSION AND DEBARMENT

(a) By execution of this Agreement, the Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency.

21. INDEPENDENT CONTRACTOR

(a) The parties to this Agreement are independent contractors. Neither party is an agent, representative, or partner of the other party. This Agreement shall not be interpreted or construed to create an association, agency, joint venture, or partnership between the parties or to impose any liability attributable to such a relationship upon either party.

22. NO ASSIGNMENT

(a) The Contractor shall not assign any of its rights or duties under this Agreement to any other party without the prior written consent of the County, which consent may be withheld by the County for any or no reason. Any such assignment attempted by the Contractor without such prior written consent shall be null and void. If the Contractor attempts to assign any such rights or duties without securing such prior written consent, this Agreement may be declared in default and terminated by the County.

23. SUBCONTRACTORS

(a) The Contractor shall provide the names of all subcontractors performing any work or services under this Agreement to the Project Manager. The County reserves the right to approve the utilization of any subcontractors in connection with this Agreement. Such written authorization may be obtained from the Project Manager on behalf of the County. The County further reserves the right to reject any quotation in response to a request for quotation if such quotation names a subcontractor who has, in the sole opinion of the County, previously failed in the proper performance of an award, failed to deliver on time contracts of a similar nature, or is not in a position to perform properly under this Agreement.

(b) Any subcontractor utilized by the Contractor shall be supervised and compensated by the Contractor.

(c) The Contractor shall be fully responsible to the County for the (i) acts and omissions (ii) satisfactory performance and (iii) timeliness of the Services of its subcontractors and of persons directly or indirectly employed by them.

(d) The Contractor shall cause appropriate provisions to be inserted in all subcontractor agreements relative to the Services giving the Contractor the same powers that the County may exercise over the Contractor under any provision of this Agreement.

(e) Nothing in the Agreement shall be construed as providing any subcontractor with any rights or remedies against the County or any of its employees, principals, officers, or agents for nonpayment or otherwise.

24. NO THIRD-PARTY BENEFICIARIES

(a) Any other provisions of this Agreement to the contrary notwithstanding, no third-party beneficiaries are intended or contemplated under this Agreement, and no third-party shall be deemed to have rights or remedies arising under this Agreement against either party to this Agreement.

25. CONFLICT OF INTEREST

(a) Throughout the term of this Agreement, the Contractor must not accept nor perform any other employment, assignments of contracts nor obligations that would conflict with the Contractor's duties and obligations provided under this Agreement.

26. AMENDMENT OR MODIFICATION OF AGREEMENT

(a) The Agreement may only be modified or amended upon mutual written agreement of the County and the Contractor. No oral agreements or representation shall be valid or binding upon either party. The Contractor may not unilaterally modify the terms of the Agreement by affixing additional terms to or by incorporating such terms onto the Contractor's documents forwarded by the Contractor to the County.

27. FURTHER ASSURANCES

(a) Each of the parties shall cooperate with one another, shall do and perform such actions and things, and shall execute and deliver such agreements, documents and instruments, as may be reasonable and necessary to effectuate the purposes and intents of this Agreement.

28. REMEDIES

(a) The parties will attempt to settle any dispute arising from this Agreement through negotiation and a spirit of mutual cooperation. The Contractor and the Project Manager will use reasonable efforts to arrange meetings as needed, at mutually convenient times and places, to address and work toward resolution of issues that arise in the performance of this Agreement. The dispute will be escalated to appropriate higher-level managers of the parties, if necessary. Each party shall have the right to seek the judicial enforcement and interpretation of this Agreement.

29. GOVERNING LAW AND VENUE

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any litigation, mediation, or other action proceeding between the parties arising out of this Agreement lies in Clay County, Florida.

30. ATTORNEYS' FEES

(a) In the event either party shall retain an attorney to litigate on its behalf against the other party regarding the enforcement or interpretation of this Agreement or regarding the rights, remedies, or obligations of the parties arising under this Agreement, the party prevailing on the majority of its claims, or which successfully defends against a majority of the other party's claims, shall be entitled to an award of reasonable attorney's fees, court costs, and any other expenses against the other party, including fees, court costs, and any other expenses incurred from the date of referral of the dispute to the prevailing party's attorney through the conclusion of litigation, or incurred in bankruptcy or on appeal. Nothing contained herein is intended to serve as a waiver of sovereign immunity and extend the County's liability beyond the limits established in Section 768.28, Florida Statutes.

31. WAIVER

(a) No waiver by either party of any term or condition of this Agreement will be deemed or construed as a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, subparagraph, clause, phrase, or other provision of this Agreement.

32. SEVERABILITY

(a) If any provision of this Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Agreement, and this Agreement shall be enforced as if such invalid and unenforceable provision had not been contained herein.

33. HEADINGS

(a) The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of any or all of the provisions hereof.

34. ENTIRE AGREEMENT

(a) This Agreement represents the entire understanding between the parties regarding the subject matter herein and supersedes all previous agreements, whether oral or written.

35. COUNTERPARTS

(a) The Agreement may be executed in any number of counterparts and by the separate parties in separate counterparts, each of which shall be deemed to constitute an original and all of which shall be deemed to constitute the one and the same agreement.

36. ATTACHMENTS

(a) The Attachments listed below are incorporated herein by reference and made a part of this Agreement as if set out fully herein.

Attachment A: Bid Scope of Work

Attachment B: Proposal

37. AUTHORITY

(a) The parties agree to utilize electronic signatures and that the digital signatures of the parties set forth below are intended to authenticate this Agreement and have the same force and effect as manual written signatures. Each person signing on behalf of the parties represents and warrants that he/she has full authority to execute this Agreement on behalf of such party and that the Agreement will constitute a legal and binding obligation of such party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated in the introductory paragraph.

CONTRACTOR

By: 
By: [Bill Geary \(Sep 17, 2024 08:30 EDT\)](#)

Print Name: Bill Geary

Print Title: Vice President

CLAY COUNTY, a political subdivision of the State of Florida

By: 
By: [Howard Wanamaker \(Sep 16, 2024 10:22 EDT\)](#)
Howard Wanamaker
County Manager on behalf of the
Board of County Commissioners

ATTACHMENT A

BID SCOPE OF WORK



INVITATION FOR BID

23/24-074

VARIOUS EQUIPMENT AND AMENITIES FOR PARKS AND RECREATION

Clay County
477 Houston Street
Green Cove Springs, FL 32043

RELEASE DATE: May 16, 2024

LAST DATE FOR INQUIRIES: May 31, 2024, 4:00 pm

BID DUE: June 13, 2024, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenw.com/portal/claycounty>

1. Scope of Work

1.1. Purpose

The purpose of this bid is to establish a firm, fixed percentage discount off manufacturer's and/or supplier's current catalog/supply/product information price list for the purchase and installation of various equipment and amenities for parks and playgrounds. The bid is also a means for qualifying vendors and establishing pricing for ball park lighting services and court surfacing.

1.2. Scope

1. The bid will establish a firm, fixed percentage discount off manufacturer's and/or supplier's current catalog/supply/product information price list for the purchase of various equipment and amenities for parks and playgrounds as requested by Clay County Parks and Recreation. Additionally, this bid will also establish a firm, fixed percentage off manufacturer's and/or bidder's current catalog/supply/product information price list, after applying the above requested discount for purchase, for the installation of various equipment and amenities for parks and playgrounds as needed. The County reserves the right to award to multiple bidders.

2. It is understood that bidder's current catalog/supply/product information price list are subject to change; however, percent discount shall remain fixed. No extra charges or compensation will be allowed for installation above and beyond what has already been presented in the bid. If the bidder offers specialized catalogs, the catalogs must be submitted separately from any other catalog offered by the bidder throughout the duration of the contract.

3. This bid is also a means for qualifying bidders for ball park lighting services and court surfacing. Qualifying bidders will be requested to provide pricing on a project by project basis as defined in the method of ordering section of this bid. The qualified bidder(s) providing the lowest responsive quote based on contracted pricing will be awarded the project.

4. Freight must be pre-paid and added to the invoice and the quote. The County will pay actual freight charges.

5. Performance and payment bonds may be required for specific projects. This requirement is driven by the size and price of each particular job. Bidders will be required to meet this requirement before receiving a purchase order for the project.

6. The County reserves the right to purchase from other agreements when in the best interest of the County.

Responsibility:

Bidder shall be responsible for all labor, materials, equipment, supervision, off-loading, storage, and installation, of various equipment and amenities for parks and playground equipment or amenities ordered, unless otherwise specified by the County. The County may elect, in certain circumstances, to

purchase only materials and have those materials installed by others (e.g., volunteers. County staff). These items will be shipped to a designed location and off-loaded by the bidder or bidder's representative.

1.3. Method of Ordering

The County may generate a Request for Quotation, on an "as needed" basis, for park and playground equipment and/or ball field lighting, lighting installation, and court surfacing together with a request for additional services required to complete that project (see attached Quote sample sheet). The County reserves the right to send such Request for Quotation to any or all awarded bidders. The Request for Quotation can define the project exactly or the Request for Quotation can describe a desired end result, allowing the bidder to design the park or playground site.

After generating a Request for Quotation for a project, and before bidder's submission of its quotation in response to the Request for Quotation, the County may require requested bidder (s) to attend a site visit with County personnel to familiarize the bidder(s) with the site and determine additional services that may be required to complete the project. Bidders will be responsible for the accuracy of all fixed measurements.

The bidder's quotation in response to the Request for Quotation must contain each of the following:

- A detailed breakdown of the cost for the entire project. Descriptions of additional services related to the project, together with their price, shall also be listed.
- Include Catalog Name, Number and associated discount. When quoting projects where freight would be charged, those costs must be included in quote so freight charges can appear on the purchase order. Freight charges for equipment must be pre-paid and added to the invoice.
- Names of any and all subcontractors on the project. It is understood the bidder remains responsible for project completion and acceptance by the County. The County reserves the right to reject any quotation in response to a Request for Quotation if said quotation names a subcontractor who has, in the sole opinion of the County, previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under this award.
- Project Completion Date.
- Include an updated catalog, if needed and updated MSRP lists for the park and play equipment specifically quoted.

The County will generate purchase orders as a result of approved "Request for Quotations" submitted, at the sole discretion of the County. The County reserves the right to not award to any, or to use other available bids or contracts when in the best interest of the County.

1.4. [Administrative Fee \(Piggybacking\)](#)

Cooperative Contract: The Bidder agrees to extend provisions and pricing of this contract to any Municipal, County, Public Utility, Educational Institution, Hospital, or any other non-profit or governmental organization. Governmental entities wishing to use this contract will be responsible for issuing their own purchase documents / price agreements, providing for their own acceptance, and making any subsequent payments. The cooperative entities are responsible for obtaining all certificates of insurance and bonds required. Clay County makes no guarantee of usage by other users of this contract.

A 1.5 percent administrative fee on Eligible Revenues will be paid to the County for any contracts/purchase orders the Bidder receives or agrees to enter into with other entities under the provisions and pricing of the County's contract. The Bidder shall provide quarterly Volume Sales Reports to the County about additional sales to other entities under the provisions and pricing of the Contract. The Reports shall include the ordering agency, detail of items sold including description, quantity, and price; and shall include all transactions pertaining to sales under the contract provisions and pricing for that Reporting Period. Bidder shall provide the Volume Sales Reports regardless of whether or not any sales have been conducted. Failure of the Bidder to provide quarterly reports as required, may be deemed breach of the contract. All payments of administrative fees are due 30 calendar days after the closing of each quarter. A late penalty of 15 percent on the value of the Administrative Fee may be assessed to the Bidder for each month the payments are not received. All sales shall include the 1.5 percent administrative fee.

Volume Sales Reports and Administrative fees will be mailed to the Clay County Board of Commissioners, Attn: Purchasing Department, PO Box 1366, Green Cove Springs, Florida 32043.

1.5. [Qualification of Installers](#)

If a bidder utilizes a sub-contracted installer for any park or playground equipment, lighting, or court surfacing a list of sub-contracted installers must be included with this bid. Additionally, upon request the bidder must supply WRITTEN FACTORY/MANUFACTURER CERTIFICATION that its installer, or its sub-contracted installer, is an authorized installer, certified to install various equipment and amenities for parks and playground equipment as required by each manufacturer.

1.6. [Catalogs and Manufacturer Suggested Retail Price \(MSRP\) Lists](#)

Each bidder shall submit with this bid, a website link of each catalog and current catalog/supply/product price list for each catalog submitted. All catalogs and price lists shall clearly identify the bidder's name, address and telephone number. If digital catalogs are not available on website, catalogs must be mailed or delivered to the Clay County Purchasing Department, Fourth Floor, 477 Houston Street, Green Cove Springs, FL 32043 prior to bid opening. Annually Bidder may request that new manufacturers be added. The County reserves the right to approve or deny this request.

SALES PROMOTION/PRICE REDUCTION: It is understood that sales promotions occur during the course of the contract that will lower prices of products for the period of the sales promotion. The County shall receive the full benefit of such reductions if lower than the discount established by this bid. The County

must be notified of these promotions in writing, specifying the beginning and ending dates of the sales promotions.

1.7. Compliance With Laws and Codes

Bidders must strictly comply with Federal, State and local building and safety codes. Equipment must meet all State and Federal safety regulations. The following publications (issue in effect on date of invitation to bid) shall form a part of this specification:

A. American Society for Testing and Materials (ASTM)

ASTM-F1487 Standards – Methods of testing Playground Equipment for Public Use

ASTM-F1292 Standards - Method for testing various surfacing materials to determine their “critical height” (the fall height below which a life-threatening head injury would not be expected to occur)

Copies may be obtained from the:

American Society for Testing and Materials

100 Barr Harbor Drive

West Conshohocken, PA 19428

B. Consumer Product Safety Commission (CPSC) – printed Handbook for Public Playground Safety.

Copies may be obtained from the:

US Consumer Product Safety Commission

4330 East West Highway

Bethesda, MD 20814

(301) 504-7923

C. National Playground Safety Institute (NPSI) – identification of 12 leading causes of injuries on playgrounds.

Copies may be obtained from the:

National Recreation and Park Association

22377 Belmont Ridge Road

Ashburn, VA 20148-4150

(703) 858-0784

D. Americans with Disabilities Act (ADA) Regulations for Title III, Appendix A, Standards for Accessible Design, issued by the Department of Justice.

Copies may be obtained by calling:

(800) 514-0301

Bidders certify that all products (materials, equipment, processes, age appropriate signage, or other items supplied in response to this bid) contained in its bid meet all Federal and State requirements, Upon completion of installation of play equipment and/or playground surfacing, bidder shall furnish to the County a certificate so stating the equipment /surfacing and its installation meet all Federal and State requirements as outlined in the above publications.

Bidders further certify that if the product(s) delivered and/or installed are subsequently found to be deficient in any if the aforementioned requirements in effect on date of delivery, all costs necessary to bring the product(s) and installation into compliance shall be borne by the bidder.

1.8. Award

The County reserves the right to award to multiple bidders. There is no guarantee any purchase order will be issued after award. Purchase orders will be issued subject to availability of funds.

1.9. Site Inspections

It is incumbent upon all bidders to examine the site and insure that they are aware of all conditions that may affect the contract work. The County will not be responsible for conclusions made by the Bidder. No claims for additional compensation will be considered on behalf of any Contractor, Sub-Contractor, materials suppliers or others on account of that person's failure to be fully informed of all requirements of all parts of this bid.

1.10. Work Hours

Workdays and hours – Normal work hours of Monday through Friday, 7:30 a.m. to 5:00 p.m. unless approved by the County Project Manager or designee.

Any work performed outside of the normal County business hours will require prior County approval and payment to the County for all expenses incurred by the County may be required.

1.11. Permit & Fees

The Bidder shall comply with all applicable State and local laws, ordinances, codes, and regulations. The Bidder is required to familiarize themselves with all permits required for each individual project. If a County permit is required, this project is not exempt from permit fees and permit fees must be paid to the County Building Department by the Contractor.

For questions about permitting please contact:

Clay County Building Department

Phone: (904) 269-6307

Email: permits@claycountygov.com

Website: <https://www.claycountygov.com/government/building>

All other permits, assessments, fees, bonds, and other charges as necessary to perform and complete the work of the individual project is the responsibility of and will be paid for by the Contractor, including any related inspection fees.

1.12. Clean up & Restoration of Site

The Bidder is responsible for anything damaged due to the direct result of installation or construction. Remove all debris from site and dispose of appropriately at Contractor expense.

Bidder shall maintain work site in a safe manner, and daily clear construction debris.

1.13. Bidder and Subcontractor Requirements

1. The Bidder shall be licensed to perform all work listed in the Scope of Work provided.
2. The Bidder shall own or have full access to the appropriate personnel and equipment to complete the project requested.

1.14. Subcontractors and Major Material Suppliers

Contractor shall submit names of subcontractors and major material suppliers that they anticipate utilizing for any portion of the Work required within this RFB.

The County reserves the right to approve all Sub-Contractors. If Sub-Contractors are to be utilized, their names must be included within this Bid. The County may request references of the Sub-Contractors prior to approval. Responsibility for the performance of the Contract remains with the main Contractor exclusively. After the commencement of the project, Sub-Contractors may be added or modified during the Contract period only with prior written permission from the County, and only for reasonable cause, as judged by the County. If any Subcontractor or Major Material Supplier is found to be incompetent, careless, or neglectful, or unduly delays progress of work, they shall be dismissed. Another shall then be employed in its place, as approved the County.

1.15. Damage to Public or Private Property

If property (public or private) is damaged while Contractor is performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the Contractor in a manner acceptable to the County prior to the final acceptance of the work. Contractor will be responsible for applying and securing any permits that may be required to complete such repairs.

Contractor must provide protection necessary to prevent damage to property being repaired or replaced.

If the work site has any pre-existing damage, the Contractor shall notify the County Project Manager in writing. Failure to do so shall obligate the Contractor to make repairs per the above section. Any damage to property (public or private) caused by the action of the Contractor shall be repaired or replaced at the expense of the Contractor to the satisfaction of the County. Failure to restore said property within five (5) working days following notification will result in a deduction from the final payment invoice. All damage which occurs as a result of the Contractor's application of materials shall be remedied by the Contractor at no additional cost to the County. Repairs made as a result of damage must be guaranteed for a period of thirty (30) days. Should the replacement be damaged within the 30-day period the Contractor shall replace the materials continually until the area is re-established.

Should the County have any expenses incurred due to the Contractor not restoring the property/damage within said time, any appropriate labor, material, and/or equipment use or rental to restore damaged property to its original condition will be deducted from the final Invoice prior to a payment being made.

1.16. Compliance with Occupation Safety and Health Act

The Bidder warrants that the product(s) and/or service(s) supplied to Clay County shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA) of 1970 as amended and the failure to comply will be considered a breach of contract. Clay County shall be held harmless against any unsafe conditions and contractor employee incidents.

Bidder certifies that all material, equipment, services, etc., furnished in this bid meets all OSHA requirements for the applicable Sectors. Bidder further certifies that, if the successful bidder, and the material, equipment, service, etc., delivered or provided is subsequently found to be deficient in any OSHA requirement in effect on date of delivery or service fulfillment date, all costs necessary to bring the material, equipment, service, etc., into compliance with the aforementioned requirements shall be borne by the bidder. All Personal Protective Equipment used by the Contractor and their employees shall be ANSI certified and meet OSHA standards.

1.17. Unsatisfactory Equipment and/or Services

The County will discuss all instances of unacceptable equipment and/or services with the awarded Bidder. This shall be immediately rectified by the Bidder at no charge to the County, to include any labor and materials as it may apply.

During this time, the County may suspend service with the Bidder until the problem(s) are corrected or may elect to use another company on an emergency basis. A record of failure to perform or of an unsatisfactory performance may result in supplier debarment.

1.18. Payment

The Contractor may request payment no more than once monthly, based on the amount of work completed. All partial estimates and payments found to be in error shall be subject to correction in the estimates and payments subsequent thereto, and in the final estimate and payment. Payments will be made in accordance with the Florida Local Government Prompt Payment Act.

The amount of such payments shall be the total value of the project work completed to the date of the estimate, based on the quantities and the Contract unit and/or lump sum prices, less an amount retained and less payments previously made. The amount retained shall be determined in accordance with Section 255.078, Florida Statutes.

1.19. Warranty

The Contractor shall provide a warranty for equipment and parts. Warranty will begin from the date of final acceptance.

1.20. Term

The term of bid award for various equipment and amenities for parks and playgrounds will be three (3) years, with two (2) one (1) year renewal options. Discounts from this solicitation shall prevail for the full duration of the contract and including subsequent extensions. The County reserves the right to use other available bids or contracts when in the best interest of the County.

1.21. Performance Evaluation

A work performance evaluation will be conducted periodically to ensure compliance with the Contract.

1.22. Cancellation of Contract

If the awarded Bidder fails to maintain acceptable product quality or to perform adequately in accordance with the terms, conditions and specifications established in this Request for Bid, the County reserves the right to cancel the contract upon thirty (30) days written notice to the Contractor.

1.23. Additional Services

If the County and/or awarded Bidder identifies any additional services to be provided by Bidder that are not covered under the Agreement but are beneficial to the County, such additional services shall be mutually negotiated between the County and the Bidder.

Example Request for Quotation
Various Equipment and Amenities for Parks and Playgrounds

Description of Project: _____

Price Quotation:

Manufacturer	Item and Page Number	Quantity	MSRP Unit Price	Contract Discount	Extended Price

*When quoting projects where freight would be charged, include those costs so freight charges can appear on the purchase order. Freight charges for equipment must be pre-paid and added to the invoice.

Additional Services Required:

Description	Quantity	Unit Price	Extended Price

Total: \$ _____

List any Subcontractors:

1. Name _____
2. Address _____
3. Telephone Number _____
4. Contact Name _____
5. Designated Work _____
6. Subcontractor Cost _____

ATTACHMENT B PROPOSAL



Clay County
Purchasing / Administrative and Contractual Services
477 Houston Street, Green Cove Springs, FL 32043

RESPONSE DOCUMENT REPORT

RFB No. 23/24-074

Various Equipment and Amenities for Parks and Recreation

RESPONSE DEADLINE: June 13, 2024 at 4:00 pm

Rep Services, Inc. Response

CONTACT INFORMATION

Company:

Rep Services, Inc.

Email:

sales@repervices.com

Contact:

Nathan Almon

Address:

165 West Jessup Ave
Longwood, FL 32750-4146

Phone:

(407) 831-9658

Website:

<https://repervices.com/>

Submission Date:

Jun 11, 2024 2:33 PM

Distributor	Manufacturer	Equipment Description	% Discount Allowed from MSRP	% Installation Discount	Online Catalog Provided <i>Provide Link Below, if opting to bring catalog in, please enter "Physical Catalog"</i>	MSRP List <i>Provide Link Below, if opting to bring MSRP List in, please enter "Physical List"</i>
Rep Services, Inc.	Landscape Structures, Inc.	Playground Equipment	2%	NA	https://issuu.com/repser vices/docs/_2024_lsi_pl ay_catalog-with_imprint ?fr=xKAE9_zU1NQ	Physical List
Rep Services, Inc.	Skyways	Shade Structures	2%	NA	https://issuu.com/repse rvices/docs/2024_skyw ays_catalog-with_imprint?fr=xKAE9_zU1NQ	Physical List
Rep Services, Inc.	Poligon Shelters	Shelters, Pavilions, Shade Structures	2%	NA	https://issuu.com/repse rvices/docs/_poligoncatalog -2023?fr=xKAE9_zU1NQ	Priced Per Job
Rep Services, Inc.	Aquatix	Aquatic Spray Features and Mechancial Packages	2%	NA	https://issuu.com/repse rvices/docs/_2024-aquatixcatalog-with_imprint	Price Per Job
Rep Services, Inc.	DuMor	Site Furnishings	2%	NA	https://issuu.com/repse rvices/docs/_2024_dumor_ catalog?fr=xKAE9_zU1NQ	Physical List

Distributor	Manufacturer	Equipment Description	% Discount Allowed from MSRP	% Installation Discount	Online Catalog Provided <i>Provide Link Below, if opting to bring catalog in, please enter "Physical Catalog"</i>	MSRP List <i>Provide Link Below, if opting to bring MSRP List in, please enter "Physical List"</i>
Rep Services, Inc.	Anova	Site Furnishings	2%	NA	https://issuu.com/repser vices/docs/_2020_anova _catalog?fr=sYzhjNjQ1MTc3MQ	Physical List
Rep Services, Inc.	2by2 Industries, LLC	Playground Timbers, Ramps, Stakes	2%	NA	https://issuu.com/repser vices/docs/_2024_product _catalog?fr=xKAE9_zU1NQ	Physical List
Rep Services, Inc.	iMulch, Inc	Engineered Wood Fiber	2%	NA	NA	Physical List
Rep Services, Inc.	No Fault Safety Surfacing	Poured in Place Rubber Surfacing Products	2%	NA	https://issuu.com/repser vices/docs/_nfs_catalog-2022	Physical List
Rep Services, Inc.	Tot Turf Safety Surfacing	Poured in Place Rubber Surfacing Products	2%	NA	https://issuu.com/repser vices/docs/_robertsonrecr eationalsurfaces_catalog	Physical List

Distributor	Manufacturer	Equipment Description	% Discount Allowed from MSRP	% Installation Discount	Online Catalog Provided <i>Provide Link Below, if opting to bring catalog in, please enter "Physical Catalog"</i>	MSRP List <i>Provide Link Below, if opting to bring MSRP List in, please enter "Physical List"</i>
Rep Services, Inc.	ForeverLawn	Snythetic Turf Surfacing Products	2%	NA	https://issuu.com/repser vices/docs/foreverlawn? e=1884579/4320678	Physical List
Rep Services, Inc.	Safe4Play	Snythetic Turf Surfacing Products	2%	NA	NA	Physical List

SUB-CONTRACTOR EQUIPMENT INSTALLERS:

Business Name: Johnny Pitts Construction, Inc.
Address: 4124 Pace Ln, Milton, FL 32571
Phone Number: 850-232-1615
Contact Name: Johnny Pitts

Business Name: D.W. Recreation Services, Inc.
Address: 9951 Equus Circle, Boyton Beach, FL 33472
Phone Number: 561-289-7658
Contact Name: Donald West

Business Name: Al Bosgraaf & Sons, Inc.
Address: 240 Rebel Run, Osteen, fL 32764
Phone Number: 407-402-8497
Contact Name: Gerald Bosgraaf

Note: Upon request bidders must supply WRITTEN CERTIFICATION (s) naming bidder, and/or each of its sub-contractor installer(s), as an authorized installer certified to install park and playground equipment as required by each manufacturer. Installers shall have a Certified National Playground Safety Inspector (NPSI) present during installations and repairs.

(MULTIPLE SHEETS CAN BE USED)

CITY MANAGER'S REPORT 5.4

City Parks Playground Equipment Purchase

Issue:

Purchase of playground equipment for five (5) city parks: Veterans Memorial, Gunner Paw, Ellis Harold, Train Depot, and Shepard Park. Utilizing a piggyback agreement with Clay County with REP Services, Inc.

Background:

Staff have been working with Scott Brushwood of REP Services on the cost of installing playground equipment at the following city parks: Ellis Harold, Depot, Veterans, Gunner Paw, and Shepherd Parks. REP Services has completed the design and layout, presented to the City Council at their July 14, 2025, meeting. Funding for the improvements to the parks is included in the approved FY 2024/2025 budget; the total cost of the improvements to the 5 parks is \$2,145,661.81, which includes a 5% contingency. Total cost breakdown is attached

Attachment(s):

1. City of Zephyrhills Coverpage
2. 21735.01-PROPOSAL
3. 21736.01-PROPOSAL
4. 21737.02-PROPOSAL
5. 21738.01-PROPOSAL
6. 21818.01-PROPOSAL

Fiscal Impact:

Total cost for the improvements to the Veterans Memorial, Gunner Paw, Ellis Harold, Depot, and Shepard Parks at a cost of \$2,145,661.81, which includes a 5% contingency is included in the FY 2024/2025 approved budget.

Staff Recommendation:

City Manager Poe, Public Works Director LeBlanc, and CRA Director Hamilton have reviewed the plans and associated costs and recommend approval to the City Council.



REP SERVICES, INC.

Experts at Play & Outdoor Spaces

165 W. Jessup Avenue
Longwood, FL 32750-4146
PH: 407-831-9658
FAX: 866-232-8532
info@repsservices.com
https://repsservices.com

July 23, 2025

Gail Hamilton
Director, City of Zephyrhills
5335 Eighth Street
Zephyrhills, FL 33542

City of Zephyrhills Parks

Dear Ms. Hamilton,

Please see below for details regarding Veterans Memorial, Gunner Paw, Ellis Harold, Train Depot, and Shepard Parks as requested. Should you have any questions do not hesitate to reach out to our office.

Scott Brushwood - sbrushwood@repsservices.com - 813-294-7325
Jason Smith - jsmith@repsservices.com - 407-853-3595

We appreciate the opportunity to work with you and look forward to successful projects!

Project Name	Proposal #	Base Bid	Contingency	Total Bid
Veterans Memorial Park	21735.01	325,934.95	16,296.75	342,231.70
Gunner Par Park	21736.01	404,826.02	20,241.30	425,067.32
Ellis Harold Park	21737.02	204,444.74	10,222.24	214,666.98
Train Depot Park	21738.01	854,866.80	42,743.34	897,610.14
Shepard Park	21818.01	253,414.92	12,670.75	266,085.67
Total		2,043,487.43	102,174.38	2,145,661.81

Sincerely,

Jason Smith



REP SERVICES, INC.

Experts at Play & Outdoor Spaces

Site Amenities ■ Playground Equipment ■ Safety Surfacing ■ Shade
Phone: 407.831.9658 Fax: 866.232.8532 E-mail: sales@rep-services.com

E-mail POs and contracts to:
contracts@rep-services.com

CGC1508223 FEIN 59-2978507 Page 1 of 5

Please mail checks to:
Rep Services, Inc.
165 W. Jessup Ave.
Longwood, FL 32750-4146

Proposed To: City of Zephyrhills Community Redevelopment Agency 5335 Eighth Street Zephyrhills, FL 33542-4312	Ship To: TBD at a later date	Bill To: City of Zephyrhills 5335 Eighth Street Zephyrhills, FL 33542-4312
Attn: Gail Hamilton	Attn:	Attn: Karen Miller

Project No: 21735	Project Name: City of Zephyrhills - Veterans Memorial	Project Contact: Gail Hamilton
Proposal No: 21735.01	Proposal Name: Veterans Memorial Park	Project Location: 39299 3rd Ave. Zephyrhills, FL 33542
Proposal Date: 7/7/2025	Proposal Expires: 7/26/2025	Project County: Pasco
For Questions Contact: Jason Smith	☎ 407-853-3595	✉ jason@rep-services.com
Consultant: Scott Brushwood	☎ 727-539-8457	✉ scott@rep-services.com
		Opt/Rev: A/0 7/7/25 - JS

Vendor: DuMor	Proj Drawings: DUM	604953
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Benches	58-60	2 EA	6' Cast Bench, Steel Seat	1,596.00	-2.0%	1,564.08	3,128.16
	58-60	2 EA	6' Cast Bench, Steel Seat	1,596.00	-2.0%	1,564.08	3,128.16
Tables	71-60PL	1 EA	6' Picnic Table, Recycled Plastic	1,380.00	-2.0%	1,352.40	1,352.40
	71-68-1PL	1 EA	Ada Picnic Table, Recycled Plastic	1,670.00	-2.0%	1,636.60	1,636.60
Discount per the Clay County Contract #2023/2024-284: \$188.68				Product Subtotal:		\$9,245.32	
Freight: Prepaid Ship Method: Best Way FOB: Destination Weight: 1,727 lbs				Freight Charge:		\$1,564.65	
				DuMor Total:		\$10,809.97	

Vendor: Landscape Structures	Proj Drawings: 21735-1-1 2025.1	605116
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
PlayBooster 5-12							
Climbers	PB135344B-001	1 EA	Block Climber Perm Handholds - Ground-deck 40"d DB	3,575.00	-2.0%	3,503.50	3,503.50
	PB145624D-001	1 EA	Vertical Ascent 72"dk	1,815.00	-2.0%	1,778.70	1,778.70
	PB148039A-003	1 EA	Star Seeker DB Only - Attached To Hex Deck	4,905.00	-2.0%	4,806.90	4,806.90
	PB152907B-001	1 EA	Deck Link W/barriers - Steel End Panels 2 Steps	2,745.00	-2.0%	2,690.10	2,690.10
Decks	PB111228A-001	2 EA	Square Tenderdeck	1,375.00	-2.0%	1,347.50	2,695.00
	PB121948A-001	1 EA	Kick Plate 8"rise	150.00	-2.0%	147.00	147.00
	PB152911B-004	1 EA	Curved Transfer Module - Left 40"dk DB	3,695.00	-2.0%	3,621.10	3,621.10
	PB178710A-001	1 EA	Hexagon Tenderdeck	3,925.00	-2.0%	3,846.50	3,846.50
Enclosures	PB120314A-001	2 EA	Wire Barrier Above Deck	915.00	-2.0%	896.70	1,793.40
	PB173565A-001	1 EA	Xylofun Panel Above Deck	3,360.00	-2.0%	3,292.80	3,292.80
	PB345283A-001	1 EA	Color Splash Panel Above Deck	3,950.00	-2.0%	3,871.00	3,871.00
	PB345290A-001	1 EA	Pilot Panel Above Deck	1,500.00	-2.0%	1,470.00	1,470.00
	PB345296B-001	1 EA	Bongo Reach Panel At Grade	1,195.00	-2.0%	1,171.10	1,171.10
Kids In Motion	PB193174A-001	1 EA	Sol Spinner DB	3,105.00	-2.0%	3,042.90	3,042.90
Posts	PB111404A-001	5 EA	148"alum Post DB	530.00	-2.0%	519.40	2,597.00
	PB111404C-001	1 EA	132"alum Post DB	495.00	-2.0%	485.10	485.10
	PB111404D-001	1 EA	124"alum Post DB	475.00	-2.0%	465.50	465.50
	PB111404E-001	2 EA	116"alum Post DB	415.00	-2.0%	406.70	813.40
	PB111404M-001	1 EA	148"steel Post DB	475.00	-2.0%	465.50	465.50
	PB111404N-001	1 EA	140"steel Post DB 42" Bury	415.00	-2.0%	406.70	406.70
	PB111404O-001	1 EA	132"steel Post DB 42" Bury	395.00	-2.0%	387.10	387.10
Signs	IP182503C-001	1 EA	Welcome Sign (Isi Provided) - Ages 5-12 Years Direct Bury	0.00	-2.0%	0.00	0.00
Slides & Gliders	PB130390A-003	1 EA	Double Swoosh Slide - 72"dk DB	3,155.00	-2.0%	3,091.90	3,091.90
PlayShaper 2-5							
Bridges/Ramps	PS111348A-001	1 EA	Arch Bridge	2,860.00	-2.0%	2,802.80	2,802.80
Climbers	IP158997A-001	1 EA	Pod Climber 10" DB	370.00	-2.0%	362.60	362.60
	PS132023B-001	1 EA	Cozy Climber Perm Handholds - 48"dk DB	3,520.00	-2.0%	3,449.60	3,449.60

Custom	CP005232	1 EA	Abc Climber 32"-48" Deck With All Blue Letters DB -	2,335.00	-2.0%	2,288.30	2,288.30
Decks	PS111237A-001	4 EA	Square Tenderdeck	1,045.00	-2.0%	1,024.10	4,096.40
	PS153020A-014	1 EA	Curved Transfer Module - 32"dk Left DB	2,880.00	-2.0%	2,822.40	2,822.40
	PS179349A-001	2 EA	Kick Plate 8"rise	150.00	-2.0%	147.00	294.00
Enclosures	PS111282A-001	1 EA	Bubble Panel Above Deck	945.00	-2.0%	926.10	926.10
	PS111292A-001	1 EA	Table Panel DB	1,465.00	-2.0%	1,435.70	1,435.70
	PS117946A-001	3 EA	Wire Barrier - Above Deck	655.00	-2.0%	641.90	1,925.70
	PS119515A-001	1 EA	Pilot Panel Above Deck	1,325.00	-2.0%	1,298.50	1,298.50
	PS138299A-001	1 EA	1 Bench W/1 End Panel	595.00	-2.0%	583.10	583.10
	PS188836A-001	1 EA	Sign Language Panel Above Deck	1,020.00	-2.0%	999.60	999.60
Kids In Motion	IP152179A-002	1 EA	Saddle Spinner DB 12"height	990.00	-2.0%	970.20	970.20
Posts	PS111397A-001	2 EA	128"post DB	475.00	-2.0%	465.50	931.00
	PS111397B-001	6 EA	114"post DB	395.00	-2.0%	387.10	2,322.60
	PS111397C-001	2 EA	106"post DB	390.00	-2.0%	382.20	764.40
	PS111397D-001	2 EA	98"post DB	375.00	-2.0%	367.50	735.00
	PS111397H-001	1 EA	69"post DB	340.00	-2.0%	333.20	333.20
Roofs	PS238043A-001	1 EA	Ps/shade Bracket Kit	280.00	-2.0%	274.40	274.40
Signs	IP182503A-001	1 EA	Welcome Sign (Isi Provided) - Ages 2-5 Years Direct Bury	0.00	-2.0%	0.00	0.00
Slides & Gliders	PS143480A-001	1 EA	Spyroslide Off 48"dk DB	7,575.00	-2.0%	7,423.50	7,423.50
Discount per the Clay County Contract #2023/2024-284: \$1,703.70				Product Subtotal:		\$83,481.30	
				2 Sets of Signed & Sealed Engineering:		\$3,350.00	
				Freight: Prepaid Ship Method: Best Way FOB: Destination Weight: 4,641 lbs Freight Charge:		\$8,370.00	
				Landscape Structures Total:		\$95,201.30	
Vendor: LSI SkyWays		Proj Drawings: 21735-1-1 2025.1					605117
Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
PlayBooster 5-12							
Custom	CP037294	2 EA	Skyways Single Post Pyramid - 1 Columns + 1 Hdpe Top / 16' X 16' - 15' Entry / 12" Surfacing / Rapid Release Included / Max 115 Mph - 10 Psf	9,610.00	-2.0%	9,417.80	18,835.60
Discount per the Clay County Contract #2023/2024-284: \$384.40				Product Subtotal:		\$18,835.60	
				2 Sets of Signed & Sealed Engineering:		\$2,050.00	
				Freight: Prepaid Ship Method: Best Way FOB: Destination Freight Charge:		\$4,225.50	
				LSI SkyWays Total:		\$25,111.10	
Vendor: Poligon		Proj Drawings: Engr-Permit					605119
Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Shelters	24424R0	1 EA	Poligon Shelter Model: SQR-16 Primary Roof: Multi-Rib Secondary Roof: N/A Number of Columns: 4 Eave Height (UPB): 8' Upper Roof Slope: 6/12 Electrical Cutout: 2 Electrical Access: Yes Ornamentation: N/A Lightning Protection: N/A Anchor Bolts Included 2023 Florida Building Code 8th Edition Engineering to comply with HVHZ: N/A	19,405.34	-2.0%	19,017.23	19,017.23
Discount per the Clay County Contract #2023/2024-284: \$388.11				Product Subtotal:		\$19,017.23	
				2 Sets of Signed & Sealed Engineering:		\$1,000.00	
				Freight: Prepaid Ship Method: Best Way FOB: Destination Freight Charge:		\$3,402.00	
				Poligon Total:		\$23,419.23	
Vendor: Foreverlawn Tampa Bay		Proj Drawings: 21735-1-1 2025.1					605124
Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Surfacing	PGG-ULTRA	1 LT	Playground Grass Ultra. 2,210 sf Delivered and Installed.	59,000.00	-2.0%	57,820.00	57,820.00
Discount per the Clay County Contract #2023/2024-284: \$1,180.00						Included	
						Foreverlawn Tampa Bay Total:	

Installation By RSI Installer: The scope includes the following, as required:			605126
Item	Qty	Description	
INS-LSI	1 LT	Equipment Installation - Landscape Structures 21735-1-1 2025.1	
INS-CON FT	2 EA	Install concrete footings for integrated shades	
INS-CON FT	4 EA	Install concrete footings for Starseeker	
INS-POR	1 LT	Equipment Installation - SQR-16 Poligon Shelter by PorterCorp	
INS-CON FT	4 EA	Install concrete footings for SQR-16	
INS-CON SLAB	256 SF	Install concrete slab at 16'x16'x4"	
INS-DUM	1 LT	Equipment Installation - DuMor: (4) 6' Aluminum Benches, (1) 6' Picnic Table, (1) ADA Picnic Table	
INS-CON CURB	186 LF	Installation of concrete curbing at 6"x8"	
INS-CON SIDEWALK	1 LT	Installation of concrete sidewalk 31'x5'x4"	
SITE WORK	2,210 SF	Site prep/Excavation at -6" BFF	
OTHER	1 EA	Concrete pump and trash disposal	
PERMIT FEE	1 EA	Permit Fees charged by Building Department for the building permit and by the Clerk of Circuit Court for the Notice of Commencement.	
PERMIT FILING	1 EA	Charge for document preparation for building permit.	

RSI Installer Total:

\$104,080.09

Vendor: Surety

Proj Drawings:

605128

Class	Part No	Qty	Description	Unit Price	Net Price	Ext Price
Miscellaneous	BOND	1 EA	Payment and Performance Bonds	9,493.26	9,493.26	9,493.26

Surety Total:

\$9,493.26

General Terms of Sale and Proposal Summary

Net 30	Product:	\$204,292.71
	Installation:	\$104,080.09
	Freight:	\$17,562.15
	Proposal Total:	\$325,934.95

Notes

- The Clay County Contract #2023/2024-284 provides a 2% discount on DuMor product. The maximum price for installation is 100% of the product price. (Installation does not include site prep, slabs, footings or engineering).
- The Clay County Contract #2023/2024-284 provides a 2% discount on LSI product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).
- The Clay County Contract #2023/2024-284 provides a 2% discount on ForeverLawn product. Installation is included in the price of the product.
- The Clay County Contract #2023/2024-284 provides a 2% discount on Porter/Poligon product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).
- The Clay County Contract #2023/2024-284 provides a 2% discount on LSI SkyWays product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).
- The Clay County Contract #2023/2024-284 provides a 2% discount on VitriTurf product. Installation is included in the price of the product.

Basis of Proposal:

Our offer is based upon Rep Services Design 21735-1-1 2025.1

If a owner controlled insurance program (OCIP) is required, add 2% to the proposal total.

Also, please be aware that we generate separate invoices for product at the time of delivery, then we invoice for installation upon completion. This is the customary approach in construction and eliminates sales tax on installation services. If your project should include products from multiple manufacturers, be advised that the products will be invoiced separately.

Estimated project completion schedule

(This schedule starts when all needed information to direct engineering has been gathered.)

8 Weeks: Engineering

4 Weeks: Permitting/Submittal Approval

14 Weeks Longest manufacturing lead time. (Typical for scheduling.)

1 Week Shipping

5 Weeks Installation

32 Weeks TOTAL

Note that RSI is committed to do all it can to meet the needs of your project.

Landscape Structures:

Color selection to be made at time of color submittal approval

SkyWays Shade by LSI:

SkyWays units are designed to meet 2023 Florida Building Code 8th Edition and ASCE 7-22.

Note that the fabric is to be removed by the owner should winds exceed 75MPH. Fabric should be removed in the event of a hurricane.

The high-density polyethylene fabric is flame retardant conforming to NFPA 701 and ASTM E84 per FBC 3105.3.1. Color selection to be made at time of color submittal approval.

Poligon by PorterCorp:

- Porter units are designed to meet 2023 Florida Building Code 8th Edition.
- Please provide Building Department permit application requirements including Risk Category.
- The following certificates are available:
 - Miami-Dade County Certificate of Competency No. 23-0915.11
 - PCI (Powder Coating Institute) 4000 Certified
 - American Institute of steel construction quality management systems certified
- Four sets of signed and sealed drawings and calc books for building permitting will be provided. If additional sets of drawings and calc books are required, additional fees will apply.

Electrical Cutout: Selections to be made at time of electrical cut out submittal approval

Color Selection:

To be made at time of color submittal approval

Can find standard roofing and frame color selections here: <https://poligon.com/shelter-option/frame-roof-colors/>

Non-Standard colors and finishes are available at an additional charge

Warranty

The 10-year limited warranty excludes buildings erected at sites where salt air, corrosive environment, high humidity, or sprinkler systems come in contact with the shelter.

Failure to maintain the finished system with annual touch-ups and documented maintenance procedures will void the limited warranty.

See Poligon warranty document for full details and terms.

DuMor Site Furnishings:

Color Selection: to be made at time of color submittal approval.

Support Option: to be made at time of support submittal approval.

NOTES: Please be aware of the following

- Some products require assembly.
- Shipments are via Semi Trailer If you require a lift gate and pallet jack delivery, additional fees will be assessed.

ForeverLawn Playground Grass:

- Rough Grade: to be established by others.
- Product: Foreverlawn Grass and all associated and required items (such as seaming tape, glue, etc).
- Installation: Performed by FOREVERLAWN, Inc.
 - Composite nailer boards around the perimeter.
 - #57 stone, spread and compacted.
 - SafetyFoam Pro padding will then be laid over the stone. The grass will then be laid over the pad, seamed and secured.
 - NOTE: Installation scopes do not include fall height testing.

Our scope does not include:

- Davis Bacon Wage Rates
- Certified Payroll
- Enrollment of Owner Controlled Insurance Plan
- Sod & Landscape Restoration
- Dumpster at the site for trash and waste material
- Soils testing
- Site security
- Water

Installation:

Unless otherwise noted, the following items are to be *PROVIDED BY CUSTOMER* prior to installation:

- Signed & sealed site plan or survey
- Access for machines and labor crew to equipment installation location
- Staging area
- Geotechnical Report
- Tree survey and barriers
- Private underground utilities located and marked

Our scope does not include:

- Davis Bacon Wage Rates
- Certified Payroll Rates
- Enrollment of Owner Controlled Insurance Plan

- Sod & Landscape Restoration
- Dumpster at the site for trash and waste material
- Soils testing
- Site security
- Water
- Dewatering and drainage considerations
- Concrete testing

Installation Charges on this proposal are based on NO UNFORESEEN conditions in the area, above or below the surface. If unforeseen conditions arise, the installation charges will change to reflect additional costs associated with dealing with those circumstances. Examples of this include but are not limited to: site not ready upon installer's arrival, underground utilities, or difficulties with footers due to coral rock or ground water in the holes.

Time Limitations Holding Prices Firm:

Orders are shipped within our manufacturer's standard lead times. Requests for delayed shipping may result in additional costs due to increases in freight, material costs or other factors. To secure the prices on this proposal, the offer must be accepted prior to the expiration date noted.

If, during the performance of this contract, the price of a product increases 3% or more as documented by factory quotes, invoices or receipts to contractor (Rep Services, Inc.) from the date of the contract signing the price of shall be equitably adjusted by an amount reasonably necessary to cover such price increases. Where the delivery of a product is delayed, through no fault of contractor (RSI) as a result of the shortage or unavailability of a product, contractor (RSI) shall not be liable for any additional costs or damages associated with such delay(s).

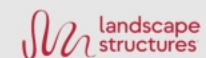
The undersigned warrants that he/she is an authorized representative of the City of Zephyrhills noted and has the requisite authority to bind the City of Zephyrhills and/or principal.

Accepted By:

City of Zephyrhills

Company Name	Authorized By	Printed Name	Date
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As Its: (Title)



Veterans Memorial Park

21735-1-1 3D ONLY • 6.11.2025





Veterans Memorial Park

21735-1-1 3D ONLY • 6.11.2025





Veterans Memorial Park



21735-1-1 3D ONLY • 6.11.2025

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Veterans Memorial Park

21735-1-1 3D ONLY • 6.11.2025





Veterans Memorial Park

21735-1-1 3D ONLY • 6.11.2025



DRAWN BY:KFA		PG-Q		
PLAY EQUIPMENT PLAN				
TOTAL AREA:2210 SF				
FALL HEIGHT:7'				
BORDER: 186 LF CURB				
USER CAPACITY: 60				
SURFACING:2210 SF PGG				
SUBGRADE ELEV.: -6" BFF				
ADA SCHEDULE	FBC 240.2.1.2	TOTAL PLAY ACTIVITIES 2-5: 8		
		TOTAL PLAY ACTIVITIES 5-12: 9		
		ACCESSIBLE ELEVATED ACTIVITIES	ACCESSIBLE GROUND-LEVEL ACTIVITIES	ACCESSIBLE GROUND-LEVEL PLAY TYPES
2-5	REQ	3	2	2
	PROV	6	2	2
5-12	REQ	4	2	2
	PROV	7	2	2

WELCOME SIGN
TO BE LOCATED IN CONSULTATION WITH OWNER

⚠ WARNING
INSTALLATION OVER A HARD SURFACE SUCH AS CONCRETE, ASPHALT, OR PACKED EARTH MAY RESULT IN SERIOUS INJURY OR DEATH FROM FALLS.

⚠ WARNING
SURFACING AND PLAYSURFACES MAY BECOME **HOT** AND CAUSE BURNS. CHECK FOR HOT SURFACES PRIOR TO PLAYING ON THE PLAYGROUND.

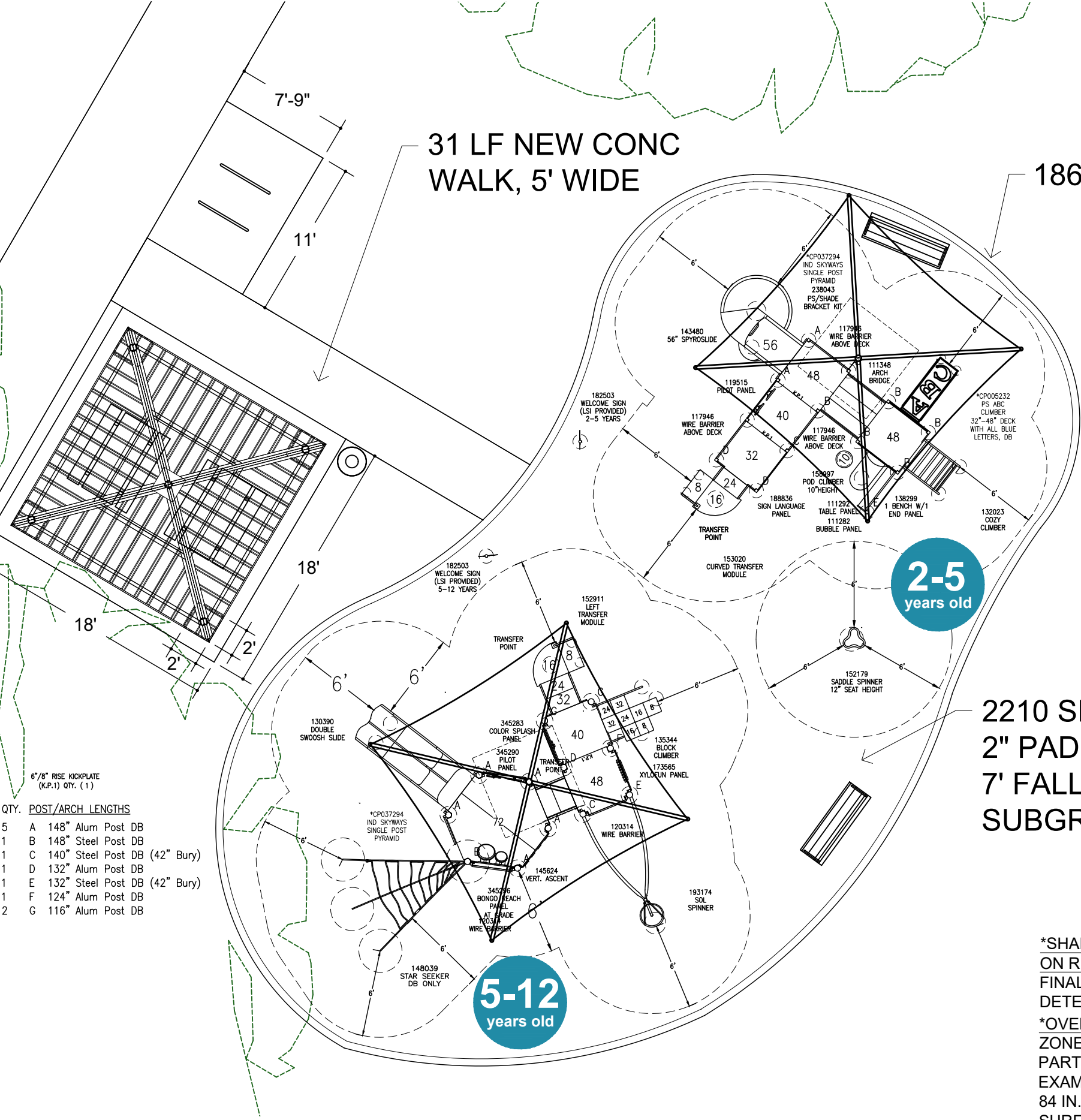
GENERAL NOTES:
1. EQUIPMENT LOCATION TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION
2. ACCESSIBLE ROUTE OF TRAVEL TO THE PLAYGROUND TO BE PROVIDED BY OTHERS, UNLESS OTHERWISE NOTED
3. BASE MUST EXHIBIT POSITIVE DRAINAGE IN ALL AREAS

SURFACING NOTES:
1. ALL UNITARY SURFACING SHOWN, IS BASED ON SINGLE COLOR TURF OR PIP 50% STD COLOR / 50% BLACK BLENDS.
2. ANY ADDITIONAL COLORS, DESIGN/ARTWORK, OR PIP BLENDS, SUBJECT TO PROPOSAL ADJUSTMENTS OR CHANGE ORDER; DUE TO INCREASED COSTS.
3. SURFACING THICKNESS BASED ON ROBERTSON RECREATION SURFACING PIP, & FOREVERLAWN TURF FALL HEIGHT CHARTS.

Veterans Memorial Park

ZEPHYRHILLS, FL
PROJECT:21735-1-1 2025.1
NOT FOR CONSTRUCTION

This design DOES NOT include scope of work in detailing drainage/stormwater/sewer/or related infrastructure.
All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to this drawing and detail, as pertinent to all work listed on Proposal documentation.



6"/8" RISE KICKPLATE (K.P.1) QTY. (2)	
QTY.	POST/ARCH LENGTHS
2	A 128" Alum Post DB
6	B 114" Alum Post DB
2	C 106" Alum Post DB
2	D 98" Alum Post DB
1	E 69" Alum Post DB

SHADE FOOTERS ARE ESTIMATED BASED ON RECENT PRECEDENT
FINAL FOOTER SIZES WILL NOT BE DETERMINED UNTIL TIME OF ENGINEERING
*OVERHEAD OBSTRUCTIONS WITHIN USE ZONES OF PLAY EQUIPMENT THAT ARE NOT PART OF THE PLAY STRUCTURE (FOR EXAMPLE, TREE LIMBS) SHALL BE AT LEAST 84 IN. ABOVE EACH DESIGNATED PLAY SURFACE OR 84 IN. ABOVE THE PIVOT POINT OF SWINGS.



REP SERVICES, INC.

Experts at Play & Outdoor Spaces

Site Amenities ■ Playground Equipment ■ Safety Surfacing ■ Shade
Phone: 407.831.9658 Fax: 866.232.8532 E-mail: sales@repsservices.com

E-mail POs and contracts to:
contracts@repsservices.com

CGC1508223 FEIN 59-2978507 Page 1 of 5

Please mail checks to:

Rep Services, Inc.
165 W. Jessup Ave.
Longwood, FL 32750-4146

Proposed To: City of Zephyrhills Community Redevelopment Agency 5335 Eighth Street Zephyrhills, FL 33542-4312	Ship To: TBD at a later date	Bill To: City of Zephyrhills 5335 Eighth Street Zephyrhills, FL 33542-4312
Attn: Gail Hamilton	Attn:	Attn: Karen Miller

Project No: 21736	Project Name: City of Zephyrhills - Gunner Paw Park	Project Contact: Gail Hamilton
Proposal No: 21736.01	Proposal Name: Gunner Paw Park	Project Location: 39536 Alston Ave. Zephyrhills, FL 33542
Proposal Date: 7/14/2025	Proposal Expires: 8/10/2025	Project County: Pasco
For Questions Contact: Jason Smith	☎ 407-853-3595	✉ jason@repsservices.com
Consultant: Scott Brushwood	☎ 727-539-8457	✉ scott@repsservices.com
		Opt/Rev: A/0 7/14/25 - JS

Vendor: Landscape Structures	Proj Drawings: 1198107-01-03	605283
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Freestanding Play 2-5							
Custom	CP045327	2 EA	Permalene Dog House Crawl Tunnel W/roof DB - 24"dia/28"oc Crawl Tunnel W/permalene Dog House Facades And Roof Panels.	7,920.00	-2.0%	7,761.60	15,523.20
PlayBooster 5-12							
Climbers	PB148434B-007	1 EA	Loop Pole Perm Handholds - 72"dk DB	1,635.00	-2.0%	1,602.30	1,602.30
	PB152907B-001	1 EA	Deck Link W/barriers - Steel End Panels 2 Steps	2,745.00	-2.0%	2,690.10	2,690.10
	PB345309B-003	1 EA	Lollipop Climber 72"dk DB	1,970.00	-2.0%	1,930.60	1,930.60
	PB360412B-001	1 EA	Crux Climber 48" Deck DB	5,950.00	-2.0%	5,831.00	5,831.00
Decks	PB111228A-001	1 EA	Square Tenderdeck	1,375.00	-2.0%	1,347.50	1,347.50
	PB121948A-001	1 EA	Kick Plate 8"rise	150.00	-2.0%	147.00	147.00
	PB121949A-001	1 EA	Tri-deck Kick Plate 8"rise	225.00	-2.0%	220.50	220.50
	PB122197A-001	2 EA	90° Triangular Tenderdeck	1,155.00	-2.0%	1,131.90	2,263.80
	PB152911A-004	1 EA	Curved Transfer Module - Left 32"dk DB	3,175.00	-2.0%	3,111.50	3,111.50
Enclosures	PB345276A-001	1 EA	Storefront Panel	835.00	-2.0%	818.30	818.30
	PB345277A-001	3 EA	Zoo Panel Above Deck	825.00	-2.0%	808.50	2,425.50
	PB345282A-001	1 EA	Bubble Panel Above Deck	1,135.00	-2.0%	1,112.30	1,112.30
	PB345286A-001	1 EA	Chimes Panel Above Deck	1,980.00	-2.0%	1,940.40	1,940.40
	PB345287A-001	1 EA	Tic-tac-toe Panel Above Deck	1,950.00	-2.0%	1,911.00	1,911.00
Kids In Motion	IP164075B-001	1 EA	Double Bobble Rider DB	2,765.00	-2.0%	2,709.70	2,709.70
	PB193174A-001	1 EA	Sol Spinner DB	3,105.00	-2.0%	3,042.90	3,042.90
Mainstructures	PB128980D-001	1 EA	Playodyssey DB Only Roof 72"dk	27,170.00	-2.0%	26,626.60	26,626.60
Posts	PB111404C-001	3 EA	132"alum Post DB	495.00	-2.0%	485.10	1,455.30
	PB111404D-001	1 EA	124"alum Post DB	475.00	-2.0%	465.50	465.50
	PB111404O-001	2 EA	132"steel Post DB 42" Bury	395.00	-2.0%	387.10	774.20
Signs	IP182503C-001	1 EA	Welcome Sign (Isi Provided) - Ages 5-12 Years Direct Bury	0.00	-2.0%	0.00	0.00
Slides & Gliders	PB131437A-004	1 EA	Single Wave Slide 72"dk DB	3,155.00	-2.0%	3,091.90	3,091.90
	PB271761A-001	1 EA	Alpine Slide 72" Deck DB	5,155.00	-2.0%	5,051.90	5,051.90

Discount per the Clay County Contract #2023/2024-284: \$1,757.00				Product Subtotal:		\$86,093.00
				Signed & Sealed Engineering:		\$2,150.00
Freight: Prepaid Ship Method: Best Way FOB: Destination Weight: 4,545 lbs Freight Charge						\$6,250.00
				Landscape Structures Total:		\$94,493.00

Vendor: LSI SkyWays	Proj Drawings: 1198107-01-03	605284
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Freestanding Play 2-5							
Shade	IP237674E-001	4 EA	Skyways Cantilever Single Post Pyramid 14'x14' Shade - 8' Entry Height W/rapid Release	9,890.00	-2.0%	9,692.20	38,768.80

Discount per the Clay County Contract #2023/2024-284: \$791.20				Product Subtotal:	\$38,768.80
				Signed & Sealed Engineering:	\$2,050.00
Freight: Prepaid Ship Method: Best Way FOB: Destination Weight: 3,336 lbs Freight Charge					\$4,225.50
				LSI SkyWays Total:	\$45,044.30

Vendor: Foreverlawn Tampa Bay

Proj Drawings: 1198107-01-03

605287

Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Surfacing	PGG-ULTRA	1 EA.	Playground Grass Ultra. Delivered and Installed. 1,980 sf at 6' CFH	43,125.00	-2.0%	42,262.50	42,262.50

Discount per the Clay County Contract #2023/2024-284: \$862.50				Freight: Prepaid Ship Method: Best Way FOB: Destination Freight Charge:	Included
				Foreverlawn Tampa Bay Total:	\$42,262.50

Vendor: Polygon

Proj Drawings: Engr-Permit

605288

Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Shelters	24685R0	1 EA	Polygon Shelter Model: RAM-16x24 Primary Roof: Multi-Rib Secondary Roof: N/A Number of Columns: 4 Eave Height (UPB): 8' Upper Roof Slope: 4/12 Electrical Cutout: 2 Electrical Access: Yes Ornamentation: N/A Lightning Protection: N/A Anchor Bolts Included 2023 Florida Building Code 8th Edition Engineering to comply with HVHZ: N/A	24,807.90	-2.0%	24,311.74	24,311.74

Discount per the Clay County Contract #2023/2024-284: \$496.16				Product Subtotal:	\$24,311.74
				Signed & Sealed Engineering:	\$1,000.00
Freight: Prepaid Ship Method: Best Way FOB: Destination Freight Charge:					\$6,912.00
				Polygon Total:	\$32,223.74

Vendor: DuMor

Proj Drawings: DUM

605296

Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Benches	98-63PL	10 EA	6' Cast Bench, 3 X 4 Recycled Plastic Seat	1,552.00	-2.0%	1,520.96	15,209.60
Receptacles	157-32	2 EA	32-Gallon Steel Receptacle	1,890.00	-2.0%	1,852.20	3,704.40
Tables	100-60PL	2 EA	6' Picnic Table, Recycled Plastic	2,530.00	-2.0%	2,479.40	4,958.80

Discount per the Clay County Contract #2023/2024-284: \$487.20				Product Subtotal:	\$23,872.80
Freight: Prepaid Ship Method: Best Way FOB: Destination Weight: 3,948 lbs Freight Charge					\$2,155.00
				DuMor Total:	\$26,027.80

Installation By RSI Installer: The scope includes the following, as required:

605289

Item	Qty	Description
INS-LSI	1 LT	Equipment Installation - Landscape Structures 1198107-01-03
INS-CON FT	1 EA	Install concrete foundation for Play Odyssey
INS-SKY	1 LT	Equipment Installation - (4) LSI SkyWays Cantilever Single Post Pyramids
INS-CON FT	4 EA	Install concrete footings for Cantilevers
INS-POR	1 LT	Equipment Installation - RAM-16x24 Polygon Shelter by PorterCorp
INS-CON FT	4 EA	Install concrete footings for RAM-16x24
INS-CON SLAB	470 SF	Install concrete slab for RAM at 18"x26"x4"
INS-CON SIDEWALK	30 LT	Installation of concrete sidewalk 6"x5"x4"
INS-CON SIDEWALK	20 LT	Installation of concrete sidewalk 4"x5"x4"
INS-CON CURB	180 LF	Installation of concrete curbing 6"x8"
INS-DUM	1 LT	Equipment Installation - DuMor: (10) 6' Benches, (2) Trash Receptacles, (2) 6' Picnic Tables
DEMO	1 LT	Demolition and removal of exisiting equipment and benches
SITE WORK	1,980 SF	Excavation and site prep, including removal of existing surfacing and fill dirt
OTHER	1 EA	Crane/Lull rental, concrete pump, trash disposal
PERMIT FILING	1 EA	Charge for document preparation for building permit.
PERMIT FEE	1 EA	Permit Fees charged by Building Department for the building permit and by the Clerk of Circuit Court for the Notice of Commencement.

RSI Installer Total:						\$152,534.68
Vendor: Surety		Proj Drawings:				605291
Class	Part No	Qty	Description	Unit Price	Net Price	Ext Price
Miscellaneous	BOND	1 EA	Payment and Performance Bonds	12,240.00	12,240.00	12,240.00
Surety Total:						\$12,240.00

General Terms of Sale and Proposal Summary

Net 30	Product:	\$232,748.84
	Installation:	\$152,534.68
	Freight:	\$19,542.50
	Proposal Total:	\$404,826.02

Notes

The Clay County Contract #2023/2024-284 provides a 2% discount on DuMor product. The maximum price for installation is 100% of the product price. (Installation does not include site prep, slabs, footings or engineering).

The Clay County Contract #2023/2024-284 provides a 2% discount on LSI product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

The Clay County Contract #2023/2024-284 provides a 2% discount on ForeverLawn product. Installation is included in the price of the product.

The Clay County Contract #2023/2024-284 provides a 2% discount on Porter/Poligon product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

The Clay County Contract #2023/2024-284 provides a 2% discount on LSI SkyWays product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

Basis of Proposal:
Our offer is based upon Rep Services design 1198107-01-03.

If a owner controlled insurance program (OCIP) is required, add 2% to the proposal total.

Also, please be aware that we generate separate invoices for product at the time of delivery, then we invoice for installation upon completion. This is the customary approach in construction and eliminates sales tax on installation services. If your project should include products from multiple manufacturers, be advised that the products will be invoiced separately.

Estimated project completion schedule
(This schedule starts when all needed information to direct engineering has been gathered.)
8 Weeks: Engineering
4 Weeks: Permitting/Submittal Approval
15 Weeks Longest manufacturing lead time. (Typical for scheduling.)
1 Week Shipping
4 Weeks Installation
32 Weeks TOTAL
Note that RSI is committed to do all it can to meet the needs of your project.

Landscape Structures:
Color selection to be made at time of color submittal approval

SkyWays Shade by LSI:
SkyWays units are designed to meet 2023 Florida Building Code 8th Edition and ASCE 7-22.

Note that the fabric is to be removed by the owner should winds exceed 75MPH. Fabric should be removed in the event of a hurricane.

The high-density polyethylene fabric is flame retardant conforming to NFPA 701 and ASTM E84 per FBC 3105.3.1.
Color selection to be made at time of color submittal approval.

Poligon by PorterCorp:

- Porter units are designed to meet 2023 Florida Building Code 8th Edition.
- Please provide Building Department permit application requirements including Risk Category.
- The following certificates are available:
 - Miami-Dade County Certificate of Competency No. 23-0915.11
 - PCI (Powder Coating Institute) 4000 Certified
 - American Institute of steel construction quality management systems certified
- Four sets of signed and sealed drawings and calc books for building permitting will be provided. If additional sets of drawings and calc books are required, additional fees will apply.

Electrical Cutout: Selections to be made at time of electrical cut out submittal approval
Color Selection:
To be made at time of color submittal approval

Can find standard roofing and frame color selections here: <https://poligon.com/shelter-option/frame-roof-colors/>

Non-Standard colors and finishes are available at an additional charge

Warranty

The 10-year limited warranty excludes buildings erected at sites where salt air, corrosive environment, high humidity, or sprinkler systems come in contact with the shelter.

Failure to maintain the finished system with annual touch-ups and documented maintenance procedures will void the limited warranty.

See Polygon warranty document for full details and terms.

DuMor Site Furnishings:

Color Selection: to be made at time of color submittal approval.

Support Option: to be made at time of support submittal approval.

NOTES: Please be aware of the following

- Some products require assembly.
- Shipments are via Semi Trailer If you require a lift gate and pallet jack delivery, additional fees will be assessed.

ForeverLawn Playground Grass:

- Rough Grade: to be established by others.
- Product: Foreverlawn Grass and all associated and required items (such as seaming tape, glue, etc).
- Installation: Performed by FOREVERLAWN, Inc.
 - Composite nailer boards around the perimeter.
 - #57 stone, spread and compacted.
 - SafetyFoam Pro padding will then be laid over the stone. The grass will then be laid over the pad, seamed and secured.
 - NOTE: Installation scopes do not include fall height testing.

Our scope does not include:

- Davis Bacon Wage Rates
- Certified Payroll
- Enrollment of Owner Controlled Insurance Plan
- Sod & Landscape Restoration
- Dumpster at the site for trash and waste material
- Soils testing
- Site security
- Water

Installation:

Unless otherwise noted, the following items are to be *PROVIDED BY CUSTOMER* prior to installation:

- Signed & sealed site plan or survey
- Access for machines and labor crew to equipment installation location
- Staging area
- Geotechnical Report
- Tree survey and barriers
- Private underground utilities located and marked

Our scope does not include:

- Davis Bacon Wage Rates
- Certified Payroll Rates
- Enrollment of Owner Controlled Insurance Plan
- Sod & Landscape Restoration
- Dumpster at the site for trash and waste material
- Soils testing
- Site security
- Water
- Dewatering and drainage considerations
- Concrete testing

Installation Charges on this proposal are based on NO UNFORESEEN conditions in the area, above or below the surface. If unforeseen conditions arise, the installation charges will change to reflect additional costs associated with dealing with those circumstances. Examples of this include but are not limited to: site not ready upon installer's arrival, underground utilities, or difficulties with footers due to coral rock or ground water in the holes.

Time Limitations Holding Prices Firm:

Orders are shipped within our manufacturer's standard lead times. Requests for delayed shipping may result in additional costs due to increases in freight, material costs or other factors. To secure the prices on this proposal, the offer must be accepted prior to the expiration date noted.

If, during the performance of this contract, the price of a product increases 3% or more as documented by factory quotes, invoices or receipts to contractor (Rep Services, Inc.) from the date of the contract signing the price of shall be equitably adjusted by an amount reasonably necessary to cover such price increases. Where the delivery of a product is delayed, through no fault of contractor (RSI) as a result of the shortage or unavailability of a product, contractor (RSI) shall not be liable for any additional costs or damages associated with such delay(s).

The undersigned warrants that he/she is an authorized representative of the City of Zephyrhills noted and has the requisite authority to bind the City of Zephyrhills and/or principal.

Accepted By:

City of Zephyrhills

Company Name	Authorized By	Printed Name	Date
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As Its: (Title)



ls
landscape
structures

21736 - Gunner Dog Park

1198107-01-03-03 · 07.10.2025

 **REP SERVICES, INC.**
Experts at Play & Outdoor Spaces
165 W. Jessup Avenue, Longwood, FL 32750

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structures

21736 - Gunner Dog Park

1198107-01-03 • 7.11.2025

REP SERVICES, INC.
Experts at Play & Outdoor Spaces
185 W. Jessup Avenue, Longwood, FL 32750

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21736 - Gunner Dog Park

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landscape
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21736 - Gunner Dog Park

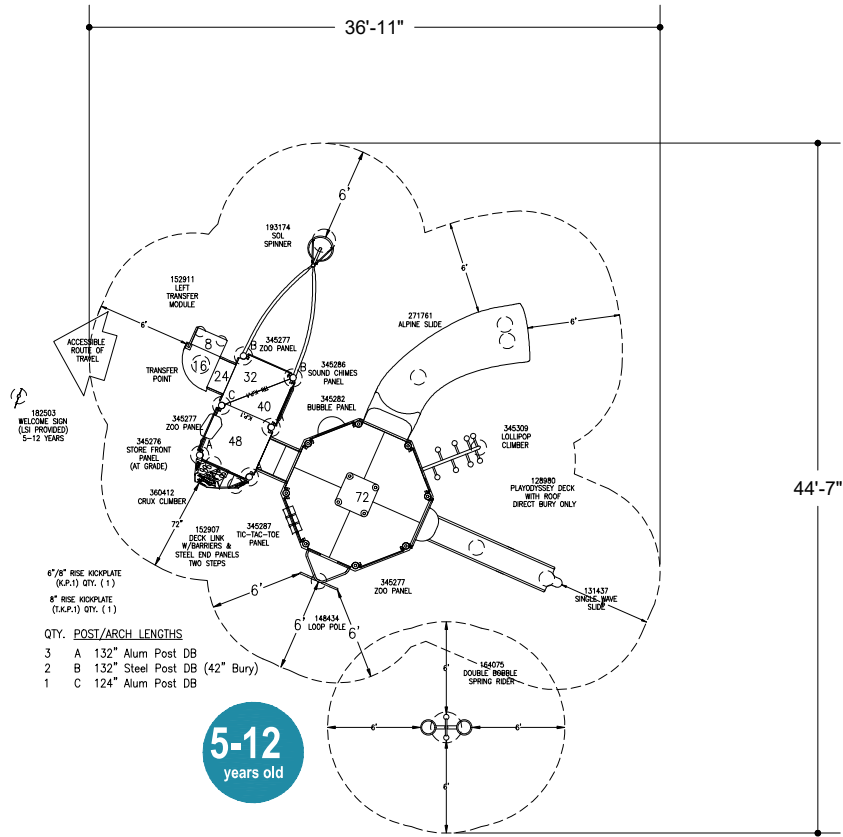
1198107-01-03-02 · 07.10.2025

REP SERVICES, INC.
Experts at Play & Outdoor Spaces
165 W. Jessup Avenue, Longwood, FL 32750

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DRAWN BY: KFA		PG-1		
PLAY EQUIPMENT PLAN				
TOTAL AREA: 1980 SF				
FALL HEIGHT: 6'				
BORDER: 180 LF CURB				
USER CAPACITY: 30				
SURFACING: 1980 SF PGG				
SUBGRADE ELEV.: -6" BFF				
ADA SCHEDULE		TOTAL PLAY ACTIVITIES 2-5: N/A		
	FBC 240.2.1.2	TOTAL PLAY ACTIVITIES 5-12: 11		
	ACCESSIBLE ELEVATED ACTIVITIES	ACCESSIBLE GROUND-LEVEL ACTIVITIES	ACCESSIBLE GROUND-LEVEL PLAY TYPES	
2-5	REQ	N/A	N/A	N/A
	PROV	N/A	N/A	N/A
5-12	REQ	4	3	3
	PROV	7	3	3

WELCOME SIGN
TO BE LOCATED IN CONSULTATION WITH OWNER



NOT FOR CONSTRUCTION
PLEASE VERIFY THE FOLLOWING
PRIOR TO SALE:

- PROPOSED SITE LAYOUT
- UNDERGROUND UTILITIES
- OVERHEAD OBSTRUCTIONS
- TREE LOCATIONS

Gunner Paw Park

ZEPHYRHILLS, FL
PROJECT: 1198107-01-03-RSI
NOT FOR CONSTRUCTION

This design DOES NOT include scope of work in detailing drainage/stormwater/sewer/or related infrastructure.
All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to
this drawing and detail, as pertinent to all work listed on Proposal documentation.

SCALE: 1/8" = 1'

0 4 8 16

REP SERVICES, INC.
Experts at Play & Outdoor Spaces

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DRAWN
BY: KFA

PG-2

INSTALL PLAN - PLAY

TOTAL AREA: 1980 SF

FALL HEIGHT: 6'

BORDER: 180 LF CURB

USER CAPACITY: 30

SURFACING: 1980 SF PGG

SUBGRADE ELEV.: -6" BFF

WELCOME SIGN

TO BE LOCATED IN CONSULTATION WITH OWNER

Δ WARNING

INSTALLATION OVER A HARD SURFACE SUCH AS CONCRETE, ASPHALT, OR PACKED EARTH MAY RESULT IN SERIOUS INJURY OR DEATH FROM FALLS.

Δ WARNING

SURFACING AND PLAYSURFACES MAY BECOME **HOT** AND CAUSE BURNS. CHECK FOR HOT SURFACES PRIOR TO PLAYING ON THE PLAYGROUND.

GENERAL NOTES:

1. EQUIPMENT LOCATION TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION
2. ACCESSIBLE ROUTE OF TRAVEL TO THE PLAYGROUND TO BE PROVIDED BY OTHERS, UNLESS OTHERWISE NOTED
3. BASE MUST EXHIBIT POSITIVE DRAINAGE IN ALL AREAS

EXISTING SIDEWALK

43'-5"

48'-8"

180 LF CURB

1980 SF PGG
2" PAD, 4" STONE
6' FALL HEIGHT
SUBGRADE ELEV. -6" BFF

QTY. POST/ARCH LENGTHS
3 A 132" Alum Post DB
2 B 132" Steel Post DB (42" Bulb)
1 C 124" Alum Post DB

NOT FOR CONSTRUCTION
PLEASE VERIFY THE FOLLOWING
PRIOR TO SALE:

- PROPOSED SITE LAYOUT
- UNDERGROUND UTILITIES
- OVERHEAD OBSTRUCTIONS
- TREE LOCATIONS

Gunner Paw Park

ZEPHYRHILLS, FL

PROJECT: 1198107-01-03-RSI

NOT FOR CONSTRUCTION

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All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to this drawing and detail, as pertinent to all work listed on Proposal documentation.



SCALE: 1/8" = 1'
0 4 8 16



REP SERVICES, INC.

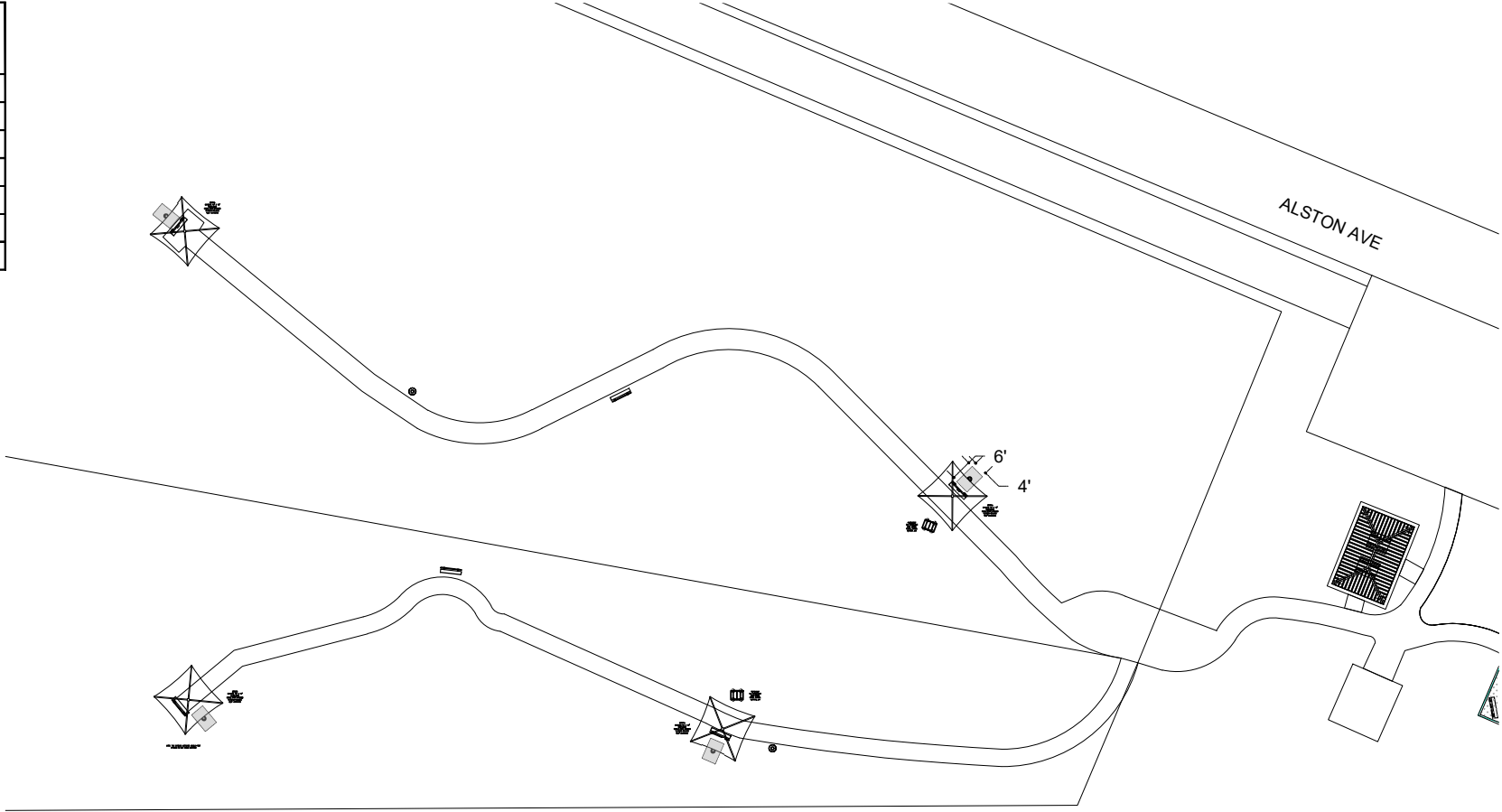
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DRAWN BY: KFA	PG-3 SHADE PLAN
TOTAL AREA:	
FALL HEIGHT:	
BORDER:	
USER CAPACITY:	
SURFACING:	
SUBGRADE ELEV.:	

SHADE FOOTERS ARE ESTIMATED BASED ON RECENT PRECEDENT
 FINAL FOOTER SIZES WILL NOT BE DETERMINED UNTIL TIME OF ENGINEERING



NOT FOR CONSTRUCTION
 PLEASE VERIFY THE FOLLOWING
 PRIOR TO SALE:

- PROPOSED SITE LAYOUT

Gunner Paw Park

ZEPHYRHILLS, FL
 PROJECT: 1198107-01-03-RSI
 NOT FOR CONSTRUCTION

This design DOES NOT include scope of work in detailing drainage/stormwater/sewer/or related infrastructure.
 All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to this drawing and detail, as pertinent to all work listed on Proposal documentation.



0163264

SCALE: 1/32" = 1'



REP SERVICES, INC.

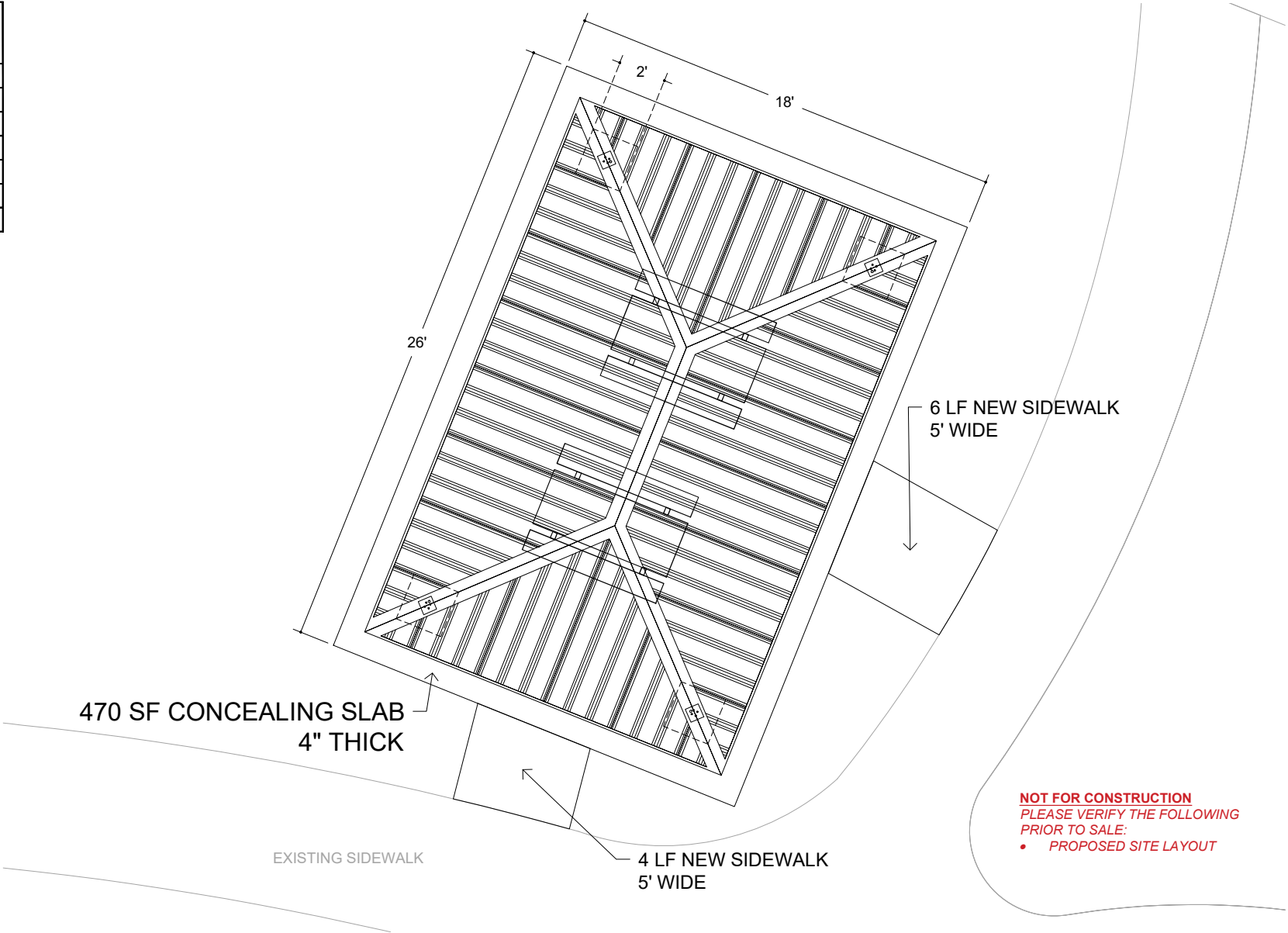
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DRAWN BY: KFA	PG-4 SHELTER PLAN
TOTAL AREA:	
FALL HEIGHT:	
BORDER:	
USER CAPACITY:	
SURFACING:	
SUBGRADE ELEV.:	

SHELTER FOOTERS ARE ESTIMATED BASED ON RECENT PRECEDENT
 FINAL FOOTER SIZES WILL NOT BE DETERMINED UNTIL TIME OF ENGINEERING



NOT FOR CONSTRUCTION
 PLEASE VERIFY THE FOLLOWING
 PRIOR TO SALE:
 • PROPOSED SITE LAYOUT

Gunner Paw Park

ZEPHYRHILLS, FL
 PROJECT: 1198107-01-03-RSI
 NOT FOR CONSTRUCTION

This design DOES NOT include scope of work in detailing drainage/stormwater/sewer/or related infrastructure.
 All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to this drawing and detail, as pertinent to all work listed on Proposal documentation.



0248

SCALE: 1/4" = 1'



REP SERVICES, INC.

Experts at Play & Outdoor Spaces



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REP SERVICES, INC.

Experts at Play & Outdoor Spaces

Site Amenities ■ Playground Equipment ■ Safety Surfacing ■ Shade
Phone: 407.831.9658 Fax: 866.232.8532 E-mail: sales@rep-services.com

E-mail POs and contracts to:
contracts@rep-services.com

CGC1508223 FEIN 59-2978507 Page 1 of 3

Please mail checks to:

Rep Services, Inc.
165 W. Jessup Ave.
Longwood, FL 32750-4146

Proposed To: City of Zephyrhills Community Redevelopment Agency 5335 Eighth Street Zephyrhills, FL 33542-4312	Ship To: TBD at a later date	Bill To: City of Zephyrhills 5335 Eighth Street Zephyrhills, FL 33542-4312
Attn: Gail Hamilton	Attn:	Attn: Karen Miller

Project No: 21737	Project Name: City of Zephyrhills - Ellis Harrold Park	Project Contact: Gail Hamilton
Proposal No: 21737.02	Proposal Name: Ellis Harrold Park Playground	Project Location: 39508 Lincoln Ave Zephyrhills, FL 33542-4683 Project County: Pasco
Proposal Date: 7/14/2025	Proposal Expires: 8/9/2025	
For Questions Contact: Jason Smith	☎ 407-853-3595	✉ jason@rep-services.com
Consultant: Scott Brushwood	☎ 727-539-8457	✉ scott@rep-services.com
		Opt/Rev: A/1 7/14/25 - JS

Vendor: Landscape Structures	Proj Drawings: 21737-1-1 2025.1	605270
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Freestanding Play 2-5							
Custom	CP017916A-001	1 EA	Dtr Ind Arc Climber DB Only	15,750.00	-2.0%	15,435.00	15,435.00
Kids In Motion	IP152179A-002	1 EA	Saddle Spinner DB 12"height	990.00	-2.0%	970.20	970.20
Signs	IP182503A-001	1 EA	Welcome Sign (Isi Provided) - Ages 2-5 Years Direct Bury	0.00	-2.0%	0.00	0.00
Quantis 5-12							
Ages 5-12 Yrs	QN322403A-001	1 EA	Quantis A.2 DB	36,875.00	-2.0%	36,137.50	36,137.50
Kids In Motion	IP247189A-001	1 EA	Chill Spinner DB	2,740.00	-2.0%	2,685.20	2,685.20
Signs	IP182503C-001	1 EA	Welcome Sign (Isi Provided) - Ages 5-12 Years Direct Bury	0.00	-2.0%	0.00	0.00
Swings	IP174018A-001	2 EA	Belt Seat - Proguard Chains For 8' Beam Height	165.00	-2.0%	161.70	323.40
	IP176038A-001	2 EA	Full Bucket Seat - Proguard Chains For 8' Beam Height	465.00	-2.0%	455.70	911.40
	IP177345A-001	2 EA	Single Post Swing Frame - 52" Bury Additional Bay 8' Beam Height Only	1,290.00	-2.0%	1,264.20	2,528.40
	IP352220A-001	1 EA	Flexx Swing W/single Post Frame Additional Bay 52"bury	6,260.00	-2.0%	6,134.80	6,134.80

Discount per the Clay County Contract #2023/2024-284: \$1,329.10			Product Subtotal:	\$65,125.90
			2 Sets of Signed & Sealed Engineering:	\$3,350.00
Freight: Prepaid	Ship Method: Best Way	FOB: Destination	Weight: 2,586 lbs	Freight Charge
			Landscape Structures Total:	\$76,845.90

Vendor:	LSI SkyWays			Proj Drawings:	21737-1-1 2025.1		605271
Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Shade	IP237675H-001	1 EA	SkyWays Cantilever Single Post Pyramid 16'x16' Shade 14' Entry Height w/Rapid Release	12,895.00	-2.0%	12,637.10	12,637.10
	IP237674F-001	1 EA	Skyways Cantilever Single Post Pyramid 14'x14' Shade - 10' Entry Height W/rapid Release	10,525.00	-2.0%	10,314.50	10,314.50

Discount per the Clay County Contract #2023/2024-284: \$468.40			Product Subtotal:	\$22,951.60
			2 Sets of Signed & Sealed Engineering:	\$2,050.00
Freight: Prepaid	Ship Method: Best Way	FOB: Destination	Weight: 1,846 lbs	Freight Charge
			LSI SkyWays Total:	\$29,227.10

Vendor:	Rep Services Plastic Timbers			Proj Drawings: 21737-1-1 2025.1			605273
Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Surfacing	2BY2412	57 EA	12" Border Timber w/28" Galvanized Steel Spike	42.00	-2.0%	41.16	2,346.12
	2BY2FR12	1 EA	ADA Full Ramp System for 12" Border Timbers, includes (2) Ramp Halves, (3) Long Spikes, (6) Ramp Spikes (2) 6" End Caps, Connection Hardware	1,200.00	-2.0%	1,176.00	1,176.00

Discount per the Clay County Contract #2023/2024-284: \$71.88			Product Subtotal:	\$3,522.12
Freight: Prepaid	Ship Method: Best Way	FOB: Destination	Weight: 891 lbs	Freight Charge
			Rep Services Plastic Timbers Total:	\$4,195.77

Vendor: Engineered Wood Fiber supplied by Rep Services			Proj Drawings: 21737-1-1 2025.1				605275
Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price

Surfacing	EWf-PASCO COUNTY	168 EA	Engineered Wood Fiber	60.00	-2.0%	58.80	9,878.40
Discount per the Clay County Contract #2023/2024-284: \$201.60							
Freight: Prepaid Ship Method: Best Way FOB: Destination Freight Charge:						Included	
Engineered Wood Fiber supplied by Rep Services Total:						\$9,878.40	

Installation By RSI Installer: The scope includes the following, as required:

605276

Item	Qty	Description
INS-LSI	1 LT	Equipment Installation - Landscape Structures 21737-1-1 2025.1
INS-CON FT	3 EA	Install concrete footings for swings
INS-SKY	1 LT	Equipment Installation - LSI SkyWays Cantilever Single Post Pyramid 16x16
INS-CON FT	1 EA	Install concrete footing for 16x16 Cantilever
INS-SKY	1 LT	Equipment Installation - LSI SkyWays Cantilever Single Post Pyramid 14x14
INS-CON FT	1 EA	Install concrete footing for 14x14 Cantilever
INS-CON SIDEWALK	1 LT	Installation of 272 sf concrete sidewalk
SITE WORK	3,330 SF	Site preparation
DEMO	1 LT	Demolition and disposal of existing playground
OTHER	1 EA	Concrete pump, minimum concrete load fee, trash disposal
PERMIT FILING	1 EA	Charge for document preparation for building permit.
PERMIT FEE	1 EA	Permit Fees charged by Building Department for the building permit and by the Clerk of Circuit Court for the Notice of Commencement.

RSI Installer Total:

\$78,176.57

Vendor: Surety

Proj Drawings:

605278

Class	Part No	Qty	Description	Unit Price	Net Price	Ext Price
Miscellaneous	BOND	1 EA	Payment and Performance Bonds	6,121.00	6,121.00	6,121.00

Surety Total:

\$6,121.00

General Terms of Sale and Proposal Summary

Net 30	Product:	\$112,999.02
	Installation:	\$78,176.57
	Freight:	\$13,269.15
	Proposal Total:	\$204,444.74

Notes

The Clay County Contract #2023/2024-284 provides a 2% discount on iMulch products. Installation is included in the price of the product.

The Clay County Contract #2023/2024-284 provides a 2% discount on 2By2 Industries LLC product. The maximum price for installation is 100% of the product price. (Installation does not include site prep, slabs, footings or engineering).

The Clay County Contract #2023/2024-284 provides a 2% discount on LSI product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

The Clay County Contract #2023/2024-284 provides a 2% discount on LSI SkyWays product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

Basis of Proposal:
Our offer is based upon Rep Services design 21737-1-1 2025.1

If a owner controlled insurance program (OCIP) is required, add 2% to the proposal total.

Also, please be aware that we generate separate invoices for product at the time of delivery, then we invoice for installation upon completion. This is the customary approach in construction and eliminates sales tax on installation services. If your project should include products from multiple manufacturers, be advised that the products will be invoiced separately.

Estimated project completion schedule
(This schedule starts when all needed information to direct engineering has been gathered.)
4 Weeks: Engineering
4 Weeks: Permitting/Submittal Approval
12 Weeks Longest manufacturing lead time. (Typical for scheduling.)
1 Week Shipping
3 Weeks Installation
25 Weeks TOTAL
Note that RSI is committed to do all it can to meet the needs of your project.

Landscape Structures:
Color selection to be made at time of color submittal approval

SkyWays Shade by LSI:
SkyWays units are designed to meet 2023 Florida Building Code 8th Edition and ASCE 7-22.

Note that the fabric is to be removed by the owner should winds exceed 75MPH. Fabric should be removed in the event of a hurricane.

The high-density polyethylene fabric is flame retardant conforming to NFPA 701 and ASTM E84 per FBC 3105.3.1.
Color selection to be made at time of color submittal approval.

- Engineered Wood Fiber:**
- Rough Grade: To be established by others
 - Product: Made from 100% wood fibers cut to one-to-two-inch lengths.
 - *** IPEMA CERTIFIED ASTM F1292-13 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment and ASTM F2075-10a Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment.
 - *** This is a natural product. Particle size, texture and color may vary from a tan to a dark brown due to the natural conditions of the environment.
 - This proposal is for Engineered Wood Fiber playground surfacing delivered to the site
 - Installation: Owner or Owner's contractor is responsible for:
 - Drainage is extremely important to the long-term performance of your playground surfacing. A minimum of a 12" depth of surfacing material must be always maintained.
 - NOTE: Installation scopes do not include fall height testing.

Freight prices are subject to an energy/fuel surcharge if implemented between the time of quote and placement of order.

Installation:
Unless otherwise noted, the following items are to be *PROVIDED BY CUSTOMER* prior to installation:

- Signed & sealed site plan or survey
- Access for machines and labor crew to equipment installation location
- Staging area
- Geotechnical Report
- Tree survey and barriers
- Private underground utilities located and marked

- Our scope does not include:
- Davis Bacon Wage Rates
 - Certified Payroll Rates
 - Enrollment of Owner Controlled Insurance Plan
 - Sod & Landscape Restoration
 - Dumpster at the site for trash and waste material
 - Soils testing
 - Site security
 - Water
 - Dewatering and drainage considerations
 - Concrete testing

Installation Charges on this proposal are based on NO UNFORESEEN conditions in the area, above or below the surface. If unforeseen conditions arise, the installation charges will change to reflect additional costs associated with dealing with those circumstances. Examples of this include but are not limited to: site not ready upon installer's arrival, underground utilities, or difficulties with footers due to coral rock or ground water in the holes.

Time Limitations Holding Prices Firm:
Orders are shipped within our manufacturer's standard lead times. Requests for delayed shipping may result in additional costs due to increases in freight, material costs or other factors. To secure the prices on this proposal, the offer must be accepted prior to the expiration date noted.

If, during the performance of this contract, the price of a product increases 3% or more as documented by factory quotes, invoices or receipts to contractor (Rep Services, Inc.) from the date of the contract signing the price of shall be equitably adjusted by an amount reasonably necessary to cover such price increases. Where the delivery of a product is delayed, through no fault of contractor (RSI) as a result of the shortage or unavailability of a product, contractor (RSI) shall not be liable for any additional costs or damages associated with such delay(s).

The undersigned warrants that he/she is an authorized representative of the City of Zephyrhills noted and has the requisite authority to bind the City of Zephyrhills and/or principal.

Accepted By:
City of Zephyrhills

Company Name	Authorized By	Printed Name	Date
As Its: _____ (Title)			



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Experts at Play & Outdoor Spaces
185 W. Jessup Avenue, Longwood, FL 32750

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DRAWN BY: DNF		PG-1		
PRELIMINARY DESIGN				
TOTAL AREA: 3,330 SF				
FALL HEIGHT: 8'				
BORDER: 57 TIMBERS & 1 RAMP				
USER CAPACITY: 40				
SURFACING: 3,330 SF EWF				
SUBGRADE ELEV.: -0" BFF				
ADA SCHEDULE	FBC 240.2.1.2	TOTAL PLAY ACTIVITIES 2-5: 7		
		TOTAL PLAY ACTIVITIES 5-12: 7		
	ACCESSIBLE ELEVATED ACTIVITIES	ACCESSIBLE GROUND-LEVEL ACTIVITIES	ACCESSIBLE GROUND-LEVEL PLAY TYPES	
5-12 2-5	REQ	0	0	4
	PROV	0	7	4
	REQ	1	1	4
	PROV	1	5	4

⚠ WARNING
INSTALLATION OVER A HARD SURFACE SUCH AS CONCRETE, ASPHALT, OR PACKED EARTH MAY RESULT IN SERIOUS INJURY OR DEATH FROM FALLS.

GENERAL NOTES:

1. EQUIPMENT LOCATION TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION
2. ACCESSIBLE ROUTE OF TRAVEL TO THE PLAYGROUND TO BE PROVIDED BY OTHERS, UNLESS OTHERWISE NOTED
3. BASE MUST EXHIBIT POSITIVE DRAINAGE IN ALL AREAS

Ellis Harrold Park

This design DOES NOT include scope of work in detailing drainage/stormwater/sewer/or related infrastructure. All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to this drawing and detail, as pertinent to all work listed on Proposal documentation.





REP SERVICES, INC.

Experts at Play & Outdoor Spaces

Site Amenities ■ Playground Equipment ■ Safety Surfacing ■ Shade
Phone: 407.831.9658 Fax: 866.232.8532 E-mail: sales@repsservices.com

E-mail POs and contracts to:
contracts@repsservices.com

CGC1508223 FEIN 59-2978507 Page 1 of 6

Please mail checks to:

Rep Services, Inc.
165 W. Jessup Ave.
Longwood, FL 32750-4146

Proposed To: City of Zephyrhills Community Redevelopment Agency 5335 Eighth Street Zephyrhills, FL 33542-4312	Ship To: TBD at a later date	Bill To: City of Zephyrhills 5335 Eighth Street Zephyrhills, FL 33542-4312
Attn: Gail Hamilton	Attn:	Attn: Karen Miller

Project No: 21738	Project Name: City of Zephyrhills - Train Depot	Project Contact: Gail Hamilton
Proposal No: 21738.01	Proposal Name: Train Depot Playground	Project Location: 39110 South Ave Zephyrhills, FL 33542-5255
Proposal Date: 7/14/2025	Proposal Expires: 8/9/2025	Project County: Pasco
For Questions Contact: Jason Smith	☎ 407-853-3595	✉ jason@repsservices.com
Consultant: Scott Brushwood	☎ 727-539-8457	✉ scott@repsservices.com
		Opt/Rev: A/0 7/14/25 - JS

Vendor: DuMor	Proj Drawings: DUM	605247
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Benches	98-63PL	4 EA	6' Cast Bench, 3 X 4 Recycled Plastic Seat	1,552.00	-2.0%	1,520.96	6,083.84
Receptacles	157-32	2 EA	32-Gallon Steel Receptacle	1,890.00	-2.0%	1,852.20	3,704.40
Tables	100-60PL	2 EA	6' Picnic Table, Recycled Plastic	2,530.00	-2.0%	2,479.40	4,958.80
Discount per the Clay County Contract #2023/2024-284: \$300.96				Product Subtotal:			\$14,747.04
Freight: Prepaid Ship Method: Best Way FOB: Destination Weight: 2,574 lbs				Freight Charge			\$2,047.95
				DuMor Total:			\$16,794.99

Vendor: Polygon	Proj Drawings: Engr-Permit	605252
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Shelters	24669R0	1 EA	Polygon Shelter Model: RAM-16x24 Primary Roof: Multi-Rib Secondary Roof: N/A Number of Columns: 4 Eave Height (UPB): 8' Upper Roof Slope: 4/12 Electrical Cutout: 2 Electrical Access: Yes Ornamentation: N/A Lightning Protection: N/A Anchor Bolts Included 2023 Florida Building Code 8th Edition Engineering to comply with HVHZ: N/A	24,807.90	-2.0%	24,311.74	24,311.74
Discount per the Clay County Contract #2023/2024-284: \$496.16				Product Subtotal:			\$24,311.74
2 Sets of Signed & Sealed Engineering:							\$1,000.00
Freight: Prepaid Ship Method: Best Way FOB: Destination				Freight Charge:			\$6,912.00
				Polygon Total:			\$32,223.74

Vendor: Landscape Structures	Proj Drawings: 1197655-01-02	605253
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
PlayBooster 2-5							
Climbers	PB152907B-001	1 EA	Deck Link W/barriers - Steel End Panels 2 Steps	2,745.00	-2.0%	2,690.10	2,690.10
	PB345312A-005	1 EA	Loop Ladder 48"dk DB	1,245.00	-2.0%	1,220.10	1,220.10
	PB345315C-001	1 EA	Wiggle Ladder 48"dk DB	1,020.00	-2.0%	999.60	999.60
Custom	CP002424	1 EA	Railroad Crossing Post Topper With 58" Post Extension - 4 Sections Of Permalene Panels. *note: Use Roof Post For Dk Height.	1,265.00	-2.0%	1,239.70	1,239.70
	CP008984	1 EA	Upcharge Custom Digifuse Panel Art (approval Req'd) - For (1) Digifuse Ready Standard Panel (bubble, Pb/ps Barrier, Periscope, Hole, Arch Sign), *panel Only*	760.00	-2.0%	744.80	744.80
	CP009646	1 EA	Upcharge Custom Digifuse We-go-round Art (approval Req'd) - For (4) Digifuse Ready Panels Of Standard We-go-round Artwork On Inside And Outside Of Panel, *panels Only*	2,445.00	-2.0%	2,396.10	2,396.10
	CP010593	1 EA	42"x42" Oc Perforated Steel Roof - Made From Perforated Steel. (similar To Ps/pb Train Roof). *note: Quote Roof	2,530.00	-2.0%	2,479.40	2,479.40

			Posts Separately.				
	CP012703	1 EA	42" Oc Train Engine Arch Stack DB - Includes 1- Wire Mesh Arch Roof, 1-steam Domes (4i Hemisphere), One Stack And One Short Pb Arch	12,775.00	-2.0%	12,519.50	12,519.50
	CP012704	1 EA	Multilayer Lh Rear Train Engine Window Panel W- telescope At Grade - Includes Large Window/finger Maze/gear Panel & Telescope And 2 Spinning Train Wheels. (gear Panel On Inside)	8,455.00	-2.0%	8,285.90	8,285.90
	CP012705	1 EA	Multilayer Rh Rear Train Engine Window Panel W-bongos At Grade - Includes Bongos And 2 Spinning Train Wheels. Shape Id On Inside.	3,930.00	-2.0%	3,851.40	3,851.40
	CP012706	1 EA	Multilayer Rh Front Train Engine Panel W/number Wheels At Grade - Includes Magnet Play And Number Wheels	2,965.00	-2.0%	2,905.70	2,905.70
	CP012707	1 EA	Multilayer Lh Front Train Engine Panel W/abc Wheels At Grade - Includes Flip Blocks And Abc/punctuation Wheels	1,835.00	-2.0%	1,798.30	1,798.30
	CP012708	1 EA	Wire Mesh Train Engineer Steering Wheel Panel At Grade - 2 Steering Wheels Included.	2,340.00	-2.0%	2,293.20	2,293.20
	CP012709	1 EA	Lower Arch Double Roof Post DB -	2,815.00	-2.0%	2,758.70	2,758.70
	CP012710	1 EA	Train Front Headlight Panel At Grade -	1,985.00	-2.0%	1,945.30	1,945.30
	CP012711	1 EA	Rh Coal Car Panel W/number Wheels At Grade - Includes 1-optigear Panel And Number Wheels Panel.	7,700.00	-2.0%	7,546.00	7,546.00
	CP012712	1 EA	Lh Coal Car Panel W/abc Wheels At Grade - Includes 1- color Splash Wheel And Abc Wheels Panel	7,930.00	-2.0%	7,771.40	7,771.40
	CP017957	1 EA	Train Schedule Panel With Train Slider - Permalene Panel To Attach To Side Of Post At Grade W 1 Permalene Train Slider. Art Approval Required. Manually Inserted Minimum 100" Post Required, Not Included. Component: Outer Support Bar.	2,425.00	-2.0%	2,376.50	2,376.50
	CP021766	1 EA	Classic Panel Design 40" Dk Train Tracks Climber DB - Replace With Cp##### Like Abc Climber But With Permalene Train Track	3,195.00	-2.0%	3,131.10	3,131.10
	CP044133	1 EA	Wonky Train Depot Clubhouse DB - 42" Oc. Includes Perm Wonky Roof W/train Depot Sign; Ticket Booth Panel; Window Panel; Door Panel; 4 Posts	10,050.00	-2.0%	9,849.00	9,849.00
Decks	PB111228A-001	2 EA	Square Tenderdeck	1,375.00	-2.0%	1,347.50	2,695.00
	PB111229A-001	1 EA	Square Deck Extension	1,310.00	-2.0%	1,283.80	1,283.80
	PB121948A-001	1 EA	Kick Plate 8"rise	150.00	-2.0%	147.00	147.00
	PB121949A-001	1 EA	Tri-deck Kick Plate 8"rise	225.00	-2.0%	220.50	220.50
	PB122197A-001	2 EA	90* Triangular Tenderdeck	1,155.00	-2.0%	1,131.90	2,263.80
	PB185852A-001	1 EA	Transfer Step W/2 Handloops - DB	1,350.00	-2.0%	1,323.00	1,323.00
Enclosures	PB120314B-001	1 EA	Wire Barrier W/wheel - Above Deck	1,195.00	-2.0%	1,171.10	1,171.10
	PB217909A-001	1 EA	Digifuse Barrier Panel - Above Deck - Lets Talk About Trains English/1133259 Train Maze - 000000054	1,735.00	-2.0%	1,700.30	1,700.30
	PB345278A-001	1 EA	Hole Panel	810.00	-2.0%	793.80	793.80
	PB345287B-001	1 EA	Tic-tac-toe Panel At Grade	2,185.00	-2.0%	2,141.30	2,141.30
Kids In Motion	IP249558A-010	1 EA	We-go-round W/custom Digifuse Artwork Requires Cp - 2 Seats DB Only	40,470.00	-2.0%	39,660.60	39,660.60
	PB120818A-001	1 EA	Playstructure Seat	510.00	-2.0%	499.80	499.80
	PB120901A-001	1 EA	Grab Bar	255.00	-2.0%	249.90	249.90
Posts	PB111403E-001	1 EA	150"alum Post For Roof DB	535.00	-2.0%	524.30	524.30
	PB111403J-001	2 EA	110"alum Post For Roof DB	415.00	-2.0%	406.70	813.40
	PB111404D-001	6 EA	124"alum Post DB	475.00	-2.0%	465.50	2,793.00
	PB111404E-001	1 EA	116"alum Post DB	415.00	-2.0%	406.70	406.70
	PB111404G-001	2 EA	100"alum Post DB	390.00	-2.0%	382.20	764.40
	PB111404H-001	1 EA	92"alum Post DB	370.00	-2.0%	362.60	362.60
	PB111404I-001	3 EA	84"alum Post DB	360.00	-2.0%	352.80	1,058.40
Signs	IP182503A-001	1 EA	Welcome Sign (Isi Provided) - Ages 2-5 Years Direct Bury	0.00	-2.0%	0.00	0.00
Slides & Gliders	PB12331B-004	1 EA	Double Slide 48"dk DB	2,760.00	-2.0%	2,704.80	2,704.80
	PB124863B-007	1 EA	Slidewinder2 40"dk DB - 1 Left	3,105.00	-2.0%	3,042.90	3,042.90
PlayBooster 5-12							
Bridges/Ramps	PB114665A-001	2 EA	Arch Bridge (42")	3,100.00	-2.0%	3,038.00	6,076.00
Climbers	PB145624D-001	1 EA	Vertical Ascent 72"dk	1,815.00	-2.0%	1,778.70	1,778.70
	PB146812A-001	1 EA	Sky Rail Climber 72"dk DB	2,190.00	-2.0%	2,146.20	2,146.20

	PB345305B-007	1 EA	Vertical Ladder 48"dk DB	1,130.00	-2.0%	1,107.40	1,107.40
	PB345307C-001	1 EA	Vertical Ladder - Panel 40"	1,445.00	-2.0%	1,416.10	1,416.10
Custom	CP000188A-001	1 EA	Dtr Pb Steam Train Roof	14,415.00	-2.0%	14,126.70	14,126.70
	CP000194A-001	1 EA	Dtr Pb Steam Train Caboose Roof	18,550.00	-2.0%	18,179.00	18,179.00
	CP000449A-001	1 EA	Dtr Ind Whirly Gig W/cycler Handles Only	12,590.00	-2.0%	12,338.20	12,338.20
	CP001890	2 EA	Proshield Tri-deck Barrier Above Deck -	1,240.00	-2.0%	1,215.20	2,430.40
	CP002836	1 EA	Double Extension Square Deck	2,170.00	-2.0%	2,126.60	2,126.60
	CP009081	1 EA	40" Cow Catcher With Rungs DB -	5,035.00	-2.0%	4,934.30	4,934.30
	CP021562	1 EA	60" Oc Hole Panel At Grade - For Underneath A 90 Degree Tri-deck	1,215.00	-2.0%	1,190.70	1,190.70
	CP044979	1 EA	Steam Train Engine Boiler W/supporting Arch Posts DB - 126i Oc Arch Roof With 2 Steam Domes And 1 Smokestack. Includes Front Perm Infill With Yellow Drop-in Paint. 3 Arch Posts Included. For Use With 48" Decks Or Lower.	17,585.00	-2.0%	17,233.30	17,233.30
	CP045135	1 EA	Steam Train Faade For 48" Decks DB - Includes 10 Deck Face Panels, 1 Step Ladder (116246), 2 Bells At Grade As Indicated In 2d. Four Panels , 6 Below Deck Only. To Be Used With Cp000188 Dtr S	25,541.00	-2.0%	25,030.18	25,030.18
Decks	PB111228A-001	4 EA	Square Tenderdeck	1,375.00	-2.0%	1,347.50	5,390.00
	PB111229A-001	10 EA	Square Deck Extension	1,310.00	-2.0%	1,283.80	12,838.00
	PB111230A-001	3 EA	Square Deck Corner	1,265.00	-2.0%	1,239.70	3,719.10
	PB119646A-001	1 EA	Tri-deck Extension	1,030.00	-2.0%	1,009.40	1,009.40
	PB121948A-001	6 EA	Kick Plate 8"rise	150.00	-2.0%	147.00	882.00
	PB121948B-001	1 EA	Kick Plate 16"rise	255.00	-2.0%	249.90	249.90
	PB121949A-001	3 EA	Tri-deck Kick Plate 8"rise	225.00	-2.0%	220.50	661.50
	PB122197A-001	8 EA	90* Triangular Tenderdeck	1,155.00	-2.0%	1,131.90	9,055.20
	PB185852A-001	1 EA	Transfer Step W/2 Handloops - DB	1,350.00	-2.0%	1,323.00	1,323.00
Enclosures	PB140244B-001	9 EA	Pipe Barrier Powdercoated - Above Deck	915.00	-2.0%	896.70	8,070.30
	PB345276A-001	1 EA	Storefront Panel	835.00	-2.0%	818.30	818.30
	PB345281A-001	1 EA	Marble Panel Above Deck	3,135.00	-2.0%	3,072.30	3,072.30
	PB345282A-001	2 EA	Bubble Panel Above Deck	1,135.00	-2.0%	1,112.30	2,224.60
	PB345285A-001	1 EA	Rain Sound Wheel Panel Above Deck	2,880.00	-2.0%	2,822.40	2,822.40
	PB345286A-001	1 EA	Chimes Panel Above Deck	1,980.00	-2.0%	1,940.40	1,940.40
	PB345291A-001	1 EA	Bongo Panel Above Deck	1,325.00	-2.0%	1,298.50	1,298.50
	PB345295A-001	1 EA	Navigator Reach Panel Above Deck	925.00	-2.0%	906.50	906.50
Kids In Motion	IP152179A-001	1 EA	Saddle Spinner DB 16"height	990.00	-2.0%	970.20	970.20
	IP247179A-001	1 EA	Curva Spinner DB Only	2,505.00	-2.0%	2,454.90	2,454.90
	PB111362A-001	1 EA	Talk Tube 40' Tubing Kit Pb	280.00	-2.0%	274.40	274.40
	PB111363A-001	2 EA	Talk Tube At Grade Mounted - DB Only	680.00	-2.0%	666.40	1,332.80
	PB120901A-001	1 EA	Grab Bar	255.00	-2.0%	249.90	249.90
	PB120902A-001	1 EA	Handhold Leg Lift	275.00	-2.0%	269.50	269.50
Overhead Items	PB119805A-002	1 EA	Single Beam Loop Horiz Ladder 84"	1,405.00	-2.0%	1,376.90	1,376.90
	PB130873A-001	1 EA	Ring Pull	880.00	-2.0%	862.40	862.40
	PB141887B-002	1 EA	Access/landing Assembly Seat - Barrier Left 16"dk	825.00	-2.0%	808.50	808.50
Posts	PB111403A-001	6 EA	182"alum Post For Roof DB	590.00	-2.0%	578.20	3,469.20
	PB111403B-001	6 EA	174"alum Post For Roof DB	585.00	-2.0%	573.30	3,439.80
	PB111404A-001	4 EA	148"alum Post DB	530.00	-2.0%	519.40	2,077.60
	PB111404B-001	2 EA	140"alum Post DB	500.00	-2.0%	490.00	980.00
	PB111404D-001	10 EA	124"alum Post DB	475.00	-2.0%	465.50	4,655.00
	PB111404E-001	6 EA	116"alum Post DB	415.00	-2.0%	406.70	2,440.20
	PB111404F-001	1 EA	108"alum Post DB	395.00	-2.0%	387.10	387.10
	PB111404H-001	1 EA	92"alum Post DB	370.00	-2.0%	362.60	362.60
	PB111405D-001	2 EA	82"alum Flush Post W/standard Cap DB	595.00	-2.0%	583.10	1,166.20
Signs	IP182503C-001	1 EA	Welcome Sign (Isi Provided) - Ages 5-12 Years Direct Bury	0.00	-2.0%	0.00	0.00
Slides & Gliders	PB124863C-016	1 EA	Slidewinder2 48"dk DB - 1 Right 1 Left	3,485.00	-2.0%	3,415.30	3,415.30
	PB130390A-003	1 EA	Double Swoosh Slide - 72"dk DB	3,155.00	-2.0%	3,091.90	3,091.90
Swings	IP174018A-001	2 EA	Belt Seat - Proguard Chains For 8' Beam Height	165.00	-2.0%	161.70	323.40

	IP176038A-001	2 EA	Full Bucket Seat - Proguard Chains For 8' Beam Height	465.00	-2.0%	455.70	911.40
	IP177345A-001	2 EA	Single Post Swing Frame - 52" Bury Additional Bay 8' Beam Height Only	1,290.00	-2.0%	1,264.20	2,528.40
	IP352219A-001	1 EA	Flexx Swing W/single Post Frame 52" Bury	6,830.00	-2.0%	6,693.40	6,693.40

Discount per the Clay County Contract #2023/2024-284: \$7,272.62				Product Subtotal:		\$356,358.38	
				2 Sets of Signed & Sealed Engineering:		\$3,950.00	
Freight: Prepaid Ship Method: Best Way FOB: Destination Weight: 16,296 lbs Freight Charge						\$17,415.00	
				Landscape Structures Total:		\$377,723.38	

Vendor: Foreverlawn Tampa Bay	Proj Drawings: 1197655-01-02	605254
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Surfacing	PGG-ULTRA	1 EA.	Playground Grass Ultra. Delivered and Installed. 6,200 sf at 8' CFH	153,375.00	-2.0%	150,307.50	150,307.50

Discount per the Clay County Contract #2023/2024-284: \$3,067.50				Freight: Prepaid Ship Method: Best Way FOB: Destination Freight Charge:		Included	
				Foreverlawn Tampa Bay Total:		\$150,307.50	

Installation By RSI Installer: The scope includes the following, as required:	605255
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Item	Qty	Description
INS-LSI	1 LT	Equipment Installation - Landscape Structures 1197655-01-02
INS-CON FT	1 EA	Install concrete footing for We-Go-Round
INS-CON FT	4 EA	Install concrete footings for Swings
INS-POR	1 LT	Equipment Installation - RAM-16x24 Poligon Shelter by PorterCorp
INS-CON FT	4 EA	Install concrete footings for RAM-16x24
INS-CON SLAB	425 SF	Install concrete slab for RAM 17'x25'x4"
INS-CON CURB	189 LF	Installation of concrete curbing 6"x8"
INS-DUM	1 LT	Equipment Installation - DuMor: (4) 6' Benches, (2) Receptacles, (2) 6' Picnic Tables
INS-CON SLAB	40 SF	Install (2) concrete slabs for benches
INS-CON SLAB	50 SF	Install (2) concrete slabs for Benches/Receptacles
DEMO	1 LT	Demolition of existing equipment and timbers, removal of existing surfacing, demolition of existing shelter and slab
SITE WORK	6,200 SF	Excavation and site preparation
OTHER	1 EA	Concrete pump and trash disposal
PERMIT FILING	1 EA	Charge for document preparation for building permit.
PERMIT FEE	1 EA	Permit Fees charged by Building Department for the building permit and by the Clerk of Circuit Court for the Notice of Commencement.

RSI Installer Total:	\$252,332.19
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Vendor: Surety	Proj Drawings:	605257
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Class	Part No	Qty	Description	Unit Price	Net Price	Ext Price
Miscellaneous	BOND	1 EA	Payment and Performance Bonds	25,485.00	25,485.00	25,485.00
				Surety Total:		\$25,485.00

General Terms of Sale and Proposal Summary

50% Deposit on product, Net 30	Product:	\$576,159.66
	Installation:	\$252,332.19
	Freight:	\$26,374.95
	Proposal Total:	\$854,866.80

Notes

The Clay County Contract #2023/2024-284 provides a 2% discount on DuMor product. The maximum price for installation is 100% of the product price. (Installation does not include site prep, slabs, footings or engineering).

The Clay County Contract #2023/2024-284 provides a 2% discount on LSI product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

The Clay County Contract #2023/2024-284 provides a 2% discount on ForeverLawn product. Installation is included in the price of the product.

The Clay County Contract #2023/2024-284 provides a 2% discount on Porter/Poligon product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

Basis of Proposal:

Our offer is based upon Rep Services design 1197655-01-02.

If a owner controlled insurance program (OCIP) is required, add 2% to the proposal total.

Also, please be aware that we generate separate invoices for product at the time of delivery, then we invoice for installation upon completion. This is the customary approach in construction and eliminates sales tax on installation services. If your project should include products from multiple manufacturers, be advised that the products will be invoiced separately.

Estimated project completion schedule

(This schedule starts when all needed information to direct engineering has been gathered.)

6 Weeks: Engineering

4 Weeks: Permitting/Submittal Approval

14 Weeks Longest manufacturing lead time. (Typical for scheduling.)

1 Week Shipping

4 Weeks Installation

29 Weeks TOTAL

Note that RSI is committed to do all it can to meet the needs of your project.

Landscape Structures:

Color selection to be made at time of color submittal approval

Poligon by PorterCorp:

- Porter units are designed to meet 2023 Florida Building Code 8th Edition.
- Please provide Building Department permit application requirements including Risk Category.
- The following certificates are available:
 - Miami-Dade County Certificate of Competency No. 23-0915.11
 - PCI (Powder Coating Institute) 4000 Certified
 - American Institute of steel construction quality management systems certified
- Four sets of signed and sealed drawings and calc books for building permitting will be provided. If additional sets of drawings and calc books are required, additional fees will apply.

Electrical Cutout: Selections to be made at time of electrical cut out submittal approval

Color Selection:

To be made at time of color submittal approval

Can find standard roofing and frame color selections here: <https://poligon.com/shelter-option/frame-roof-colors/>

Non-Standard colors and finishes are available at an additional charge

Warranty

The 10-year limited warranty excludes buildings erected at sites where salt air, corrosive environment, high humidity, or sprinkler systems come in contact with the shelter.

Failure to maintain the finished system with annual touch-ups and documented maintenance procedures will void the limited warranty.

See Poligon warranty document for full details and terms.

DuMor Site Furnishings:

Color Selection: to be made at time of color submittal approval.

Support Option: to be made at time of support submittal approval.

NOTES: Please be aware of the following

- Some products require assembly.
- Shipments are via Semi Trailer If you require a lift gate and pallet jack delivery, additional fees will be assessed.

ForeverLawn Playground Grass:

- Rough Grade: to be established by others.
- Product: Foreverlawn Grass and all associated and required items (such as seaming tape, glue, etc).
- Installation: Performed by FOREVERLAWN, Inc.
 - Composite nailer boards around the perimeter.
 - #57 stone, spread and compacted.
 - SafetyFoam Pro padding will then be laid over the stone. The grass will then be laid over the pad, seamed and secured.
 - NOTE: Installation scopes do not include fall height testing.

Our scope does not include:

- Davis Bacon Wage Rates
- Certified Payroll
- Enrollment of Owner Controlled Insurance Plan
- Sod & Landscape Restoration
- Dumpster at the site for trash and waste material
- Soils testing
- Site security
- Water

Installation:

Unless otherwise noted, the following items are to be *PROVIDED BY CUSTOMER* prior to installation:

- Signed & sealed site plan or survey
- Access for machines and labor crew to equipment installation location

- Staging area
- Geotechnical Report
- Tree survey and barriers
- Private underground utilities located and marked

Our scope does not include:

- Davis Bacon Wage Rates
- Certified Payroll Rates
- Enrollment of Owner Controlled Insurance Plan
- Sod & Landscape Restoration
- Dumpster at the site for trash and waste material
- Soils testing
- Site security
- Water
- Dewatering and drainage considerations
- Concrete testing

Installation Charges on this proposal are based on NO UNFORESEEN conditions in the area, above or below the surface. If unforeseen conditions arise, the installation charges will change to reflect additional costs associated with dealing with those circumstances. Examples of this include but are not limited to: site not ready upon installer's arrival, underground utilities, or difficulties with footers due to coral rock or ground water in the holes.

Time Limitations Holding Prices Firm:
Orders are shipped within our manufacturer's standard lead times. Requests for delayed shipping may result in additional costs due to increases in freight, material costs or other factors. To secure the prices on this proposal, the offer must be accepted prior to the expiration date noted.

If, during the performance of this contract, the price of a product increases 3% or more as documented by factory quotes, invoices or receipts to contractor (Rep Services, Inc.) from the date of the contract signing the price of shall be equitably adjusted by an amount reasonably necessary to cover such price increases. Where the delivery of a product is delayed, through no fault of contractor (RSI) as a result of the shortage or unavailability of a product, contractor (RSI) shall not be liable for any additional costs or damages associated with such delay(s).

The undersigned warrants that he/she is an authorized representative of the City of Zephyrhills noted and has the requisite authority to bind the City of Zephyrhills and/or principal.

Accepted By:
City of Zephyrhills

Company Name	Authorized By	Printed Name	Date
--------------	---------------	--------------	------

As Its: _____ (Title)



landscape
structures

City of Zephyrhills - Train Depot 21738

1197655-01-02-01 • 07.02.2025

REP SERVICES, INC.
Experts at Play & Outdoor Spaces
165 W. Jessup Avenue, Longwood, FL 32750

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City of Zephyrhills - Train Depot 21738

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City of Zephyrhills - Train Depot 21738

1197655-01-02-15 · 07.02.2025

REP SERVICES, INC.
Experts at Play & Outdoor Spaces
165 W. Jessup Avenue, Longwood, FL 32750

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DRAWN
BY:KCM

PG-1

PRELIMINARY DESIGN

TOTAL AREA:6200 SF

FALL HEIGHT:8'

BORDER: 189 LF CURB

USER CAPACITY: 100+

SURFACING:6200 SF TURF

SUBGRADE ELEV.:

ADA SCHEDULE	FBG 240.2.1.2	TOTAL PLAY ACTIVITIES 2-5: 24	TOTAL PLAY ACTIVITIES 5-12: 35	
		ACCESSIBLE ELEVATED ACTIVITIES	ACCESSIBLE GROUND-LEVEL ACTIVITIES	ACCESSIBLE GROUND-LEVEL PLAY TYPES
2-5	REQ	4	2	16
	PROV	7	17	16
5-12	REQ	9	6	11
	PROV	16	17	11

WELCOME SIGN
TO BE LOCATED IN CONSULTATION WITH OWNER

⚠ WARNING
INSTALLATION OVER A HARD SURFACE SUCH AS CONCRETE, ASPHALT, OR PACKED EARTH MAY RESULT IN SERIOUS INJURY OR DEATH FROM FALLS.

⚠ WARNING
SURFACING AND PLAYSURFACES MAY BECOME **HOT** AND CAUSE BURNS. CHECK FOR HOT SURFACES PRIOR TO PLAYING ON THE PLAYGROUND.

- GENERAL NOTES:**
1. EQUIPMENT LOCATION TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION
 2. ACCESSIBLE ROUTE OF TRAVEL TO THE PLAYGROUND TO BE PROVIDED BY OTHERS, UNLESS OTHERWISE NOTED
 3. BASE MUST EXHIBIT POSITIVE DRAINAGE IN ALL AREAS

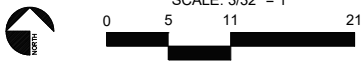
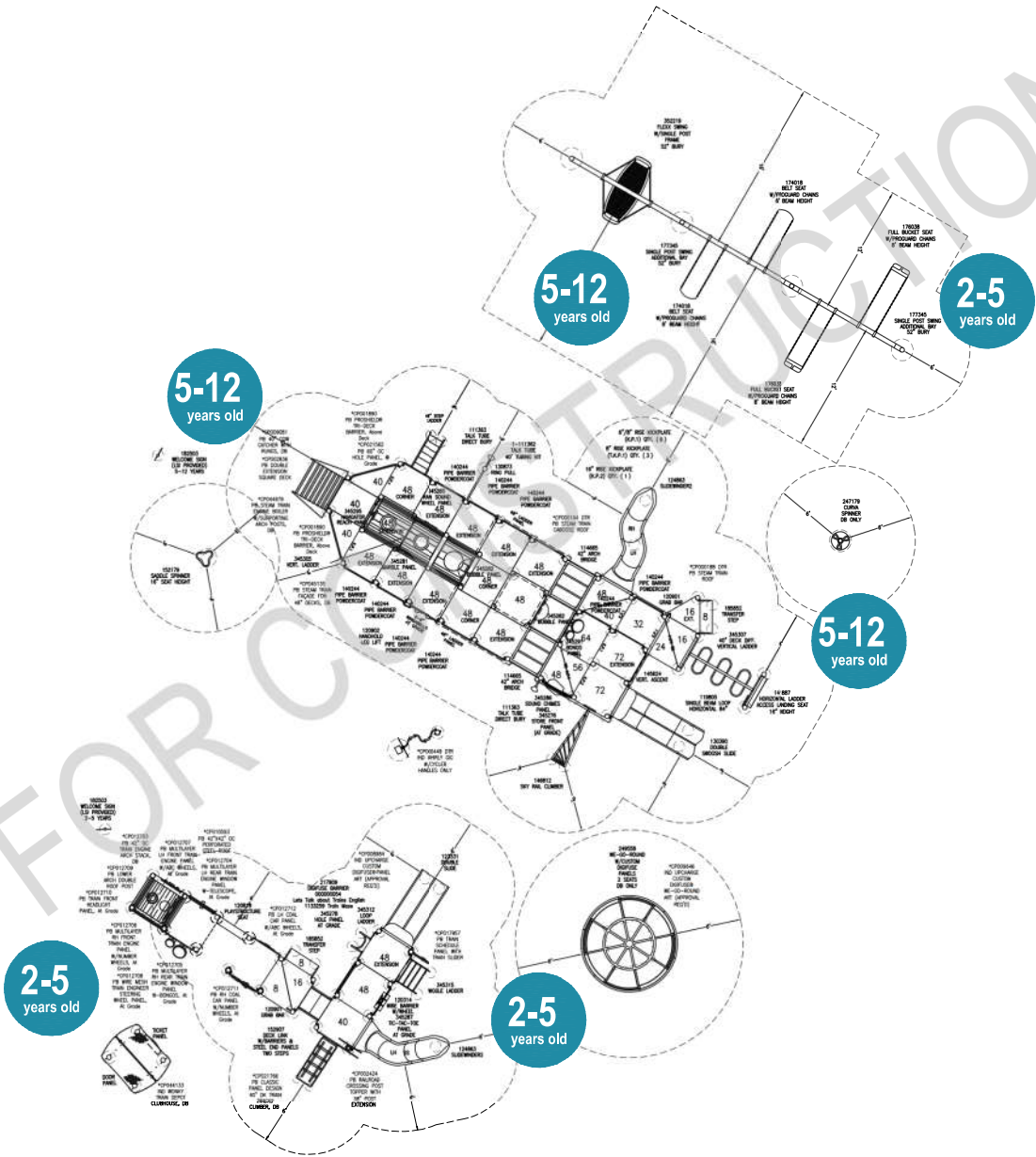
SURFACING NOTES:

1. ALL UNITARY SURFACING SHOWN, IS BASED ON SINGLE COLOR TURF OR PIP 50% STD COLOR / 50% BLACK BLENDS.
2. ANY ADDITIONAL COLORS, DESIGN/ARTWORK, OR PIP BLENDS, SUBJECT TO PROPOSAL ADJUSTMENTS OR CHANGE ORDER; DUE TO INCREASED COSTS.
3. SURFACING THICKNESS BASED ON ROBERTSON RECREATION SURFACING PIP, & FOREVERLAWN TURF FALL HEIGHT CHARTS.

Train Depot

Zephyrhills, FL
PROJECT: 1197655-01-02-RSI
NOT FOR CONSTRUCTION

This design DOES NOT include scope of work in detailing drainage/stormwater/sewer/or related infrastructure. All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to this drawing and detail, as pertinent to all work listed on Proposal documentation.



DRAWN
BY: KCM

PG-2

INSTALL PLAN

TOTAL AREA: 6200 SF

FALL HEIGHT: 8'

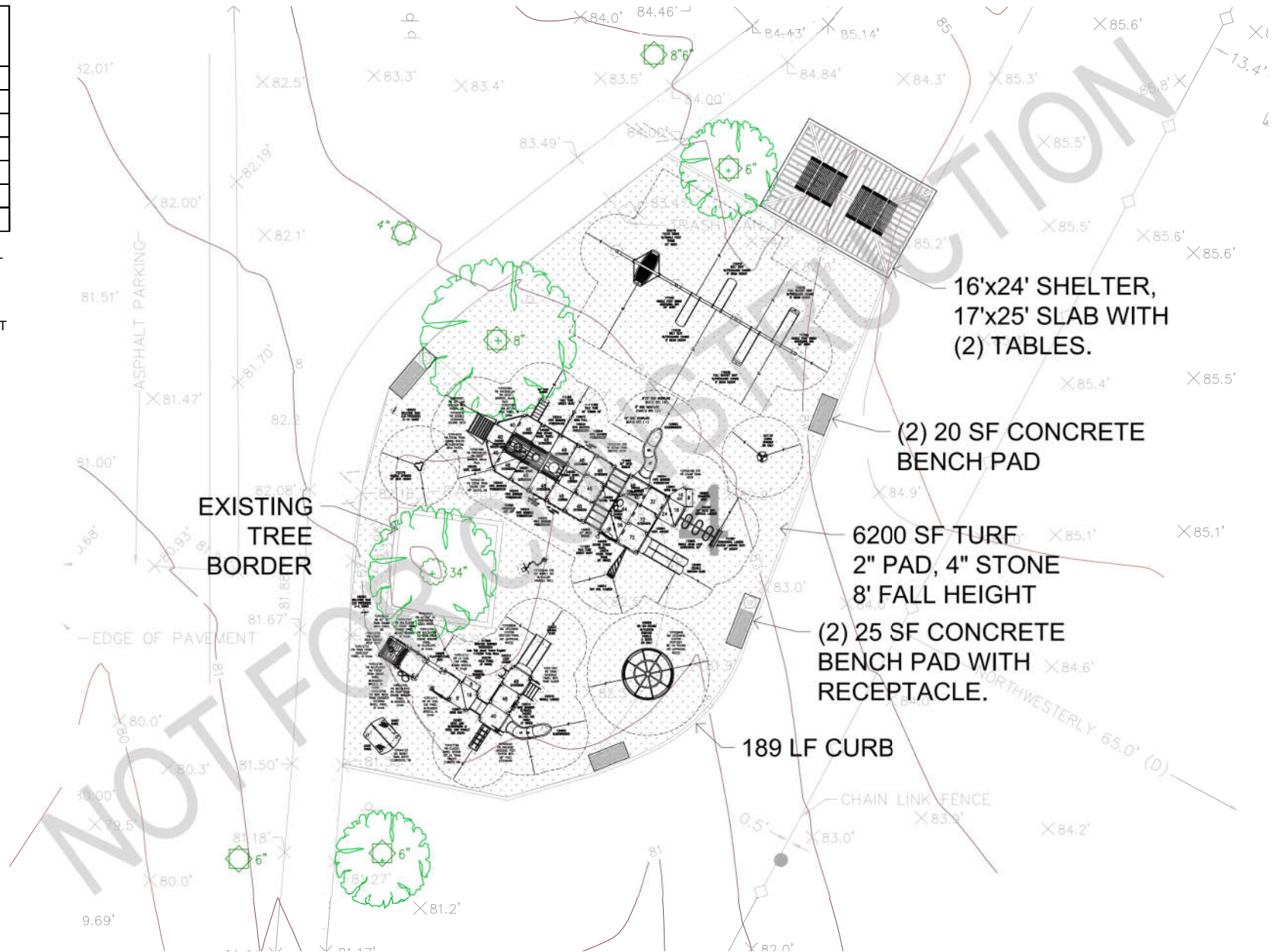
BORDER: 189 LF CURB

USER CAPACITY: 100+

SURFACING: 6200 SF TURF

SUBGRADE ELEV.:

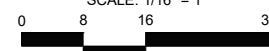
*OVERHEAD OBSTRUCTIONS WITHIN USE ZONES OF PLAY EQUIPMENT THAT ARE NOT PART OF THE PLAY STRUCTURE (FOR EXAMPLE, TREE LIMBS) SHALL BE AT LEAST 84 IN. ABOVE EACH DESIGNATED PLAY SURFACE OR 84 IN. ABOVE THE PIVOT POINT OF SWINGS.



Train Depot

Zephyrhills, FL
PROJECT: 1197655-01-02-RS1
NOT FOR CONSTRUCTION

This design DOES NOT include scope of work in detailing drainage/stormwater/sewer/or related infrastructure.
All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to
this drawing and detail, as pertinent to all work listed on Proposal documentation.



REP SERVICES, INC.
Experts at Play & Outdoor Spaces



7/7/2025 11:11:16 AM



REP SERVICES, INC.

Experts at Play & Outdoor Spaces

Site Amenities ■ Playground Equipment ■ Safety Surfacing ■ Shade
Phone: 407.831.9658 Fax: 866.232.8532 E-mail: sales@rep-services.com

E-mail POs and contracts to:
contracts@rep-services.com

CGC1508223 FEIN 59-2978507 Page 1 of 3

Please mail checks to:

Rep Services, Inc.
165 W. Jessup Ave.
Longwood, FL 32750-4146

Proposed To: City of Zephyrhills Community Redevelopment Agency 5335 Eighth Street Zephyrhills, FL 33542-4312	Ship To: TBD at a later date	Bill To: City of Zephyrhills 5335 Eighth Street Zephyrhills, FL 33542-4312
Attn: Gail Hamilton	Attn:	Attn: Karen Miller

Project No: 21818	Project Name: City of Zephyrhills - Shepard Park	Project Contact: Gail Hamilton
Proposal No: 21818.01	Proposal Name: Shepard Park Playground	Project Location: 3010 A Ave. Zephyrhills, FL 33542
Proposal Date: 7/3/2025	Proposal Expires: 7/31/2025	Project County: Pasco
For Questions Contact: Jason Smith ☎ 407-853-3595 ✉ jason@rep-services.com		
Consultant: Scott Brushwood ☎ 727-539-8457 ✉ scott@rep-services.com		Opt/Rev: A/0 7/3/25 - JS

Vendor: Landscape Structures	Proj Drawings: 21818-1-3 2025.1	605033
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
PlayBooster 5-12							
Climbers	PB152907B-001	1 EA	Deck Link W/barriers - Steel End Panels 2 Steps	2,745.00	-2.0%	2,690.10	2,690.10
	PB345325B-001	1 EA	Arcade Climber 72" Deck DB	2,390.00	-2.0%	2,342.20	2,342.20
	PB345333A-001	1 EA	Mobius Climber W/permalene Handholds 72" Dk DB Only	6,405.00	-2.0%	6,276.90	6,276.90
	PB360412B-001	1 EA	Crux Climber 48" Deck DB	5,950.00	-2.0%	5,831.00	5,831.00
Decks	PB111228A-001	2 EA	Square Tenderdeck	1,375.00	-2.0%	1,347.50	2,695.00
	PB152911C-001	1 EA	Curved Transfer Module - Right 48"dk DB	3,900.00	-2.0%	3,822.00	3,822.00
Enclosures	PB345286A-001	1 EA	Chimes Panel Above Deck	1,980.00	-2.0%	1,940.40	1,940.40
Kids In Motion	IP194663A-004	1 EA	Zipkrooz 34' W/aluminum Posts - DB	15,910.00	-2.0%	15,591.80	15,591.80
	IP196213A-004	1 EA	Zipkrooz Assisted Additional Bay 34' W/aluminum Posts - DB	13,750.00	-2.0%	13,475.00	13,475.00
	IP295694A-001	1 EA	Reviwhirl Spinner DB Only	6,040.00	-2.0%	5,919.20	5,919.20
Posts	PB111404A-001	3 EA	148"alum Post DB	530.00	-2.0%	519.40	1,558.20
	PB111404C-001	3 EA	132"alum Post DB	495.00	-2.0%	485.10	1,455.30
	PB111404D-001	1 EA	124"alum Post DB	475.00	-2.0%	465.50	465.50
Signs	IP182503C-001	1 EA	Welcome Sign (Isi Provided) - Ages 5-12 Years Direct Bury	0.00	-2.0%	0.00	0.00
Slides & Gliders	PB130390A-003	1 EA	Double Swoosh Slide - 72"dk DB	3,155.00	-2.0%	3,091.90	3,091.90
Swings	PB362348A-001	1 EA	Homebase Square Belt	2,060.00	-2.0%	2,018.80	2,018.80

Discount per the Clay County Contract #2023/2024-284: \$1,411.70	Product Subtotal:	\$69,173.30
	2 Sets of Signed & Sealed Engineering:	\$2,150.00
Freight: Prepaid Ship Method: Best Way FOB: Destination Weight: 3,174 lbs Freight Charge		\$6,210.00
	Landscape Structures Total:	\$77,533.30

Vendor: LSI SkyWays	Proj Drawings: 21818-1-3 2025.1	605034
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
PlayBooster 5-12							
Shade	CP037292	1 EA	Skyways Single Post Pyramid - 1 Columns + 1 Hdpe Top / 12' X 12' - 15' Entry / 12" Surfacing / Rapid Release Included / Max 115 Mph - 10 Psf	7,945.00	-2.0%	7,786.10	7,786.10

Discount per the Clay County Contract #2023/2024-284: \$158.90	Product Subtotal:	\$7,786.10
	2 Sets of Signed & Sealed Engineering:	\$2,050.00
Freight: Prepaid Ship Method: Best Way FOB: Destination Freight Charge		\$2,214.00
	LSI SkyWays Total:	\$12,050.10

Vendor: Foreverlawn Tampa Bay	Proj Drawings: 21818-1-3 2025.1	605035
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Class	Part No	Qty	Description	Unit Price	Disc	Net Price	Ext Price
Surfacing	PGG-ULTRA	1 LT	Playground Grass Ultra. Delivered and Installed. 2,815 sf	77,125.00	-2.0%	75,582.50	75,582.50

Discount per the Clay County Contract #2023/2024-284: \$1,542.50	Freight: Prepaid Ship Method: Best Way FOB: Destination Freight Charge:	Included
	Foreverlawn Tampa Bay Total:	\$75,582.50

Installation By RSI Installer: The scope includes the following, as required:

605036

Item	Qty	Description
INS-LSI	1 LT	Equipment Installation - Landscape Structures 21818-1-3 2025.1
INS-CON FT	1 EA	Install concrete footing for SkyWays integrated shade
INS-CON CURB	228 LF	Installation of concrete curbing 6"x8"
SITE WORK	2,815 SF	Site preparation/excavation w/ fill dirt
OTHER	1 EA	Concrete pump, minimum concrete load fee, trash disposal
PERMIT FILING	1 EA	Charge for document preparation for building permit.
PERMIT FEE	1 EA	Permit Fees charged by Building Department for the building permit and by the Clerk of Circuit Court for the Notice of Commencement.

RSI Installer Total:

\$80,662.02

Vendor: Surety

Proj Drawings:

605039

Class	Part No	Qty	Description	Unit Price	Net Price	Ext Price
Miscellaneous	BOND	1 EA	Payment and Performance Bonds	7,587.00	7,587.00	7,587.00
Surety Total:					\$7,587.00	

General Terms of Sale and Proposal Summary

Net 30	Product:	\$164,328.90
	Installation:	\$80,662.02
	Freight:	\$8,424.00
	Proposal Total:	\$253,414.92

Notes

The Clay County Contract #2023/2024-284 provides a 2% discount on LSI product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

The Clay County Contract #2023/2024-284 provides a 2% discount on ForeverLawn product. Installation is included in the price of the product.

The Clay County Contract #2023/2024-284 provides a 2% discount on LSI SkyWays product. The maximum price for installation is 75% of the product price. (Installation does not include site prep, slabs, footings or engineering).

Basis of Proposal:
Our offer is based upon Rep Services design 21818-1-3 2025.1

If a owner controlled insurance program (OCIP) is required, add 2% to the proposal total.

Also, please be aware that we generate separate invoices for product at the time of delivery, then we invoice for installation upon completion. This is the customary approach in construction and eliminates sales tax on installation services. If your project should include products from multiple manufacturers, be advised that the products will be invoiced separately.

Estimated project completion schedule
(This schedule starts when all needed information to direct engineering has been gathered.)
8 Weeks: Engineering
4 Weeks: Permitting/Submittal Approval
12 Weeks Longest manufacturing lead time. (Typical for scheduling.)
1 Week Shipping
3 Weeks Installation
28 Weeks TOTAL
Note that RSI is committed to do all it can to meet the needs of your project.

Landscape Structures:
Color selection to be made at time of color submittal approval

SkyWays Shade by LSI:
SkyWays units are designed to meet 2023 Florida Building Code 8th Edition and ASCE 7-22.

Note that the fabric is to be removed by the owner should winds exceed 75MPH. Fabric should be removed in the event of a hurricane.

The high-density polyethylene fabric is flame retardant conforming to NFPA 701 and ASTM E84 per FBC 3105.3.1.
Color selection to be made at time of color submittal approval.

ForeverLawn Playground Grass:

- Rough Grade: to be established by others.
- Product: Foreverlawn Grass and all associated and required items (such as seaming tape, glue, etc).
- Installation: Performed by FOREVERLAWN, Inc.

- Composite nailer boards around the perimeter.
 - #57 stone, spread and compacted.
 - SafetyFoam Pro padding will then be laid over the stone. The grass will then be laid over the pad, seamed and secured.
 - NOTE: Installation scopes do not include fall height testing.
- Our scope does not include:
- Davis Bacon Wage Rates
 - Certified Payroll
 - Enrollment of Owner Controlled Insurance Plan
 - Sod & Landscape Restoration
 - Dumpster at the site for trash and waste material
 - Soils testing
 - Site security
 - Water

Installation:
Unless otherwise noted, the following items are to be *PROVIDED BY CUSTOMER* prior to installation:

- Signed & sealed site plan or survey
- Access for machines and labor crew to equipment installation location
- Staging area
- Geotechnical Report
- Tree survey and barriers
- Private underground utilities located and marked

- Our scope does not include:
- Davis Bacon Wage Rates
 - Certified Payroll Rates
 - Enrollment of Owner Controlled Insurance Plan
 - Sod & Landscape Restoration
 - Dumpster at the site for trash and waste material
 - Soils testing
 - Site security
 - Water
 - Dewatering and drainage considerations
 - Concrete testing

Installation Charges on this proposal are based on NO UNFORESEEN conditions in the area, above or below the surface. If unforeseen conditions arise, the installation charges will change to reflect additional costs associated with dealing with those circumstances. Examples of this include but are not limited to: site not ready upon installer's arrival, underground utilities, or difficulties with footers due to coral rock or ground water in the holes.

Time Limitations Holding Prices Firm:
Orders are shipped within our manufacturer's standard lead times. Requests for delayed shipping may result in additional costs due to increases in freight, material costs or other factors. To secure the prices on this proposal, the offer must be accepted prior to the expiration date noted.

If, during the performance of this contract, the price of a product increases 3% or more as documented by factory quotes, invoices or receipts to contractor (Rep Services, Inc.) from the date of the contract signing the price of shall be equitably adjusted by an amount reasonably necessary to cover such price increases. Where the delivery of a product is delayed, through no fault of contractor (RSI) as a result of the shortage or unavailability of a product, contractor (RSI) shall not be liable for any additional costs or damages associated with such delay(s).

The undersigned warrants that he/she is an authorized representative of the City of Zephyrhills noted and has the requisite authority to bind the City of Zephyrhills and/or principal.

Accepted By:

City of Zephyrhills

Company Name	Authorized By	Printed Name	Date
As Its: _____	(Title)		



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Shepard Park

21818-1-3 3D • 7.1.2025

REP SERVICES, INC.
Experts at Play & Outdoor Spaces
185 W. Jessup Avenue, Longwood, FL 32750

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Shepard Park

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Shepard Park

21818-1-3 3D • 7.1.2025

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PG-1

TOTAL AREA:2,815 SF

FALL HEIGHT: 9'

BORDER: 228 LF CURB

USER CAPACITY: 25

SURFACING:2,815 SF PGG

SUBGRADE ELEV.: -12" BFF

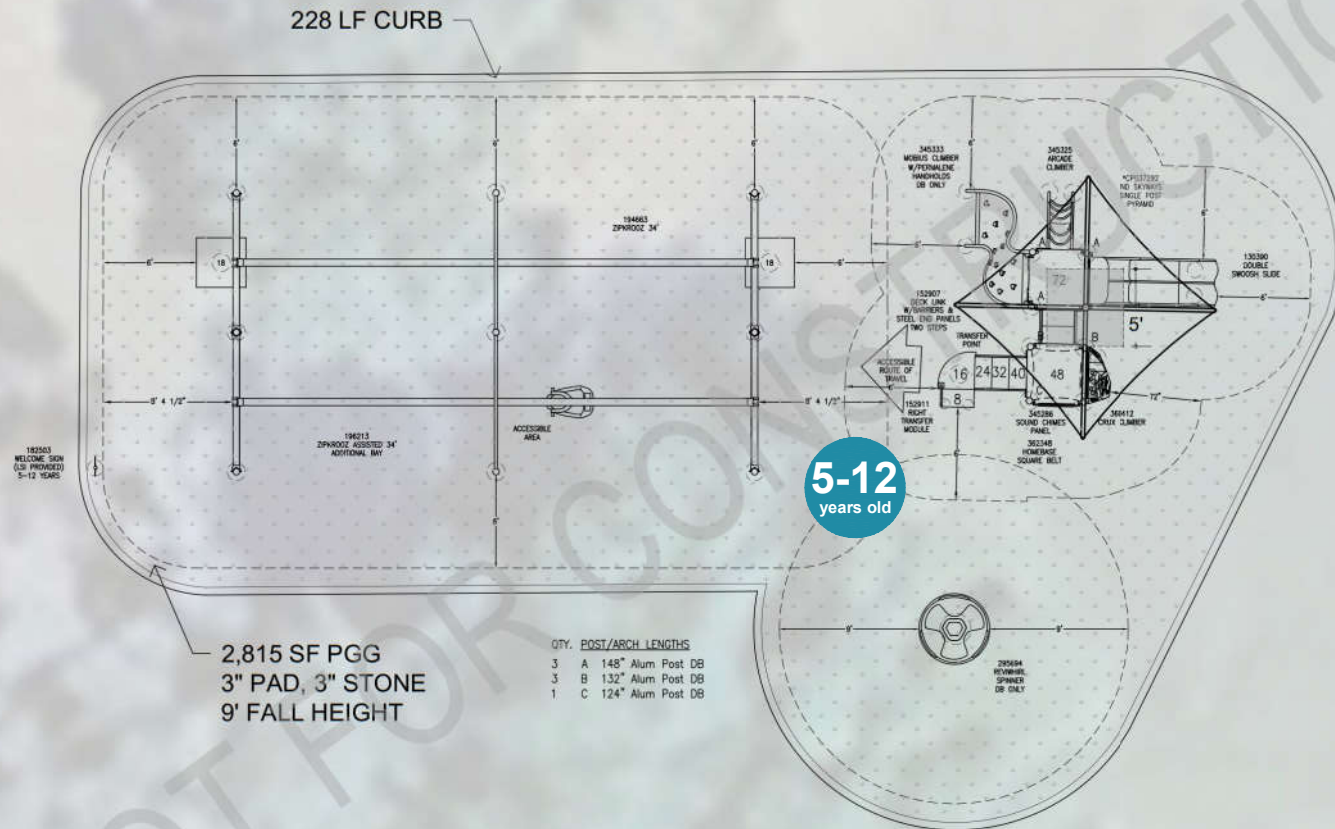
5-12	ADA SCHEDULE FBC 240.2.1.2	TOTAL PLAY ACTIVITIES 2-5: N/A			
		TOTAL PLAY ACTIVITIES 5-12: 9			
		ACCESSIBLE ELEVATED ACTIVITIES	ACCESSIBLE GROUND-LEVEL ACTIVITIES	ACCESSIBLE GROUND-LEVEL PLAY TYPES	
		REQ	N/A	N/A	N/A
		PROV	N/A	N/A	N/A
		REQ	3	2	3
5-12	ADA SCHEDULE FBC 240.2.1.2	PROV	5	4	3

INSTALLATION OVER A HARD SURFACE SUCH AS CONCRETE, ASPHALT, OR PACKED EARTH MAY RESULT IN SERIOUS INJURY OR DEATH FROM FALLS.

SURFACING AND PLAYSURFACES MAY BECOME HOT AND CAUSE BURNS. CHECK FOR HOT SURFACES PRIOR TO PLAYING ON THE PLAYGROUND.

1. EQUIPMENT LOCATION TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION
2. ACCESSIBLE ROUTE OF TRAVEL TO THE PLAYGROUND TO BE PROVIDED BY OTHERS, UNLESS OTHERWISE NOTED
3. BASE MUST EXHIBIT POSITIVE DRAINAGE IN ALL AREAS

1. ALL UNITARY SURFACING SHOWN, IS BASED ON SINGLE COLOR TURF OR PIP 50% STD COLOR / 50% BLACK BLENDS.
2. ANY ADDITIONAL COLORS, DESIGN/ARTWORK, OR PIP BLENDS, SUBJECT TO PROPOSAL ADJUSTMENTS OR CHANGE ORDER; DUE TO INCREASED COSTS.
3. SURFACING THICKNESS BASED ON ROBERTSON RECREATION SURFACING PIP, & FOREVERLAWN TURF FALL HEIGHT CHARTS.



2,815 SF PGG
3" PAD, 3" STONE
9' FALL HEIGHT

QTY.	POST/ARCH	LENGTHS
3	A	148" Alum Post DB
3	B	132" Alum Post DB
1	C	124" Alum Post DB

*SHADE FOOTERS ARE ESTIMATED BASED
ON RECENT PRECEDENT*
FINAL FOOTER SIZES WILL NOT BE
DETERMINED UNTIL TIME OF ENGINEERING

*OVERHEAD OBSTRUCTIONS WITHIN USE ZONES OF PLAY EQUIPMENT THAT ARE NOT PART OF THE PLAY STRUCTURE (FOR EXAMPLE, TREE LIMBS) SHALL BE AT LEAST 84 IN. ABOVE EACH DESIGNATED PLAY SURFACE OR 84 IN. ABOVE THE PIVOT POINT OF SWINGS.

NOT FOR CONSTRUCTION
PLEASE VERIFY THE FOLLOWING
PRIOR TO SALE:

- PROPOSED SITE LAYOUT
- UNDERGROUND UTILITIES
- OVERHEAD OBSTRUCTIONS
- TREE LOCATIONS
- ACCESSIBLE PATH BY OTHERS

Shepard Park

This design DOES NOT include scope of work in detailing drainage/stormwater/sewer/or related infrastructure. All drainage and site utility designs shall be provided by others. Rep Services Inc. responsibility is limited to this drawing and detail, as pertinent to all work listed on Proposal documentation.



SCALE: 1/8" = 1'



REP SERVICES, INC.
Experts at Play & Outdoor Spaces



NOTED ITEMS 6.1

June 2025 Quarterly Investment Report

Issue:

June 2025 Quarterly Investment Report

Background:

Attachment(s):

1. June 2025 Quarterly Investment Report

Fiscal Impact:

Staff Recommendation:

	June 2025		June 2024	
Truist Utility Deposits	\$	1,456,202.43	\$	1,456,202.43
Truist Utility Debt Service	\$	629,864.45	\$	629,864.45
Total	\$	2,086,066.88	\$	2,086,066.88
Florida Safe Investment Pool	\$	30,352,572.38	4.33%	\$ 28,644,013.80 5.37%
Florida Prime Investment Pool	\$	30,182,333.00	4.47%	\$ 29,931,711.58 5.49%
Florida Prime (ARPA)	\$	2,005,102.00	4.47%	\$ 6,666,898.62 5.49%
Truist Operating	\$	2,864,414.48	0.09%	\$ 1,321,351.33 0.05%
Total	\$	65,404,421.86		\$ 66,563,975.33
General Fund	\$	19,840,095.18		\$ 16,606,421.15
Special Revenue Fund	\$	8,944,121.04		\$ 14,336,648.43
CRA	\$	2,921,420.77		\$ 1,885,420.13
Impact Fee Fund	\$	8,000,850.63		\$ 8,099,073.17
Utility Impact Fees	\$	13,138,170.49		\$ 11,319,812.14
Utility Fund	\$	8,130,305.36		\$ 10,305,939.73
Airport Fund	\$	2,538,079.50		\$ 1,784,323.18
Sanitation Fund	\$	1,891,378.98		\$ 2,226,337.40
Total	\$	65,404,421.95		\$ 66,563,975.33
Total Interest	\$	2,145,273.03		\$ 2,693,803.55

NOTED ITEMS 6.2

41-25-20 Restrictive Covenant with Zephyrhills Museum of Military History

Issue:

Background:

Attachment(s):

1. 41-25-20 Restrictive Covenant with Zephyrhills Museum of Military History

Fiscal Impact:

Staff Recommendation:

RESTRICTIVE COVENANTS
Project Name: Pergola
Grant Number: 25.h.sc.900.140

THESE COVENANTS are entered into this 21st day of July, 2025, by the City of Zephyrhills, hereinafter referred to as the Owner, and Cliff Moffett and shall be effective for a period of five (5) years from the date of recordation in [the Office of the Clerk of the Circuit Court of Pasco County, Florida.

WHEREAS, the Owner is the fee simple titleholder of the Property located at 39444 South Ave Zephyrhills, Pasco County, Florida, as described in Exhibit A, attached to and made a part hereof and

WHEREAS, the Owner and Grant Recipient is to receive grant assistance funds administered by the State of Florida, Department of State, Division of Historical Resources, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250, hereinafter referred to as the Department, in the amount of \$15,000, to be used for the purposes set forth in the grant agreement by the Owner of the property as described in Exhibit A, and

Now THEREFORE, as part of the consideration for the State grant, and in accordance with section 287.05805, Florida Statutes, the Owner and Grant Recipient hereby makes and declares the following restrictive covenants which shall run with the title to said Property and be binding on the Cliff Moffett and, if any, its heirs, successors in title, legal representatives and assigns, for a period stated in the preamble above:

1. The Owner and Grant Recipient grants to the Department a security interest in the Property in the amount of \$15,000, for a period of five (5) years from the date of recordation of these Restrictive covenants.
2. The Owner and Grant Recipient agrees not to sell, transfer, mortgage, or assign its interest in the real property unless the Department of State approves the sale, transfer, mortgage, or assignment. The Department may require the entity acquiring an interest in the real property to assume the obligations of this Restrictive Covenant as a condition of approval.
3. The Owner and Grant Recipient agrees to use the real property subject to the terms of this Restrictive Covenant for the purposes set forth in the legislative appropriation awarding the grant funds to the Owner and in accordance with the grant agreement entered into by the Owner and the Department of State in furtherance of said legislative appropriation.
4. The Owner and Grant Recipient agrees that the Department, its agents and its designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether the conditions of the Grant Award Agreement and these covenants are being observed.
5. The Owner agrees to record these covenants with the Office of the Clerk of the Circuit Court of Pasco County, Florida prior to the release of the first installment of grant funds, and shall pay any and all expenses associated with their filing and recording.
6. The Owner and Grant Recipient agrees that these restrictions shall encumber the property for a period of **five (5) years** from the date of recordation, and that if a restriction is violated within the 5 year period, the Department shall be entitled to liquidated damages in the amount of \$15,000.
7. If the Owner and Grant Recipient violates any part of these Restrictive Covenants, then the Owner and Grant Recipient will be in default and the Department shall have the right to exercise the following rights:
 - a. The Department shall have the right to declare the liquidated damages described in paragraph 6, plus interest at the statutory rate from the time of the Owner and Grant Recipient receipt of the grant funds, and attorneys' fees and other expenses incurred by the Department in the enforcement of these Restrictive Covenants, to be immediately due and payable without notice or demand on the Owner and Grant Recipient, which notice or demand are hereby expressly waived by the

Owner and Grant Recipient, and upon the making of any such declaration, the entire amount shall become immediately due and payable;

- b. The Department may enforce its security interest in the Property to collect the entire amount described in paragraph 7a. through foreclosure proceedings or any other manner allowed by law;
- c. In the event of any litigation between the parties under these Restrictive Covenants, the prevailing party shall be entitled to reasonable attorneys', paralegals' and para-professionals' fees and court costs at all trial and appellate levels;
- d. All cash proceeds received by the Department in respect of any sale of, collection from, or other realization upon all or any part of the Property and all payments made in respect of the Property and received by the Department may, in the discretion of the Department, be held by the Department as collateral for the security interest plus interest, costs and fees, or may be applied (after payment to the Department of the reasonable expenses, including attorneys' fees and legal expenses, incurred by the Department in retaking, foreclosing, collecting, selling, or disposing of the Property) at any time in whole or part by the Department against all or any part of the Obligations in such order as the Department shall elect. Any surplus of such payments held by the Department and remaining after payment in full of all of the Obligations shall be paid over to the Owner and Grant Recipient or to whomsoever may be lawfully entitled to receive such surplus.

The Owner and Grant Recipient shall remain liable for any obligations remaining unpaid.

- 8. The Department acknowledges and agrees that any liens or lien rights it may have or it may be entitled to in property owned by the Owner and Grant Recipient are and shall be subordinate to the lien rights of any and all lienholders whose liens were recorded before this document's date of recordation. Under no circumstance shall the Department's liens or lien rights be subordinated to any lienholders other than those whose liens were recorded before this document's date of recordation.
- 9. The Owner and Grant Recipient agrees that the Department shall incur no tax liability as a result of these restrictive covenants.

IN WITNESS WHEREOF, the Owner and Grant Recipient has read these Restrictive Covenants and has hereto affixed their signature.

WITNESSES:

[Signature]
Witness Signature

Kevin Weiss
Witness Name Typed/Printed

5335 8th Street
Witness Address

Zephyrhills FL 33542
City State Zip

[Signature]
Witness Signature

RAYMOND PAWLICKI
Witness Name Typed/Printed

9452 FRONT NINE LN
Witness Address

DADE CITY FL 33525
City State Zip

[Signature]
OWNER Signature

William C. Poe, Jr. City Manager
Owner Name and Title Typed/Printed

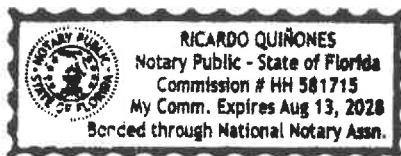
5335 8th Street
Owner Address

Zephyrhills FL 33542
City State Zip

The State of Florida
County of Pasco

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 23 day of July, 2025,
by William C. Poe Jr. as City manager
(Name) (Type of Authority, e.g., Officer)
for City of Zephyrhills
(Name of Corporation/Partnership)

Personally Known OR Produced Identification
Type of Identification Produced _____



[Signature]
Notary Public Signature – State of Florida

Print, Type, or Stamp Commissioned Name of Notary Public

[SEAL]

WITNESSES:

[Signature]
Witness Signature

RAYMOND PAWLICKI
Witness Name Typed/Printed

9452 FRONT NINE LN
Witness Address

DADE CITY FL 33525
City State Zip

[Signature]
Witness Signature

Carson Murray
Witness Name Typed/Printed

9813 Coral St
Witness Address

Zephyrhills FL 33542
City State Zip

[Signature]
GRANT RECIPIENT Signature

Cliff Moffett, President
Grant Recipient Name and Title Typed/Printed

1542 Maypop St
Grant Recipient Address

Zephyrhills FL 33540
City State Zip

The State of Florida
County of Pasco

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online
notarization, this 23 day of JULY, 2025

by CLIFF MOFFETT as PRESIDENT
(Name) (Type of Authority, e.g., Officer)

for ZMMH
(Name of Corporation/Partnership)

Personally Known OR Produced Identification
Type of Identification Produced _____

[Signature]
Notary Public Signature - State of Florida
JOHN J. POVLITZ III
Print, Type, or Stamp Commissioned Name of Notary Public

[SEAL]

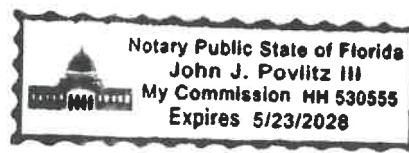


EXHIBIT A

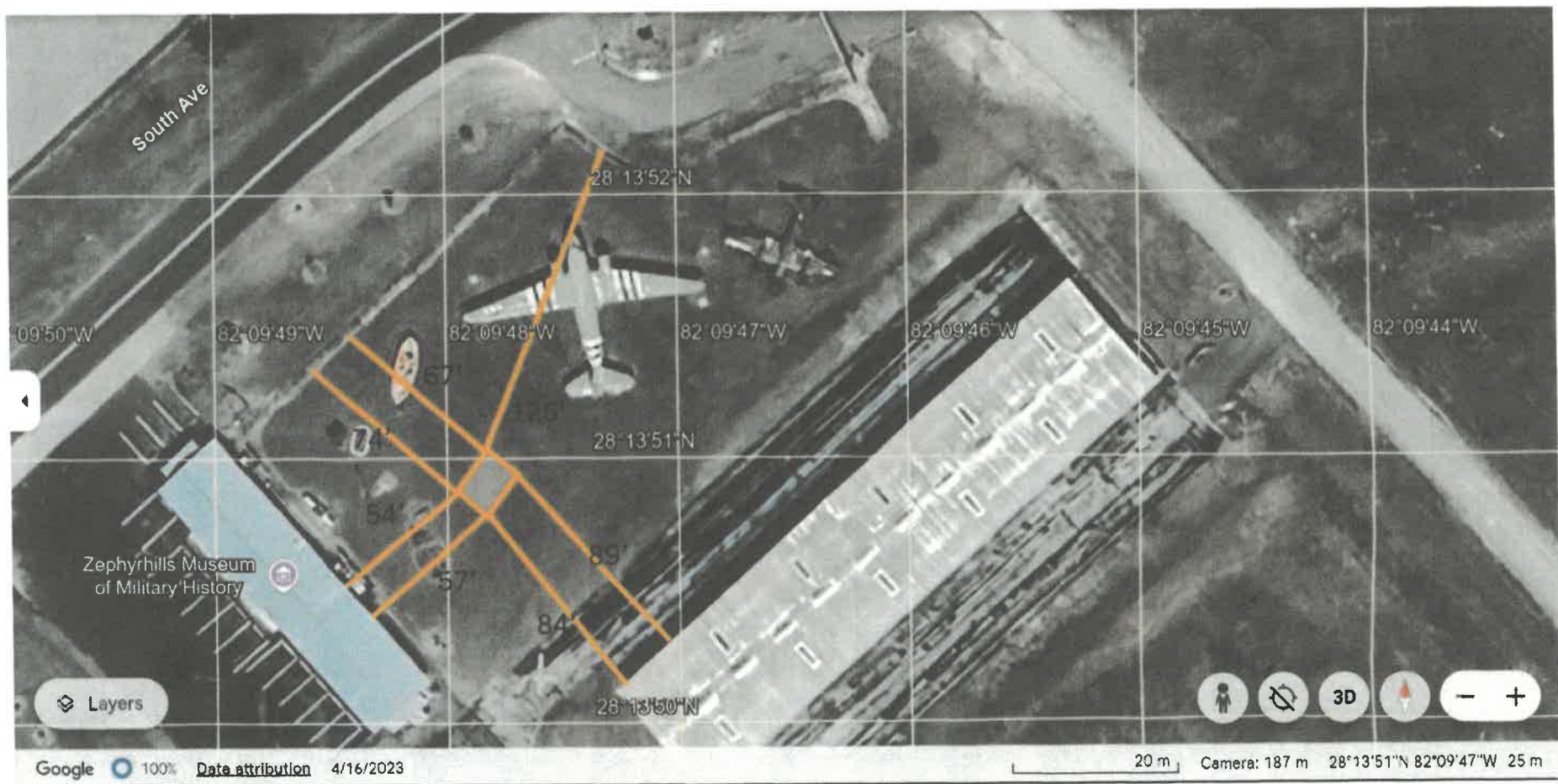


EXHIBIT A