

**Coral Springs  
Improvement District**

**Agenda**

**October 21, 2019**



# Coral Springs Improvement District

October 14, 2019

Board of Supervisors  
Coral Springs Improvement District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District will be held on October 21, 2019 at 4:00 p.m. at the District Offices, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida. Following is the advance agenda for the meeting.

1. Roll Call
2. Approval of the Minutes of the September 16, 2019 Meeting
3. Audience Comments
4. Approval of Financial Statements for September 19, 2019
5. Consideration of Grant Agreement with the Florida Department of Emergency Management and Resolution 2020-1, Authorizing the Board President to Execute the Agreement
6. Consideration of Repairs to Lift Station #4 by Trio Development for a Total Cost of \$159,326.52, Piggybacking Off of the Broward County Contract
7. Consideration of Purchase of Aquatic Chemicals for FY 2019/2020 in the Amount of \$120,540 to the Entities as Listed in the Bid Tabulation
8. Consideration of Increased Funding for Previously Authorized Emergency Work
  - A. Increase of \$13,949.76 for Emergency Installation of HSP System
  - B. Increase of \$24,229.74 for Automatic Transfer Switch Evaluation and Installation
9. Consideration of Work Authorizations
  - A. Amendment #1 to Work Authorization #140 for DIW Dual Zone Monitor Well 4 Construction for a Decrease of \$40,000.36
  - B. Amendment #1 to Work Authorization #143 for Site 12 Canal Bank Stabilization Design and Construction for a Decrease of \$15,151.36
  - C. Amendment #2 to Work Authorization #156 for Production Well 8 Re-Development for a Decrease of \$4,312.50
  - D. Amendment #1 to Work Authorization #160 for Monitor Well 3 Submersible Pump Replacement for a Decrease of \$1,292.93
  - E. Work Authorization #159 for Improvements to HSP 7 Engine for a Total Cost of \$253,628
  - F. Work Authorization #165 for Site 13 Canal Bank Restoration for a Total Cost of \$45,457
  - G. Work Authorization #166 for Site 14 Canal Bank Assessment for a Total Cost of \$25,945
  - H. Work Authorization #167 for 2020 WWTP Capacity Analysis Report for a Total Cost of \$12,310
10. Staff Reports
  - A. Manager – Ken Cassel
  - B. Engineer – Rick Olson
  - C. Department Reports
    - Operations – Dan Daly



## Coral Springs Improvement District

- Utility Billing Work Orders
  - Utilities Update (David McIntosh)
  - Water – Joe Stephens (Report Included)
  - Wastewater – Kenneth Miller (Report Included)
  - Stormwater – Shawn Frankenhauser (Report Included)
  - Field – Curt Dwiggin (Report Included)
  - Maintenance Report – Pedro Vasquez (Report Included)
  - Human Resources – Jan Zilmer
  - Motion to Accept Department Reports
- D. Attorney
11. Supervisors' Requests
  12. Adjournment

Any supporting documents not included in the agenda package will be distributed at the meeting. If you have any questions prior to the meeting, please contact me.

Sincerely,

Kenneth Cassel/sd  
District Manager

cc: District Staff  
Terry Lewis  
Seth Behn  
Rick Olson  
Beverley Servé  
Stephen Bloom

## **Second Order of Business**



**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, September 16, 2019 at 4:02 p.m. at the District Office, located at 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Dr. Martin Shank	President
Duane Holland	Vice President
Len Okyn	Secretary

Also present were:

Kenneth Cassel	District Manager
Terry Lewis	District Counsel
Dan Daly	Director of Operations
David McIntosh	Director of Utilities
Marta Rubio	District Accountant
Jan Zilmer	Human Resources
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Joe Stephens	Water Department
Ken Miller	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Glen Hanks	Glen Hanks Consulting Engineers, Inc.
Residents	

***The following is a summary of the discussions and actions taken at the September 16, 2019 Coral Springs Improvement District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cassel called the meeting to order and called the roll. A quorum was established.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Mr. Ben Iaderosa addressed the Board regarding the District's rejection to his request to build a dock within the District's right-of-way, based on the policy adopted November 20, 2017.

- He requested an exception after purchasing a boat so his special needs daughter could enjoy. Not having a dock is a safety issue to get his daughter in the boat.
- Dr. Shank explained any docks built within the District were done without a permit from the District. The District canals are for drainage and are not considered waterways for recreational use.
- Discussion ensued and Mr. Iaderosa will have his engineer attend the next meeting to discuss options.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for August 2019**

The Board reviewed the financial statements for August 2019.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the August 2019 financials were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Variance for 600 N. University Drive**

Mr. Hanks discussed a permit application to develop a commercial building on the vacant parcel located at 600 N. University Drive, next to the Arby's.

- They requested an authorization letter from the District in order to move along with the DRC process while their application is under review.
- He recommends approval of the authorization letter with the condition the building permit is not released until the District approves the SWM permit and or variances.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor an authorization letter for 600 N. University Drive so the applicant can proceed with the DRC was approved contingent upon the building permit not being released without the necessary permit and/or variances by the District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Permit 2019-3, MCI Metro for the Installation of Fiber Optic Cable Route at Canal C-2 and Sawgrass Expressway**

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Permit 2019-3, for the installation of fiber optic cable route at Canal C-2 and Sawgrass Expressway, was approved.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing to Consider Adoption of the Water and Sewer Budget for Fiscal Year 2020**

**A. Fiscal Year 2020 Proposed Water and Sewer Budget**

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor the regular meeting was recessed.

Dr. Shank opened the public hearing. There were no public comments.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor the public hearing was closed.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the Fiscal Year 2020 water and sewer budget was approved.

**B. Resolution 2019-11, Adopting the Water and Sewer Budget for Fiscal Year 2020**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor Resolution 2019-11, adopting the Fiscal Year 2020 water and sewer budget, was adopted.

**EIGHTH ORDER OF BUSINESS**

**Public Hearing to Consider Modification to Water and Sewer Utility Rates, Resolution 2019-12**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the public hearing was opened.

There were no public comments.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor the public hearing was closed.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Resolution 2019-12, modifying the water and sewer rates, was adopted.

**NINTH ORDER OF BUSINESS**

**Public Hearing to Consider Proposed Fee for Annual Inspection of Backflow Prevention and Data Retention**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the public hearing was opened.

There were no public comments.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the public hearing was closed.

**A. Resolution 2019-13, Approving Annual Fee for Backflow Preventer Inspection and Data Retention**

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Resolution 2019-13, approving the annual fee for backflow preventer inspection and data retention, was adopted.

**B. BSI Agreement with Backflow Solutions, Inc.**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the BSI agreement with Backflow Solutions, Inc. was approved.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor the public hearing adjourned.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the regular meeting was reconvened.

**TENTH ORDER OF BUSINESS**

**Closeout of Lift Stations Restoration Projects with TRIO**

- A. Lift Station #2 for a Decrease of \$8,945.97**
- B. Lift Station #5 for a Decrease of \$3,592.57**
- C. Lift Station #14 for a Decrease of \$14,301.13**

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor closeouts for lift stations #2, #5 and #14 for a total decrease of \$26,839.67 were approved.

## ELEVENTH ORDER OF BUSINESS

## Staff Reports

### A. Manager – Ken Cassel

Mr. Cassel will work with staff and Mr. Iaderosa for a solution. He does not have any updates from Special Counsel on the litigation with the City.

### B. Engineer – Rick Olson

Mr. Olson reviewed his monthly status report; a copy of which is attached hereto and made a part of the public record.

### C. Department Reports

- **Operations – Dan Daly**
  - **Utility Billing Work Orders**

This item is for information only.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the following:

- He is still working with Rostan on the FEMA refund.
- He had a discussion with the County and Margate regarding the interconnect on the wastewater system. Margate is having internal discussions and will get back to him.
- Mr. Olson assisted in writing a grant application. The District may be able to receive a grant for emergency generators and potentially some hardening on site.

- **Water – Joe Stephens (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record. Mr. Stephens stated Work Authorization #159 could not be finalized in time for this meeting.

- **Wastewater – Kenneth Miller (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Stormwater – Shawn Frankenhauser (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Field – Curt Dwiggin (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Maintenance Report – Pedro Vasquez (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported they are at the end of the fiscal year and all department managers have completed their evaluations, which are being reviewed by Mr. Daly and Mr. McIntosh. The end of fiscal year lunch is scheduled for September 27, 2019 at noon.

- **Motion to Accept Department Reports**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the department reports were accepted.
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**D. Attorney**

Mr. Lewis reported the following:

- He met with Representative Daley and his lobbyist to negotiate on legislation acceptable to both sides. NSID is willing to convert to a popularly elected Board beginning in 2028, which Representative Daley does not accept. He was contacted by the lobbyist and asked if the Board would be agreeable to a conversion date of 2024.
- Dr. Shank stated he would be agreeable to 2024 if they consider increasing the District's purchasing threshold and have a staggering Board.
- Mr. Lewis confirmed Representative Daley filed the same bills as he has done the past two years.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests**

Dr. Shank thanked staff for their dedication during Hurricane Dorian.

**SECOND ORDER OF BUSINESS**

**Acceptance of the August 19, 2019 Meeting Minutes**

Dr. Shank stated each Board member received a copy of the Minutes of the August 19, 2019 meeting and requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the minutes of August 19, 2019 meeting were approved.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor the meeting was adjourned.

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Kenneth Cassel  
Assistant Secretary

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Dr. Martin Shank  
President

## **Fourth Order of Business**





# **CORAL SPRINGS IMPROVEMENT DISTRICT**

**FINANCIAL REPORTING – MEETING OCTOBER 21, 2019**

# **CORAL SPRINGS IMPROVEMENT DISTRICT**

**FINANCIAL REPORTING FOR SEPTEMBER 2019**

**OCTOBER 21, 2019**

**Board of Supervisors Meeting**

**CORAL SPRINGS IMPROVEMENT DISTRICT  
BALANCE SHEET  
All Fund Types and Account Groups**

**SEPTEMBER 30, 2019**

DESCRIPTION	GENERAL FUND	WATER & SEWER FUND	GENERAL FIXED ASSETS	TOTALS
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**ASSETS**

Cash & Cash Equivalents				
Checking Accounts	\$ 683,148	1,951,936	\$ -	\$ 2,635,084
CDAR'S	-	2,000,000	-	2,000,000
CD'S & Money Market Accounts	2,145,667	7,309,079	-	9,454,746
Investments	4,035,668	6,865,924	-	10,901,592
Restricted Investments	-	4,593,522	-	4,593,522
Accounts Receivable	-	557,656	-	557,656
Accrued Interest Receivable	20,575	101,431	-	122,006
Unbilled Utility Revenues Receivable	-	767,049	-	767,049
Due from Other Funds	893	-	-	893
Prepaid Expenses	5,000	325,387	-	330,387
Deferred Outflow-2007 Series	-	1,592,775	-	1,592,775
Land	-	361,739	553,200	914,939
Easements	-	394,998	-	394,998
Meters in Field (Net)	-	1,051,699	-	1,051,699
Machinery & Equipment (Net)	-	363,405	155,242	518,647
Imp. Other than Bldgs. (Net)	-	51,191,976	6,242,174	57,434,150
Buildings (Net)	-	146,993	-	146,993
Construction in Progress	-	2,398,780	-	2,398,780

<b>TOTAL ASSETS</b>	<b>\$ 6,890,951</b>	<b>\$ 81,974,349</b>	<b>\$ 6,950,616</b>	<b>\$ 95,815,916</b>
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**CORAL SPRINGS IMPROVEMENT DISTRICT  
BALANCE SHEET  
All Fund Types and Account Groups**

**SEPTEMBER 30, 2019**

DESCRIPTION	GENERAL FUND	WATER & SEWER FUND	GENERAL FIXED ASSETS	TOTALS
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**LIABILITIES**

Accounts Payable	\$ 3,146	\$ 78,528	\$ -	\$ 81,674
Contracts Payable	23,473	470,700	-	494,173
Retainage Payable	-	71,752	-	71,752
Accrued Int Payable-2016 Series	-	408,808	-	408,808
Accrued Wages Payable	12,230	128,058	-	140,288
Accrued Vac/Sick Time Payable	-	236,396	-	236,396
Pension Payable	-	-	-	-
Utility Tax Payable	-	49,276	-	49,276
Payroll Taxes Payable	-	-	-	-
Deposits	92,357	556,870	-	649,227
Deferred Revenues	-	-	-	-
Due to Other Funds	-	893	-	893
Net OPEB Obligation	-	99,348	-	99,348
Bonds Payable-2016 Series	-	38,615,000	-	38,615,000

<b>TOTAL LIABILITIES</b>	<b>\$ 131,206</b>	<b>\$ 40,715,629</b>	<b>\$ -</b>	<b>\$ 40,846,835</b>
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**FUND BALANCE / NET POSITION**

Fund Balance:				
Unspendable	5,000		-	5,000
Assigned	5,184,166		-	5,184,166
Unassigned	1,570,579	-	-	1,570,579
Net Position	-	41,258,720	-	41,258,720
Investment in GF	-	-	6,950,616	6,950,616

<b>TOTAL FUND BALANCE/ NET ASSETS</b>	<b>\$ 6,759,745</b>	<b>\$ 41,258,720</b>	<b>\$ 6,950,616</b>	<b>\$ 54,969,081</b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 6,890,951</b>	<b>\$ 81,974,349</b>	<b>\$ 6,950,616</b>	<b>\$ 95,815,916</b>
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**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND**

**Statement of Revenues, Expenditures and Change in Fund Balance**

**For the Period Ending September 30, 2019**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 9/30/2019	ACTUAL 12 MONTHS ENDING 9/30/2019	VARIANCE FAVORABLE (UNFAVORABLE)
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**REVENUES**

Assessments (Net) (*)	\$ 3,849,956	\$ 3,386,483	\$ 3,386,483	\$ -
Permit Review Fees	1,000	1,000	5,000	4,000
Interest Income	20,000	20,000	141,339	121,339
Shared Personnel Revenue	33,896	33,896	33,896	-
Miscellaneous Revenue	-	-	8,807	8,807
FEMA Reimbursement	-	-	67,517	67,517
Carry Forward Assigned Funds (*)	92,885	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 3,997,737</b>	<b>\$ 3,441,379</b>	<b>\$ 3,643,042</b>	<b>\$ 201,663</b>

**EXPENDITURES**

**ADMINISTRATIVE**

Supervisor Fees	\$ 7,200	\$ 7,200	\$ 7,200	\$ -
Salaries/Wages	133,908	133,908	132,509	1,399
Special Pay (*)	238	238	238	-
FICA Taxes	10,796	10,796	10,718	78
Pension Expense	16,069	16,069	16,199	(130)
Health Insurance	54,611	54,611	53,722	889
Workers Comp. Ins.	379	379	531	(152)
Engineering Fees (*)	30,000	30,000	34,732	(4,732)
Legal Fees (*)	60,000	60,000	66,734	(6,734)
Special Consulting Services (*)	100,000	100,000	87,977	12,023
Annual Audit (*)	10,500	10,500	8,000	2,500
Actuarial Computation-OPEB	2,772	2,772	-	2,772
Management Fees	57,313	57,313	57,313	-
Telephone Expense	3,334	3,334	3,334	-
Postage	668	668	668	-
Printing & Binding	1,260	1,260	1,260	-
Administrative Building Cost	12,000	12,000	12,000	-
Insurance	1,179	1,179	769	410
Legal Advertising	2,000	2,000	1,443	557
Contingencies/Other Current Charges	1,000	1,000	954	46
Paver Incentive Program	12,500	12,500	-	12,500
Computer Expense/Technology	29,400	29,400	23,911	5,489
Digital Record Management	1,000	1,000	68	932
Office Supplies	7,125	7,125	7,125	-
Dues, Licenses, Schools & Permits	7,800	7,800	5,868	1,932
Promotional Expenses (*)	8,400	8,400	1,964	6,436
Capital Purchases (*)	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 571,452</b>	<b>\$ 571,452</b>	<b>\$ 535,237</b>	<b>\$ 36,215</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND**

**Statement of Revenues, Expenditures and Change in Fund Balance**

**For the Period Ending September 30, 2019**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 9/30/2019	ACTUAL 12 MONTHS ENDING 9/30/2019	VARIANCE FAVORABLE (UNFAVORABLE)
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**FIELD OPERATIONS**

Salaries and Wages	\$ 278,553	\$ 278,553	\$ 270,782	\$ 7,771
Special Pay (*)	813	813	813	-
FICA Taxes	21,309	21,309	20,466	843
Pension Expense	33,426	33,426	31,922	1,504
Health Insurance	88,849	88,849	91,172	(2,323)
Worker's Comp. Insurance	15,433	15,433	16,453	(1,020)
Water Quality Testing	3,000	3,000	2,162	838
Communications-Radios/Cellphones	1,872	1,872	1,024	848
Electric	1,411	1,411	737	674
Rentals & Leases	-	-	-	-
Insurance	14,845	14,845	9,046	5,799
Hurricane Irma Processing Fees	-	-	7,763	(7,763)
R & M - General	54,010	54,010	61,092	(7,082)
R & M - Culvert Inspection & Cleaning	69,500	69,500	129,000	(59,500)
R & M - Canal Dredging & Maintenance	25,000	25,000	-	25,000
R & M - Vegetation Management	15,000	15,000	4,630	10,370
Operating Supplies - General	3,825	3,825	1,528	2,297
Operating Supplies - Chemicals	114,659	114,659	111,210	3,449
Operating Supplies - Uniform	1,823	1,823	1,679	144
Operating Supplies - Motor Fuels	51,705	51,705	15,869	35,836
Dues, Licenses, Schools & Permits	3,752	3,752	1,947	1,805
Capital Outlay-Equipment (*)	27,500	27,500	-	27,500
Capital Improvements (*)	1,000,000	1,000,000	378,594	621,406
<b>TOTAL FIELD</b>	<b>\$ 1,826,285</b>	<b>\$ 1,826,285</b>	<b>\$ 1,157,889</b>	<b>\$ 668,396</b>

<b>TOTAL EXPENDITURES</b>	<b>\$ 2,397,737</b>	<b>\$ 2,397,737</b>	<b>\$ 1,693,126</b>	<b>\$ 704,611</b>
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**RESERVES**

Reserved for 1st Qtr. Operating	350,000	350,000	350,000	-
Reserved for Projects & Emergencies	250,000	250,000	250,000	-
Storm Damages Reserves	1,000,000	1,000,000	1,000,000	-

<b>TOTAL RESERVES</b>	<b>\$ 1,600,000</b>	<b>\$ 1,600,000</b>	<b>\$ 1,600,000</b>	<b>\$ -</b>
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<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>\$ 3,997,737</b>	<b>\$ 3,997,737</b>	<b>\$ 3,293,126</b>	<b>\$ 704,611</b>
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<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES &amp; RESERVES</b>	<b>\$ -</b>		<b>\$ 349,916</b>	
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<b>FUND BALANCE BEGINNING</b>			<b>\$ 4,809,829</b>	
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<b>FUND BALANCE ENDING</b>			<b>\$ 6,759,745</b>	
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(\*) Not prorated figures

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets  
For the Period Ending September 30, 2019**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 9/30/2019	ACTUAL 12 MONTHS ENDING 9/30/2019	VARIANCE FAVORABLE (UNFAVORABLE)
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**REVENUES**

Water Revenue	\$ 6,467,008	6,467,008	\$ 6,509,218	\$ 42,210
Sewer Revenue	5,852,977	5,852,977	5,798,054	(54,923)
Standby Revenue	3,120	3,120	3,080	(40)
Processing Fees	12,000	12,000	17,720	5,720
Lien Information Fees	9,000	9,000	17,725	8,725
Delinquent Fees	290,000	290,000	312,275	22,275
Contract Utility Billing Services	59,620	59,620	59,620	-
Contract HR & Payroll Services	12,902	12,902	12,902	-
Facility Connection Fees	-	-	33,800	33,800
Meter Fees	-	-	5,642	5,642
Line Connection Fees	-	-	21,700	21,700
Interest Income-Restricted	-	-	112,114	112,114
Interest Income-Operations	65,000	65,000	350,770	285,770
Rent Revenue	63,304	63,304	92,540	29,236
Technology Sharing Revenue	15,000	15,000	15,000	-
Misc. Revenues	12,000	12,000	33,525	21,525
Renewal & Replacement (*)	365,000	-	-	-
Carryforward Prior Yr. Fund Balance (*)	4,372,639	2,023,000	2,023,000	-
<b>TOTAL REVENUES</b>	<b>\$ 17,599,570</b>	<b>\$ 14,884,931</b>	<b>\$ 15,418,685</b>	<b>\$ 533,754</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets  
For the Period Ending September 30, 2019**

	<b>ADOPTED BUDGET FY 2018-2019</b>	<b>PRORATED BUDGET THRU 9/30/2019</b>	<b>ACTUAL 12 MONTHS ENDING 9/30/2019</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>EXPENSES</b>				
<b><u>ADMINISTRATIVE</u></b>				
Salaries and Wages	\$ 1,002,793	\$ 1,002,793	\$ 964,497	\$ 38,296
Special Pay (*)	2,252	2,252	2,198	54
FICA Taxes	76,713	76,713	72,431	4,282
Pension Expense	120,335	120,335	112,428	7,907
Health Insurance	199,390	199,390	173,831	25,559
Workers Comp. Insurance	2,707	2,707	2,126	581
Unemployment Compensation	4,000	4,000	-	4,000
Engineering Fees (*)	33,600	33,600	8,413	25,187
Trustee/Other Debt Expenses (*)	10,740	10,740	9,659	1,081
Legal Fees (*)	36,000	36,000	24,420	11,580
Special Consulting Services	90,570	90,570	80,824	9,746
Travel & Per Diem (Board)	4,500	4,500	2,792	1,708
Annual Audit (*)	12,000	12,000	12,000	-
Actuarial Computation - OPEB	2,700	2,700	1,000	1,700
Management Fees	85,973	85,973	85,973	-
Telephone Expense	12,810	12,810	12,642	168
Postage	36,200	36,200	32,853	3,347
Printing & Binding	21,970	21,970	17,700	4,270
Electric Expense	12,000	12,000	10,804	1,196
Rentals and Leases	3,075	3,075	2,776	299
Insurance	15,288	15,288	9,815	5,473
Repair and Maintenance	16,970	16,970	21,869	(4,899)
Legal Advertising	13,800	13,800	663	13,137
Other Current Charges	27,060	27,060	22,515	4,545
Merchant Fees	68,700	68,700	70,681	(1,981)
Computer/Technology Expenses	63,831	63,831	42,265	21,566
Employment Ads	18,840	18,840	8,118	10,722
Toilet Rebate	14,850	14,850	10,395	4,455
Office Supplies	4,000	4,000	33	3,967
Dues, Licenses, Schools & Permits (*)	12,000	12,000	2,043	9,957
Promotional Expenses (*)	18,310	18,310	18,224	86
Capital Outlay (*)	50,000	50,000	14,011	35,989
<b>Total Administrative</b>	<b>\$ 2,093,977</b>	<b>\$ 2,093,977</b>	<b>\$ 1,849,999</b>	<b>\$ 243,978</b>



**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets  
For the Period Ending September 30, 2019**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 9/30/2019	ACTUAL 12 MONTHS ENDING 9/30/2019	VARIANCE FAVORABLE (UNFAVORABLE)
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**PLANT OPERATIONS**

Salaries and Wages	\$ 1,715,618	\$ 1,715,618	\$ 1,474,260	\$ 241,358
Special Pay (*)	2,702	2,702	2,599	103
FICA Taxes	131,244	131,244	112,952	18,292
Pension Expense	203,124	203,124	159,926	43,198
Health Insurance	334,514	334,514	265,045	69,469
Workers Comp. Insurance	59,877	59,877	61,557	(1,680)
Water Quality Testing	72,066	72,066	52,011	20,055
Telephone Expense	9,864	9,864	6,087	3,777
Electric Expense (*)	678,409	678,409	608,276	70,133
Rentals and Leases	13,900	13,900	3,424	10,476
Insurance	158,849	158,849	111,523	47,326
Repair & Maintenance-General	694,656	694,656	474,169	220,487
Repair & Maint-Filters for Water Plant (*)	705,050	705,050	615,535	89,515
Sludge Management - Sewer	150,000	150,000	102,413	47,587
Office Supplies	2,765	2,765	2,150	615
Operating Supplies - General	95,675	95,675	31,485	64,190
Operating Supplies - Chemicals (*)	408,767	408,767	223,761	185,006
Uniforms	9,255	9,255	7,166	2,089
Motor Fuels	81,756	81,756	20,371	61,385
Dues, Licenses, Schools & Permits (*)	71,212	71,212	63,138	8,074
Capital Outlay (*)	3,276,430	3,276,430	3,080,517	195,913
Renewal & Replacement (*)	365,000	365,000	340,271	24,729
<b>TOTAL PLANT OPERATIONS</b>	<b>\$ 9,240,733</b>	<b>\$ 9,240,733</b>	<b>\$ 7,818,636</b>	<b>\$ 1,422,097</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT**  
**WATER & SEWER FUND**  
**Statement of Revenues, Expenses and Change in Net Assets**  
**For the Period Ending September 30, 2019**

	<b>ADOPTED BUDGET FY 2018-2019</b>	<b>PRORATED BUDGET THRU 9/30/2019</b>	<b>ACTUAL 12 MONTHS ENDING 9/30/2019</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>FIELD OPERATIONS</b>				
Salaries and Wages	\$ 748,175	\$ 748,175	\$ 666,512	\$ 81,663
Special Pay	1,459	1,459	1,245	214
FICA Taxes	57,235	57,235	50,972	6,263
Pension Expense	89,780	89,780	76,390	13,390
Health Insurance	206,450	206,450	183,793	22,657
Workers Comp. Insurance	34,864	34,864	42,245	(7,381)
Water Quality Testing	1,000	1,000	-	1,000
Naturescape Irrigation Service (*)	4,679	4,679	4,819	(140)
Telephone Expense	10,800	10,800	11,623	(823)
Electric Expense (*)	114,735	114,735	91,342	23,393
Rent Expense	17,480	17,480	1,621	15,859
Rent Expense - SCADA	56,040	56,040	56,040	-
Insurance	22,206	22,206	14,602	7,604
Repairs and Maintenance	97,468	97,468	32,595	64,873
R&M Vehicles	20,000	20,000	22,140	(2,140)
R&M Generators	26,083	26,083	13,708	12,375
R&M Lift Stations	168,850	168,850	121,019	47,831
Meters	49,340	49,340	26,596	22,744
Office Supplies	1,680	1,680	700	980
Operating Supplies - General	61,295	61,295	66,144	(4,849)
Uniforms	5,820	5,820	4,260	1,560
Motor Fuels	28,580	28,580	17,881	10,699
Dues, Licenses, Schools & Permits (*)	13,296	13,296	7,149	6,147
Capital Outlay (*)	1,324,000	1,324,000	1,110,963	213,037
Renewal & Replacement (*)	-	-	-	-
<b>TOTAL FIELD OPERATIONS</b>	<b>\$ 3,161,315</b>	<b>\$ 3,161,315</b>	<b>\$ 2,624,359</b>	<b>\$ 536,956</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 14,496,024</b>	<b>\$ 14,496,025</b>	<b>\$ 12,292,994</b>	<b>\$ 2,203,031</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets  
For the Period Ending September 30, 2019**

	ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 9/30/2019	ACTUAL 12 MONTHS ENDING 9/30/2019	VARIANCE FAVORABLE (UNFAVORABLE)
<b>RESERVES</b>				
Required Reserve for R & R	-	-	-	-
<b>TOTAL OPERATING EXP &amp; RESERVE</b>	\$ 14,496,024	\$ 14,496,025	\$ 12,292,994	\$ 2,203,031
<b>AVAILABLE FOR DEBT SERVICE</b>	\$ 3,103,546		\$ 3,125,691	
<b>DEBT SERVICE</b>				
<b>Principal</b>				
2016 Series	1,595,000	1,595,000	1,595,000	-
<b>Interest</b>				
2016 Series	1,226,405	1,226,405	1,226,405	-
<b>Total Debt Service</b>	\$ 2,821,405	\$ 2,821,405	\$ 2,821,405	\$ -
<b>Excess Revenues (Expenses)</b>	282,141		304,286	
<b>TOTAL DEBT SERV &amp; RESERVES</b>	<b>3,103,546</b>		<b>3,125,691</b>	
<b>Net Assets Beginning</b>			\$ 40,954,434	
<b>Net Assets Ending</b>			\$ 41,258,720	

(\*) Not prorated figures

<b>SUMMARY OF OPERATIONS &amp; DEBT SERVICE COVERAGE</b>		<b>AMOUNT</b>
<b>REVENUES</b>		\$ 15,418,685
<b>OPERATING EXPENDITURES</b>		
Operating Expenditures-Admin		1,849,999
Operating Expenditures-Plant		7,818,636
Operating Expenditures-Field		2,624,359
<b>TOTAL OPERATING EXPENDITURES</b>		\$ 12,292,994
Reserve Required for Future Debt Service		-
<b>TOTAL OPERATING EXPENDITURES &amp; RESERVES</b>		\$ 12,292,994
<b>AVAILABLE FOR DEBT SERVICE</b>		\$ 3,125,691
<b>LESS: DEBT SERVICE</b>		2,821,405
<b>EXCESS REVENUES (EXP)</b>		\$ 304,286
		<b>Debt Service Coverage</b>
		<b>1.11</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
ASSESSMENT COLLECTIONS FOR FYE 2019**

SEPTEMBER 30, 2019

DATE	ASSESSMENTS COLLECTED (Net of all Commissions & Fees)
10/31/2018	\$ -
11/30/2018	497,219
12/31/2018	2,544,812
1/31/2019	68,351
2/28/2019	70,415
3/31/2019	43,334
4/30/2019	88,743
5/31/2019	26,214
6/30/2019	12,310
7/31/2019	35,085
8/31/2019	-
9/30/2019	-
<b>TOTALS</b>	<b>\$3,386,483</b>

## **CHECK REGISTER – GENERAL FUND**

# CORAL SPRINGS IMPROVEMENT DISTRICT

CHECK REGISTERS

SEPTEMBER 2019

FUND	CHECK DATE	CHECK No.	AMOUNT
General Fund	09/01/2019 thru 09/30/2019	#5019 - #5057	\$97,653.09
<b>Total</b>			<b>\$97,653.09</b>

CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO	FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/10/19	00278					UNIT-015 OIL CHANGE			40.24	005019
9/10/19	00023					AUTO NATION SHARED SERV.CENTER				
						12000 SW 1ST ST PS 2			80.19	005020
						121 NW 93RD TER PS 1				
9/10/19	01141					FLORIDA POWER & LIGHT CO.				
9/10/19	00346					IGUANA REMOVAL			3,600.00	005021
9/10/19	01159					IGUANA CONTROL				
9/10/19	00248					PUMP REPAIR-PARTS			40.73	005022
9/10/19	00245					INDUSTRIAL HOSE & HYDRAULICS, INC.				
9/10/19	00008					MANAGEMENT FEES 08/2019			4,776.00	005023
						INFRAMARK, LLC				
9/10/19	00248					LEGISLATION 07/2019			2,500.00	005024
9/10/19	00245					LEWIS, LONGMAN & WALKER, P.A.				
9/10/19	00008					CHEM ROOM-EXHAUST FAN			454.50	005025
						RICE PUMP & MOTOR REPAIR, INC.				
						LP FUEL-PUMP STATION 2				
						LP FUEL-PUMP STATION 1				
						LP FUEL-PUMP STATION 2				
						LP FUEL-PUMP STATION 1			3,752.80	005026
9/10/19	00284					SUNSHINE 50%				
						PINETREE 25%				
						CSID-GF 25%			1,255.98	005027
9/11/19	01151					WASTE PRO-POMPANO				
9/11/19	00257					PARK PROPERTY 08/2019			1,749.11	005028
9/11/19	00257					BECKER & POLIAKOFF, P.A.				
9/11/19	00257					RECERTIFICATIONS 08/2019			437.50	005029
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					SHELL GAS			87.50	005030
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					RECERT 1670 UNIV			393.75	005031
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					RIGHT OF WAY-INSTALLATION			87.50	005032
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					RECERTIFICATIONS 06/2019			131.25	005033
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					MISC. SERVICES 06/2019			350.00	005034
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					RECERT ISSUE-650 RIVERSID			175.00	005035
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					RECERT ISSUE-1700 UNIVERS			131.25	005036
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					LOGAR VILLAGE 06/2019			700.00	005037
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					OUTBACK 06/2019			175.00	005038
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					600 UNIVERSITY 07/2019			175.00	005039
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					MISC. SERVICES 07/2019			393.75	005040
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					LOGAR VILLAGE 07/2019			831.25	005041
9/11/19	00257					GLEN HANKS CONSULTING ENGINEERS				
9/11/19	00257					HARBOR INN 07/2019			175.00	005042
						GLEN HANKS CONSULTING ENGINEERS				

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/11/19	00257			OUTBACK 07/2019	GLEN HANKS CONSULTING ENGINEERS		1,181.25	005043	
9/11/19	00257			600 UNIVERSITY	GLEN HANKS CONSULTING ENGINEERS		1,181.25	005044	
9/11/19	00257			600 UNIVERSITY	GLEN HANKS CONSULTING ENGINEERS		131.25	005045	
9/11/19	00257			HARBOR INN	GLEN HANKS CONSULTING ENGINEERS		87.50	005046	
9/11/19	01165			COPIER LEASE #7232 09/19 COPIER READS #7232 09/19	XEROX		17.28	005047	
9/19/19	01159			RUBBERSTAMPS/FEDEX	INFRAMARK, LLC		193.36	005048	
9/19/19	00248			LEGISLATION 08/2019	LEWIS, LONGMAN & WALKER, P.A.		2,500.00	005049	
9/19/19	00248			LEGAL SERVICES 08/2019	LEWIS, LONGMAN & WALKER, P.A.		6,270.65	005050	
9/19/19	00204			PUMP STATION LIGHTS	LIGHT BULBS UNLIMITED		460.00	005051	
9/27/19	99999			VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	005052	
9/27/19	00051			UNIFORM RENTAL 08/19 GASOLINE-GAS 08/19 GASOLINE-DIESEL 08/2019 SPRINT SAM'S CLUB-FIELD SUP MEDEXPRESS-GF SUNSENTINEL-ADD-GF TELEPHONE 09/19 POSTAGE 09/19 PRINT & BINDING 09/19 RENT 09/19 TECHNOLOGY SHARING 09/19 OFFICE SUPPLIES 09/19 HEALTH INS...ADMIN 09/19 HEALTH INS...FIELD 09/19	CORAL SPRINGS IMPROVEMENT DIST WS		17,757.13	005053	
9/27/19	00080			AMT DUE WS 09/26/2019	CORAL SPRINGS IMPROVEMENT DIST WS		31,507.02	005054	
9/27/19	00267			FDEM GRANT APPLICATION	GLOBALTECH, INC.		1,463.60	005055	
9/27/19	00146			TRIBUNE CUTRINE	HELENA AGRI-ENTERPRISES, LLC		7,633.50	005056	
9/27/19	01159			MANAGEMENT FEES 09/2019	INFRAMARK, LLC		4,776.00	005057	
TOTAL FOR BANK G							97,653.09		
TOTAL FOR REGISTER							97,653.09		

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## **CHECK REGISTER – WATER & SEWER**

## CORAL SPRINGS IMPROVEMENT DISTRICT

CHECK REGISTERS  
SEPTEMBER 2019

FUND	CHECK DATE	CHECK No.	AMOUNT
Water and Sewer	09/01/2019 thru 09/30/2019	#27961 - #28141	\$1,216,232.38
<b>Total</b>			<b>\$1,216,232.38</b>

CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO... YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/05/19	99999				VOID CHECK			.00	027961
9/05/19	01130				*****INVALID VENDOR NUMBER*****				
					WALMART-WASP SPRAY WWTP-LUNCH SOUTHLAND..BREAKERS FREIGHT AMAZON-TONER HD SUPPLY-18" RAINGUARD AMAZON-TONER CF280X PAYPAL-KEYBOARD IPAD KELE-SALES TAX CREDIT MARSHALL-FANS VFD ROOM FRWA-MEMBERSHIP DUES 1-800 BASKETS-LESTERS MOM AMAZON-STENCIL PAYPAL-IPAD SCREEN PROTEC AMAZON-TONER BILLING AUTOMATION-SENSORS BJ'S RESTAURANT-CREDIT DOLLAR TREE-FRAMES-HR WAYFAIR-FACUET-MEN'S BATH WAYFAIR-MIRROR/FACUET FRANCO TYP-POSTAGE-REFILL FLEETIO-MONTHLY FEE APPLE-ASI ACCESS-IPAD/DAV	AMERICAN EXPRESS		4,123.35	027962
9/06/19	01354				GAP INS-PTREE 08/08/2019 GAP INS-W/H 08/23/2019 GAP INS-PTREE 08/22/2019 GAP INS-W/H 08/22/2019 GAP INS-BOARD 08/31/2019	AMERICAN PUBLIC LIFE INSURANCE		804.78	027963
9/06/19	00694				TECH SUPP 07/26-08/25/19	ASSOCIATED SYSTEMS, INC.		1,185.00	027964
9/06/19	00352				UTILITY TAXES 08/2019	CITY OF CORAL SPRINGS		49,381.93	027965
9/06/19	01155				LIAB/PROP INS-UNIT=050	EGIS INSURANCE ADVISORS, LLC		58.00	027966
9/06/19	00017				OVERNIGHT SERVICE	FEDEX		37.04	027967
9/06/19	01131				POST MTR08/19/19-11/19/19 POST MTR08/20/19-11/19/19	FRANCO TYP-POSTALIA, INC.		198.30	027968
9/06/19	01638				UNIT=050 2019 GMC SIERRA	GARBER CHEVROLET BUICK GMC TRUCK		32,126.55	027969
9/06/19	01360				WA 160 WELL 3 PUMP REPLAC	GLOBALTECH, INC.		6,527.24	027970
9/06/19	01360				WA 158 2019 GST REPAIRS	GLOBALTECH, INC.		7,577.68	027971
9/06/19	01281				REFURBUSH INSTALL CARD LABOR	I.D. TELECOM & DATA, INC.		380.00	027972
9/06/19	01302				LEGISLATION 07/2019	LEWIS, LONGMAN & WALKER, P.A.		2,500.00	027973

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO	FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/06/19	01150					ENVELOPES-CHECKS				
						DIVIDERS & FILE FOLDERS OFFICE DEPOT		58.78	027974	
9/06/19	01355					DR-SEPTEMBER 2019-PREPAID				
						SERVICES 07/26-08/25/2019 OFFICESTREAM, INC.		855.00	027975	
9/06/19	01656					LEVY LOANS PER 09-05-2019				
						PERFORMANT RECOVERY, INC.		172.04	027976	
9/06/19	01659					REFUND-AFLAC				
						POZADA, SANDRA		8.60	027977	
9/06/19	01571					PEST CONTROL-ADMIN 08/19				
						PEST CONTROL-MAINT 08/19 SAMCO PEST SOLUTIONS		250.00	027978	
9/06/19	99999					VOID CHECK				
						*****INVALID VENDOR NUMBER*****		.00	027979	
9/06/19	00425					ADMIN-COFFEE SUPP 08/19				
						ADMIN-BOARD MTG				
						WATER-COFFEE/GATORADE				
						WATER-CLEANING SUPP				
						WW-COFFEE/GATORADE				
						WW-CLEANING SUPP				
						MAINT-COFFEE/GATORADE				
						MAINT-CLEANING SUPP				
						FIELD-COFFEE/GATORADE				
						FIELD-CLEANING SUPP				
						FIELD-GF-CLEANING SUPP				
						FIELD-GF-COFFEE/GATORADE				
						FIELD-PT-COFFEE SUPP				
						FIELD-PT-CLEANING SUPP				
						FIELD-SS-COFFEE SUPP				
						FIELD-SS-CLEANING SUPP SAM'S CLUB/SYNCHRONY BANK		750.09	027980	
9/06/19	01581					STANTEC RATE STUDY 08/19				
						STANTEC CONSULTING SERVICES INC.		14,427.00	027981	
9/06/19	01561					PRINCIPAL 2016 SER 09/19				
						US BANK		136,666.67	027982	
9/06/19	01562					INTEREST 2016 SER 09/19				
						US BANK		98,146.46	027983	
9/06/19	01564					LEVY LOANS PER 09-05-2019				
						US DEPARTMENT OF EDUCATION AWG		258.06	027984	
9/06/19	01529					TRASH SERVICES-08/2019				
						WASTE PRO-POMPANO		484.96	027985	
9/06/19	01264					ADMIN PHONE 09/19				
						FIELD PHONE 09/19 WINDSTREAM COMMUNICATIONS, LLC		181.27	027986	
9/06/19	01264					ADMIN PHONE 09/19				
						WASTE PHONE 09/19				
						FIELD PHONE 09/19 WINDSTREAM COMMUNICATIONS, LLC		241.24	027987	
9/09/19	88888					600203304 TRIMBLE DOROTHY				
						DOROTHY TRIMBLE		75.00	027988	
9/09/19	88888					100743308 ZHANG HUI ZHEN				
						HUI ZHEN ZHANG		11.93	027989	
9/09/19	88888					100759809 *BRESSACK HOWAR				
						*HOWARD BRESSACK		61.93	027990	

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO	FND DPT ACCT#	SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/09/19	88888		100763803		TT2	LLC	TT2 LLC		22.72	027991	
9/09/19	88888		710044709		FRIEDMAN	ERIC	ERIC FRIEDMAN		170.13	027992	
9/09/19	88888		710179702		GRAESSEL	LORRAI	LORRAINE GRAESSEL		82.65	027993	
9/09/19	88888		510612112		*HERSKOWITZ	REN	*RENE HERSKOWITZ		61.93	027994	
9/09/19	88888		011721709		EOSSO	ALAN	ALAN EOSSO		93.57	027995	
9/09/19	88888		420110111		*LENKOWITZ	BONN	*BONNIE LENKOWITZ		39.81	027996	
9/09/19	88888		120400902		GREENBERG	RAYMO	MERYL H. LINDER LEDWITZ		.00	027997	
9/09/19	88888		120405710		YC HOMES	LLC	YC HOMES LLC		61.93	027998	
9/09/19	88888		220445407		POWERS	DANIEL	DANIEL/VIRGINIA POWERS		61.93	027999	
9/09/19	88888		430257919		*NEUSAENGER	MIC	*MICHAEL NEUSAENGER		23.86	028000	
9/09/19	88888		230297306		SHATZEL	CAROLYN	CAROLYN SHATZEL		155.85	028001	
9/09/19	88888		740379603		ROBLEDO	SHAKIRA	SHAKIRA ROBLEDO		61.93	028002	
9/09/19	88888		040545907		*TOMAN	ELISE	*ELISE TOMAN		60.77	028003	
9/09/19	88888		940557210		COMMUNITY	DEV F	COMMUNITY DEV FUND I		286.14	028004	
9/09/19	88888		940583704		MC COTTER	J	JOHN MC COTTER		63.08	028005	
9/09/19	88888		040617109		SWINK	CRISTY	CRISTY SWINK		113.87	028006	
9/09/19	88888		140720104		WOLLOWICK	JANET	JANET AMY WOLLOWICK		61.93	028007	
9/09/19	88888		450093918		FONTAN	DIEGO	DIEGO FONTAN		61.93	028008	
9/09/19	88888		350128109		NAHARIN	DAVID	DAVID NAHARIN		61.93	028009	
9/09/19	88888		450169119		BEAULY	LLC	BEAULY LLC		100.00	028010	
9/09/19	88888		350377706		CURRY	RICHARD/M	RICHARD/MARI CURRY		138.07	028011	
9/09/19	88888		650425622		*LITTLE	FALANA	*FALANA LITTLE		59.60	028012	
9/09/19	88888		950522907		RIVERA	IBETH/DA	IBETH/DANIEL RIVERA		61.93	028013	
9/09/19	88888		250606705		MCLEOD	NYKOLE	NYKOLE MCLEOD		16.93	028014	
9/09/19	88888		450647404		AMFP III	SHERWO	AMFP III SHERWOOD FOREST LLC		2,073.11	028015	
9/09/19	88888		150777702		RESSLER	JACK E	JACK E RESSLER		31.15	028016	
9/09/19	88888		850787902		NAGLE	DAVID	DAVID NAGLE		252.72	028017	

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO	FND DPT ACCT#	SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/09/19	88888		850808202	D'AGOSTINO RICH			RICHARD D'AGOSTINO		135.48	028018	
9/09/19	88888		760091706	LAURE BLANCO IN			LAURE C BLANCO INC		61.93	028019	
9/09/19	88888		460541310	*UNITED LC CAPI			*UNITED LC CAPITAL LLC		2.71	028020	
9/09/19	88888		460546715	*UNITED LC CAPI			*UNITED LC CAPITAL LLC		2.71	028021	
9/09/19	88888		460571903	OUTBACK STEAK H			OUTBACK STEAKHOUSE, INC		150.00	028022	
9/09/19	88888		460572704	CHARLOTTE RUSSE			CHARLOTTE RUSSE MAIL STOP #5		97.29	028023	
9/09/19	88888		060641711	SIMONSON TODD			TODD SIMONSON		183.41	028024	
9/09/19	88888		370575903	PRATT WILLIAM			WILLIAM PRATT		111.93	028025	
9/09/19	88888		380024006	*CAIN DANIEL			*DANIEL CAIN		61.93	028026	
9/09/19	88888		480225010	GRAND SLAM PROP			GRAND SLAM PROPERTIES LLC		23.86	028027	
9/09/19	88888		390021905	PICARDI NICOLET			NICOLETTE PICARDI		51.41	028028	
9/09/19	88888		190849612	ABELARD MACKENZ			MACKENZY/CHERICE ABELARD		61.93	028029	
9/09/19	88888		890902002	ORTEGA ENRIQUE			ENRIQUE A ORTEGA		310.00	028030	
9/09/19	88888		890908803	*LEWIS BARBARA			*BARBARA LEWIS		51.07	028031	
9/09/19	88888		890916706	REGEV OMER			OMER REGEV		100.00	028032	
9/11/19	01194		AC-013	SERVICE CALL			AIR AMERICA AIR CONDITIONING, LLC		89.95	028033	
9/11/19	00005										
9/11/19	01227			COT-SOD HYPO 42%			ALLIED UNIVERSAL CORP.		2,533.82	028034	
9/11/19	01322			COT SOD HYPO 58%							
9/11/19	01322			NANO-VIDEO RECEIVER			AMC SURVEILLANCE CAMERAS		663.00	028035	
9/11/19	01322			NANO-CAMERA REPAIRS							
9/11/19	01403			16 BONDS ARBIT TO 8/31/19			AMTEC		500.00	028036	
9/11/19	01403			UNIT-011 AC REPAIRS			AUTO NATION FORD MARGATE		423.15	028037	
9/11/19	01578			INTERNET CONNECTION 09/19			BLUE STREAM		156.79	028038	
9/11/19	01428			MAINT SUPPLIES							
9/11/19	00857			PRESSURE MACH.-PARTS			BLUE TARP FINANCIAL, INC.(NORTHERN		519.92	028039	
9/11/19	01256			INTEREST CHARGED			CAPITAL ONE		69.63	028040	
9/11/19	01327			SOD			CORAL SPRINGS NURSERY, INC.		47.25	028041	
9/11/19	01327			CENTRAL SITE							
9/11/19	01327			LIFT STATION			DATA FLOW SYSTEMS, INC		4,670.00	028042	

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9/11/19	01452			SURGE TANK 2-REPROGRAM DIGESTER 2-NEW EXTENSIONS	DELTA CONTROLS		488.00	028043
9/11/19	01533			BREAKER REPAIR	EATON CORPORATION		3,302.00	028044
9/11/19	00023			ADMIN ELECTRIC 08/19 PLT-WATER ELECTRIC 08/19 PLT-WASTE ELECTRIC 08/19 FIELD ELECTRIC 08/19	FLORIDA POWER & LIGHT CO.		59,631.00	028045
9/11/19	01610			SAM'S	GLEN HANKS CONSULTING ENGINEERS		1,093.75	028046
9/11/19	01610			ATLANTIC CROSSINGS	GLEN HANKS CONSULTING ENGINEERS		3,937.50	028047
9/11/19	01610			SAM'S	GLEN HANKS CONSULTING ENGINEERS		481.25	028048
9/11/19	01610			CENTERLINE	GLEN HANKS CONSULTING ENGINEERS		1,531.25	028049
9/11/19	01610			LOGAR VILLAGE	GLEN HANKS CONSULTING ENGINEERS		875.00	028050
9/11/19	01610			LOGAR VILLAGE	GLEN HANKS CONSULTING ENGINEERS		1,137.50	028051
9/11/19	01360			PAYMENT REQ APPROVAL	GLOBALTECH, INC.		100.00	028052
9/11/19	00063			HYP0 ROOM-EXHAUST FAN HYP0 ROOM-EXHAUST FAN LIFT STATION-PARTS PROCESS RM-PUSH BUTT0N	GRAINGER, INC.		1,005.29	028053
9/11/19	01535			SULFURIC ACID AMMONIA FLUORIDE	HAWKINS, INC.		5,960.97	028054
9/11/19	01506			RAS PUMP-BEARINGS	KAMAN INDUSTRIAL TECHNOLOGIES CORP.		710.71	028055
9/11/19	01486			DIESEL-EMERG GENERATOR DIESEL-EMERG GENERATOR DIESEL-EMERG GENERATOR DIESEL-EMERG GENERATOR DIESEL-EMERG GENERATOR DIESEL-EMERG GENERATOR DIESEL-EMERG GENERATOR DIESEL UNLEADED GAS	LANK OIL COMPANY		8,954.38	028056
9/11/19	00045			UNIT=014 SUPPLIES	PEP BOYS		40.33	028057
9/11/19	01419			REIMB TO \$7,000 08/31/19	POSTMASTER GENERAL		2,463.81	028058
9/11/19	01416			UTIL STMTS 08/2019 ADD'L METERED POSTAGE	PRIDE ENTERPRISES		1,135.81	028059
9/11/19	01658			FLOW METERING SVCS	PROJ AUTO SERVICE SOLUTION CORP		3,999.99	028060

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO	FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/11/19	01410					METER REPLACEMENT RG3 METER COMPANY		4,724.43	028061	
9/11/19	00551					FLOAT SWITCH-LS RICE PUMP & MOTOR INC		770.96	028062	
9/11/19	00200					2019 BUDGET HEARING NOT/NEW FEE BACKFLOW INSP		481.05	028063	
9/11/19	01290					SUN-SENTINEL (SOUTH FLORIDA)		137,614.96	028064	
9/11/19	01175					LS #14-REHAB & REPAIR TRIO DEVELOPMENT CORPORATION				
						UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD 8/28/2019 UNIFORMS-GF 08/28/19 UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD UNIFORMS-GF 09/04/19		420.50	028065	
9/11/19	00441					UNIFIRST CORPORATION				
						LAB CHEMICALS LAB CHEMICALS LAB CHEMICALS FREIGHT LAB SUPPLIES FREIGHT		518.58	028066	
9/11/19	01450					USA BLUEBOOK				
9/11/19	01011					FILTER CARTRIDGES QTY 540 WACO FILTERS CORPORATION		5,826.60	028067	
						COPIER READS #7835P 08/19 COPIER LEASE #7835PT08/19 COPIER READS #7835PT08/19 COPIER READS #7535P 08/19		217.13	028068	
9/16/19	00822					XEROX CORPORATION				
						AFLAC-W/H 09/19 AFLAC-PTREE 09/19		2,862.00	028069	
9/16/19	00005					AFLAC				
						COT-SOD HYPO 58% COT-SOD HYPO 42%		2,561.21	028070	
9/16/19	01373					ALLIED UNIVERSAL CORP.				
						ADMIN DENTAL 10/19 WATER DENTAL 10/19 WW DENTAL 10/19 MAINT DENTAL 10/19 FIELD DENTAL 10/19 DENTAL..CSID-GF 10/19 DENTAL..PINETREE 10/19 ADMIN DENTAL 10/19 WATER DENTAL 10/19 WW DENTAL 10/19 MAINT DENTAL 10/19 FIELD DENTAL 10/19 DENTAL..CSID-GF 10/19				

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9/16/19	01374			10/19		AMERITAS LIFE INSURANCE CORP-DENTAL			.00	028071
						ADMIN VISION 10/19				
						WATER VISION 10/19				
						WW VISION 10/19				
						MAINT VISION 10/19				
						FIELD VISION 10/19				
						VISION..CSID-GF 10/19				
						VISION..PINETREE 10/19				
						ADMIN VISION 10/19				
						WATER VISION 10/19				
						WW VISION 10/19				
						MAINT VISION 10/19				
						FIELD VISION 10/19				
						VISION..CSID-GF 10/19				
						VISION..PINETREE 10/19			.00	028072
9/16/19	01452					AMERITAS LIFE INSURANCE CORP-VISION			.00	028072
						DEEPWELL-CHART REORDER				
						PLANT E -NEW SCFM METER			6,382.00	028073
9/16/19	00999					DELTA CONTROLS				
						FEDERAL BACKGROUND SERVICES, INC			55.00	028074
9/16/19	00018									
						WATER BREAK MATERIALS				
						WATER BREAK MATERIALS			4,534.44	028075
9/16/19	00615					FEL-POMPANO BEACH,FL WW # 125				
						MEMBERSHIP RENEWAL			330.00	028076
9/16/19	01515					FW&PCOA				
						HARDRIVES ASPHALT COMPANY			138.25	028077
9/16/19	01535									
						SODIUM HYDROXIDE				
						SULFURIC ACID			2,233.44	028078
9/16/19	99999					HAWKINS, INC.				
						VOID CHECK			.00	028079
9/16/19	01660					*****INVALID VENDOR NUMBER*****				
						ADMIN-HEALTHIEST YOU08/19				
						WATER-HEALTHIEST YOU08/19				
						WW-HEALTHIEST YOU 08/2019				
						MAINT-HEALTHIEST YOU08/19				
						FIELD-HEALTHIEST YOU08/19				
						HEALTHIEST YOU..GF 08/19				
						HEALTHIEST YOU..PT 08/19				
						ADMIN-HEALTHIEST YOU09/19				
						WATER-HEALTHIEST YOU09/19				
						WW-HEALTHIEST YOU 09/19				
						MAINT-HEALTHIEST YOU09/19				
						FIELD-HEALTHIEST YOU09/19				
						HEALTHIEST YOU..GF 09/19				
						HEALTHIEST YOU..PT 09/19			990.00	028080
9/16/19	01093					HEALTHIEST YOU				
						MONTHLY MAINT-SEPT				
						MAINTAIN CANAL BANK			4,601.41	028081
9/16/19	01506					JLS LANDSCAPE SERVICES, INC.				
						10 HP REWIND-STATORS				
						20 HP REWIND-STATORS			4,545.00	028082

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/16/19	01302			LEGISLATION 08/2019	LEWIS, LONGMAN & WALKER, P.A.		2,500.00	028083	
9/16/19	01302			LEGAL SERVICES 08/2019	LEWIS, LONGMAN & WALKER, P.A.		6,331.50	028084	
9/16/19	01051			WWTP BULBS	LIGHT BULBS UNLIMITED		493.95	028085	
9/16/19	01459			DRUG SCREEN-NEW EE/WATER POST ACCIDENT-DRAINAGE	MEDEXPRESS URGENT CARE OF BOYNTON		154.00	028086	
9/16/19	00913			SEWER CAMERA-REPAIRS FREIGHT	MYTANA LLC		309.89	028087	
9/16/19	00551			PLANT C-SUMP PUMP	RICE PUMP & MOTOR INC		395.01	028088	
9/16/19	00782			LOCATE TICKETS-8/2019	SUNSHINE STATE ONE CALL OF FLA.		234.16	028089	
9/16/19	01264			FRONT GATE PHONE 09/2019	WINDSTREAM COMMUNICATIONS, LLC		83.02	028090	
9/16/19	01264			ADMIN PHONE 09/19 FIELD PHONE 09/19	WINDSTREAM COMMUNICATIONS, LLC		735.63	028091	
9/16/19	01373			ADMIN DENTAL 10/19 WATER DENTAL 10/19 WW DENTAL 10/19 MAINT DENTAL 10/19 FIELD DENTAL 10/19 DENTAL..CSID-GF 10/19 DENTAL..PINETREE 10/19	AMERITAS LIFE INSURANCE CORP-DENTAL		5,029.64	028092	
9/16/19	01374			ADMIN VISION 10/19 WATER VISION 10/19 WW VISION 10/19 MAINT VISION 10/19 FIELD VISION 10/19 VISION..CSID-GF 10/19 VISION..PINETREE 10/19	AMERITAS LIFE INSURANCE CORP-VISION		993.20	028093	
9/17/19	99999			VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	028094	
9/17/19	99999			VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	028095	
9/17/19	00033			TAX REFUND ADMIN LADIES RM-SUPPLIES HOSE-GARAGE BLDG SMALL WATER PUMP-SUPPLIES VALVE MOUNTING-SUPPLIES CONCRETE PALLET FEE-REFUND ADMIN LADIES RM-SUPPLIES ADMIN LADIES RM-SUPPLIES OVERHANG WESTSIDE DOOR ADMIN LADIES RM-SUPPLIES ADMIN LADIES RM-SUPPLIES					

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO... YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/19/19	01150				SHAWNS OFFICE-BULBS ADMIN LADIES RM-SUPPLIES SHOP SUPPLIES-TOOLS SHOP SUPPLIES 3*PVC PIPE-LAKE FOUNTAIN SUPPLIES-FIELD HSP BLDG AC -PARTS HURRICANE PREP-TOOLS HURRICANE PREP-SUPPLIES BATTERIES FOR METERS WATER BREAK MATERIALS WATER BREAK MATERIALS UPS BATTERIES PUMP STATION LIGHTS WWTP-LIGHTS MISC SUPPLIES	HOME DEPOT CREDIT SERVICES		2,206.67	028096
9/19/19	01656				COVERS-HR MISC-RICK COPY PAPER-2 CASE DIVIDERS-HR	OFFICE DEPOT		129.45	028097
9/19/19	00155				LEVY LOANS PER 09-19-2019	PERFORMANT RECOVERY, INC.		172.04	028098
9/19/19	01661				ADMIN SPRINT 09/19 PLANT-WATER SPRINT 09/19 PLANT-WASTE SPRINT 09/19 PLANT-MAINT SPRINT 09/19 FIELD SPRINT 09/19 SPRINT 09/19 DUE SUNSHINE SPRINT 09/19 DUE CSID GF	SPRINT		1,440.73	028099
9/19/19	01175				REPLACE PR 9-19-2019	THOMAS, GREGORY		1,099.88	028100
9/19/19	01564				UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD UNIFORMS-GF 09/11/19	UNIFIRST CORPORATION		210.25	028101
9/26/19	01354				LEVY LOANS PER 09-19-2019	US DEPARTMENT OF EDUCATION AWG		258.06	028102
9/26/19	01089				GAP INS-PTREE 09/05/2019 GAP INS-W/H 09/05/2019 GAP INS-PTREE 09/19/2019 GAP INS-W/H 09/19/2019 GAP INS-BOARD 09/30/2019	AMERICAN PUBLIC LIFE INSURANCE		804.78	028103
9/26/19	01403				PLANT PHONE WATER 09/2019	AT & T		69.35	028104
9/26/19	01256				UNIT=014 REPAIRS UNIT=045 REPAIRS	AUTO NATION FORD MARGATE		777.19	028105
					SOD	CORAL SPRINGS NURSERY, INC.		390.00	028106

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO	FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/26/19	00621					VIBRATION ANALYSIS				
9/26/19	01423					VIBRATION ANALYSIS			1,470.00	028107
						CORNELL BALANCING CO., INC.				
						ADMIN-HEALTH INS 10/2019				
						WATER-HEALTH INS 10/2019				
						WW-HEALTH INS 10/2019				
						MAINT-HEALTH INS 10/2019				
						FIELD-HEALTH INS 10/2019				
						HEALTH INS..GF 10/2019				
						HEALTH INS..GF FIELD				
						DUE FROM DR SHANK 10/2019				
						HEALTH INS-PINETREE 10/19			67,311.61	028108
						FLORIDA BLUE				
9/26/19	01360					WA 140 DUAL ZONE WELL 4			9,500.00	028109
						GLOBALTECH, INC.				
9/26/19	01360					WA 137CSID IMPROVE HSP1&2			9,900.00	028110
						GLOBALTECH, INC.				
9/26/19	01360					WA 141 WWTP PLANT D			61,748.09	028111
						GLOBALTECH, INC.				
9/26/19	01360					WA 149 HSP VALVE REPLACE			41,055.35	028112
						GLOBALTECH, INC.				
9/26/19	01360					CSID TEMP HSP EMERGENCY			49,434.99	028113
						GLOBALTECH, INC.				
9/26/19	00514					SLUDGE MGMT SEWER 08/19			9,943.00	028114
						H & H LIQUID SLUDGE DISPOSAL, INC.				
9/26/19	01535					SODIUM HYDROXIDE				
						CORROSION INHIBITOR				
						AMMONIA			3,306.50	028115
						HAWKINS, INC.				
9/26/19	01507					AEROSOL CAN RECOVERY			427.70	028116
						HERITAGE-CRYSTAL CLEAN LLC				
9/26/19	01605					MANAGEMENT FEE 09/19				
						COPIES 09/19				
						OVER-BILLING			7,265.24	028117
						INFRAMARK, LLC				
9/26/19	01486					DIESEL-EMERG GENERATOR			598.48	028118
						LANK OIL COMPANY				
9/26/19	01051					BULBS-MONITORING WELL 3			96.00	028119
						LIGHT BULBS UNLIMITED				
9/26/19	00576					BLOWER 3-SURGE TANK			168.19	028120
						MOTION INDUSTRIES, INC.				
9/26/19	01231					ADMIN LIFE INS 10/19				
						WATER LIFE INS 10/19				
						WW LIFE INS 10/19				
						MAINT LIFE INS 10/19				
						FIELD LIFE INS 10/19				
						LIFE INS W/H..WS 10/19				
						LIFE INS W/H..GF 10/19				
						LIFE INS PINETREE-EE10/19				
						LIFE INS..CSID-GF 10/19				
						LIFE INS..PINETREE-ER			5,486.20	028121
						MUTUAL OF OMAHA				
9/26/19	01150					PENCIL SET				
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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/26/19	01406				CLEAR TABS-LEGAL BINDERS, LEGAL FOLDERS MISC OFFICE SUPPLIES OFFICE DEPOT		70.53	028122	
9/26/19	00772				DFS-RA58948-FIELD DFS-RA59176-FIELD PACKAGING & BOXING-FIELD DFS RETURN-FIELD MEMBRANE AUTOPSY RETURN-ANALYSER-WP PAKMAIL		386.56	028123	
9/26/19	01434				HSP 7-OIL LEAK REPAIR PANTROPIC POWER PRODUCTS, INC.		2,626.42	028124	
9/26/19	00045				5,000 SECURITY CHECKS MICHAEL PEAKE		355.00	028125	
9/26/19	00149				SEWER MACHINE-SUPPLIES REPLACE LENS-RETURN SEWER MACHINE-LIGHTS PEP BOYS		131.42	028126	
9/26/19	00351				LS-PADLOCKS RICHARD'S LOCKSMITH & SAFES		377.72	028127	
9/26/19	01510				GLOVES GLOVES RAINSUITS RAINSUITS RAINSUITS RAINSUITS RAINSUIT-RETURN RAINSUIT-RETURN RAINSUIT-RETURN RITZ SAFETY EQUIPMENT, LLC		592.22	028128	
9/26/19	01175				UNIT=050 STROBE LIGHT STROBES-R-US INC		1,763.85	028129	
9/26/19	01498				UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD UNIFORMS-GF 09/18/19 UNIFIRST CORPORATION		184.40	028130	
9/26/19	00441				HIGH LIFT RENTAL USA EQUIPMENT SOLUTIONS		815.00	028131	
9/26/19	01318				LAB CHEMICALS FRIEGHT LAB CHEMICALS USA BLUEBOOK		645.11	028132	
9/26/19	00944				ALL LIFT STATIONS PARTS ALL LIFT STATION PARTS FREIGHT XYLEM WATER SOLUTIONS USA, INC.		3,406.79	028133	
9/30/19	00789				NOV NEWSLETTERS 8,949 US POSTMASTER		2,310.54	028134	
9/30/19	01155				SERV.HP PRO 400-MARTA BROWARD BUSINESS EQUIPMENT		89.00	028135	
					LIAB/PROP-GF ADMIN 2019				
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9/30/19	01155			LIAB/PROP-GF FIELD 2019 LIAB/PROP-WS ADMIN 2019 LIAB/PROP-WS WATER 2019 LIAB/PROP-WS WW 2019 LIAB/PROP-WS MAINT 2019 LIAB/PROP-WS FIELD 2019	EGIS INSURANCE ADVISORS, LLC		130,958.00	028136	
9/30/19	01155			WC INS-GF ADM 10/2019 WC INS-GF FIELD 10/2019 WC INS-WS ADM 10/2019 WC INS-WS WTR 10/2019 WC INS-WS WW 10/2019 WC INS-WS MAINT 10/2019 WC INS-WS FIELD 10/2019	EGIS INSURANCE ADVISORS, LLC		112,920.00	028137	
9/30/19	00017			POLLUT INS/WTR 2019 POLLUT INS/WW 2019 POLLUT INS/FIELD 2019	EGIS INSURANCE ADVISORS, LLC		15,927.00	028138	
9/30/19	01571			OVERNIGHT SERVICE OVERNIGHT SERVICE OVERNIGHT SERVICE	FEDEX		163.89	028139	
9/30/19	88888			PEST CONTROL-ADMIN 09/19 PEST CONTROL-MAINT 09/19	SAMCO PEST SOLUTIONS		250.00	028140	
				120400902 BILLING REFUND	MERYL H. LINDER LEDWITZ		166.14	028141	
					TOTAL FOR BANK H		1,216,232.38		
					TOTAL FOR REGISTER		1,216,232.38		

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## **Fifth Order of Business**

**RESOLUTION 2020-1**

WHEREAS, the State of Florida Division of Emergency Management, Mitigation Bureau (the “Division”) has offered to reimburse the Coral Springs Improvement District (the “District”) for certain repairs and hurricane strengthening to the District’s water management and flood control system, and

WHEREAS, Contract B0051 for project DEM-HL00029 authorizing reimbursement in the amount of \$194,000 requires confirmation that the District signatory to the referenced contract is authorized to sign the contract, and

WHEREAS, the District’s special act authorizes the President of the District Board of Supervisors, or his or her designee to sign contracts authorized by the Board of Supervisors, provided such contracts have been approved by the Board, and

WHEREAS, the District Board of Supervisors has determined that entering into contract B0051 with the Division is in the best interest of the District.

NOW THEREFORE, BE IT RESOLVED:

1. The Board of Supervisors of the Coral Springs Improvement District met at its regularly scheduled monthly meeting Monday, October 21, 2019.
2. At the October Board meeting, the Board considered the referenced contract with the Division of Emergency Management and authorized the Board President or his designee to sign the referenced contract, B0051.

DONE and ORDERED, this 21st day of October, 2019.

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Dr. Martin Shank, President

APPROVED AS TO FORM:

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Terry E. Lewis, District Attorney



**SUB-RECIPIENT AGREEMENT CHECKLIST**  
**DIVISION OF EMERGENCY MANAGEMENT**  
**MITIGATION BUREAU**

REQUEST FOR REVIEW AND APPROVAL	
<b>SUB-RECIPIENT:</b>	Coral Springs Improvement District
<b>PROJECT #:</b>	DEM-HL00029
<b>PROJECT TITLE:</b>	
<b>CONTRACT #:</b>	B0051
<b>MODIFICATION #:</b>	

SUB-RECIPIENT REPRESENTATIVE (POINT OF CONTACT)	
	Mr. David McIntosh

Enclosed is your copy of the proposed contract/modification between **the Coral Springs Improvement District** and the Florida Division of Emergency Management (FDEM).

COMPLETE	
<input type="checkbox"/>	This form is required to be included with all Reviews, Approvals, and Submittal
<input type="checkbox"/>	Two (2) Copies printed for Approval
<input type="checkbox"/>	Printed Single-sided <i>(If your policy is to copy two-sided please contact me and I will send you two original one-sided copies for signature)</i>
<input type="checkbox"/>	Reviewed and Approved
<input type="checkbox"/>	Signed and Dated by Official Representative <i>(blue ink)</i>
<input type="checkbox"/>	<b>Copy of the organization’s resolution or charter</b> that specifically identifies the person or position that is authorized to sign, if not Chairman, Mayor, Chief
<input type="checkbox"/>	Attachment I - Federal Funding Accountability and Transparency Act (FFATA) completed, signed, and dated ( <input type="checkbox"/> N/A for Modifications)
<input type="checkbox"/>	Two Signed and dated Originals mailed to FDEM - Tallahassee Florida Division of Emergency Management Mitigation Bureau – HMGP 2555 Shumard Oak Boulevard Tallahassee, Florida 32399-2100 Attention – Grant Specialist –Zac Bell

If you have any questions regarding this contract, or who is authorized to sign it, please contact your Project Manager at (850) 815-4516 or email me at zachary.bell@em.myflorida.com.

Agreement Number: B0051  
Project Number: DEM-HL00029

**STATE-FUNDED GRANT AGREEMENT**

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and the **Coral Springs Improvement District**, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

- A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and
- B. The Division has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and
- C. The Division has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Division and the Recipient agree to the following:

(1) LAWS, RULES, REGULATIONS, AND POLICIES

- a. As required by Section 215.971(1), Florida Statutes, this Agreement includes:
  - i. A provision specifying a scope of work that clearly establishes the tasks that the Recipient is required to perform.
  - ii. A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the Division before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
  - iii. A provision specifying the financial consequences that apply if the Recipient fails to perform the minimum level of service required by the agreement.
  - iv. A provision specifying that the Recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.
  - v. A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the Division.
  - vi. A provision specifying that any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the agreement must be refunded to the Division.
- b. In addition to the foregoing, the Recipient and the Division shall be governed by all applicable State and Federal laws, rules and regulations, including those identified in Attachment B. Any express reference in this Agreement to a particular statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies.

(2) CONTACT

a. In accordance with Section 215.971(2), Florida Statutes, the Division's Grant Manager shall be responsible for enforcing performance of this Agreement's terms and conditions and shall serve as the Division's liaison with the Recipient. As part of his/her duties, the Grant Manager for the Division shall:

- i. Monitor and document Recipient performance; and,
- ii. Review and document all deliverables for which the Recipient requests payment.

b. The Division's Grant Manager for this Agreement is:

Brianna Beynart, Project Manager  
2555 Shumard Oak Blvd.  
Tallahassee, FL 32399-2100  
Telephone: (850) 815-4516  
Email: [Brianna.beynart@em.myflorida.com](mailto:Brianna.beynart@em.myflorida.com)

c. The name and address of the representative of the Recipient responsible for the administration of this Agreement is:

David McIntosh, Director of Utilities  
10300 NW 11<sup>th</sup> Manor  
Coral Springs, FL 33071  
Telephone: (954) 796-6614  
Email: [davidm@csid.org](mailto:davidm@csid.org)

d. In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided to the other party.

(3) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(4) EXECUTION

This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(5) MODIFICATION

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(6) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(7) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties and shall end on **June 30, 2020**, unless terminated earlier in accordance with the provisions of Paragraph (16) TERMINATION. In accordance with Section 215.971(1)(d), Florida Statutes, the Recipient may expend funds authorized by this Agreement “only for allowable costs resulting from obligations incurred during” the period of agreement.

(8) FUNDING

- a. This is a cost-reimbursement Agreement, subject to the availability of funds.
- b. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with either Chapter 216, Florida Statutes, or the Florida Constitution.
- c. The Division will reimburse the Recipient only for allowable costs incurred by the Recipient in the successful completion of each deliverable. The maximum reimbursement amount for each deliverable is outlined in Attachment A of this Agreement (“Budget and Scope of Work”). The maximum reimbursement amount for the entirety of this Agreement is **\$194,000.00**.
- d. The Division will review any request for reimbursement by comparing the documentation provided by the Recipient against a performance measure, outlined in Attachment A, which clearly delineates:
  - i. The required minimum acceptable level of service to be performed; and,
  - ii. The criteria for evaluating the successful completion of each deliverable.
- e. The Division’s Grant Manager, as required by Section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the period of agreement and produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the Recipient.
- f. For the purposes of this Agreement, the term “improper payment” means or includes:
  - i. Any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and,
  - ii. Any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

g. As required by the Reference Guide for State Expenditures, reimbursement for travel must be in accordance with section 112.061, Florida Statutes, which includes submission of the claim on the approved state travel voucher.

(9) RECORDS

a. As a condition of receiving state financial assistance, and as required by sections 20.055(6)(c) and 215.97(5)(b), Florida Statutes, the Division, the Chief Inspector General of the State of Florida, the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Recipient which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Recipient's personnel for the purpose of interview and discussion related to such documents. For the purposes of this section, the term "Recipient" includes employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement.

b. The Recipient shall maintain all records related to this Agreement for the period of time specified in the appropriate retention schedule published by the Florida Department of State. Information regarding retention schedules can be obtained at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>.

c. Florida's Government in the Sunshine Law (Section 286.011, Florida Statutes) provides the citizens of Florida with a right of access to governmental proceedings and mandates three, basic requirements: (1) all meetings of public boards or commissions must be open to the public; (2) reasonable notice of such meetings must be given; and, (3) minutes of the meetings must be taken and promptly recorded. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the open government requirements. However, the Government in the Sunshine Law applies to private entities that provide services to governmental agencies and that act on behalf of those agencies in the agencies' performance of their public duties. If a public agency delegates the performance of its public purpose to a private entity, then, to the extent that private entity is performing that public purpose, the Government in the Sunshine Law applies. For example, if a volunteer fire department provides firefighting services to a governmental entity and uses facilities and equipment purchased with public funds, then the Government in the Sunshine Law applies to board of directors for that volunteer fire department. Thus, to the extent that the Government in the Sunshine Law applies to the Recipient based upon the funds provided under this Agreement, the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board may be subject to open government requirements. These meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Florida Statutes.

d. Florida's Public Records Law provides a right of access to the records of the state and local governments as well as to private entities acting on their behalf. Unless specifically exempted from disclosure by the Legislature, all materials made or received by a governmental agency (or a private entity acting on behalf of such an agency) in conjunction with official business which are used to perpetuate, communicate, or formalize knowledge qualify as public records subject to public inspection. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the public record requirements. However, when a public entity delegates a public function to a private entity, the records generated by the private entity's performance of that duty become public records. Thus, the nature and scope of the services provided by a private entity determine whether that entity is acting on behalf of a public agency and is therefore subject to the requirements of Florida's Public Records Law.

e. The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - and all other applicable laws and regulations.

**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: (850) 815-4156, [Records@em.myflorida.com](mailto:Records@em.myflorida.com), or 2555 Shumard Oak Boulevard, Tallahassee, FL 32399.**

(10) AUDITS

a. In accounting for the receipt and expenditure of funds under this Agreement, the Recipient shall follow Generally Accepted Accounting Principles ("GAAP"). As defined by 2 C.F.R. §200.49, GAAP "has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB)."

b. When conducting an audit of the Recipient's performance under this Agreement, the Division shall use Generally Accepted Government Auditing Standards ("GAGAS"). As defined by 2 C.F.R. §200.50, GAGAS, "also known as the Yellow Book, means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits."

c. If an audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to

the Division of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Division has notified the Recipient of such non-compliance.

d. The Recipient shall have all audits completed by an independent auditor, which is defined in Section 215.97(2)(i), Florida Statutes, as “an independent certified public accountant licensed under chapter 473.” The independent auditor shall state that the audit complied with the applicable provisions noted above. The audits must be received by the Division no later than nine months from the end of the Recipient’s fiscal year.

e. The Recipient shall send copies of reporting packages required under this paragraph directly to each of the following:

- i. The Division of Emergency Management  
[DEMSingle\\_Audit@em.myflorida.com](mailto:DEMSingle_Audit@em.myflorida.com)  
 DEMSingle\_Audit@em.myflorida.com

OR

Office of the Inspector General  
 2555 Shumard Oak Boulevard  
 Tallahassee, Florida 32399-2100

- ii. The Auditor General  
 Room 401, Claude Pepper Building  
 111 West Madison Street  
 Tallahassee, Florida 32399-1450

(11) REPORTS

a. The Recipient shall provide the Division with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all Sub-Recipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Division.

b. Quarterly reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30, and December 31.

c. The close-out report is due 60 days after termination of this Agreement or 60 days after completion of the activities contained in this Agreement, whichever occurs first.

d. If all required reports and copies are not sent to the Division or are not completed in a manner acceptable to the Division, the Division may withhold further payments until they are completed or may take other action as stated in Paragraph (15) REMEDIES. "Acceptable to the Division" means that the work product was completed in accordance with the Budget and Scope of Work.

e. The Recipient shall provide additional program updates or information that may be required by the Division.

f. The Recipient shall provide additional reports and information identified in Attachment D.

(12) MONITORING

a. The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment A to this Agreement, and reported in the quarterly report.

b. In addition to reviews of audits conducted in accordance with paragraph (10) AUDITS above, monitoring procedures may include, but not be limited to, on-site visits by Division staff, limited scope audits, or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Division. In the event that the Division determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Division to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Division will monitor the performance and financial management by the Recipient throughout the period of agreement to ensure timely completion of all tasks.

(13) LIABILITY

a. Unless Recipient is a state agency or subdivision, as defined in Section 768.28, Florida Statutes, the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performed under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Division, but is an independent contractor.

b. Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Florida Statutes, agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of this agreement.

(14) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Division to make further payment of funds shall, if the Division elects, terminate and the Division has the option to exercise any of its remedies set forth in Paragraph (15) REMEDIES. However, the Division may make



payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

- a. If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Division is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Division and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;
- b. If material adverse changes occur in the financial condition of the Recipient at any time during the period of agreement, and the Recipient fails to cure this adverse change within thirty (30) days from the date written notice is sent by the Division.
- c. If any reports required by this Agreement have not been submitted to the Division or have been submitted with incorrect, incomplete or insufficient information;
- d. If the Recipient has failed to perform and complete on time any of its obligations under this Agreement.

(15) REMEDIES

If an Event of Default occurs, then the Division shall, after thirty (30) calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty (30) days, exercise any one or more of the following remedies, either concurrently or consecutively:

- a. Terminate this Agreement, provided that the Recipient is given at least thirty (30) days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in paragraph (2) CONTACT herein;
- b. Begin an appropriate legal or equitable action to enforce performance of this Agreement;
- c. Withhold or suspend payment of all or any part of a request for payment;
- d. Require that the Recipient refund to the Division any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.
- e. Exercise any corrective or remedial actions, to include but not be limited to:
  - i. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,
  - ii. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,
  - iii. advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or
  - iv. require the Recipient to reimburse the Division for the amount of costs incurred for any items determined to be ineligible;
- f. Exercise any other rights or remedies which may be available under law.

Pursuing any of the above remedies will not stop the Division from pursuing any other remedies in this Agreement or provided at law or in equity. If the Division waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any other default by the Recipient.

(16) TERMINATION.

a. The Division may terminate this Agreement for cause after thirty (30) days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

b. The Division may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty (30) calendar days prior written notice.

c. The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of this Agreement.

d. In the event this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of this Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Division because of any breach of this Agreement by the Recipient. The Division may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Division from the Recipient is determined.

(17) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Division for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Division as to whether that subcontractor is a minority business enterprise, as defined in Section 288.703, Fla. Stat.

(18) ATTACHMENTS

a. All attachments to this Agreement are incorporated as if set out fully.

b. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

c. This Agreement has the following attachments:

Exhibit 1 - Funding Sources

Attachment A – Budget and Scope of Work

Attachment B – Program Statutes and Regulations

Attachment C – Statement of Assurances

Attachment D – Request for Advance or Reimbursement

Attachment E – Justification of Advance Payment

Attachment F – Quarterly Report Form

Attachment G – Warranties and Representations

Attachment H – Certification Regarding Debarment

(19) PAYMENTS

a. Any advance payment under this Agreement is subject to Section 216.181(16), Florida Statutes. All advances are required to be held in an interest-bearing account. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment E. Attachment E will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. No advance shall be accepted for processing if a reimbursement has been paid prior to the submittal of a request for advanced payment. After the initial advance, if any, payment shall be made on a reimbursement basis as needed.

b. Invoices shall be submitted at least quarterly and shall include the supporting documentation for all costs of the project or services. The final invoice shall be submitted within sixty (60) days after the expiration date of the agreement. An explanation of any circumstances prohibiting the submittal of quarterly invoices shall be submitted to the Division grant manager as part of the Recipient’s quarterly reporting as referenced in paragraph (11) REPORTS of this Agreement.

c. If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer or under paragraph 8 of this Agreement, all obligations on the part of the Division to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty days of receiving notice from the Division.

(20) REPAYMENTS

All refunds or repayments due to the Division under this Agreement are to be made payable to the order of “Division of Emergency Management,” and mailed directly to the following address:

Division of Emergency Management

Cashier

2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Division for collection, Recipient shall pay the Division a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(21) MANDATED CONDITIONS

a. The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Division request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials is incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Division and with thirty (30) days written notice to the Recipient, cause the termination of this Agreement and the release of the Division from all its obligations to the Recipient.

b. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

c. Any power of approval or disapproval granted to the Division under the terms of this Agreement shall survive the term of this Agreement.

d. This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

e. The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

f. Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list 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, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

g. Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the state government, certifies, to the best of its knowledge and belief, that it and its principals:

i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;

ii. Have not, within a five-year period preceding this Agreement been convicted of or had a civil judgment rendered against it for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

iii. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph (21)(g)(ii) of this certification; and

iv. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

**In addition, the Recipient shall send to the Division (by email or by facsimile transmission) the completed “Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion” (Attachment H) for each intended subcontractor that Recipient plans to fund under this Agreement. The form must be received by the Division before the Recipient enters into a contract with any subcontractor.**

h. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Florida Statutes, or the Florida Constitution.

i. All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

j. Any bills for travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes.

k. The Division reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, which the Recipient created or received under this Agreement.

l. If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Division or be applied against the Division's obligation to pay the contract amount.

m. The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act (“INA”)]. The Division shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Division.

n. The Recipient is subject to Florida’s Government in the Sunshine Law (Section 286.011, Florida Statutes) with respect to the meetings of the Recipient’s governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.

o. All expenditures of state financial assistance shall be in compliance with the laws, rules and regulations applicable to expenditures of State funds, including but not limited to, the Reference Guide for State Expenditures.

p. This Agreement may be charged only with allowable costs resulting from obligations incurred during the period of agreement.

q. Any balances of unobligated cash that have been advanced or paid that are not authorized to be retained for direct program costs in a subsequent period must be refunded to the State.

r. Section 287.05805, Florida Statutes, requires that any state funds provided for the purchase of or improvements to real property are contingent upon the contractor or political subdivision granting to the state a security interest in the property at least to the amount of state funds provided for at least 5 years from the date of purchase or the completion of the improvements or as further required by law.

**(22) LOBBYING PROHIBITION**

a. Section 216.347, Florida Statutes, prohibits “any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency.”

b. No funds or other resources received from the Division under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

**(23) COPYRIGHT, PATENT AND TRADEMARK**

**EXCEPT AS PROVIDED BELOW, ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.**

a. If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless this Agreement provides otherwise.

b. If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Division for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Division. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

c. Within thirty (30) days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement that he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property that is disclosed. Failure to disclose will indicate that no such property exists. The Division shall then, under Paragraph (b), have the right to all patents and copyrights that accrue during performance of this Agreement.

d. If the Recipient qualifies as a state university under Florida law, then, pursuant to section 1004.23, Florida Statutes, any invention conceived exclusively by the employees of the Recipient shall become the sole property of the Recipient. In the case of joint inventions, that is inventions made jointly by one or more employees of both parties hereto, each party shall have an equal, undivided interest in and to such joint inventions. The Division shall retain a perpetual, irrevocable, fully-paid, nonexclusive license, for its use and the use of its contractors of any resulting patented, copyrighted or trademarked work products, developed solely by the Recipient, under this Agreement, for Florida government purposes.

(24) LEGAL AUTHORIZATION.

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(25) ASSURANCES.

The Recipient shall comply with any Statement of Assurances incorporated as Attachment C.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

**RECIPIENT:**

**Coral Springs Improvement District**

By: \_\_\_\_\_

Name and title: \_\_\_\_\_

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

FID# \_\_\_\_\_

**STATE OF FLORIDA**

**DIVISION OF EMERGENCY MANAGEMENT**

By: \_\_\_\_\_

Name and Title: Jared Moskowitz, Director

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



**EXHIBIT – 1**

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

**State Project -**

State awarding agency: **Division of Emergency Management**

Catalog of State Financial Assistance title: **Hurricane Loss Mitigation Program**

Catalog of State Financial Assistance number: **31.066**

Amount of State Funding: **\$194,000.00**

## **Attachment A SCOPE OF WORK AND BUDGET**

### **HISTORICAL BACKGROUND**

In 1993, the Legislature created the Florida Hurricane Catastrophe Fund ("Cat Fund"). Codified in section 215.555, Florida Statutes, the Cat Fund: (1) provides a form of reinsurance for residential property insurers; and, (2) authorizes the expenditure of certain moneys to support programs that mitigate hurricane losses.

Section 215.555 requires that each insurance company pay premiums into the Cat Fund; those premiums are calculated based on actual catastrophic exposure. Initially, the Cat Fund collected from both "Participants" and "Non-Participants." The term "Participants" refers to insurers who provide residential policies and small business commercial policies covering structures and contents; the term "Non-Participants" refers to insurers who provide property and casualty coverage. The latter is broader than the former; and, the former falls under the broader category of the latter. In other words, "Non-Participant" coverage includes "Participant" coverage; but, "Non-Participant" coverage also includes other types of insurance.

The State Board of Administration oversees the Cat Fund, which qualifies as a trust fund under state law.

In 1994, the Internal Revenue Service ("IRS") issued a letter addressing the status of the Cat Fund for Federal income tax purposes. Recognizing that Participant contributions to the Cat Fund make the Fund look like a taxable, reinsurance program, the IRS nonetheless concluded that revenue earned by the Cat Fund qualifies as tax-exempt. In reaching this conclusion, the IRS focused on two, key components of the program: (1) the Non-Participant contributions; and, (2) the fact that the "State will appropriate moneys from the Fund each year and expend such moneys for specified purposes which are unrelated to its obligations under the Contracts." Thus, in finding the Cat Fund tax exempt, the IRS relied at least in part on the mandatory use of some Cat Fund moneys for the public purpose of hurricane loss mitigation.

For fiscal year 1997-1998, the Legislature appropriated the \$10 million from the Cat Fund and split that appropriation into three categories: \$4.1 million to match grants from the Federal Emergency Management Agency; \$3.1 million going to the Residential Construction Mitigation Program under the Department of Community Affairs; and, \$2.8 million for sand dune restoration.

Citing policy considerations, Governor Chiles vetoed the \$2.8 million appropriation for sand dune restoration. In his veto message, Governor Chiles stated that "[f]unding of these projects from these funds would set the wrong precedent; these funds should be for the purpose of enhancing residential mitigation."

Despite the IRS' reliance on Florida's assertion that it would annually appropriate at least \$10 million in Cat Fund moneys for hurricane loss mitigation programs, Governor Chiles' decision to veto the sand dune appropriation reduced that year's overall mitigation appropriation down to \$7.2 million.

In 1999, the Florida Legislature passed the “Bill Williams Residential Safety and Preparedness Act” (“the Act”). With an effective date of July 1, 2000, the Act created the Hurricane Loss Mitigation Program (“HLMP”) as outlined in section 215.559, Florida Statutes.

The House of Representatives staff analysis describes the purpose of the Act as follows: “This bill creates the Hurricane Loss Mitigation Clearing Trust Fund (“HLMCTF”) to receive transfers from the Florida Hurricane Catastrophe Fund (“Cat Fund”) to provide funding for hurricane mitigation programs.” Addressing the concern that another line item veto could threaten the tax exempt status of the Cat Fund, the analysis goes on to state: “The creation of the HLMCTF assures that the \$10 million will be appropriated from the Cat Fund, thus making it less likely that a line item veto will jeopardize the tax exempt status of the Cat Fund.”

## **PRESENT SITUATION**

Currently, the Legislature annually appropriates \$10 million from the Florida Hurricane Catastrophe Fund to the Florida Division of Emergency Management (“Division”) for the Division to administer the HLMP. By statute, that \$10 million is allocated as follows:

- \$3.5 million “to improve the wind resistance of residences and mobile homes, including loans, subsidies, grants, demonstration projects, and direct assistance; educating persons concerning the Florida Building Code cooperative programs with local governments and the Federal Government; and other efforts to prevent or reduce losses or reduce the cost of rebuilding after a disaster.”
- \$3 million “to retrofit existing facilities used as public hurricane shelters”
- \$2.8 million “to inspect and improve tie-downs for mobile homes”
- \$700,000 “to the Florida International University center dedicated to hurricane research”

Previously, the Division allocated \$3.5 million for the Residential Construction Mitigation Program (“RCMP”), which provided grant funding to governmental entities, and nonprofit organizations as a means to improve the resiliency of residential structures within their communities. The RCMP utilized a benefit-cost analysis (BCA) for each of the submitted projects in order to determine whether the mitigation retrofits were cost-effective.

Presently, the Division seeks to expand the \$3.5 million HLMP appropriation beyond just the RCMP. Going forward, the Division will allocate \$3.5 million for construction mitigation efforts that will “prevent or reduce losses or reduce the cost of rebuilding after a disaster” – provided that the construction:

- Involves a structure; and,
- Does not supplant any other mitigation grant program funded by or through the Division.

The Recipient will provide mitigation retrofit improvements as identified in RFP-DEM-17-18-034 on as many qualified structures as possible during the period of performance for this Agreement and within the awarded amount. The Division of Emergency Management’s (Division) Project Information Sheet (PIS) will be the controlling document that monitors expenditures for the approved mitigation properties.

All structures shall be located in the geographical boundaries of the State of Florida and be approved by the Division. The Recipient shall focus on a comprehensive approach that ties together all aspects of mitigation.

The Recipient shall be responsible for the implementation, management, coordination, and facilitation of all aspects related to the mitigation retrofit projects approved under this RFP.

After the execution of a State-Funded Grant Agreement, the Recipient shall conduct an inspection of properties and identify a group of properties eligible for mitigation retrofit improvements. The Recipient shall submit a list of those properties to the Division within forty-five days of the signed and executed contract. The Recipient shall submit project information and the estimated mitigation costs on a 2018 Project Information Spreadsheet (PIS) pdf provided by the Division at the time of award or contract execution. Color photographs of the structures (four elevations, all openings to include doors, roof pictures at least level with the roof, condition of the soffit and fascia, interior attic pictures, and any other visual documentation for additional mitigation) are required with the submission of the PIS. Color photographs are to be sent in jpeg form to the Division for review. The Recipient may identify additional properties over the course of the fiscal year until all awarded funds are expended (see table 1).

Authorized mitigation retrofit improvements include:

- a) Replacement of roof sheathing;
- b) Replacement of roof covering;
- c) Strengthening of roof deck attachment;
- d) Installation of secondary water barrier;
- e) Installation of hurricane straps;
- f) Installation of window and door opening protection;
- g) Installation of hurricane resistant windows and doors;
- h) Brace bottom chord gable end;
- i) Anchoring of wall or floor units to the foundation; and,
- j) Other mitigation construction efforts involving structures provided that the construction does not supplant any other mitigation grant program funded by or through the Division.

The intent of the program is to mitigate a structure comprehensively. Comprehensive mitigation takes into account as many facets of mitigation as can be achieved given the Recipient's budget for an identified structure. Where a comprehensive approach cannot be implemented, the Recipient must clearly justify (i.e., structure has already been partially mitigated or structure does not otherwise require certain measures) the reasons for the deviation. All awarded funds must be directly related to mitigation improvements.

The Division will conduct a benefit-cost analysis (BCA) for each of the submitted properties to determine if the mitigation retrofits are cost-effective. The BCA results in a numerical ratio expression of the cost-effectiveness of a mitigation project and is calculated as: total project mitigation benefits divided by total project mitigation costs. A project with a BCA ratio of one or greater has more benefits than costs and is therefore considered cost-effective. Some of the submitted properties may receive a BCA ratio of less than one (1). However, if the combined BCA ratio for the submitted group of properties is equal to one (1) or

greater the group of properties may be approved. Specific properties may be added or withdrawn if necessary in order to achieve a combined BCA of one (1) or greater. The Division will prioritize projects with the highest BCA ratio over projects with a lower BCA ratio.

Upon the Recipient receiving a BCA score of (1) or greater, the Division will alert the Recipient to begin the processing of open bidding for construction services. **It is important to note that no construction shall be started prior to the Division's approval of the mitigation improvements.**

The HLMP grant is a reimbursable grant. Therefore, no Pre-award costs are authorized. Further, the Recipient should secure funding in order to ensure maximum performance. The Division expects that each Recipient will fully spend their awarded grant amount. The Division retains the right to review Recipient performance and take corrective action at any time. The following Tasks and Deliverables will be achieved in order for the Recipient to be reimbursed.

**Task 1 (Identification and inspection):** The Recipient shall identify structures for possible mitigation improvements. Then, the Recipient shall conduct a comprehensive mitigation inspection of all identified structures. The mitigation inspection shall be performed by a state certified mitigation inspector or local building official. The inspector shall identify any previous mitigation improvements as well as any mitigation deficiencies. The inspection shall be completed using the state standard "Uniform Mitigation Verification Inspection Form". The inspector shall further ensure that all necessary information is given to the Recipient (i.e. measurements, counts, and applicable notes). Additionally, the inspector shall provide the following information in addition to the Uniform Mitigation Verification Inspection Form:

- a) An opinion on whether the structure can be retrofitted to effectively improve structural survivability;
- b) An estimate of the roof square footage;
- c) An estimate of the square footage of windows and doors;
- d) An indication whether the home has gable end reinforcement;
- e) A statement detailing any additional mitigation needs (such as vent strengthening, fascia or soffit repair, etc.).

**Task 2 (Submission of the PIS):** The Recipient shall submit to the Division a PIS for each structure identified for possible mitigation retrofits. The Recipient will provide all the requested information for each structure, to include color photographs. The electronic PIS will be provided to the Recipient by the Division. The original document should not be altered in any way. As part of the submission, the Recipient shall identify whether:

- a) the structure is on grade or not;
- b) any unpermitted work has occurred at the structure; and,
- c) if any outstanding liens or judgments are attached to the structure or its underlying property.

**Task 3 (Scope of work development):** The Recipient shall develop a Scope of Work (SOW) for each project approved by the Division. The SOW shall be based on all the mitigation retrofit measures identified on the PIS and approved by the Division. If required by the local building official, certified drawings will be developed for mitigation improvements and approved by a State of Florida Registered Professional Engineer or Florida Registered

Architect as required. The Recipient shall select a Qualified, Licensed Florida Contractor in accordance with the Recipient's procurement policy to complete the SOW for each Division approved structure.

**Task 4 (Construction):** Upon completion and approval of Tasks 1 through 3 by the Division, the construction phase shall commence. The Recipient, or its Subcontractors, shall complete all mitigation retrofit measures as approved by the Division that have been identified on the PIS. The minimum level of required service includes, but is not limited to the completion of all or some of the mitigation retrofit measures identified the PIS. All construction work shall be completed by a Qualified and Licensed, Florida Contractor.

**Task 5 (Final inspection):** Upon completion of the mitigation retrofit improvements, a post inspection must be performed by the Recipient and a member of the Division's Technical Unit to ensure that all activities on the scope of work have been properly completed in compliance with issued building permits, as well as, any and all applicable Florida Building Codes, local building codes, industry standards and Manufacturer's Specifications.

**Requests for reimbursement:** During the course of the Fiscal Year, the Recipient is required to submit, at a minimum quarterly, Request for Reimbursements (RFR). The recipient is required to submit a quarterly report on the progress of the overall project. The quarterly report is due no later than 15 calendar days past the end of the quarter (see table 1). Documentation is required to support each RFR, Examples of supporting documentation are provided below for both construction expenses and project management expenses. In some cases, all the mitigation retrofit improvements may not be fully completed; however, a partial reimbursement request may be submitted. Additional documentation in the form of an Affidavit signed by the project manager attesting to the completion of the work identified in RFR is required.

**Construction expenses:** The Recipient will pre-audit bills, invoices, and/or charges submitted by the subcontractors and pay the subcontractors for approved bills, invoices, and/or charges. Recipient will submit Reimbursement Requests (Attachment D) to the Division with copies of Subcontractor's bills, invoices, and/or charges and Proof-of-Payment by the Recipient in the form of cancelled checks, payroll records, electronic payment verification, etc. The Recipient shall ensure that the Contractor's Invoice clearly identifies each mitigation item installed.

**Project management expenses:** The Recipient shall provide source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits must be clearly shown.

#### **DELIVERABLES:**

**Deliverable 1 (Identification and inspection):** The Recipient will provide to the Division a copy of the Uniform Mitigation Verification Inspection Form and any additional information provided by the certified mitigation inspector or building official.

**Due Date:** Mitigation reports identifying the recipients selected structures are due within forty-five (45) days of the final contract execution date. The Recipient may continue to identify additional

properties for addition to the project until April 15, 2020 at which no additional properties will be considered for mitigation activity.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Project Management expenses (Not to exceed \$15,000) and expenses associated with project identification, plan development, and inspection services.

**Deliverable 2 (Submission of the PIS):** Based on the work described in Tasks 1 and 2, the Recipient shall submit, in an electronic format, the completed Initial Project Information Spreadsheet (PIS). All the requested information identified by the PIS is required and shall be provided, including multiple color photographs provided in digital format. The color photographs may be sent by email, one structure per email, or via the Division's File Transfer Protocol (FTP) site. The HLMP Project Number and property owner name must be in the subject line of an email. In the FTP method, each property shall be in a separate file. The file names need to be short but identifiable. File names such as last name and address number (jones1234), or recipient's tracking number on the PIS. Approval of individual properties will be based on a combined BCA ratio.

**Due Date:** Initial PIS is due within forty-five (45) days of the final contract execution date. Recipient requested addition or deletion of properties is due by April 15, 2020.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Project Management expenses (Not to exceed \$15,000) and Construction Expenses associated with project identification, plan development, completion, and submission of the initial Division's Project Information Spreadsheet (PIS).

**Deliverable 3 (Scope of work development):** Based on the work described in Task 3, the Recipient shall submit, in an electronic format, a spreadsheet that contains the following information:

- a) Recipient Name and HLMP Project Number;
- b) Property Owner's Name;
- c) Selected Contractor's Name and date of Contractor selection for each mitigation measure;
- d) Detailed description of mitigation activities to be implemented on each structure that includes unit count, measurements, material and labor costs; and,
- e) Florida Product Approval Code for each mitigation product to be installed.

**Due Date:** Within fourteen days of Contractor selection.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Project Management expenses (Not to exceed \$15,000) associated with the approved Project's SOW, bidding process, or Contractor selection and creation of detailed spreadsheet.

**Deliverable 4 (Construction):** Based on the work described in Task 4, the Recipient shall provide a Request for Reimbursement (RFR) Package that includes the following information:

- a) Recipient's Invoice, to include;
- The Period of Performance;
  - A breakdown of material and labor cost;
  - Description of Work Performed; and,
  - Payment amount requested for reimbursement.
- b) Request for Reimbursement; (Attachment D)
- Signed and dated Summary Page with relevant Detail Pages;
  - Sub-Contractor's Invoice:
    - a. Sub-Contractor Name;
    - b. Property owner name and address;
    - c. Date work performed;
    - d. Exact mitigation measure completed; and,
    - e. Amount requested for each mitigation measure,
  - Copies of Canceled Checks or Electronic Funds Payment Verification;
  - Quarterly Report; and,
  - Affidavit of Partial Competition (if applicable).

**Due Date:** Deliverable 4, is due on a regular basis, but shall be submitted at least quarterly, starting with the first quarter after the final Agreement execution date and every quarter thereafter. It shall include the quarterly report. The quarterly submission is due fifteen (15) calendar days after the close of the quarter.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Project Management expenses (Not to exceed \$15,000) and Construction Expenses associated with all the mitigation retrofit improvements. The mitigation retrofit improvements may not be fully completed; however, a partial reimbursement request may be submitted.

**Deliverable 5 (Final inspection):** Based on the work described in Task 5, the Recipient shall provide a Final Close-Out Package digital media device that will include the following:

- a) Request for Final Inspection, which may be sent ahead of the storage device to expedite scheduling of final inspection, on agency/company letter head identifying the HLMP Project number, contract number and must include the following statements:
- The project is 100% complete;
  - Scope of Work for each structure has been completed; and,
  - All relevant building Codes and Standards have been satisfied.
- b) A digital media device that contains electronic folders for each individual property. The folders must have PDF formatted documents for each of the following:
- Approved PIS;
  - Scope of Work;
  - Color Photographs, in digital format, documenting mitigation work (pre and post);



- Building Permit;
- Post-Inspection Reports/Certificates of Completion for each structure;
- Florida Approved Product Codes, Miami-Dade Approval Codes, Notice of Acceptance/Product Approvals; and,
- All applicable Lien Waivers.

- c) An Electronic Spreadsheet to include;
- Homeowner’s Name;
  - Homeowner’s Address;
  - Pre and Post Inspection Dates;
  - Retrofit Measures Completed; and,
  - Retrofit Cost;

**Due Date:** A request for closeout is to be received by the Division on or before June 15, 2020.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Project Management Expenses and Construction Expenses associated with Final Closeout preparation, final inspections, and any additional mitigation performed as required by final inspection. The **“Final Reimbursement Request”** must be submitted by August 15, 2020.

**Financial Consequences:** If the recipient fails to comply with any term of the award, the Division shall take one or more of the following actions, as appropriate in the circumstances:

- a) Temporarily withhold cash payments pending correction of the deficiency by the recipient;
- b) Disallow all or part of the cost of the activity or action not in compliance;
- c) Wholly or partly suspend or terminate the current award for the recipient;
- d) Withhold further awards for the program; or,
- e) Take other remedies that may be legally available.

**Key Deliverable Dates:** The key deliverable dates are designed to aid the Recipient in fully expending the awarded grant funding. The Division will monitor the Recipient’s performance by using the following dates as markers. Should the Recipient fall off this schedule, the Division will reach out to the Recipient and work towards an appropriate correction. The Division retains the right to review all Recipients for performance. Further, should the Recipient need additional time, the Recipient need only to demonstrate a work plan to the Division. These dates assume blue sky conditions throughout the life of the grant. Should the Division or the Recipient be impacted by disaster, event, or incident, the deliverable dates would be altered.

KEY ACTIVITY	DUE DATE	COMMENT
Deliverable 1: Identification and Inspection	No later than 30 days post contract execution.	Additional structures may be considered for mitigation until April 15, 2020.
Deliverable 2: Submission of the IS	No later than 45 days post contract execution.	

Deliverable 3: Scope of Work Development	No later than 14 business days after vendor selection.	
Deliverable 4: Construction	To be completed by June 1, 2020.	Completion of all mitigation retrofit work.
Deliverable 4: Final Invoice	No later than August 15, 2020.	Cannot be released until the Division receives recommendation to close out the project by the Technical Unit.
Deliverable 5: Final Inspection	No later than June 15, 2020.	

**Budget:** The Budget is designed to account for HLMP Awarded Funds. Each invoice and request for reimbursement should clearly identify the amount of HLMP funds requested and provide supporting documentation.

This is HLMP Project Number DEM-HL00029, Coral Springs Improvement District. The Period of Performance for this project shall start upon contract execution, and ends June 30, 2020.

EXPENDITURE CATEGORIES	AWARD
Salary & Benefits	
Other Personnel / Contractual Services	
Project Management Expenses	\$15,000
Construction Expenses	\$179,000
Totals	\$194,000

**Addendum 1: Additional Scope Requirements**

- 1) Prior to construction, the Recipient shall provide sealed engineering designs and schedule of work.
- 2) The Recipient shall monitor and manage the installation to improve the drainage and provide flood protection.  
The project shall be implemented in accordance with sealed engineering designs and construction plans previously presented to the Division by the Recipient and subsequently approved by the Division. The Recipient shall ensure that all applicable state and local laws and codes and standards required of an elevation are followed and documented, as appropriate.

The project consists of the general construction and furnishing of all materials, equipment, labor and fees to minimize recurring flooding and reduce repetitive flood loss to structures and roadways.

The Recipient shall fully perform the approved project, as described in the submitted documents, in accordance with the approved scope of work, budget line item, allocation of funds and applicable terms and conditions indicated herein. The Recipient shall not deviate from the approved project terms and conditions.

Construction activities shall be completed by a qualified and licensed Florida contractor. All construction activities shall be monitored by the professional of record. The Recipient shall complete the project in accordance with all required permits. All work shall be completed in accordance with applicable codes and standards.

Upon completion of the work, the Recipient shall schedule and participate in a final inspection of the completed project by the local municipal or county official, or other approving official, as applicable. The official shall inspect and certify that all installation was in accordance with the manufacturer's specifications. Any deficiencies found during this final inspection shall be corrected by the Recipient prior to Recipient's submittal of the final inspection request to the Division.

Upon completion of Task (1), the Recipient shall submit the following documents with sufficient supporting documentation, and provide a summary of all contract scope of work and scope of work changes, if any. Additional documentation for closeout shall include:

- a) Signed and Sealed As-built project plans (drawings) by the Professional of Record, two hard copies and an electronic version (via email or CD).
- b) Letter of Completion:
  1. The Recipient shall submit to the Division an official letter stating that the project is 100% complete and ready for the Division's Final Inspection of the project.
  2. A Professional of Records will affirm that the project was completed in conformance with the submitted project drawings, specifications and scope; and
  3. Certifying Compliance with all applicable codes.
- c) Archeological Materials – Project affects undisturbed ground – potential for presence of archeological resources. Projects that involve groundbreaking shall need written verification from the Sub-Recipient that no archeological materials were discovered during project construction.
  1. A letter stating no archeological materials were discovered during project construction.
- d) Permit(s) and verification of compliance.
 

**NOTE:** If no permit was needed – a letter stating “no permit required”.
- e) Ground Dewatering Activities at the construction site:
  1. Provide documentation of coverage under FDEP “Generic Permit for the Discharge of Produced Ground Water from any Non-Contaminated Site Activity”;
  2. **OR** Letter stating that “No ground dewatering activities took place at this project's site”.

- f) Proof of compliance with Project Conditions and Requirements contained herein.
  
- 3) The Sub-Recipient shall submit a signed and sealed final copy of the completed project's As-built drawings and all necessary supporting documentation, and provide a summary of all contract scope of work changes, if any.
  
- 4) The Sub-Recipient shall submit a certified letter of completion from Engineer of Record. The Sub-Recipient's Engineer of Record shall provide a formal certificate or letter affirming that the project has been completed in conformance with the approved project drawings, specifications, scope, and applicable codes.

Attachment B  
**Program Statutes and Regulations**

Section 215.559, Florida Statutes	Hurricane Loss Mitigation Program
Section 215.422, Florida Statutes	Payments, warrants, and invoices; processing time limits; dispute limitation; agency or judicial branch compliance
Section 215.97, Florida Statutes	Florida Single Audit Act
Section 215.971, Florida Statutes	Agreements funded with federal and state assistance
Section 216.347, Florida Statutes	Disbursement of grant and aids appropriations for lobbying prohibited
Section 216.3475 Florida Statutes	Maximum rate of payment for services funded under General Appropriations Act or awarded on a noncompetitive basis
Section 287.056, Florida Statutes	Purchases from purchasing agreement and state term contract
Section 287.057, Florida Statutes	Procurement of commodities or contractual services
CFO MEMORANDUM NO. 04 (2005-06)	Compliance Requirements for Agreements
Section 553.844, Florida Statutes	Requirements for Roofs and Opening Protection

**Attachment C**  
**Statement of Assurances**

To the extent the following provisions apply to this Agreement, the Recipient certifies that:

- (a) It possesses legal authority to enter into this Agreement and to carry out the proposed program;
- (b) Its governing body has duly adopted or passed as an official act of resolution, motion or similar action authorizing the execution of the hazard mitigation agreement with the Division of Emergency Management (DEM), including all understandings and assurances contained in it, and directing and authorizing the Recipient's chief administrative officer or designee to act in connection with the application and to provide such additional information as may be required;
- (c) No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall receive any share or part of this Agreement or any benefit. No member, officer, or employee of the Recipient or its designees or agents, no member of the governing body of the locality in which this program is situated, and no other public official of the locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year after, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds, for work to be performed in connection with the program assisted under this Agreement. The Recipient shall incorporate, in all contracts or subcontracts a provision prohibiting any interest pursuant to the purpose stated above;
- (d) All Recipient contracts for which the State Legislature is in any part a funding source, shall contain language to provide for termination with reasonable costs to be paid by the Recipient for eligible contract work completed prior to the date the notice of suspension of funding was received by the Recipient. Any cost incurred after a notice of suspension or termination is received by the Recipient may not be funded with funds provided under this Agreement unless previously approved in writing by the Division. All Recipient contracts shall contain provisions for termination for cause or convenience and shall provide for the method of payment in such event;
- (e) It will comply with:
  - (1) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327 et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work week; and
  - (2) Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq., requiring that covered employees be paid at least minimum prescribed wage, and also that they

be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.

- (f) It will comply with
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto, which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient, this assurance shall obligate the Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
  - (2) Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age or with respect to otherwise qualifies handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973;
  - (3) Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff/termination, rates of pay or other forms of compensation; and election for training and apprenticeship;
- (g) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties pursuant to Section 112.313 and Section 112.3135, Florida Statutes;
- (h) It will comply with the Anti-Kickback Act of 1986, 41 U.S.C. Section 51 which outlaws and prescribes penalties for “kickbacks” of wages in federally financed or assisted construction activities;
- (i) It will comply with the provisions of 18 U.S.C. 594, 598, 600-605 (further known as the Hatch Act) which limits the political activities of employees;
- (j) It will comply with the flood insurance purchase and other requirements of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4002-4107, including

requirements regarding the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area having special flood hazards. The phrase “Federal financial assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance;

For sites located within Special Flood Hazard Areas (SFHA), the Recipient must include a FEMA Model Acknowledgement of Conditions of Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds executed by the title holder with the closeout request verifying that certain SFHA requirements were satisfied on each of the properties. The Model Acknowledgement can be found at [www.fema.gov/governmenta/grant/sfha\\_conditions.shtm](http://www.fema.gov/governmenta/grant/sfha_conditions.shtm)

- (k) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Agreement to comply with the “Uniform Federal Accessibility Standards,” (AS) which is Appendix A to 41 CFR Section 101-19.6 for general type buildings and Appendix A to 24 CFR, Part 40 for residential structures. The Recipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor;
- (l) It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (U.S.C. 470), Executive Order 11593, 24 CFR, Part 800, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et seq.) by:
  - (1) Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR, Section 800.8) by the proposed activity; and
  - (2) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
  - (3) Abiding by the terms and conditions of the **“Programmatic Agreement Among the Federal Emergency Management Agency, the Florida State Historic Preservation Office, the Florida Division of Emergency Management and the Advisory Council on Historic Preservation, (PA)”** which addresses roles and responsibilities of Federal and State entities in implementing Section 106 of the National Historic Preservation Act (NHPA), 16 U.S.C. 470(f), and implementing regulations in 36 CFR, Part 800.
  - (4) When any of the Recipient’s projects funded under this Agreement may affect a historic property, as defined in 36 CFR, Part 800 (2)(e), the Federal Emergency Management Agency (FEMA) may require the Recipient to review the eligible scope of work in consultation with the State Historic Preservation Office (SHPO) and suggest methods of repair or construction that will conform with the



recommended approaches set out in the **Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings 1992 (Standards)**, the **Secretary of the Interior's Guidelines for Archeological Documentation (Guidelines)** (48 Federal Register 44734-37), or any other applicable Secretary of Interior standards. If FEMA determines that the eligible scope of work will not conform with the **Standards**, the Recipient agrees to participate in consultations to develop, and after execution by all parties, to abide by, a written agreement that establishes mitigation and recondition measures, including but not limited to, impacts to archeological sites, and the salvage, storage, and reuse of any significant architectural features that may otherwise be demolished.

- (5) The Recipient agrees to notify FEMA and the Division if any project funded under this Agreement will involve ground disturbing activities, including, but not limited to: subsurface disturbance; removal of trees; excavation of footings and foundations, and installation of utilities (such as water, sewer, storm drains, electrical, gas, leach lines and septic tanks) except where these activities are restricted solely to areas previously disturbed by the installation, replacement or maintenance of such utilities. FEMA will request the SHPO's opinion on the potential that archeological properties may be present and be affected by such activities. The SHPO will advise the Recipient on any feasible steps to be accomplished to avoid any National Register eligible archeological property or will make recommendations for the development of a treatment plan for the recovery or archeological data from the property.

If the Recipient is unable to avoid the archeological property, develop, in consultation with SHPO, a treatment plan consistent with the **Guidelines** and take into account the Advisory Council on Historic Preservation (Council) publication "Treatment of Archeological Properties". The Recipient shall forward information regarding the treatment plan to FEMA, the SHPO and the Council for review. If the SHPO and the Council do not object within 15 calendar days of receipt of the treatment plan, FEMA may direct the Recipient to implement the treatment plan. If either the Council or the SHPO object, Recipient shall not proceed with the project until the objection is resolved.

- (6) The Recipient shall notify the Division and FEMA as soon as practicable: (a) of any changes in the approved scope of work for a National Register eligible or listed property; (b) of all changes to a project that may result in a supplemental DSR or modify a HMGP project for a National Register eligible or listed property; (c) if it appears that a project funded under this Agreement will affect a previously unidentified property that may be eligible for inclusion in the National Register or affect a known historic property in an unanticipated manner. The Recipient acknowledges that FEMA may require the Recipient to stop construction in the vicinity of the discovery of a previously unidentified property that may be eligible for inclusion in the National Register or upon learning that construction may affect a known historic property in an unanticipated manner. The Recipient further acknowledges that FEMA may require the Recipient to take all reasonable

measures to avoid or minimize harm to such property until FEMA concludes consultation with the SHPO. The Recipient also acknowledges that FEMA will require, and the Recipient shall comply with, modifications to the project scope of work necessary to implement recommendations to address the project and the property.

- (7) The Recipient acknowledges that, unless FEMA specifically stipulates otherwise, it shall not receive funding for projects when, with intent to avoid the requirements of the PA or the NHPA, the Recipient intentionally and significantly adversely affects a historic property, or having the legal power to prevent it, allowed such significant adverse affect to occur.
- (m) It will comply with Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
- (n) It will comply with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (42 U.S.C. 4521-45-94) relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (o) It will comply with 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (p) It will comply with Lead-Based Paint Poison Prevention Act (42 U.S.C. 4821 et seq.) which prohibits the use of lead based paint in construction of rehabilitation or residential structures;
- (q) It will comply with the Energy Policy and Conservation Act (P.L. 94-163; 42 U.S.C. 6201-6422), and the provisions of the State Energy Conservation Plan adopted pursuant thereto;
- (r) It will comply with the Laboratory Animal Welfare Act of 1966, (7 U.S.C. 2131-2159), pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by an award of assistance under this Agreement;
- (s) It will comply with Title VIII of the Civil Rights Act of 1968, (42 U.S.C 2000c and 42 U.S.C. 3601-3619), as amended, relating to non-discrimination in the sale, rental, or financing of housing, and Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin;
- (t) It will comply with the Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7642;
- (u) It will comply with the Clean Water Act of 1977, as amended, 42 U.S.C. 7419-7626
- (v) It will comply with the endangered Species Act of 1973, 16 U.S.C. 1531-1544;

- (w) It will comply with the Intergovernmental Personnel Act of 1970, 42 U.S.C. 4728-4763;
- (x) It will assist the awarding agency in assuring compliance with the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 270;
- (y) It will comply with environmental standards which may be prescribed pursuant to the National Environmental Policy Act of 1969, 42 U.S.C. 4321-4347;
- (z) It will assist the awarding agency in assuring compliance with the Preservation of Archeological and Historical Preservation Act of 1966, 16 U.S.C. 469a, et seq.;
- (aa) It will comply with the Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794, regarding non-discrimination;
- (bb) It will comply with the environmental standards which may be prescribed pursuant to the Safe Drinking Water Act of 1974, 42 U.S.C. 300f-300j, regarding the protection of underground water sources;
- (cc) It will comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Property Acquisition Policies Act of 1970, 42 U.S.C. 4621-4638, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs;
- (dd) It will comply with the Wild and Scenic Rivers Act of 1968, 16 U.S.C. 1271-1287, related to protecting components or potential components of the national wild and scenic rivers system;
- (ee) It will comply with the following Executive Orders: EO 11514 (NEPA); EO 11738 (violating facilities); EO 11988 (Floodplain Management); EO 11990 (Wetlands); and EO 12898 (Environmental Justice);
- (ff) It will comply with the Coastal Barrier Resources Act of 1977, 16 U.S.C. 3510;
- (gg) It will assure project consistency with the approved State program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. 1451-1464; and
- (hh) It will comply with the Fish and Wildlife Coordination Act of 1958, 16 U.S.C. 661-666.
- (ii) With respect to demolition activities, it will:
  - (1) Create and make available documentation sufficient to demonstrate that the Recipient and its demolition contractor have sufficient manpower and equipment to comply with the obligations as outlined in this Agreement.

- (2) Return the property to its natural state as though no improvements had ever been contained thereon.
- (3) Furnish documentation of all qualified personnel, licenses and all equipment necessary to inspect buildings located in the Recipient's jurisdiction to detect the presence of asbestos and lead in accordance with requirements of the U.S. Environmental Protection Agency, the Florida Department of Environmental Protection and the County Health Department.
- (4) Provide documentation of the inspection results for each structure to indicate:
  - a. Safety Hazard Present
  - b. Health Hazards Present
  - c. Hazardous Materials Present
- (5) Provide supervision over contractors or employees employed by the Recipient to remove asbestos and lead from demolished or otherwise applicable structures.
- (6) Leave the demolished site clean, level and free of debris.
- (7) Notify the Division promptly of any unusual existing condition which hampers the contractor's work.
- (8) Obtain all required permits.
- (9) Provide addresses and marked maps for each site where water wells and septic tanks are to be closed along with the number of wells and septic tanks located on each site. Provide documentation of closures.
- (10) Comply with mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
- (11) Comply with all applicable standards, orders, or requirements issued under Section 112 and 306 of the Clean Air Act (42 U.S.C. 1857h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the U.S. Environmental Protection Agency regulations (40 CFR, Part 15 and 61). This clause shall be added to any subcontracts.
- (12) Provide documentation of public notices for demolition activities.

**Attachment D**

**DIVISION OF EMERGENCY MANAGEMENT**

**REQUEST FOR ADVANCE OR REIMBURSEMENT OF HURRICANE LOSS MITIGATION PROGRAM FUNDS**

RECIPIENT NAME: Coral Springs Improvement District

ADDRESS: 10300 NW 11<sup>th</sup> Manor

CITY, STATE, ZIP CODE: Coral Springs, FL 33071 Project Number: DEM-HL00029

PAYMENT No: \_\_\_\_\_ DEM Agreement No: B0051

Eligible Amount 100%	Obligated Federal __%	Obligated HLMP 100%	Previous Payments	Current Request	DEM Use Only	
					Approved	Comments
	N/A					

TOTAL CURRENT REQUEST: \$ \_\_\_\_\_

I certify that to the best of my knowledge and belief the above amounts are correct, and that all disbursements were made in accordance with all conditions of the Division agreement and payment is due and has not been previously requested for these amounts.

RECIPIENT SIGNATURE \_\_\_\_\_

NAME AND TITLE \_\_\_\_\_ DATE: \_\_\_\_\_

<b>_____ TO BE COMPLETED BY DIVISION OF EMERGENCY MANAGEMENT</b>	
APPROVED PROJECT TOTAL \$ _____	
ADMINISTRATIVE COST \$ _____	_____ GOVERNOR'S AUTHORIZED REPRESENTATIVE
APPROVED FOR PAYMENT \$ _____	_____ DATE

**Attachment D  
(Continued)**

**DIVISION OF EMERGENCY MANAGEMENT**

**SUMMARY OF DOCUMENTATION IN SUPPORT OF AMOUNT  
CLAIMED FOR ELIGIBLE WORK UNDER THE  
HURRICANE LOSS MTIGATION PROGRAM**

RECIPIENT: Coral Springs Improvement District PROJECT #: DEM-HL00029

CONTRACT# B0051 FEMA TRACKING #: N/A

Applicant's Reference No. (Warrant, Voucher, Claim check, or Schedule No.)	Date of delivery of articles, completion of work or performance services.	<u>DOCUMENTATION</u> List documentation (applicant's payroll, material out of applicant's stock, applicant owned equipment and name of vendor or contractor) by category and line item in the approved project application and give a brief description of the articles or services.	Applicant's Eligible Costs 100%
<b>TOTAL</b>			

**Attachment E  
JUSTIFICATION OF ADVANCE PAYMENT**

**RECIPIENT:**

If you are requesting an advance, indicate same by checking the box below.

<p><input type="checkbox"/> <b>ADVANCE REQUESTED</b></p> <p>Advance payment of \$ _____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.</p>
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If you are requesting an advance, complete the following chart and line item justification below.

**ESTIMATED EXPENSES**

<b>BUDGET CATEGORY/LINE ITEMS (list applicable line items)</b>	<b>20__-20__ Anticipated Expenditures for First Three Months of Contract</b>
<b><u>For example</u> ADMINISTRATIVE COSTS (Include Secondary Administration.)</b>	
<b><u>For example</u> PROGRAM EXPENSES</b>	
<b>TOTAL EXPENSES</b>	

\_\_\_\_\_ **LINE ITEM JUSTIFICATION** (For each line item, provide a detailed justification explaining the need for the cash advance. The justification must include supporting documentation that clearly shows the advance will be expended within the first ninety (90) days of the contract term. Support documentation should include quotes for purchases, delivery timelines, salary and expense projections, etc. to provide the Division reasonable and necessary support that the advance will be expended within the first ninety (90) days of the contract term. Any advance funds not expended within the first ninety (90) days of the contract term shall be returned to the Division Cashier, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399, within thirty (30) days of receipt, along with any interest earned on the advance)

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Attachment F

DIVISION OF EMERGENCY MANAGEMENT  
HURRICANE LOSS MITIGATION PROGRAM

QUARTERLY REPORT FORM

RECIPIENT: Coral Springs Improvement District

Project Number: DEM-HL00029

PROJECT LOCATION: \_\_\_\_\_

DEM ID #: B0051

QUARTER ENDING: \_\_\_\_\_

Provide amount of advance funds disbursed for period (if applicable) \$ \_\_\_\_\_

Provide reimbursement projections for this project:

July-Sep, 20\_\_ \$ \_\_\_\_\_ Oct-Dec, 20\_\_ \$ \_\_\_\_\_ Jan-Mar, 20\_\_ \$ \_\_\_\_\_ Apr-June, 20\_\_ \$ \_\_\_\_\_

July-Sep, 20\_\_ \$ \_\_\_\_\_ Oct-Dec, 20\_\_ \$ \_\_\_\_\_ Jan-Mar, 20\_\_ \$ \_\_\_\_\_ Apr-June, 20\_\_ \$ \_\_\_\_\_

Percentage of Work Completed (may be confirmed by state inspectors): \_\_\_\_\_%

Project Proceeding on Schedule:  Yes  No

Describe milestones achieved during this quarter:

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

Provide a schedule for the remainder of work to project completion:

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

Describe problems or circumstances affecting completion date, milestones, scope of work, and cost:

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

Cost Status:  Cost Unchanged  Under Budget  Over Budget

Additional Comments/Elaboration:

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

NOTE: Division of Emergency Management (DEM) staff may perform interim inspections and/or audits at any time. Events may occur between quarterly reports, which have significant impact upon your project(s), such as anticipated overruns, changes in scope of work, etc. Please contact the Division as soon as these conditions become known, otherwise you may be found non-compliant with your subgrant award.

Name and Phone Number of Person Completing This Form \_\_\_\_\_



## **Attachment G**

### **Warranties and Representations**

#### Financial Management

Recipient's financial management system must include the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

#### Competition

All procurement transactions shall be done in a manner to provide open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

### Codes of Conduct.

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of the standards by officers, employees, or agents of the Recipient.

### Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from \_\_\_\_\_

\_\_\_\_\_

### Licensing and Permitting

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

**Attachment H**

**Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

**Subcontractor Covered Transactions**

- (1) The prospective subcontractor of the Recipient, \_\_\_\_\_, certifies, 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.
  
- (2) Where the Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
DEM Contract Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

## **Sixth Order of Business**

Project: CSID LS 4  
 Date: 9/17/2019  
 Bid No.: Y2114640B1 02-06-18 thru 02-05-19  
**Sewer Lift Station Rehabilitation and Repair**  
 Using Agency: CSID

Project Number:  
 Contractor:  
 Trio Development Corp.  
 1701 N.W. 22nd. Ct.  
 Pompano Beach Fl. 33069

Project Estimate					
Item No.	Commodity Code(s) 91356 Description	Quantity	Unit of Measure	Unit Price	Total Price
<b>GROUP 1 - GENERAL CONDITIONS</b>					
01-01	Mobilization for Routine Work Order under \$5,000.00		EA	\$200.00	\$ -
01-02	Mobilization for Routine Work Order from \$5,000.01 to \$25,000.00		EA	\$300.00	\$ -
01-03	Mobilization for Routine Work Order over \$25,000.01	1	EA	\$6,500.00	\$ 6,500.00
01-04	Mobilization for Urgent Work Order under \$5,000.00		EA	\$200.00	\$ -
01-05	Mobilization for Urgent Work Order from \$5,000.01 to \$25,000.00		EA	\$300.00	\$ -
01-06	Mobilization for Urgent Work Order over \$25,000.01		EA	\$6,500.00	\$ -
01-07	Provide Foreperson	24	HRS	\$125.00	\$ 3,000.00
01-08	Provide Laborer / Crewperson	72	HRS	\$65.00	\$ 4,680.00
01-09	Furnish Combination Cleaner Truck	6	HRS	\$300.00	\$ 1,800.00
01-10	Provide Backhoe	3	DAYS	\$600.00	\$ 1,800.00
01-11	Project Planning Cost (When no work order is issued)		EA	\$100.00	\$ -
01-12	Pass-thru for Non-County Agency Permits and Fees per Attachment "A"		Allowance		
01-13	Pass-Thru for Parts and Materials as per Attachment "A"		Allowance		\$ 7,148.00
01-14	Pass-Thru for Florida Power and Light		Allowance		
<b>GROUP 1 Subtotal</b>					<b>\$ 24,928.00</b>
<b>GROUP 2 - DEMOLITION, REMOVAL AND DISPOSAL</b>					
02-01	Demolish Slab on Grade, ≤ 8 inches thick		SF	\$ 10.00	\$ -
02-02	Demolish Slab over Wet Well or Vault > 8 inches ≤ 12 inches thick	73	SF	\$ 20.00	\$ 1,460.00
02-03	Demolish and Remove Asphalt Paving		SF	\$ 10.00	\$ -
02-04	Demolish Valve Vault and Top Slab	1	EA	\$ 4,000.00	\$ 4,000.00
02-05	Remove existing Iron Piping and Fittings in Wet Wells or Vaults	1.0052	TN	\$ 100.00	\$ 100.52
02-06	Remove existing Iron Piping and Fittings below Grade, including Excavation, Temporary Restraint, Backfilling, Compaction, and Restoration		TN	\$ 100.00	\$ -
02-07	Remove existing Valves (12 inches and under) below Grade, including Excavation, Backfilling, Compaction and Restoration		EA	\$ 500.00	\$ -
02-08	Remove existing Valves (12 inches and under) in Wet Wells or Vaults	5	EA	\$ 500.00	\$ 2,500.00
02-09	Remove existing Pump Base Ells and Rails	2	EA	\$ 2,000.00	\$ 4,000.00
02-10	Remove existing Floats and Cables from Wet Well	4	EA	\$ 50.00	\$ 200.00
02-11	Remove existing PVC Piping and Fittings in Wet Wells or Vaults		LB	\$ 1.00	\$ -
02-12	Remove existing Chain Link Fence		LF	\$ 6.00	\$ -
02-13	Plug and Prepare Abandoned Pipe for Grout Filling		EA	\$ 50.00	\$ -
02-14	Grout Fill Abandoned Pipe		CY	\$ 100.00	\$ -
02-15	Demolish Wet Well (6 foot or 8 foot diameter)		VF	\$ 200.00	\$ -
02-16	Fill in Abandoned Wet Well or Valve Vault		CY	\$ 25.00	\$ -
02-17	Remove Fillet from Bottom of Wet Well	11	CF	\$ 250.00	\$ 2,750.00
<b>GROUP 2 Subtotal</b>					<b>\$ 15,010.52</b>
<b>GROUP 3 - SITE WORK</b>					
03-01	F & I Temporary By-pass Pumps and Piping (up to 50,000 gpd)		DAYS	\$ 25.00	\$ -
03-02	F & I Temporary By-pass Pumps and Piping (50,001 gpd to 250,000 gpd)		DAYS	\$ 225.00	\$ -
03-03	F & I Temporary By-pass Pumps and Piping (250,001 to 1.0 mgd)	30	DAYS	\$ 300.00	\$ 9,000.00
03-04	F & I Temporary By-pass Pumps and Piping (over 1.0 mgd)		DAYS	\$ 300.00	\$ -
03-05	Operate and Maintain Temporary By-pass System (up to 50,000 gpd)		DAYS	\$ 25.00	\$ -



Project: CSID LS 4  
 Date: 9/17/2019  
 Bid No.: Y2114640B1 02-06-18 thru 02-05-19  
**Sewer Lift Station Rehabilitation and Repair**  
 Using Agency: CSID

Project Number:  
 Contractor:  
**Trio Development Corp.**  
**1701 N.W. 22nd. Ct.**  
**Pompano Beach Fl. 33069**

Project Estimate					
Item No.	Commodity Code(s) 91356 Description	Quantity	Unit of Measure	Unit Price	Total Price
03-06	Operate and Maintain Temporary By-pass System (50,001 gpd to 250,000 gpd)		DAYS	\$ 225.00	\$ -
03-07	Operate and Maintain Temporary By-pass System (250,001 gpd to 1.0 mgd)	30	DAYS	\$ 300.00	\$ 9,000.00
03-08	Operate and Maintain Temporary By-pass System (over 1.0 mgd)		DAYS	\$ 300.00	\$ -
03-09	Exploratory Excavation	2	EA	\$ 1,500.00	\$ 3,000.00
03-10	Non-Exploratory Excavation		EA	\$ 2,000.00	\$ -
03-11	Furnish and Install Temporary Line Stop (4" to 6")	1	EA	\$ 3,000.00	\$ 3,000.00
03-12	Furnish and Install Temporary Line Stop (8" to 12")		EA	\$ 5,000.00	\$ -
03-13	Furnish and Install Temporary Line Stop (14" to 24")		EA	\$ 10,000.00	\$ -
03-14	8 inch Lime Rock Base Course including Sub-base Preparation		CY	\$ 200.00	\$ -
03-15	12 inch Lime Rock Base Course including Sub-base Preparation		CY	\$ 210.00	\$ -
03-16	Saw Cut Asphalt Paving		LF	\$ 5.00	\$ -
03-17	1 inch Asphalt Concrete Pavement		SY	\$ 20.00	\$ -
03-18	2 inch Asphalt Concrete Pavement		SY	\$ 25.00	\$ -
03-19	Furnish and Install 3/4 inch Washed Rock over Weed Barrier		SY	\$ 40.00	\$ -
03-20	Furnish and Install Seed and Mulch		SY	\$ 3.00	\$ -
03-21	Furnish and Install Bahia Sod		SY	\$ 5.00	\$ -
03-22	Furnish and Install Floratam Sod		SY	\$ 7.00	\$ -
03-23	Furnish and Install Pipe Bollards		EA	\$ 100.00	\$ -
03-24	Relocate Existing Chain Link Fence		LF	\$ 5.00	\$ -
03-25	Furnish and Install New 6-foot Chain Link Fence		LF	\$ 50.00	\$ -
03-26	Furnish and Install 12-foot Chain Link Swing Gate		EA	\$ 2,500.00	\$ -
03-27	Furnish and Install 10-foot Chain Link Roller Gate		EA	\$ 1,500.00	\$ -
03-28	Furnish and Install 12-foot Chain Link Roller Gate		EA	\$ 1,500.00	\$ -
03-29	Produce and Submit As-built Drawings		EA	\$ 4,000.00	\$ -
<b>GROUP 3 Subtotal</b>					<b>\$ 24,000.00</b>
<b>GROUP 4 - NEW AND REHABILITATED CONCRETE WORK</b>					
04-01	Saw Cut Concrete up to 12 inches thick		LF	\$ 30.00	\$ -
04-02	Saw Cut Concrete > 12 inches ≤ 24 inches thick		LF	\$ 35.00	\$ -
04-03	Core Hole in Concrete up to 12 inches thick (less than 6 inch diameter)	2	EA	\$ 500.00	\$ 1,000.00
04-04	Core Hole in Concrete up to 12 inches thick (6 inch to 12 inch diameter)	2	EA	\$ 700.00	\$ 1,400.00
04-05	Core Hole in Concrete up to 12 inches thick (over 12 inch diameter)		EA	\$ 710.00	\$ -
04-06	Furnish and Install Precast Wet Well Structure (6 foot diameter)		VF	\$ 750.00	\$ -
04-07	Furnish and Install Precast Wet Well Structure (8 foot diameter)		VF	\$ 850.00	\$ -
04-08	Furnish and Install Precast Wet Well Structure (10 foot diameter)		VF	\$ 1,000.00	\$ -
04-09	Furnish and Install Precast Wet Well Structure (12 foot diameter)		VF	\$ 1,100.00	\$ -
04-10	Furnish and Install Wet Well Precast Top Slab with 3 foot x 4 foot Hatch (6 foot diameter)		EA	\$ 7,000.00	\$ -
04-11	Furnish and Install Wet Well Precast Top Slab with 3.5 foot x 5 foot Hatch (8 foot diameter)	1	EA	\$ 8,000.00	\$ 8,000.00
04-12	Furnish and Install Wet Well Precast Top Slab with 4 foot x 6 foot Hatch (10 foot diameter)		EA	\$ 8,100.00	\$ -



Project: CSID LS 4  
 Date: 9/17/2019  
 Bid No.: Y2114640B1 02-06-18 thru 02-05-19  
**Sewer Lift Station Rehabilitation and Repair**  
 Using Agency: CSID

Project Number:  
 Contractor:  
**Trio Development Corp.**  
 1701 N.W. 22nd. Ct.  
 Pompano Beach Fl. 33069

Project Estimate					
Item No.	Commodity Code(s) 91356 Description	Quantity	Unit of Measure	Unit Price	Total Price
04-13	Furnish and Install Wet Well Precast Top Slab with 4 foot x 6 foot Hatch (12 foot diameter)		EA	\$ 8,200.00	\$ -
04-14	Furnish and Install Retrofit Hatch (TPD - 300 psf) 47" x 47"		EA	\$ 600.00	\$ -
04-15	Furnish and Install Retrofit Hatch (TPD - 300 psf) 47" x 53"		EA	\$ 700.00	\$ -
04-16	Furnish and Install Retrofit Hatch (TPD - 300 psf) 47" x 71"		EA	\$ 800.00	\$ -
04-17	Furnish and Install Retrofit Hatch (TPD - 300 psf) 59" x 59"		EA	\$ 750.00	\$ -
04-18	Furnish and Install Wet Well Fillet		CF	\$ 250.00	\$ -
04-19	Furnish and Install 4.5 foot x 7.0 foot Precast Meter Vault		EA	\$ 5,000.00	\$ -
04-20	Furnish and Install 5.5 foot x 8.0 foot Precast Meter Vault		EA	\$ 5,000.00	\$ -
04-21	Furnish and Install 6.5 foot x 9.0 foot Precast Meter Vault		EA	\$ 5,000.00	\$ -
04-22	Furnish and Install 5.0 foot x 5.0 foot Precast Meter Vault	1	EA	\$ 15,000.00	\$ 15,000.00
04-23	Furnish and Install 6.0 foot x 6.0 foot Precast Meter Vault		EA	\$ 15,000.00	\$ -
04-24	Wet Well and Manhole Interior Surface Preparation	788	SF	\$ 4.00	\$ 3,152.00
04-25	Furnish and Install Wet Well and Manhole Cementitious Coating - Brick Structures		SF	\$ 10.00	\$ -
04-26	Furnish and Install Wet Well and Manhole Cementitious Coating - Precast Structures		SF	\$ 7.00	\$ -
04-27	Furnish and Install Bituminastic Coating	788	SF	\$ 5.00	\$ 3,940.00
04-28	Furnish and Install Wet Well and Manhole Level II Coating (Sewper Coat or BASF SP15)		SF	\$ 8.00	\$ -
04-29	Furnish and Install Wet Well and Manhole Level III Coating (BASF Sewer Guard HBS 100 Epoxy Liner)		SF	\$ 10.00	\$ -
04-30	Furnish and Install Injected Chemical Grout in Concrete Structures	10	GAL	\$ 25.00	\$ 250.00
04-31	Furnish and Install Meter Vault Ladder		EA	\$ 1,000.00	\$ -
04-32	Furnish and Install Precast Manhole, 4 foot diameter, 6 feet to 10 feet deep		EA	\$ 6,000.00	\$ -
04-33	Furnish and Install Precast Manhole, 4 foot diameter, 10 feet to 14 feet deep		EA	\$ 7,000.00	\$ -
04-34	Furnish and Install Precast Manhole, 4 foot diameter, 14 feet to 18 feet deep		EA	\$ 8,000.00	\$ -
04-35	Furnish and Install Precast Manhole, 4 foot diameter, over 18 feet deep		EA	\$ 9,000.00	\$ -
04-36	Furnish and Install Reinforced Concrete Slab on Grade (up to 12 inches thick)		CY	\$ 200.00	\$ -
04-37	Furnish and Install Reinforced Formed Concrete	2	CY	\$ 200.00	\$ 400.00
04-38	Furnish and Install Miscellaneous Unreinforced Formed Concrete		CY	\$ 200.00	\$ -
04-39	Furnish and Install Tremie Concrete		CY	\$ 175.00	\$ -
04-40	Form and Pour Concrete Sidewalk (6 inch thick unreinforced)	17	SY	\$ 60.00	\$ 1,020.00
04-41	Furnish and Install Flowable Fill		CY	\$ 125.00	\$ -
04-42	Furnish Concrete Pump	6	HRS	\$ 400.00	\$ 2,400.00
<b>GROUP 4 Subtotal</b>					\$ 36,562.00
<b>GROUP 5 - PIPING AND VALVES</b>					
05-01	Furnish and Install 4 inch FLG Plug Valve with Stainless Steel Accessories		EA	\$ 2,500.00	\$ -
05-02	Furnish and Install 6 inch FLG Plug Valve with Stainless Steel Accessories	2	EA	\$ 3,500.00	\$ 7,000.00
05-03	Furnish and Install 8 inch FLG Plug Valve with Stainless Steel Accessories		EA	\$ 3,600.00	\$ -
05-04	Furnish and Install 10 inch FLG Plug Valve with Stainless Steel Accessories		EA	\$ 3,700.00	\$ -



Project: CSID LS 4  
 Date: 9/17/2019  
 Bid No.: Y2114640B1 02-06-18 thru 02-05-19  
**Sewer Lift Station Rehabilitation and Repair**  
 Using Agency: CSID

Project Number:  
 Contractor:  
 Trio Development Corp.  
 1701 N.W. 22nd. Ct.  
 Pompano Beach Fl. 33069

Project Estimate					
Item No.	Commodity Code(s) 91356 Description	Quantity	Unit of Measure	Unit Price	Total Price
05-05	Furnish and Install 12 inch FLG Plug Valve with Stainless Steel Accessories		EA	\$ 3,800.00	\$ -
05-06	Furnish and Install 4 inch Check Valve with Stainless Steel Accessories		EA	\$ 3,500.00	\$ -
05-07	Furnish and Install 6 inch Check Valve with Stainless Steel Accessories	2	EA	\$ 4,500.00	\$ 9,000.00
05-08	Furnish and Install 8 inch Check Valve with Stainless Steel Accessories		EA	\$ 4,600.00	\$ -
05-09	Furnish and Install 10 inch Check Valve with Stainless Steel Accessories		EA	\$ 4,700.00	\$ -
05-10	Furnish and Install 12 inch Check Valve with Stainless Steel Accessories		EA	\$ 4,800.00	\$ -
05-11	Furnish and Install 4 inch Pump Out Connection		EA	\$ 4,000.00	\$ -
05-12	Furnish and Install 6 inch Pump Out Connection	1	EA	\$ 4,200.00	\$ 4,200.00
05-13	Furnish and Install 4 inch MJ Plug Valve with Accessories		EA	\$ 4,000.00	\$ -
05-14	Furnish and Install 6 inch MJ Plug Valve with Accessories	1	EA	\$ 4,100.00	\$ 4,100.00
05-15	Furnish and Install 8 inch MJ Plug Valve with Accessories		EA	\$ 4,200.00	\$ -
05-16	Furnish and Install 10 inch MJ Plug Valve with Accessories		EA	\$ 4,300.00	\$ -
05-17	Furnish and Install 12 inch MJ Plug Valve with Accessories		EA	\$ 4,400.00	\$ -
05-18	Furnish and Install 4 inch Flanged DI Piping		LF	\$ 125.00	\$ -
05-19	Furnish and Install 6 inch Flanged DI Piping	60	LF	\$ 150.00	\$ 9,000.00
05-20	Furnish and Install 8 inch Flanged DI Piping		LF	\$ 155.00	\$ -
05-21	Furnish and Install 10 inch Flanged DI Piping		LF	\$ 160.00	\$ -
05-22	Furnish and Install 12 inch Flanged DI Piping		LF	\$ 165.00	\$ -
05-23	Furnish and Install 4 inch MJ Flexible Joint		EA	\$ 600.00	\$ -
05-24	Furnish and Install 6 inch MJ Flexible Joint		EA	\$ 700.00	\$ -
05-25	Furnish and Install 8 inch MJ Flexible Joint		EA	\$ 800.00	\$ -
05-26	Furnish and Install 10 inch MJ Flexible Joint		EA	\$ 900.00	\$ -
05-27	Furnish and Install Pump Base Elbow and County Supplied Pumps (4 inch Discharge)		EA	\$ 2,500.00	\$ -
05-28	Furnish and Install Pump Base Elbow and County Supplied Pumps (6 inch Discharge)	2	EA	\$ 2,700.00	\$ 5,400.00
05-29	Furnish and Install Pump Base Elbow and County Supplied Pumps (8 inch Discharge)		EA	\$ 2,750.00	\$ -
05-30	Furnish and Install Stainless Steel Float Hanger Bracket	1	EA	\$ 300.00	\$ 300.00
05-31	Furnish and Install Wet Well Vent		EA	\$ 3,000.00	\$ -
05-32	Furnish and Install 1 inch Water Service		EA	\$ 750.00	\$ -
05-33	Furnish and Install 1 inch Back Flow Prevention Device		EA	\$ 200.00	\$ -
05-34	Furnish and Install 2 inch Water Service		EA	\$ 3,000.00	\$ -
05-35	Furnish and Install 2 inch Back Flow Prevention Device		EA	\$ 2,000.00	\$ -
05-36	Furnish and Install 4 inch DIP Mechanical Joint Force Main		LF	\$ 35.00	\$ -
05-37	Furnish and Install 6 inch DIP Mechanical Joint Force Main	10	LF	\$ 40.00	\$ 400.00
05-38	Furnish and Install 8 inch DIP Mechanical Joint Force Main		LF	\$ 50.00	\$ -
05-39	Furnish and Install 10 inch DIP Mechanical Joint Force Main		LF	\$ 60.00	\$ -
05-40	Furnish and Install 12 inch DIP Mechanical Joint Force Main		LF	\$ 70.00	\$ -
05-41	Furnish and Install MJ DIP Force Main Fittings and Accessories	445.6	LBS	\$ 15.00	\$ 6,684.00



Project: CSID LS 4  
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Project Number:  
 Contractor:  
**Trio Development Corp.**  
 1701 N.W. 22nd. Ct.  
 Pompano Beach Fl. 33069

Project Estimate					
Item No.	Commodity Code(s) 91356 Description	Quantity	Unit of Measure	Unit Price	Total Price
05-42	Furnish and Install 8 inch PVC Sanitary Sewer (SDR 26) (6 feet - 10 feet deep)		LF	\$ 50.00	\$ -
05-43	Furnish and Install 8 inch PVC Sanitary Sewer (SDR 26) (10 feet - 14 feet deep)		LF	\$ 55.00	\$ -
05-44	Furnish and Install 8 inch PVC Sanitary Sewer (C-900) (14 feet - 18 feet deep)		LF	\$ 60.00	\$ -
05-45	Furnish and Install 10 inch PVC Sanitary Sewer (SDR 26) (6 feet - 10 feet deep)		LF	\$ 55.00	\$ -
05-46	Furnish and Install 10 inch PVC Sanitary Sewer (SDR 26) (10 feet - 14 feet deep)		LF	\$ 60.00	\$ -
05-47	Furnish and Install 10 inch PVC Sanitary Sewer (C-900) (14 feet - 18 feet deep)		LF	\$ 65.00	\$ -
05-48	Furnish and Install 10 inch PVC Sanitary Sewer (C-900) (over 18 feet deep)		LF	\$ 70.00	\$ -
05-49	Furnish and Install Connection to Existing Force Main - 4 inch		EA	\$ 3,500.00	\$ -
05-50	Furnish and Install Connection to Existing Force Main - 6 inch	1	EA	\$ 3,600.00	\$ 3,600.00
05-51	Furnish and Install Connection to Existing Force Main - 8 inch		EA	\$ 3,700.00	\$ -
05-52	Furnish and Install Connection to Existing Force Main - 10 inch		EA	\$ 3,750.00	\$ -
05-53	Furnish and Install Connection to Existing Force Main - 12 inch		EA	\$ 3,800.00	\$ -
05-54	Furnish and Install Flanged DIP Fittings	414.2	LBS	\$ 10.00	\$ 4,142.00
05-55	Grout Abandon Lines		CY	\$ 100.00	\$ -
05-56	Furnish and Install Pressure Gauge Assembly		EA	\$ 2,500.00	\$ -
<b>GROUP 5 Subtotal</b>					<b>\$ 53,826.00</b>
<b>GROUP 6 - ELECTRICAL WORK</b>					
06-01	Remove Existing Control Panel (duplex)		EA	\$ 3,500.00	\$ -
06-02	Remove Existing Control Panel (triplex)		EA	\$ 3,600.00	\$ -
06-03	Remove Existing Electric Meter		EA	\$ 3,500.00	\$ -
06-04	Relocate Existing Control Panel (up to 30 feet)		EA	\$ 3,000.00	\$ -
06-05	Relocate Existing Electric Meter (up to 30 feet)		EA	\$ 3,500.00	\$ -
06-06	Install County Supplied Control Panel - up to 10 HP		EA	\$ 14,000.00	\$ -
06-07	Install County Supplied Control Panel - over 10 HP to 20 HP		EA	\$ 15,000.00	\$ -
06-08	Install County Supplied Control Panel - over 20 HP to 40 HP (duplex)		EA	\$ 15,100.00	\$ -
06-09	Install County Supplied Control Panel - over 20 HP to 40 HP (triplex)		EA	\$ 15,200.00	\$ -
06-10	Install County Supplied Control Panel - 50 HP to 100 HP (duplex)		EA	\$ 15,300.00	\$ -
06-11	Install County Supplied Control Panel - 50 HP to 100 HP (triplex)		EA	\$ 16,000.00	\$ -
06-12	Furnish and Install 3/4 inch Bubbler System Piping, Fittings and Appurtenances		EA	\$ 4,000.00	\$ -
06-13	Remove and Properly Store Existing Pumps during Construction	2	EA	\$ 1,000.00	\$ 2,000.00
06-14	Install/Reinstall Pumps Including Reconnection to Panel	2	EA	\$ 1,000.00	\$ 2,000.00
06-15	Disconnect and Remove Existing Floats from Wet Well		EA	\$ 250.00	\$ -
06-16	Install and Reconnect County Supplied Floats in Wet Well	4	EA	\$ 250.00	\$ 1,000.00
06-17	Furnish and Install Power Present Indicator Light (blue)		EA	\$ 200.00	\$ -
06-18	Install County Supplied Connection/Isolation Panel (duplex)		EA	\$ 3,000.00	\$ -
06-19	Install County Supplied Connection/Isolation Panel (triplex)		EA	\$ 3,100.00	\$ -
06-20	Furnish and Install 200 AMP Electrical Service to Lift Station		LF	\$ 50.00	\$ -
06-21	Furnish and Install 400 AMP Electrical Service to Lift Station		LF	\$ 60.00	\$ -

Project: CSID LS 4  
 Date: 9/17/2019  
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Project Number:  
 Contractor:  
 Trio Development Corp.  
 1701 N.W. 22nd. Ct.  
 Pompano Beach Fl. 33069

Project Estimate					
Item No.	Commodity Code(s) 91356 Description	Quantity	Unit of Measure	Unit Price	Total Price
06-22	Furnish and Install 200A Emergency Connection/Transfer Panel		EA	\$ 2,000.00	\$ -
06-23	Furnish and Install 400A Emergency Connection/Transfer Panel		EA	\$ 2,200.00	\$ -
06-24	Furnish and Install Temporary Electrical Service		EA	\$ 1,500.00	\$ -
06-25	Furnish and Install Temporary Control Panel		EA	\$ 1,000.00	\$ -
06-26	Furnish and Install 3 inch Aluminum Conduit		LF	\$ 10.00	\$ -
06-27	Furnish and Install 2 inch Aluminum Conduit		LF	\$ 7.00	\$ -
06-28	Furnish and Install 1-1/2 inch Aluminum Conduit		LF	\$ 5.00	\$ -
06-29	Furnish and Install 1 inch Aluminum Conduit		LF	\$ 4.00	\$ -
06-30	Furnish and Install 3/4 inch Aluminum Conduit		LF	\$ 3.00	\$ -
06-31	Furnish and Install 2 inch PVC Conduit		LF	\$ 4.00	\$ -
06-32	Furnish and Install 1 inch PVC Conduit		LF	\$ 2.00	\$ -
06-33	Furnish and Install 3/4 inch PVC Conduit		LF	\$ 1.00	\$ -
06-34	Remove existing Antenna and Support		EA	\$ 1,000.00	\$ -
06-35	Furnish and Install 2 inch Aluminum Pole for SCADA Antenna (max 20 feet)		EA	\$ 2,000.00	\$ -
<b>GROUP 6 Subtotal</b>					<b>\$ 5,000.00</b>
<b>Total Price</b>					<b>\$ 159,326.52</b>

**Abbreviations:**

CY= Cubic Yard SF = Square Foot SY= Square Yard EA = Each VF = Vertical Foot LF = Linear Foot HRS = Hours  
 LBS = Pounds TN = Ton

Trench Safety Act applies to this bid solicitation. The Bidder should complete and submit the Trench Safety Act Certification (Form 004546-2) with the bid but must complete and submit within five (5) calendar days of request by COUNTY and prior to award to be considered responsive.

DATE PREPARED: 9/17/2019

PREPARED BY (NAME OF PREPARER): Larry Shortz

NAME OF COMPANY: Trio Development Corp.

AUTHORIZED SIGNATURE:





Revised Weights for Ductile Iron pipe, flanged and mechanical joint fittings and accessories

Bid item 5.54 Furnish and install flanged DIP fittings

Description	Qty.	4" Lbs. ea.	Qty	6" lbs. ea.	Qty.	8" lbs. ea.	Qty.	10" lbs. ea.	Sub Total in lbs.	Dollars
Flange x Mj adapter		26		36		50		60	0	
Flg ecc. Reducers		30		45		75		110	0	
Flg 90's		45	2	65		105		165	130	
Flg 45's		40		55		90		130	0	
Flg 22.5		40		55		90		135	0	
Flg 11.25		40		55		90		135	0	
Flg Tees		65	1	95		155		270	95	
Flg Cross		80		120		195		330	0	
Mega Flange adapter		20	4	32		38		65	128	
Flg Bolt sets		3.2	12	5.1		5.4		12	61.2	
									Total in pounds	414.2
									Bid item 5.54 Total x \$10.00	\$ 4,142.00

Bid Item 5.41 Furnish and install MJ Dip Force main Fittings and accessories

Description	Qty	4" Lbs. ea.	Qty.	6" Lbs. ea.	Qty.	8" Lbs. ea.	Qty.	10" lbs. ea.	Sub total in lbs.	Dollars
MJ Sleeves		25	1	39		55		68	39	
MJ 90		22	1	49		64		102	49	
MJ 45		20	2	39		56		78	78	
MJ 22.5		18		31		50		66	0	
MJ11.25		18		29		45		59	0	
MJ Tee		35	1	66		90		132	66	
MJ Wye		45		82		117		184	0	
MJ Cross		45		79		112		156	0	
MJ Reducer		18		28		39		54	0	
Mega Lug gland		4.6	12	11.8		14.9		23.9	141.6	
MJ accessories		4	12	6		6		8	72	
									Total in Pounds	445.6
									Bid item 5.41 Total x \$15.00	\$ 6,684.00

2.05 Remove existing iron pipe and fittings in wet wells and vaults

Description	Qty.	4" Lbs. ea.	Qty.	6" Lbs. ea.	Qty.	8" Lbs. ea.	Qty.	10" Lbs. ea.	Subtotal in lbs.	Dollars
Feet of Pipe		13.8	49	21.4		30.1		39.2	1048.6	
Flanges		13	6	17		28		38	102	
									Total weight from 5.54 & 5.41	859.8
									Total in Pounds	2010.4
									Bid item 2.05 Total x \$100.00 per ton	\$ 100.52

Breakdown for Labor and Equipment Items

Task Description	1.07 Provide Foreperson/Hr.	1.08 Provide Laborer/Hr.	1.10 Provide Backhoe/ Day
Remove 3/4" rock			
Remove RTU Mast			
Remove Pumps			
R&R Floats			
White Line and call in locates			
Permitting application process			
FPL Coordination			
Chip Electric out from existing top slab			
Plug existing abandoned penetrations			
Remove Bubbler and tubing			
Extend upper guide rail brackets			
Irrigation repair			
Install hand Hole			
Install Meter Box			
Rerout wet-well seams and import and grade 18 yards of fill material, repair irrigation	8	24	
Clear and grub, backfill and regrade around north, south and west sides of station			
Cut Driveway subgrade			
Cut out and grade for 3/4" rock			
Grade east swale for sod 2			
Balance of grading for sod			
Pick up and Install FPL handhole, riser stub, partial removal of FPL drop			
Clean Pump Impellers and volutes			
Remove and replace bad pump #2			
Remove influent valve			
Disconnect/reconnect electrical switch south of panels			
Install temporary pump-out connection	8	24	1
Excavate & backfill for line stop	8	24	2
Subtotal	24	72	3

Attachment A

1.13 Pass Through Parts and Materials

	Amount
Additional cost for SS piping in wet-well over DIP in contract	\$7,148.00
Subtotal	\$7,148.00

## **Seventh Order of Business**

# Coral Springs Improvement District

## Agenda Item Summary



**Date:** October 21 2019

**Subject:** Aquatic Herbicide Purchases FY 2020

**Department:** Drainage

**By:** Shawn Frankenhauser

**Staff Requested Action:** Motion to approve: Authorize purchase of aquatic herbicides highlighted in the bid tabulation as recommended by staff.

**Budgeted:** Yes      **Amount:** \$120,540.00

**Attachments:** Bid Tabulation.

**Background/Description:** The RFP for herbicide procurement was advertised in the local newspaper on September 27 and October 4, 2019. There were four (4) respondents, three (3) of them were received before the bid opening deadline. The tabulation sheet attached reflects the responsive and timely bidders. The highlighted areas represent staff's recommendation of award for aquatic herbicide purchasing throughout FY 2020. This agreement expires September 30, 2021.

\*Note: The Clipper item reflects a tie on cost however we are unfamiliar with one of the products therefore recommend the award as highlighted in the bid tabulation.

**Benefits:**

- **Operational Cost Reductions:** Competitive bid
- **Manpower Impact/Productivity:** N/A
- **Service Continuity/Improvement:** Procurement at fixed cost throughout FY 2020

BID TITLE AQUATIC HERBICIDES  
 OPEN DATE 8-Oct-19  
 OPEN TIME 10:00 AM  
 BUYER C.S.I.D.

Failure to file within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All bids accepted by the District are subject to the District's terms and conditions. Any and all terms and conditions submitted by bidders will be rejected and shall have no force and/or effect.

OPEN BY S.Frankenhauser  
 TABULATED BY Robin Dvorshak  
 VERIFIED BY Asad Hosein

**Tabulation sheet indicates unit price per gallon or per pound**

Chemicals	Container Size	HELENA	ALLIGARE	NATURCHEM
Round Up Custom	2 1/2 Gals.	\$16.72	ALLIGARE 5.4 \$16.20	AQUANEAT \$18.03
REWARD	2 1/2 Gals.	TRIBUNE 40.00	ALLIGARE DIQUAT \$44.50	TRIBUNE \$47.73
Cutrine Plus FL 909	2 1/2 Gals.	\$14.77	ARGOS \$14.95	\$28.83
Non-ionic surfactant	2 1/2 Gals.	INLET \$13.00	ALLIGARE 90/10 \$8.50	\$11.55
Hydrothol 191	2 1/2 Gals.	\$77.80	NO BID	\$90.00
Aquathol K	2 1/2 Gals.	\$74.75	NO BID	\$86.50
Aquathol S K	20 lbs Bag	\$19.30	NO BID	\$25.50
Weedar 64	2 1/2 Gals.	\$11.42	ALLIGARE 2,4D \$10.30	\$12.35
Clipper	5 lbs Pail	SEMERA \$55.00	FLUMIGARD \$55.00	\$60.00



## **Eighth Order of Business**

**8A.**

October 10, 2019

Mr. David McIntosh  
Director of Utilities  
Coral Springs Improvement District  
10300 NW 11<sup>th</sup> Manor  
Coral Springs, FL 33071

Dear Mr. McIntosh

Subject: Emergency Installation of High Service Pumping System – Emergency Authorization Addendum

On June 20, 2019, the Coral Springs Improvement District (CSID) water treatment plant (WTP) operating staff observed a functional failure of the automatic transfer switch (ATS) providing power to the water treatment portion of your facility. The ATS failed in such a manner that power could potentially be fed to the high service pump (HSP) building simultaneously through both network power (FPL) and the emergency backup generator which posed a significant safety hazard. As a result, the circuit leading to the HSP Building from the emergency generator was isolated. This temporary modification, left the HSP building without power in the event of an electrical service disruption.

CSID requested that Globaltech install a temporary backup pumping system to distribute water from the WTP to CSID's water customers. Under the declaration of a utility emergency and staff direction, Globaltech began the acquisition and installation of the temporary pumping system. The system was fully operational by Wednesday, July 3, 2019, and was in place until the new ATS system was installed and operational.

On July 3, 2019, Globaltech prepared a letter to formally authorize the original work. This estimate was prepared under an accelerated and urgent schedule with several assumptions being made about the installation of the new ATS System. In that letter, Globaltech provided an estimate for the installation, monitoring and removal of the temporary emergency pumping system that included the following costs:

- Engineering - \$10,000
- Equipment Installation - \$15,000
- Pump Rental (approximately 5 weeks) - \$15,000
- Periodic Operational Checks and Maintenance - \$6,000
- Equipment Removal and Site Restoration - \$10,000



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Globaltech's letter was received and approved by the CSID Board of Supervisors on September 16, 2019.

During the course of executing the work, several issues arose that added expense to completing the project. These included the following:

- Assumed pump rental was 5 weeks. Actual pump rental was 10 weeks resulting in an additional \$15,000 in charges.
- At CSID's request, Globaltech installed a sound attenuation structure
- During the operation of the temporary pumping system, Hurricane Dorian threatened south Florida. Globaltech was requested to shore-up the facilities and reinforce the HSP building penetration.
- HSP 10 was removed to allow a discharge hose to pass through the HSP building. During its reinstallation, an alignment of HSP 10 was conducted by Hudson Pump that was not anticipated.

These additional items resulted in Globaltech exceeding the emergency authorization by \$13,949.76.

Globaltech met with your staff on October 8<sup>th</sup> 2019 to review these charges. With this letter, Globaltech is formally requesting that the emergency authorization be amended to cover the additional costs incurred during the installation of the temporary emergency pumping system. Including the original estimate (\$56,000) and the additional costs (\$13,949.76), Globaltech is requesting that the emergency total authorization limit be raised to \$69,949.76.

We trust that Globaltech has earned your confidence in our rapid and focused response to this emergency. As always, we appreciate the opportunity to work with CSID and look forward to continuing our relationship.

Please call me if you have any questions.

Regards,

Rick Olson, P.E.  
Director of Client Services

Cc: Ken Cassel / Inframark  
Dan Daly / CSID  
Paul Gandy / Globaltech  
David Schuman / Globaltech

**8B.**

October 10, 2019

Mr. David McIntosh  
Director of Utilities  
Coral Springs Improvement District  
10300 NW 11<sup>th</sup> Manor  
Coral Springs, FL 33071

Dear Mr. McIntosh

Subject: Automatic Transfer Switch Evaluation and Installation – Emergency Authorization Addendum

On June 20, 2019, the Coral Springs Improvement District (CSID) water treatment plant (WTP) operating staff observed a functional failure of the automatic transfer switch (ATS) providing power to the water treatment portion of your facility. The ATS failed in such a manner that power could potentially be fed to the high service pump (HSP) building simultaneously through both network (FPL) power and the emergency backup generator which posed a significant safety hazard. As a result, the circuit leading to the HSP Building from the emergency generator was isolated. This temporary modification, left the HSP building without power in the event of electrical service disruption.

Globaltech was called upon to assist with the failure of the ATS. Our electrical engineering staff reviewed the electrical failure and developed alternatives to return the system to full operation. On July 1, 2019, Globaltech prepared a letter to CSID requesting authorization to assist with the replacement of the ATS system. Working under an accelerated and urgent schedule, Globaltech provided the following estimated costs:

- Engineering Assessment and Equipment Procurement - \$10,000
- ATS and Utility Disconnect Purchase - \$59,000
- Electrical Installation of ATS, temporary power, and modifications to existing equipment - \$68,000
- Installation of Temporary Generators for High Service Building during ATS installation - \$10,000, excluding fuel.

The anticipated total for these services was estimated to be \$147,000. Globaltech's authorization letter was received and approved by the CSID Board of Supervisors on September 16, 2019.

During the course of executing the work, several issues arose that added expense to completing the project under the estimated amount. These included the following:

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- Globaltech was forced to coordinate and schedule with FPL's field availability. This resulted in one additional week of generator rental and additional project management time.
- Additional labor was required to install the ATS
- Installing the ATS in the High Service Building Pump 7 bay rather than in the electrical room resulted in construction of a concrete pedestal, concrete cutting and cable management.
- In order to expedite the delivery, standard readily available ATS equipment was ordered. This resulted in more field modifications than expected.
- A Notice of Commencement was required to be recorded with Broward County and the City of Coral Springs

These items resulted in an additional charge of \$24,229.74.

Globaltech met with your staff on October 8<sup>th</sup>, 2019, to review these charges. With this letter, Globaltech is formally requesting that the emergency authorization be amended to cover the additional costs incurred during the installation of the new ATS above the original estimate. Including the original authorization and the additional costs, we are requesting that the emergency authorization be raised to \$171,229.74.

We trust that Globaltech has earned your confidence in our rapid and focused response to this emergency. As always, we appreciate the opportunity to work with CSID and look forward to continuing our relationship.

Please call me if you have any questions.

Regards,

Rick Olson, P.E.  
Director of Client Services

Cc: Ken Cassel / Inframark  
Dan Daly / CSID  
Paul Gandy / Globaltech  
Dave Schuman / Globaltech

## **Ninth Order of Business**



**9A.**

**AMENDMENT 1 TO**  
**WORK AUTHORIZATION 140**

Globaltech No. 151035

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to the DIW Dual Zone Monitor Well 4 Construction, hereinafter referred to as the "Specific Project".

**Section 1 – Terms**

NO CHANGE.

**Section 2 – Scope of Work**

Amendment 1 is reimbursing funds for unspent allowance of \$40,000.36.

**Section 3 – Location**

NO CHANGE.

**Section 4 – Deliverables**

NO CHANGE.

**Section 5 – Time of Performance**

NO CHANGE.

**Section 6 – Method and Amount of Compensation**

This Amendment No. 1 to Work Authorization 140 decreases the \$2,052,418.00 contract value by \$-40,000.36, to a new final contract amount of \$2,012,417.64.

**Section 7 – Application for Progress Payment**

NO CHANGE.

**Section 8 – Responsibilities**

NO CHANGE.

**Section 9 – Insurance**

NO CHANGE.

**Section 10 – Level of Service**

NO CHANGE.

**Section 11 – Indemnification**

NO CHANGE.

IN WITNESS WHEREOF, this Amendment to a Work Authorization, consisting of three (3) pages has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Date  
Approved as to form and legality

State of Florida  
County of Palm Beach

\_\_\_\_\_  
District Counsel  
**FIRM**

Globaltech, Inc.  
Company

The foregoing instrument was  
acknowledged before me on this

\_\_\_\_ day of October, 2019 by

\_\_\_\_\_  
Signature  
Troy L. Lyn, Executive Vice President  
Name and Title (typed or printed)

Troy L. Lyn  
who is personally known to me OR  
produced \_\_\_\_\_ as identification.

October , 2019  
Date

\_\_\_\_\_  
Signature of Notary

**9B.**

**AMENDMENT 1 TO**  
**WORK AUTHORIZATION 143**

Globaltech No. 151083

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to the Site No. 12 Canal Bank Stabilization Design and Construction, hereinafter referred to as the "Specific Project".

**Section 1 – Terms**

NO CHANGE.

**Section 2 – Scope of Work**

Amendment 1 is reimbursing funds for unspent allowance of \$15,151.36.

**Section 3 – Location**

NO CHANGE.

**Section 4 – Deliverables**

NO CHANGE.

**Section 5 – Time of Performance**

NO CHANGE.

**Section 6 – Method and Amount of Compensation**

This Amendment No. 1 to Work Authorization 143 decreases the \$346,315.00 contract value by \$-15,151.36, to a new final contract amount of \$331,163.64

**Section 7 – Application for Progress Payment**

NO CHANGE.

**Section 8 – Responsibilities**

NO CHANGE.

**Section 9 – Insurance**

NO CHANGE.

**Section 10 – Level of Service**

NO CHANGE.

**Section 11 – Indemnification**

NO CHANGE.

IN WITNESS WHEREOF, this Amendment to a Work Authorization, consisting of three (3) pages has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

Dr. Marty Shank  
\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Date  
Approved as to form and legality

State of Florida  
County of Palm Beach

\_\_\_\_\_  
District Counsel

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of October, 2019 by

**FIRM**  
Globaltech, Inc.  
Company

Troy L. Lyn  
who is personally known to me OR produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature  
Troy L. Lyn, Executive Vice President  
Name and Title (typed or printed)

\_\_\_\_\_  
Signature of Notary

October 21, 2019  
Date



**9C.**

**AMENDMENT 2 TO**  
**WORK AUTHORIZATION 156**

Globaltech No. 151124

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to the Production Well 8 Re-Development, hereinafter referred to as the "Specific Project".

**Section 1 – Terms**

NO CHANGE.

**Section 2 – Scope of Work**

Amendment 1 is reimbursing funds for unspent allowance of \$4,312.50.

**Section 3 – Location**

NO CHANGE.

**Section 4 – Deliverables**

NO CHANGE.

**Section 5 – Time of Performance**

NO CHANGE.

**Section 6 – Method and Amount of Compensation**

This Amendment No. 2 to Work Authorization 156 decreases the \$94,319.00 contract value by \$-4,312.50, to a new final contract amount of \$90,006.50.

**Section 7 – Application for Progress Payment**

NO CHANGE.

**Section 8 – Responsibilities**

NO CHANGE.

**Section 9 – Insurance**

NO CHANGE.

**Section 10 – Level of Service**

NO CHANGE.

**Section 11 – Indemnification**

NO CHANGE.

IN WITNESS WHEREOF, this Amendment to a Work Authorization, consisting of three (3) pages has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Date  
Approved as to form and legality

State of Florida  
County of Palm Beach

\_\_\_\_\_  
District Counsel  
**FIRM**

Globaltech, Inc.  
Company

The foregoing instrument was  
acknowledged before me on this

\_\_\_\_ day of October, 2019 by

\_\_\_\_\_  
Signature  
Troy L. Lyn, Executive Vice President  
Name and Title (typed or printed)

Troy L. Lyn  
who is personally known to me OR  
produced \_\_\_\_\_ as identification.

October , 2019  
Date

\_\_\_\_\_  
Signature of Notary

**9D.**

**AMENDMENT 1 TO**  
**WORK AUTHORIZATION 160**

Globaltech No. 151138

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to the Monitor Well 3 Submersible Pump Replacement, hereinafter referred to as the "Specific Project".

**Section 1 – Terms**

NO CHANGE.

**Section 2 – Scope of Work**

Amendment 1 is reimbursing funds for unspent allowance of \$1,292.93.

**Section 3 – Location**

NO CHANGE.

**Section 4 – Deliverables**

NO CHANGE.

**Section 5 – Time of Performance**

NO CHANGE.

**Section 6 – Method and Amount of Compensation**

This Amendment No. 1 to Work Authorization 160 decreases the \$14,120.00 contract value by \$-1,292.93, to a new final contract amount of \$12,827.07.

**Section 7 – Application for Progress Payment**

NO CHANGE.

**Section 8 – Responsibilities**

NO CHANGE.

**Section 9 – Insurance**

NO CHANGE.

**Section 10 – Level of Service**

NO CHANGE.

**Section 11 – Indemnification**

NO CHANGE.

IN WITNESS WHEREOF, this Amendment to a Work Authorization, consisting of three (3) pages has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Date  
Approved as to form and legality

State of Florida  
County of Palm Beach

\_\_\_\_\_  
District Counsel  
**FIRM**

Globaltech, Inc.  
Company

The foregoing instrument was  
acknowledged before me on this

\_\_\_\_\_ day of October, 2019 by

\_\_\_\_\_  
Signature  
Troy L. Lyn, Executive Vice President  
Name and Title (typed or printed)

Troy L. Lyn  
who is personally known to me OR  
produced \_\_\_\_\_ as identification.

October 21, 2019  
Date

\_\_\_\_\_  
Signature of Notary



**9E.**

## **WORK AUTHORIZATION**

CSID WA #159  
Globaltech No. 151132

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to the Improvements to High Service Pump 7 Engine hereinafter referred to as the "Specific Project".

### **Section 1 – Terms**

The FIRM shall be defined as an individual, corporation or contractor having a direct contract with the OWNER or with any other subcontractor in the performance of a part of the work contracted for under the terms of this Work Authorization with the OWNER. The FIRM shall provide the following services in accordance with the AGREEMENT:

### **Section 2 – Scope of Work**

High Service Pump 7 (HSP7) serves as a secondary backup to the facility generator for the CSID potable water distribution system. In its current state, HSP7 is utilized when both the main electrical feed (FPL) and the backup generator fail. Plant staff are alerted to falling system pressure and, weather permitting, walk over to the high service pump building and manually start the diesel engine. The system can then maintain limited system pressure during a temporary emergency.

Recently, the pump, associated with HSP7 was replaced as part of WA-139. The system was then called to use when the automatic transfer switch failed on the generator. Following this event, the engine associated with HSP7 was scrutinized as it developed a significant oil leak. The original plan to improve the HSP7 system included adding telemetry and an auto-start system to the existing engine. This plan was considered, however, turned out to be nearly as expensive as replacing the engine. In addition, it was determined that the engine is approximately 48 years old and replacement parts are no longer readily available (or may have to be custom fabricated).

To keep the secondary backup system, it was decided to replace the engine with a new, 200 HP diesel engine. The new engine will be installed with an electric panel that will control low-pressure automatic/remote start and speed regulation to drive the existing HSP 7. The system will ensure that the pump will automatically start and run in the event of a complete power outage. The system will be capable of remotely starting the engine by manual SCADA selection, as well as automatically starting upon a low-pressure signal. A new electrical panel will incorporate some engine diagnostics, telemetry with the control room and system distribution pressure monitoring. It will be necessary to replace the manual lever power take-off (PTO) with a centrifugal clutch style PTO that will engage when the engine reaches a desired RPM. The new engine will be compatible with the pump (previously replaced under WA-139) and will deliver the designed flow and pressure.

The new engine will conform to tier IV emissions regulations, leading to much cleaner exhaust with installed DEF system. The new engine will require a new silencer and associated exhaust piping, new slab, and modifications to the radiator wall louver opening lintel beam. The starter batteries shall remain on existing grid powered trickle charger. The current low pressure

start/speed control panel is interfering with the mechanical governor on the motor and the system will be removed.

Also included in the scope is the installation of a new welded and coated carbon steel driveshaft cover guard. The current cover guard is made from plywood and is secured with tapcons directly to the floor. The new guard will be a hinged split tube style. This new configuration will provide necessary protection and covering of driveshaft now that the motor will be capable of remote and automatic start. Safety signage will be installed to alert staff of the potential for equipment to start automatically.

During the replacement of the existing engine, a temporary diesel driven pumping system will be installed to provide backup service. The package system will include fuel storage and a low-pressure sensor to direct the system to engage when distribution pressure drops below 40 psi. The installation of the temporary system will require the removal and reinstallation of HSP 10 and some associated piping as well as a louvre within the HSP building.

## **Task 1 – Project Coordination/Review**

### **General Conditions**

General Condition activities are expected to occur simultaneously with other portions of the work and include the following:

1. Meet with CSID to review overall project activity and schedule.
2. Prepare detailed construction schedule to include as a minimum; design, site mobilization, detailed construction activities, scheduled shut downs and durations, equipment/material delivery times, testing, and startup and commissioning.
3. Coordinate material, equipment purchase, and subcontractors.
4. Review, administer, and track equipment submittals.

5. Schedule and conduct meetings, inspections, and testing with CSID's staff.
6. Attend progress meetings and coordination meetings.
7. Provide construction superintendent to oversee construction activities.
8. Provide startup of equipment and provide standard operating procedure guidelines (one page guide).

### **O&M Manual**

1. Collect manufacturer operation and maintenance information for supplied equipment.
2. Prepare Operation and Maintenance manual. Manual shall consist of a three-ring binder of the collected manufacturer's information.

### **Task 2 – Engineering and Project Management**

1. Prepare mechanical drawings of new engine and installation.
2. Prepare design drawings of electrical, mechanical and instrumentation modifications and instrumentation for electrical and mechanical subcontracting.
3. Anticipated preliminary and final design drawings
4. Prepare subcontracts for Pantropic (Engine, PTO, Engine Control Panel and Regulator Supply), ADS (SCADA Programming), and Energy Efficient (Power and Signals)
5. Schedule and conduct meetings, inspections, and testing with OWNER's staff, as needed.

### **Task 3 – Construction of Improvements**

In accordance with the determinations made in the Tasks 1 and 2 above and further developed in Task 3, Firm shall perform the following services. Item

1 will begin immediately upon Notice to Proceed and will be accomplished simultaneous to Tasks 1 and 2 above.

1. Issue PO for new engine and accessories (20 week lead-time).
2. Issue PO for shaft cover guard.
3. Begin programming and HMI modifications.
4. Run SCADA signals to engine control unit.
5. Remove HSP 10 pump and associated piping.
6. Install temporary diesel pumping system
7. Receive new engine, silencer, radiator louver, and shaft cover guard.
8. Remove existing engine and pressure control panel.
9. Construct new engine slab.
10. Modify wall louver opening and replace lintel beams.
11. Install new wall louver.
12. Install new engine and accessories.
13. Install new silencer and associated exhaust piping
14. Make roof repairs as needed
15. Install DEF tank stand.
16. Install new shaft cover guard.
17. Conduct startup services on new engine
18. Remove temporary diesel pumping system
19. Reinstall HSP 10. Conduct realignment services.
20. Perform restoration activities to return HSP building to service.

### **Assumptions**

- Firm is not responsible for obtaining planning and zoning permits for this work. Firm is responsible for preparing City of Coral Springs permit application. Building department permit fees will be at CSID's expense. CSID will aid in expediting City, FDEP, and Broward County agencies where possible.

- ADS will modify existing computer control screens for pump control and monitoring. Globaltech will assist in coordinating SCADA interface and recommending operational scenarios.
- This project includes a general allowance of \$20,000 to be used at CSID's discretion.
- This project includes an exhaust installation and roofing repair allowance of \$8,625. Unused allowance will be returned to OWNER
- OWNER's staff to provide existing drawings and submittal data on existing equipment.
- Modification of wall louver requires replacement of one (1) structural lintel above the opening as per record drawings.
- Existing charging system for starter batteries will be reused and not replaced.
- Periodic operational inspections (if requested) will be funded through the general allowance.
- Diesel fuel for temporary pumping system shall be provided by OWNER.
- Diesel fuel for startup shall be provided by OWNER.
- Existing day tank and piping will not be modified.

### **Section 3 – Location**

The services to be performed by the FIRM shall be on the following site or sites: **High Service Pump Building of the Water Treatment Plant**

### **Section 4 – Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- Building permit application for the City of Coral Springs
- Submittals for engine, clutch, and pressure sensor
- Temporary pumping system to be provided during the duration of construction activities

- Proposed improvements to HSP7
- Operation & maintenance manuals for provided equipment.

**Section 5 – Time of Performance**

Project will commence after execution of this Work Authorization. The FIRM and OWNER agree to the following schedule:

<b>Task</b>	<b>Time Elapsed to Subtask Completion</b>
Notice to Proceed (NTP)	0 Days
Procure Engine & Low Pressure Start System	3 weeks after NTP
Procure Louver	3 weeks after NTP
Fabrication & Deliver Engine	24 weeks after NTP
Remove HSP 10	25 weeks after NTP
Install Temporary Backup HSP system	25 weeks after NTP
Remove Existing Engine & Accessories	26 weeks after NTP
Louver / wall modifications	26 weeks after NTP
Modify Concrete Foundations	27 weeks after NTP
Install New Engine & Accessories	28 weeks after NTP
Electrical Modifications & Startup	29 weeks after NTP
PLC Programming and Modifications	30 weeks after NTP
HSP 10 Reinstall & Alignment	31 weeks after NTP
Site Restoration & Demobilization	33 weeks after NTP

**Section 6 – Method and Amount of Compensation**

1. The FIRM shall be paid by the OWNER in accordance with the Florida Prompt Payment Act Florida Statute 218.70-79 and in accordance with the payment method as set forth in Section 6 of the AGREEMENT. The calculations shall begin using the date the invoice was received.
2. Total job price: **\$253,628.** Price includes a general allowance of \$20,000.00.



3. On the terms contained in the FIRM's said proposal for the doing of said work and the said award therefore, and the specifications herein specifically referred to and made a part of this contract.
4. The cost for the above scope of services is a lump sum (LS). The LS is based on the materials, methods, and assumptions presented in the scope of services. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
5. A Budget Summary for the above LS is provided in Attachment A.

### **Section 7 – Application for Progress Payment**

1. Unless otherwise prescribed by law, at the end of each month, the FIRM shall submit to the OWNER for review, an Application for Progress Payment filled out and signed by the FIRM covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the AGREEMENT.
2. The Application for Progress Payment shall identify the amount of the FIRM Total Earnings to Date based upon value of original contract Work performed to date as approved by fully executed Change Orders.
3. Payment shall be based upon percentage of work completed based upon the approved schedule of values. Retainage in the amount of 10% will be withheld on the calculated value of any work, with the exception of stored materials which may be paid at the supplier's invoiced cost. At FIRM's request, after 50% completion of the work has been achieved, the OWNER will implement a reduction in retainage to 5% of all future pay requests. If retainage is reduced, FIRM may not withhold more than 5% retainage from subcontractors or suppliers and will be required to certify compliance with F.S. 218.70 *et seq* on each subsequent pay application. Notwithstanding the foregoing, in no instance can the amount retained be less than the value of OWNER's good faith claims plus the value of the work the OWNER determines remains to be put in place or required to be performed as remedial activities. For the purposes of this section, 50% completion shall be that point in time when OWNER determines that half of the Work required

by the Contract has been completed. In no event shall the Work be determined to be 50% completed before the OWNER has paid 50% of the Contract amount and 50% of the Contract time has expired. The amount of previous Pay Estimate payments shall then be subtracted to equal the Balance Due during the Pay Estimate period.

4. When the OWNER determines the Work to be Substantially Complete, the OWNER may reduce the retainage to five percent (5%) of the dollar value of all Work satisfactorily completed to date, provided that the FIRM is making satisfactory progress toward Final Completion of the Work, that in the opinion of both the Engineer and the OWNER there is no specific cause for a greater retainage, and the FIRM obtains the written consent of the Surety Companies furnishing the required Public Construction Bond on consent forms provided by the OWNER. The OWNER may reinstate the retainage up to ten percent (10%) if the OWNER determines, at its discretion or the Engineer's discretion, that the FIRM is not making satisfactory progress toward final completion of the Work or where there is other specific cause for such withholding.
5. Partial payment may be made for the delivered cost of stored materials planned for incorporation into the Work, provided such materials meet the requirements of this Contract, the Contract Drawings, and the Specifications, and are delivered and suitably stored at the project site, or at another location acceptable to the OWNER. Such material must be stored in a secure manor acceptable to the OWNER, and in accordance with the manufacturer's recommendations.
6. The delivered cost of such stored or stockpiled materials may be included in any subsequent application for payment provided the FIRM meets the following conditions:
  - a. An applicable purchase order or supplier's invoice is provided listing the materials in detail, the cost of each item, and identifies this specific contract by name.

- b. The materials are fully insured against loss or damage (from whatever source) or disappearance prior to incorporation into the Work.
  - c. Stored materials approved for payment by the OWNER shall not be removed from the designated storage area except for incorporation into the Work.
  - d. Evidence that the FIRM has verified quantity and quality of the materials delivered (verified packing list).
7. It is further agreed between the parties that the transfer of title and the OWNER's payment for any stored or stockpiled materials pursuant to these General Conditions, and any applicable provisions of the Supplementary General Conditions, shall in no way relieve the FIRM of the responsibility of ensuring the correctness of those materials and for furnishing and placing such materials in accordance with the requirements of this Contract, the Contract Drawings, the Technical Specifications, and any approved changes thereto.
8. The following monthly Application for Progress Payment shall be accompanied by Bills of Sale, copies of paid invoices, releases of lien, or other documentation warranting that the FIRM has received the stored materials and equipment free and clear of all liens, charges, security interests, and encumbrances (which are hereinafter in these General Conditions referred to as "Liens") and evidence that the stored materials and equipment are covered by appropriate property insurance and other arrangements to protect the OWNER's interest therein, all of which shall be satisfactory to the OWNER.
9. The FIRM shall warrant and guarantee that title to all Work, materials, and equipment covered by an Application for Progress Payment, whether incorporated in the Work or not, will pass to the OWNER no later than the time of Final Payment free and clear of all liens or other encumbrances.
10. The Engineer shall, within ten (10) days after receipt of each Application for Progress Payment, either indicate in writing a recommendation of

payment and present the Application to the OWNER, or return the Application to the FIRM indicating in writing the Engineer's reasons for refusing to recommend payment. In the latter case, the FIRM may make the necessary corrections and resubmit the Application. Twenty (20) days after presentation of the application for progress payment to the OWNER with the Engineer's recommendation, the amount approved will (subject to the provisions of the following Paragraph) become due and when due will be paid by the OWNER to the FIRM.

In the event any dispute with respect to any payment or pay request cannot be resolved between the Contractor and Owner's project staff, Contractor may, in accordance with the alternative dispute resolution requirements of Florida Statute section 218.72, *et seq*, demand in writing a meeting with and review by the OWNER'S (agency) director. In the absence of the agency director, a deputy director may conduct the meeting and review. Such meeting and review shall occur within ten (10) business days of receipt by OWNER of FIRM's written demand. The OWNER's manager, shall issue a written decision on the dispute within ten (10) business days of such meeting. This decision shall be deemed the OWNER's final decision for the purposes of the Local Government Prompt Payment Act.

11. The OWNER may refuse to make payment of the full amount recommended by the Engineer because claims have been made against the OWNER on account of the FIRM's performance of the Work, or because Liens have been filed in connection with the Work, or there are other items entitling the OWNER to a credit against the amount recommended, but the OWNER must give the FIRM written notice within twenty (20) business days after the date on which the invoice is stamped as received (with a copy to the Engineer) which specifies the invoice deficiency and any action necessary to make the invoice complete and proper.

## **Section 8 – Responsibilities**

The FIRM shall, under no circumstance, look to the OWNER to provide any labor or equipment for the FIRM not specifically identified in this Work Authorization. The FIRM shall provide all of the labor and equipment necessary to perform the job or services contracted for at the expense of the FIRM. Property of any kind that may be on the premises, which are the site of the performance of this contract, during the performance of this Work Authorization, shall be at the sole risk of the FIRM.

- 8.1** The OWNER hereby designates Joe Stephens as the OWNER's representative.
- 8.2** In addition to applicable provisions of Section 2 of the AGREEMENT, the OWNER will:
- Provide copies of existing drawings and equipment cut sheets if requested by FIRM
  - Pay for any required permit fees

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Rick Olson as the FIRM's representative.

## **Section 9 – Insurance**

The FIRM shall provide certificate of insurance to the OWNER setting forth the type and amount of insurance carried by the FIRM and conforming to the minimum requirements set forth in the AGREEMENT.

## **Section 10 – Level of Service**

The OWNER shall have the right to terminate said Agreement by giving the FIRM thirty (30) days written notice if the service that is being provided is not maintained at levels necessary to provide the required service. The OWNER will determine in its sole judgment what constitutes a satisfactory level of service.

**Section 11 – Indemnification**

The FIRM shall indemnify and hold harmless the Owner and its officers and employees as set forth in Section 11 of the Agreement.

IN WITNESS WHEREOF, this Work Authorization, consisting of thirteen (13) pages and Attachment A has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and, in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

Dr. Marty Shank  
\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Date

Approved as to form and legality

\_\_\_\_\_  
District Counsel

**ENGINEER**

State of Florida  
County of Palm Beach

Globaltech, Inc.  
\_\_\_\_\_  
Company

The foregoing instrument was acknowledged before me on this

\_\_\_ day of \_\_\_\_\_, 2019 by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
who is personally known to me OR  
produced \_\_\_\_\_  
as identification.

Troy Lyn, P.E., Vice President  
\_\_\_\_\_  
Name and Title (typed or printed)

October 21, 2019  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notary

# **Attachment A**

## **Budget Summary**





# Takeoff Worksheet

10/09/19

**Coral Springs Improvement Dist**  
**151132 CSID HSP 7 Auto Start/Low Pressure Switches**

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
<b>Job: 151132 CSID HSP 7 Auto Start/Low Pressure Switches</b>					
<b>Bid Item: 1 General Conditions</b>					
		Submittal Labor	HR	8.00	808.00
		Construction Scheduler	HR	12.00	1,128.00
		Construction PM 3	HR	48.00	6,192.00
		Construction Superintendent	HR	24.00	2,256.00
		Purchasing & Subcontract	HR	32.00	4,128.00
		Construction Assistant	HR	32.00	2,880.00
				<b>Bid Item Totals:</b>	<b>17,392.00</b>
<b>Bid Item: 2 Sitework</b>					
		Mob/Demob	LOT	1.00	2,010.00
		Remove HSP 10 4-Man Crew	CR-D	1.00	1,800.00
		Rental Pump, Accesories Unloading&Installation	LOT	1.00	1,020.59
		Flange Kits & Misc Materials 4-Man Crew	CR-D	2.50	4,500.00
		Delivery/Rental/Pickup (Assumes 4 weeks)	LOT	1.00	12,650.00
		Re-Install HSP 10	LOT	1.00	1,840.00
		Vendor Assistance, Allignment & Start Up 4-Man Crew	CR-D	1.50	2,700.00
		Rental Pump,Accesories Removal&Unloading to Truck 4-Man Crew	CR-D	1.50	2,700.00

Takeoff Worksheet

10/09/19

Continued...

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
				<b>Bid Item Totals:</b>	<b>29,220.59</b>
<b>Bid Item:</b>	<b>3</b>	<b>Concrete</b>			
		Concrete Cutting	CR-D	2.00	3,600.00
		New Louver & Lintel	LOT	1.00	10,459.25
		Installation of Louver & Lintel	CR-D	2.00	3,600.00
		Concrete Pad			
		Form & Materials	LOT	1.00	615.25
		Cast In Place Concrete (2YD + Short Load Fee)	LOT	1.00	799.83
		Concrete Pump	LOT	1.00	861.35
		Installation	CR-D	2.00	3,600.00
				<b>Bid Item Totals:</b>	<b>23,535.68</b>
<b>Bid Item:</b>	<b>11</b>	<b>Equipment</b>			
		Disconnect & Remove Existing Engine	CR-D	2.00	3,600.00
		DEF tank Stand	LOT	1.00	1,107.45
		Misc Metals & Fasteners	LOT	1.00	861.35
		New Engine (Pantropic)	LOT	1.00	82,971.38
		Silencer & Driveshaft	EA	1.00	7,998.25
		Flange Kits & Misc Materials	LOT	1.00	1,230.50
		Install New Engine & Accessories	CR-D	4.00	7,200.00
		Startup Crew	CR-D	1.00	1,800.00
				<b>Bid Item Totals:</b>	<b>106,768.93</b>
<b>Bid Item:</b>	<b>26</b>	<b>Electrcial</b>			
		Electrical Sub	LOT	1.00	14,005.60
		Electrical PM	HR	20.00	2,200.00
				<b>Bid Item Totals:</b>	<b>16,205.60</b>

Takeoff Worksheet

10/09/19

Continued...

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
<b>Bid Item:</b>	<b>41</b>	<b>Material Processing &amp; Handling Equip</b>			
		Skid Steer	MO	1.00	3,568.45
		Crane	LOT	2.00	3,839.16
		Delivery & Pick Up Charge	LOT	1.00	492.20
		Equipment Fuel	GAL	20.00	147.66
		Misc Tools & Equipment	LOT	1.00	1,230.50
		Safety Equipment	LOT	1.00	246.11
		Safety	HR	4.00	624.00
				<b>Bid Item Totals:</b>	<b>10,148.08</b>
<b>Bid Item:</b>	<b>100</b>	<b>Engineering</b>			
		Engineering	LOT	1.00	19,232.12
		Vendor Management	LOT	1.00	2,500.00
				<b>Bid Item Totals:</b>	<b>21,732.12</b>
<b>Bid Item:</b>	<b>101</b>	<b>Allowance</b>			
		General Allowance	LOT	1.00	20,000.00
		Roof Repair, Exhaust Piping & Insulation Allowance	LOT	1.00	8,625.00
				<b>Bid Item Totals:</b>	<b>28,625.00</b>
				<b>Grand Totals:</b>	<b>253,628.00</b>

**9F.**

## **WORK AUTHORIZATION**

CSID WA No. 165

Globaltech No. 151203

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to CSID Site 13 Canal Bank Restoration, hereinafter referred to as the "Specific Project".

### **Section 1 – Terms**

The FIRM shall be defined as an individual, corporation or contractor having a direct contract with the OWNER or with any other subcontractor in the performance of a part of the work contracted for under the terms of this Work Authorization with the OWNER.

### **Section 2 – Scope of Work**

The FIRM will provide the following services in accordance with Section 1 and 2 of the AGREEMENT.

### **Background**

In 2013, CSID developed a process to address failing canal rights-of-way. The process included preparing an evaluation criterion to rank subject sites. The criteria included surface water encroaching on private property,

damage to personal property, threat to structures, maintainability, and safety.

Since 2013, CSID has systematically been addressing sites on the initial prioritized list and to date has remediated 7 of the original 12 sites. Recently, a new site has been brought to the District's attention by the homeowner where the canal bank is encroaching onto private property, the owner's fence is being impacted, and the right-of-way is unmaintainable. Based on the District's evaluation criteria, staff decided to move this site (Site 13) higher onto the prioritized list and to begin remedial activities.

Site 13 is a relatively small area (approximately 80 to 100 feet in length) and located at the terminus of the C-1 Canal. Because of these factors, the area is a candidate to be remediated using Shoresox geotextile. This approach will not require a pre-design and can be implemented within a matter of a few days.

This Work Authorization includes remediation of OWNER's right-of-way in areas adjacent to Site 13. Also included in this Work Authorization is repair to a damaged 30-inch diameter corrugated metal drainage pipe that discharges into the canal.

Specific work items included in this work authorization will include canal bank restoration, filling, leveling and sodding areas impacted erosion as well as repairing the 30-inch diameter culvert.

### **Task 1 – Engineering**

#### **Task 1.1 – Site Assessment**

FIRM will attend one site inspection with OWNER to obtain available data and to visually inspect sites with bank damage. FIRM will collect photographs and develop a remediation goal at the site. The plan will be goal oriented in nature and will not consist of plans or drawings. The results

of the site inspections have been incorporated into this work authorization and are the basis of this proposal.

### **Task 1.2 – Project Management and Construction Services**

1. Prepare construction schedule.
2. Conduct Kick-Off meeting with the OWNER to review the project approach and schedule.
3. Coordinate with the OWNER and adjacent, impacted property owners as to the extent of work and duration.
4. Collect pre-construction photographs of the construction areas and the adjacent properties.
5. Attend monthly Board Meetings to provide project updates.
6. Oversee construction activities enforcing the conditions of the remediation goals.
7. Review elevations and limits of construction establishing the finished base, grade and top of slope.
8. Conduct Substantial Completion inspection and meetings at the completion at the three properties. Develop punch-list items in association with OWNER for Subcontractor to address prior to Final Completion at each site.
9. Conduct Final Completion inspection meeting and site walk through with OWNER and Subcontractor at each of the three properties.
10. Collect post-construction photographs of the site following Final Completion inspection.
11. Review and comment / approve Subcontractor's pay request prior to submittal OWNER.

### **Task 2 – Site Restoration**

Remediation activities are described and identified at the following location:

**Site 13 – 8837 NW 20<sup>th</sup> Manor** – This location has experienced erosion, the canal bank is encroaching into the homeowner's yard, and the canal right-of-way is too steep to maintain. FIRM will grade the existing canal bank to remove vegetation and install a double ShoreSox geotechnical membrane along approximately 80 feet of canal bank. The shore sox will permit the geometry of the canal bank to be recreated without regrading the adjacent properties. Following restoration, the area will be re-sodded.

An allowance has been included with the project budget to repair an existing 30-inch diameter corrugated metal drainage pipe. The pipe has previously been damaged and has a large gash in the crown of the pipe. If the allowance is authorized, FIRM will remove the damaged section of pipe and attach a new section of 30-inch aluminum pipe using banding clamps. The culvert will be encased in the ShoreSox.

An allowance has also been included to remove the existing trees along the end of the canal. Approximately 15 trees will be cut flush to the ground and removed from the site. If authorized, the tree removal will be coordinated before the canal bank restoration.

**Additional Construction Activities:**

1. Roadway will be kept clean of construction materials.
2. Following completion of construction, the roadway will be cleaned and any access areas restored to original condition.

**Assumptions**

Assumptions for the project are as follows:

- Drawing or designs will not be prepared for the restoration activities. To the extent possible, the right-of-way will be restored to its original condition.



- Data gathering will only include visual observation. Site surveys will not be conducted to facilitate this work. Should a survey be requested to confirm the right-of-way line for Site 13, additional funding will be requested.
- Record drawings will not be prepared for the completed restoration activities.
- Permits will not be required for restoration activities as the right-of-way is owned by the permitting authority (CSID).
- When possible, work areas will be accessed from public property or from OWNER's right-of-way. If not possible, FIRM will secure access from adjacent property owners for access and transport of restoration equipment and materials.
- In locations where bank restoration will occur, FIRM will coordinate with Sunshine One Call to identify buried utilities.
- Working hours will be Monday through Friday from approximately 8:00 AM until 6:00 PM.
- A 2-week construction duration, including mobilization and demobilization is assumed.
- FIRM will not replace or repair the fence behind the subject property.

### **Section 3 – Location**

The services to be performed by the FIRM shall be at the following 10 locations:

- Site 13 – 8837 NW 20<sup>th</sup> Manor

### **Section 4 – Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- Restored canal banks and rights-of-ways as described in Task 2.
- Lien releases from all subcontractors

### Section 5 – Time of Performance

Project will commence after execution of this Work Authorization and a Notice to Proceed is issued by OWNER. The FIRM and OWNER agree to the following schedule:

Task	Time Elapsed from NTP
Notice to Proceed (NTP)	0 Days
Mobilization	2 weeks
Substantial completion	3 weeks
Final Completion	4 weeks

### Section 6 – Method and Amount of Compensation

1. The FIRM shall be paid by the OWNER in accordance with the Florida's Prompt Payment Act Florida Statute 218.70-79 and in accordance with the payment method as set forth in Section 6 of the AGREEMENT. The calculations shall begin using the date the invoice was received.
2. Total job price: **\$45,457** which includes allowances of \$1,228 to repair the damaged 30-inch culvert and \$5,750 to cut and remove the trees.
3. On the terms contained in the FIRM's said proposal for the doing of said work and the said award therefore, and the specifications herein specifically referred to and made a part of this contract.
4. The cost for the above scope of services is a lump sum (LS). The LS is based on the materials, methods, and assumptions presented in the scope of services and may be adjusted based on final detail design and alternative selections or omissions. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
5. A Budget Summary for the above LS is provided in Attachment A.

### Section 7 – Application for Progress Payment

1. Unless otherwise prescribed by law, at the end of each month, the FIRM shall submit to the OWNER for review, an Application for Progress Payment filled out and signed by the FIRM covering the Work completed as of the

date of the Application and accompanied by such supporting documentation as is required by the AGREEMENT.

2. The Application for Progress Payment shall identify the amount of the FIRM Total Earnings to Date based upon value of original contract Work performed to date as approved by fully executed Change Orders.
3. Payment shall be based upon percentage of work completed based upon the approved schedule of values. Retainage in the amount of 10% will be withheld on the calculated value of any work, with the exception of stored materials which may be paid at the supplier's invoiced cost. At FIRM's request, after 50% completion of the work has been achieved, the OWNER will implement a reduction in retainage to 5% of all future pay requests. If retainage is reduced, FIRM may not withhold more than 5% retainage from subcontractors or suppliers and will be required to certify compliance with F.S. 218.70 *et seq* on each subsequent pay application. Notwithstanding the foregoing, in no instance can the amount retained be less than the value of OWNER's good faith claims plus the value of the work the OWNER determines remains to be put in place or required to be performed as remedial activities. For the purposes of this section, 50% completion shall be that point in time when OWNER determines that half of the Work required by the Contract has been completed. In no event shall the Work be determined to be 50% completed before the OWNER has paid 50% of the Contract amount and 50% of the Contract time has expired. The amount of previous Pay Estimate payments shall then be subtracted to equal the Balance Due during the Pay Estimate period.
4. When the OWNER determines the Work to be Substantially Complete, the OWNER may reduce the retainage to five percent (5%) of the dollar value of all Work satisfactorily completed to date, provided that the FIRM is making satisfactory progress toward Final Completion of the Work, that in the opinion of both the Engineer and the OWNER there is no specific cause for a greater retainage, and the FIRM obtains the written consent of the Surety Companies furnishing the required Public Construction Bond on

consent forms provided by the OWNER. The OWNER may reinstate the retainage up to ten percent (10%) if the OWNER determines, at its discretion or the Engineer's discretion, that the FIRM is not making satisfactory progress toward final completion of the Work or where there is other specific cause for such withholding.

5. Partial payment may be made for the delivered cost of stored materials planned for incorporation into the Work, provided such materials meet the requirements of this Contract, the Contract Drawings, and the Specifications, and are delivered and suitably stored at the project site, or at another location acceptable to the OWNER. Such material must be stored in a secure manor acceptable to the OWNER, and in accordance with the manufacturer's recommendations.
6. The delivered cost of such stored or stockpiled materials may be included in any subsequent application for payment provided the FIRM meets the following conditions:
  - a. An applicable purchase order or supplier's invoice is provided listing the materials in detail, the cost of each item, and identifies this specific contract by name.
  - b. The materials are fully insured against loss or damage (from whatever source) or disappearance prior to incorporation into the Work.
  - c. Stored materials approved for payment by the OWNER shall not be removed from the designated storage area except for incorporation into the Work.
  - d. Evidence that the FIRM has verified quantity and quality of the materials delivered (verified packing list).
7. It is further agreed between the parties that the transfer of title and the OWNER's payment for any stored or stockpiled materials pursuant to these General Conditions, and any applicable provisions of the Supplementary General Conditions, shall in no way relieve the FIRM of the responsibility of ensuring the correctness of those materials and for

furnishing and placing such materials in accordance with the requirements of this Contract, the Contract Drawings, the Technical Specifications, and any approved changes thereto.

8. The following monthly Application for Progress Payment shall be accompanied by Bills of Sale, copies of paid invoices, releases of lien, or other documentation warranting that the FIRM has received the stored materials and equipment free and clear of all liens, charges, security interests, and encumbrances (which are hereinafter in these General Conditions referred to as "Liens") and evidence that the stored materials and equipment are covered by appropriate property insurance and other arrangements to protect the OWNER's interest therein, all of which shall be satisfactory to the OWNER.
9. The FIRM shall warrant and guarantee that title to all Work, materials, and equipment covered by an Application for Progress Payment, whether incorporated in the Work or not, will pass to the OWNER no later than the time of Final Payment free and clear of all liens or other encumbrances.
10. The Engineer shall, within ten (10) days after receipt of each Application for Progress Payment, either indicate in writing a recommendation of payment and present the Application to the OWNER, or return the Application to the FIRM indicating in writing the Engineer's reasons for refusing to recommend payment. In the latter case, the FIRM may make the necessary corrections and resubmit the Application. Twenty (20) days after presentation of the application for progress payment to the OWNER with the Engineer's recommendation, the amount approved will (subject to the provisions of the following Paragraph) become due and when due will be paid by the OWNER to the FIRM.  
In the event any dispute with respect to any payment or pay request cannot be resolved between the Contractor and Owner's project staff, Contractor may, in accordance with the alternative dispute resolution requirements of Florida Statute section 218.72, *et seq*, demand in writing

a meeting with and review by the OWNER'S (agency) director. In the absence of the agency director, a deputy director may conduct the meeting and review. Such meeting and review shall occur within ten (10) business days of receipt by OWNER of FIRM's written demand. The OWNER's manager, shall issue a written decision on the dispute within ten (10) business days of such meeting. This decision shall be deemed the OWNER's final decision for the purposes of the Local Government Prompt Payment Act.

11. The OWNER may refuse to make payment of the full amount recommended by the Engineer because claims have been made against the OWNER on account of the FIRM's performance of the Work, or because Liens have been filed in connection with the Work, or there are other items entitling the OWNER to a credit against the amount recommended, but the OWNER must give the FIRM written notice within twenty (20) business days after the date on which the invoice is stamped as received (with a copy to the Engineer) which specifies the invoice deficiency and any action necessary to make the invoice complete and proper.

### **Section 8 – Responsibilities**

The FIRM shall, under no circumstance, look to the OWNER to provide any labor or equipment for the FIRM. The FIRM shall provide all of the labor and equipment necessary to perform the job or services contracted for at the expense of the FIRM. Property of any kind that may be on the premises, which are the site of the performance of this contract, during the performance of this Work Authorization, shall be at the sole risk of the FIRM.

- 8.1** The OWNER hereby designates Shawn Frankenhauser as the OWNER's representative.
- 8.2** In addition to applicable provisions of Section 2 of the AGREEMENT, the OWNER will:
- Provide copies of existing drawings and equipment cut sheets if requested by FIRM

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Rick Olson as the FIRM's representative.

**Section 9 – Insurance**

The FIRM shall provide certificate of insurance to the OWNER setting forth the type and amount of insurance carried by the FIRM and conforming to the minimum requirements set forth in the AGREEMENT.

**Section 10 – Level of Service**

The OWNER shall have the right to terminate said Agreement by giving the FIRM thirty (30) days written notice if the service that is being provided is not maintained at levels necessary to provide the required service. The OWNER will determine in its sole judgment what constitutes a satisfactory level of service.

**Section 11 – Indemnification**

The Firm shall indemnify and hold harmless the Owner and its officers and employees as set forth in Section 11 of the Agreement.

IN WITNESS WHEREOF, this Work Authorization, consisting of twelve (12) pages and Attachment A has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

Dr. Marty Shank  
Printed Name of President

\_\_\_\_\_  
Date  
Approved as to form and legality

\_\_\_\_\_  
District Counsel

State of Florida  
County of Palm Beach  
The foregoing instrument was  
acknowledged before me on this

**ENGINEER**  
Globaltech, Inc.  
Company

\_\_\_\_ day of \_\_\_\_\_, 2019 by  
\_\_\_\_\_  
who is personally known to me OR  
produced \_\_\_\_\_  
as identification.

\_\_\_\_\_  
Signature  
Troy Lyn, P.E., Vice President  
Name and Title (typed or printed)

\_\_\_\_\_  
Signature of Notary

October 21, 2019  
Date



# **Attachment A**

## **Budget Summary**

### ATTACHMENT A

WA#165 - Canal Bank Restoration at Site 13

#### Engineering and Professional Services Budget Summary

Task	Task Description	Officer	E6	E2	CADD	Adm 3	Adm 1	Total Labor	*Sub-Consultant Services	Sub-Consultants
		\$210.00	\$175.00	\$105.00	\$85.00	\$75.00	\$50.00			
<b>1</b>	<b>Site Assessment</b>									
	Site Visits to Assess Damage		2							
	Development of Remediation Approach		2							
									0	
									0	
	<b>Subtotal Task 1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700</b>	<b>0</b>	
<b>2</b>	<b>Project Management and Construction Services</b>									
	Project Management		4				4		0	
	Coordination with Adjacent Home Owners		8							
	Pre-construction documentation		4				2			
	Construction Oversight		16				2			
	Post construction review and closeout		2				2			
									0	
	<b>Subtotal Task 2</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>6,450</b>	<b>0</b>	
	Labor Total Hours	0	38	0	0	0	10	7150		
	Labor Total	\$0	\$6,650	\$0	\$0	\$0	\$500	7,150		
	<b>Engineering Total</b>								<b>7,150</b>	



# Takeoff Worksheet

10/09/19

Coral Springs Improvement Dist  
151203 CSID Canal Site 13 Restoration

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
<b>Job: 151203 CSID Canal Site 13 Restoration</b>					
	<b>Bid Item: 1</b>	<b>Engineering Support</b>			
		Engineering Support	LOT	1.00	7,150.00
				<b>Bid Item Totals:</b>	<b>7,150.00</b>
	<b>Bid Item: 2</b>	<b>Site 13 Restoration</b>			
		Site 13	LOT	1.00	31,329.45
				<b>Bid Item Totals:</b>	<b>31,329.45</b>
	<b>Bid Item: 3</b>	<b>Allowacne for Culvert Repair</b>			
		Allowance for Culvert Repair	LOT	1.00	1,227.55
				<b>Bid Item Totals:</b>	<b>1,227.55</b>
	<b>Bid Item: 4</b>	<b>Allowance for Tree Removal</b>			
		Allowance for Tree Removal	LOT	1.00	5,750.00
				<b>Bid Item Totals:</b>	<b>5,750.00</b>
				<b>Grand Totals:</b>	<b>45,457.00</b>

**9G.**

## **WORK AUTHORIZATION**

CSID WA # 166

Globaltech No. 151204

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis" between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires engineering consulting services related to the Site 14 - Canal Bank Assessment, hereinafter referred to as the "Specific Project".

### **Section 1 – Terms**

The FIRM shall be defined as an individual, corporation or contractor having a direct contract with the OWNER or with any other subcontractor in the performance of a part of the work contracted for under the terms of this Work Authorization with the OWNER.

### **Section 2 – Scope of Work**

The FIRM will provide the following services in accordance with the AGREEMENT:

OWNER has identified a specific site (Site 14) where canal bank erosion has become a concern. The OWNER has requested that the FIRM prepare an assessment of the subject property that will include an investigation of the affected canal bank and an approximate cost to complete the remediation. The project will be accomplished by providing the following five tasks:

**Task 1 – Project Management and Site Review**

FIRM will attend up one (1) meeting with OWNER to obtain available data and to coordinate applicable project issues and goals. FIRM will obtain aerial photographs and property appraiser data from Broward County to develop project specific base maps.

FIRM will conduct a field reconnaissance assessment of the subject site identified by OWNER from the canal bank. After the site visit, field data will be cataloged and documented along with site photographs.

**Task 2 – Canal Surveying and Mapping**

FIRM will prepare a scope of work and subcontract with Avirom and Associates Surveyors, Inc. (Avirom). FIRM will coordinate work with Avirom, the OWNER and the individual property owners to ensure that the required, requested survey data is obtained. Data will consist of a Records Survey of existing properties, cross-sections at 50-foot intervals, and elevations at each observable grade break from 50 feet within the canal, through the right-of-way, and extending approximately 20 feet onto private property. Elevations will be referenced to NGVD 1929 vertical datum. FIRM will ultimately use survey data to prepare cross sectional designs for right-of-way remediation and plan drawings presented in a potential future work authorization.

**Task 3 – Subsurface Exploration**

FIRM will prepare a scope of work for a geotechnical engineering / testing firm to conduct a subsurface investigation at the subject site. FIRM will subcontract with a geotechnical engineering firm and will coordinate work between OWNER, subcontractor and adjacent home owners. Subcontractor will review existing subsurface data, cross sections and dive team data related to site determine site conditions and influence of erosion and roots on canal bank. Subcontractor will perform hand penetrometer

assessment to reveal areas with voids and the extent of the root mass from the surrounding trees.

#### **Task 4 – Canal Bank Dive Inspection**

FIRM will prepare a scope of work for an underwater dive inspection at the specific site where it is anticipated that canal bank erosion of the existing limerock layer has occurred. FIRM will subcontract with Industrial Divers Corporation (IDC) and will coordinate work between OWNER, IDC and adjacent home owners. A three person dive team will inspect the submerged shoreline and canal bank from water line to the toe of the slope and measure the typical slope on 50-foot stations and on the property line, survey quality GPS will be used to mark each starting location site. Each cross-section will include the depth of the toe and the horizontal distance of the toe of the slope from the water line which will provide the submerged slope. Any overhanging limestone ledges will be measured for horizontal extend, the depth of the undermining measured with a grade rod and the location of the center of the greatest extent of undermining delineated with an additional cross-section location. FIRM will review collected data and will ensure that the required, requested data is gathered and will be on site during the first half day of dive inspections. FIRM will compile information provided by IDC and will use this information to prepare sketches of the observations for ***Report of Findings*** (Task 5).

#### **Task 5 – Site 9 – Report of Findings**

Firm will use the information collected in Tasks 1 – 4 to prepare a Draft – Site 14 Report of Findings. The report will present the following information:

- Executive Summary
- Summary of collected data (available data, field assessment, planning level survey, geotechnical investigation, and diving inspection)
- Documentation of existing conditions of the canal bank at Site 14

- Categorization of the level of canal bank stability in terms of canal slope conditions and need for stabilization
- Proposed method of canal stabilization in areas that require remedial action

Following review by the OWNER, three copies of the FINAL Report will be submitted. If requested, FIRM will summarize the results of the summary report in a presentation to the Board.

### **Assumptions**

Assumptions for the project are as follows:

- FIRM will coordinate assessment work with adjacent property owners.
- Utility location will be included in the base survey. Future contractor will need to verify utility locations with location service prior to commencing work.
- Permit applications for implementing the proposed improvements are not part of this evaluation.
- A significant alternatives evaluation will not be conducted to evaluate various remedial approaches. It is assumed that a rip-rap solution will be implemented.

### **Section 3 – Location**

The services to be performed by the FIRM shall be at Site 14 and include the following two properties:

- 8300 NW 2<sup>nd</sup> Manor
- 8324 NW 2<sup>nd</sup> Manor

### **Section 4 – Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- Draft and Final – Site 14– Report of Findings



**Section 5 – Time of Performance**

Project will commence after execution of this Work Authorization. The FIRM and OWNER agree to the following schedule:

<b>Task</b>	<b>Time Elapsed to Subtask Completion</b>
Notice to Proceed (NTP)	0 Days
Data gathering	6 weeks after NTP
Draft Report	10 weeks after NTP
Final Report	12 weeks after NTP

**Section 6 – Method and Amount of Compensation**

1. The FIRM shall be paid by the OWNER in accordance with the Florida’s Prompt Payment Act Florida Statute 218.70-79 and in accordance with the payment method as set forth in Section 6 of the AGREEMENT. The calculations shall begin using the date the invoice was received.
2. Total job price: **\$25,945**. No allowance is included in the proposed fee.
3. The cost for the above scope of services is a lump sum (LS). The LS is based on the materials, methods, and assumptions presented in the scope of services. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
4. A Budget Summary for the above LS is provided in Attachment A.

**Section 7 – Application for Progress Payment**

1. Unless otherwise prescribed by law, at the end of each month, the FIRM shall submit to the OWNER for review, an Application for Progress Payment filled out and signed by the FIRM covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the AGREEMENT.

## **Section 8 – Responsibilities**

The FIRM shall, under no circumstance, look to the OWNER to provide any labor or equipment for the FIRM not specified herein. The FIRM shall provide all of the labor and equipment necessary to perform the job or services contracted for at the expense of the FIRM. Property of any kind that may be on the premises, which are the site of the performance of this contract, during the performance of this Work Authorization, shall be at the sole risk of the FIRM.

**8.1** The OWNER hereby designates Shawn Frankenhauser as the OWNER's representative.

**8.2** In addition to applicable provisions of Section 2 of the AGREEMENT, the OWNER will:

- Provide copies of existing drawings and equipment cut sheets if requested by FIRM
- Pay for any required permit fees

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Rick Olson as the FIRM's representative.

## **Section 9 – Insurance**

The FIRM shall provide certificate of insurance to the OWNER setting forth the type and amount of insurance carried by the FIRM and conforming to the minimum requirements set forth in the AGREEMENT.

## **Section 10 – Level of Service**

The OWNER shall have the right to terminate said Agreement by giving the FIRM thirty (30) days written notice if the service that is being provided is not maintained at levels necessary to provide the required service. The OWNER will determine in its sole judgment what constitutes a satisfactory level of service.

**Section 11 – Indemnification**

The Firm shall indemnify and hold harmless the Owner and its officers and employees as set forth in Section 11 of the Agreement.

IN WITNESS WHEREOF, this Work Authorization, consisting of eight (8) pages and Attachment A has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

Dr. Marty Shank  
Printed Name of President

\_\_\_\_\_  
Date

Approved as to form and legality

\_\_\_\_\_  
District Counsel

State of Florida  
County of Broward

**ENGINEER**

The foregoing instrument was acknowledged before me on this

Globaltech, Inc.  
Company

\_\_\_\_ day of \_\_\_\_\_, 2019 by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
who is personally known to me OR  
produced \_\_\_\_\_  
as identification.

Troy Lyn, P.E., Vice President  
Name and Title (typed or printed)

\_\_\_\_\_  
Signature of Notary

October 21, 2019  
Date

# **Attachment A**

## **Budget Summary**

**ATTACHMENT A**  
*WA#166 - Site 14 Canal Bank Assessment and Stabilization Design*  
**Budget Summary**

Task	Task Description	Officer	E6	E4	CADD	Adm 3	Adm 1	Total Labor	*Sub-Consultant Services	Sub-Consultants
		\$210.00	\$175.00	\$150.00	\$85.00	\$75.00	\$50.00			
1	<b>Project Management and Site Review</b>									
	Project Management		8				4			
	Coordination Subconsultants and Homeowners		8			1	1			
	Subtotal Task 1	0	16	0	0	1	5	3,125	0	
2	<b>Canal Surveying and Mapping</b>									
	Project Management/Coordination		4				1			
	Canal Surveying and Mapping		2						3,000	AA
	Data Review		4						0	
	Subtotal Task 2	0	10	0	0	0	1	1,800	3,000	
3	<b>Subsurface Exploration</b>									
	Project Management/Coordination		4			1	2			
	Subsurface Exploration using penetrometer		2						6,000	Geotech
	Data Review		4				2			
	Subtotal Task 3	0	10	0	0	1	4	2,025	6,000	
4	<b>Canal Bank Dive Inspection</b>									
	Project Management/Coordination		2			1	2			
	Canal Dive Inspection		6							
	Data Review		2						4,000	IDC
	Subtotal Task 4	0	10	0	0	1	2	1,925	4,000	
5	<b>Report of Findings</b>									
	Summary of Field Investigating	1	8				4			
	Meeting to discuss remedial approach		4							
	Subtotal Task 5	1	12	0	0	0	4	2,510	0	
	Labor Subtotal Hours	1	58	0	0	3	16	78		
	Labor Subtotal	\$210	\$10,150	\$0	\$0	\$225	\$800	11,385		
	Labor Total							11,385		
	Subconsultant Labor Total								13,000	
	Subconsultant Multiplier								1.12	
	Subcontract Total								14,560	
	TOTAL								25,945	

AA - Avrom & Associates  
 IDC - Industrial Divers Corporation

**9H.**

## **WORK AUTHORIZATION**

CSID WA #167  
Globaltech No. 151201

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to the 2020 WWTP Capacity Analysis Report hereinafter referred to as the "Specific Project".

### **Section 1 – Terms**

The FIRM shall be defined as an individual, corporation or contractor having a direct contract with the OWNER or with any other subcontractor in the performance of a part of the work contracted for under the terms of this Work Authorization with the OWNER.

### **Section 2 – Scope of Work**

The FIRM shall provide the following services in accordance with the AGREEMENT:

FDEP requires that an updated capacity analysis report (CAR) be prepared for wastewater treatment plants (WWTP) every 5 years. The next update to the CSID WWTP CAR is due January 2020.

The OWNER has requested that the FIRM prepare the update to the current capacity analysis report. According to plant staff, the CSID service area is



currently built-out. Previous discussions with FDEP have indicated that based on this built-out service area status, CSID may be able to submit an abbreviated CAR. This Scope is based on preparation of an abbreviated capacity analysis report.

### **Task 1 – Capacity Analysis Report**

The FIRM shall prepare an abbreviated CAR for the CSID WWTP. The report will include the following sections:

- Title Page
- Introduction
- Permitted Capacities
- Monthly Average Daily Flows
- Three-Month Average Daily Flows
- Service Area and Land Use Maps along with an OWNER's statement that there are no plans to expand the service area and that the collection system only receives domestic wastewater.
- OWNER and Engineer (FIRM) contact information and signature pages
- Backup information, including monthly operating reports (MOR's) and operating permits

The FIRM shall prepare 5 draft copies of the abbreviated CAR to the OWNER for review. The FIRM shall meet with the OWNER to collect their comments. The FIRM shall incorporate the comments and prepare the final abbreviated CAR. Five hard copies and an electronic PDF copy of the final abbreviated CAR will be submitted to the OWNER. Signed and sealed copies will also be delivered to FDEP. The FIRM shall answer requests for information (RFI) generated by FDEP, assuming they are related to the abbreviated CAR scope. Any RFI's related to a full CAR scope are not included in this scope.

## Assumptions

Assumptions for the project are as follows:

- OWNER shall provide all MOR's, operating permits and other back-up information to the FIRM within 2 weeks of NTP.
- The OWNER shall provide map of the service area and land uses and a statement that there are no plans to expand the service area and that the collection system receives only domestic wastewater.
- If FDEP decides that a full update to the capacity analysis report is required, then the abbreviated report will be modified into the full report as an Amendment to this Authorization.
- OWNER will review the Draft CAR within 5 days after submission.
- The OWNER will be responsible for payment of any permit fees.

## Section 3 – Location

The services to be performed by the FIRM shall be on the following site or sites: **Globaltech Office and CSID WWTP**

## Section 4 – Deliverables

The FIRM will provide the following Deliverables to OWNER:

- Draft abbreviated capacity analysis report
- Final abbreviated capacity analysis report

## Section 5 – Time of Performance

Project will commence after execution of this Work Authorization. The FIRM and OWNER agree to the following schedule:

<b>Task</b>	<b>Time Elapsed to Subtask Completion</b>
Notice to Proceed (NTP)	0 Days
Draft abbreviated capacity analysis report	45 Days after NTP
Final abbreviated capacity analysis report	60 Days after NTP

## **Section 6 – Method and Amount of Compensation**

1. The FIRM shall be paid by the OWNER in accordance with the Florida Prompt Payment Act Florida Statute 218.70-79 and in accordance with the payment method as set forth in Section 6 of the AGREEMENT. The calculations shall begin using the date the invoice was received.
2. Total job price: **\$12,310.00**. Price does not include an allowance.
3. The cost for the above scope of services is a lump sum (LS). The LS is based on the materials, methods, and assumptions presented in the scope of services. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
4. A Budget Summary for the above LS is provided in Attachment A.

## **Section 7 – Application for Progress Payment**

1. Not Applicable

## **Section 8 – Responsibilities**

The FIRM shall provide all of the labor and equipment necessary to perform the job or services contracted for at the expense of the FIRM. Property of any kind that may be on the premises, which are the site of the performance of this contract, during the performance of this Work Authorization, shall be at the sole risk of the FIRM.

- 8.1** The OWNER hereby designates David McIntosh as the OWNER's representative.
- 8.2** In addition to applicable provisions of Section 2 of the AGREEMENT, the OWNER will:
  - Provide copies of existing drawings and equipment cut sheets if requested by FIRM
  - Pay for any required permit fees

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates David Schuman as the FIRM's representative.

**Section 9 – Insurance**

The FIRM shall provide certificate of insurance to the OWNER setting forth the type and amount of insurance carried by the FIRM and conforming to the minimum requirements set forth in the AGREEMENT.

**Section 10 – Level of Service**

The OWNER shall have the right to terminate said Agreement by giving the FIRM thirty (30) days written notice if the service that is being provided is not maintained at levels necessary to provide the required service. The OWNER will determine in its sole judgment what constitutes a satisfactory level of service.

**Section 11 – Indemnification**

The FIRM shall indemnify and hold harmless the Owner and its officers and employees as set forth in Section 11 of the Agreement.

IN WITNESS WHEREOF, this Work Authorization, consisting of  six (6)  pages and Attachment A has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

Dr. Marty Shank  
Printed Name of President

\_\_\_\_\_  
Date

Approved as to form and legality

\_\_\_\_\_  
District Counsel

**ENGINEER**

State of Florida  
County of Palm Beach

Globaltech, Inc.  
Company

The foregoing instrument was  
acknowledged before me on this

\_\_\_ day of \_\_\_\_\_, 2019 by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
who is personally known to me OR  
produced \_\_\_\_\_  
as identification.

Troy Lyn, P.E., Vice President  
Name and Title (typed or printed)

October 21, 2019  
Date

\_\_\_\_\_  
Signature of Notary

# **Attachment A**

## **Compensation Summary**

# ATTACHMENT A

CSID WA #167

## 2020 WWTP Abbreviated Capacity Analysis Report

### Engineering Budget Summary

Task	Task Description	E6	E2	CADD	Adm 3	Adm 1	Total Labor	*Expense/ Subconsult	Subconsult.
		\$175.00	\$105.00	\$105.00	\$75.00	\$50.00			
1	Project Management	4			4	4			
	Collect MOR's and other information	2	12						
	Compile/graph MOR data	4	12						
	Prepare drawings (1)	2	8	8					
	Prepare and submit draft CAR	2	16	4		4			
	Incorporate comments, prepare submit final CAR	2	10	8		4			
	RFI response		4						
	<b>Subtotal Task 1</b>	<b>16</b>	<b>62</b>	<b>20</b>	<b>4</b>	<b>12</b>	<b>12,310</b>		
	<b>PROJECT TOTAL</b>							<b>\$12,310.00</b>	

## **Tenth Order of Business**



**10B.**

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**October 21, 2019**

**PROJECTS UNDER CONTRACT**

**WA #131- HSP 7 Modifications – Closeout**

- Approved by Board – 1/22/18
- Project complete.

**WA #133 - Facility Arc-Flash Study – In Progress**

- Revised Draft Report submitted 10/30 – under review.
- Conditional Assessment submitted 11/16 – under review.
- Vulnerability Assessment delivered 11/28.
- Delivered Final Report 5/08/19
- Globaltech to prepare an amendment to Final Report addressing 4 off site wells
- Completion date 10/31/19

**WA#137 – High Service Pump 1 & 2 Improvement – Closeout**

- Approved by Board – 3/21/19
- Pump 1 returned to service.
- Pump 2 installed – startup scheduled for 10/14/19.
- Completion date – 10/31/19

**WA #140 – Dual Zone Monitor Well Construction – Closeout**

- Approved by Board – 6/18/18
- Addressing punch list items
- Amendment on current agenda returning unspent allowance
- Completion date – 10/18/19

**WA#152 – Deep Injection Well Operating Permits – Closeout**

- Approved by Board 11/26/18
- Final permit will be issued in October
- Completion date – 10/31/19

**WA #141 – Plant D Repair – In Progress**

- Approved by Board – 4/26/18
- Completed work on diffusers and conducted operational testing
- Completing punch list items
- Working on record drawings
- Startup scheduled by 10/18/19
- Project completion date – 10/31/19

**WA#162 – Production Well 9 VFD and Electrical Improvements – In Progress**

- Approved by Board 8/19/19
- Ordered panel (anticipated 5month delivery)
- Project completion date – 5/31/20

**Globaltech, Inc.  
CSID Engineer's Report  
October 21, 2019**

**PROJECTES UNDER CONTRACT (Cont.)**

**WA#163 – Production Well 5 Redevelopment – In Progress**

- Approved by Board 8/19/19
- Centerline Drilling mobilized to site 9/26/19
- Began well development 9/30
- Ordered wellhead – 10/14
- Completion date 11/30/19

**Work Authorizations Under Development**

WA#159 – Improvements to High Service Pump 7 Engine – On current agenda  
WA#164 – High Service Pump Building Drainage Improvements – Under development  
WA#165 – Site 13 Canal Bank Restoration – On current agenda  
WA#166 – Site 14 Canal Bank Assessment – On current agenda  
WA#167 – WWTP Capacity Analysis Report – On current agenda  
WA#xxx - PS 1 & 2 Hurricane Hardening – Under development