

**Coral Springs Improvement District**  
**December 17, 2018**  
**Agenda Package**



## Coral Springs Improvement District

December 10, 2018

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 December 17, 2018 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 November 26, 2018 Meeting
3. Audience Comments
4. Approval of Financial Statements for November 2018
5. Consideration of Truck Purchase for the Field Department (Tabled Item)
6. Consideration of Purchase of Cartridge Filters from Waco Filter Corporation Piggybacking Off of Palm Beach County
7. Consideration of Work Authorizations
  - A. Work Authorization #153 Hurricane Hardening Condition Assessment of Pump Stations #1 and #2 for a Total Cost of \$28,180
  - B. Work Authorization #156 for Production Well #8 Re-Development for a Total Cost of \$76,704
8. Consideration of Election Policy
9. Staff Reports
  - A. Manager – Ken Cassel
  - B. Engineer – Rick Olson
  - C. Department Reports
    - Operations – Dan Daly
      - Utility Billing Work Orders
    - Utilities Update (David McIntosh)
    - Water – Joe Stephens (Report Included)
    - Wastewater – Tim Martin (Report Included)
    - Stormwater – Shawn Frankenhauser (Report Included)
    - Field – Curt Dwiggins (Report Included)
    - Maintenance Report – Pedro Vasquez (Report Included)
    - Human Resources – Jan Zilmer
    - Motion to Accept Department Reports
  - D. Attorney
10. Supervisors' Requests
11. Adjournment



## Coral Springs Improvement District

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,

A handwritten signature in black ink that reads "Kenneth Cassel". The signature is written in a cursive style.

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**

A regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held on Monday, November 26, 2018 at 4:00 p.m. at the District Office, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Terry Lewis	District Counsel
Dan Daly	Director of Operations
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources (Via Telephone)
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Pedro Vasquez	Maintenance Department
Tim Martin	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department

*The following is a summary of the minutes and actions taken during the November 26, 2018 CSID Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cassel called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the October 15, 2018 Meetings**

Each Board member received a copy of the October 15, 2018 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the October 15, 2018 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreement for 488 94<sup>th</sup> Way**

Mr. Cassel and Mr. Dwiggins reviewed the request for an installation at the subject address. There is a sewer ‘Y’ connection at the corner of the property line, which the District has an easement for. If the District ever needs to access the sewer line, the fence may need to be removed.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor an encroachment agreement with the property owner of 488 94<sup>th</sup> Way was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for October 2018**

The Board reviewed the financial statements for October 2018.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the financials for October 2018 were approved.

**SIXTH ORDER OF BUSINESS**

**Budget Amendment Resolutions**

Ms. Rubio explained this is required 60 days after the close of the Fiscal Year and is done annually.

**A. Resolution 2019-1, Amending the Fiscal Year 2018 General Fund Budget**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2019-1, amending the Fiscal Year 2018 General Fund Budget, was adopted.

**B. Resolution 2019-2, Amending the Fiscal Year 2018 Water and Sewer Budget**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2019-2, amending the Fiscal Year 2018 Water and Sewer Budget, was adopted.

**SEVENTH ORDER OF BUSINESS**

**Discussion and Consideration of Election Policy**

The Board reviewed the draft Election Policy and the following was discussed:

- Proxy forms will be available 45 days prior to the landowner meeting.
- Delete the last sentence of the first paragraph under *Board of Supervisors Candidates*.
- Delete references to candidates’ names appearing on the proxy form in the first sentence of the *Board of Supervisors Candidates*.
- Add a statement in #2 on the second page that multiple proxies submitted by the same proxy holder for *different candidates* will both be rejected.

**EIGHTH ORDER OF BUSINESS**

**Discussion and Consideration of Revised Employee Handbook**

Mr. Zilmer reviewed the updates and revisions made to the Employee Handbook.

- Policies were added such as cell phone, workplace violence, domestic violence and concealed weapons.
- This version of the handbook can be easily updated as policies are added.
- The possibility of vacation payout was added.
- Sick leave was capped.
- Mr. Holland sent Mr. Daly a few corrections with regard to typos.
- Mr. St. Cavish requested the vacation accrual rates be changed so that they are not four digit numbers.
- Mr. St. Cavish noted *Statutes* needs to be singular under Section 5-16 on page 58 of the handbook.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the revised Employee Handbook was approved as amended.

**NINTH ORDER OF BUSINESS**

**Consideration of Award of Contract F-2019-01 for the Purchase of a Portable Air Compressor for the Field Department**

Mr. Dwiggins reviewed the bids for a portable air compressor and recommended awarding the bid to A&E Equipment Services for a total cost of \$14,565.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Contract F-2019-01 was awarded to A&E Equipment Services for a total cost of \$14,565.

**TENTH ORDER OF BUSINESS**

**Consideration of Change Order #1 with AP Engineering, Inc. for a Decrease of \$176.52**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Change Order #1 with AP Engineering, Inc. was approved for a decrease of \$176.52.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Truck Purchase for the Field Department**

Mr. Dwiggins reviewed the proposal for a 2019 Chevrolet Silverado 2500 HD double cab for a total cost of \$33,133, piggybacking off a bid from the Florida Sheriffs Association.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the purchase of a truck for the Field Department at a cost of \$33,133 was approved.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

- A. Amendment #1 to Work Authorization #129 for the WTP Fluoride Storage and Feed Improvements for Reimbursement of Unspent Allowance of \$5,000**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #129 for reimbursement of unspent allowance in the amount of \$5,000 was approved.



**B. Work Authorization #151 for Deep Injection Wells Operating Permit Renewal for a Total Cost of \$24,570**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #151 for a total cost of \$24,570 was approved.

**C. Work Authorization #152 for Membrane Plant ORP Analyzer for a Total Cost of \$45,347**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #152 for a total cost of \$45,347 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Truck Purchase for the Field Department (Continued)**

Mr. Dwiggins noted the amount approved for the truck does not include some additional items that are needed, such as bed liners. The amount budgeted for the truck is \$35,000.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the previous motion approving the purchase of a truck was amended to an amount not to exceed \$35,000.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported special counsel is still analyzing the data they received from the City of Coral Springs.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Truck Purchase for the Field Department (Continued)**

After further discussion by District Staff, this item was tabled for further review.

**B. Engineer – Rick Olson**

Mr. Olson distributed and reviewed an updated 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 informational purposes. Mr. Daly received a call from a resident complaining about noise during testing with FDEP.

November 26, 2018

Coral Springs Improvement District

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported FEMA has been provided with all the information they requested. They are moving the project to the next level by submitting it to the State.

- **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.

- **Wastewater – Tim Martin (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 Dwiggins (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**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the Department Reports were accepted.
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**D. Attorney**

Mr. Lewis reported the following:

- Commissioner Daley may want to meet with the District; however, Ms. Sherry Whitaker and Mr. John Hearn stated he does not have an interest. Mr. Lewis sent an email and is awaiting a response to discuss the upcoming legislative session.

November 26, 2018

Coral Springs Improvement District

- He spoke with Mr. John Hearn regarding Commissioner Vignola and the incident with the tree in the District’s right-of-way.

**FOURTEENTH ORDER OF BUSINESS                      Supervisors’ Requests**

The following was discussed:

- Mr. St. Cavish would like the District to move forward with planting trees in the passive park. He likes the idea of planting Italian Cypress trees without any plaques to mitigate traffic flow within the West Glen Community.
- Dr. Shank would like to add *dedicated to those who died* to the park sign.
- Mr. Cassel cautioned the Board that if they add anything else, it may turn it into a nuisance attraction, upsetting the residents of West Glen. Mr. Holland agreed.
- Mr. Cassel was directed to communicate with the HOA notifying them the District will move forward with planting the Italian Cypress trees.

**FIFTEENTH ORDER OF BUSINESS                      Adjournment**

There being no further business,

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

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Kenneth Cassel  
Assistant Secretary

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Martin Shank  
President

## **Fourth Order of Business**



# **CORAL SPRINGS IMPROVEMENT DISTRICT**

**FINANCIAL REPORTING – MEETING DECEMBER 17, 2018**

# **CORAL SPRINGS IMPROVEMENT DISTRICT**

FINANCIAL REPORTING FOR NOVEMBER 2018

DECEMBER 17, 2018

Board of Supervisors Meeting

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

**NOVEMBER 30, 2018**

DESCRIPTION	GENERAL FUND	WATER & SEWER FUND	GENERAL FIXED ASSETS	TOTALS
<b>ASSETS</b>				
Cash & Cash Equivalents				
Checking Accounts	\$ 335,896	1,578,637	\$ -	\$ 1,914,533
Cash on Hand	-	10,500	-	10,500
Money Market Accounts	2,132,390	7,266,102	-	9,398,492
Investments	2,741,112	9,860,234	-	12,601,346
Restricted Investments	-	5,256,597	-	5,256,597
Accounts Receivable	-	658,837	-	658,837
Unbilled Utility Revenues Receivable	-	767,049	-	767,049
Due from Other Funds	6,493	-	-	6,493
Prepaid Expenses	22,030	778,569	-	800,599
Deferred Outflow-2007 Series	-	1,715,296	-	1,715,296
Land	-	361,739	553,200	914,939
Easements	-	394,998	-	394,998
Meters in Field (Net)	-	1,104,523	-	1,104,523
Machinery & Equipment (Net)	-	311,125	690,470	1,001,595
Imp. Other than Bldgs. (Net)	-	51,093,888	6,653,990	57,747,878
Buildings (Net)	-	146,993	-	146,993
Construction in Progress	-	2,467,497	-	2,467,497
<b>TOTAL ASSETS</b>	<b>\$ 5,237,921</b>	<b>\$ 83,772,584</b>	<b>\$ 7,897,660</b>	<b>\$ 96,908,165</b>

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

**NOVEMBER 30, 2018**

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

Accounts Payable	\$ -	\$ 17,378	\$ -	\$ 17,378
Contracts Payable	-	-	-	-
Retainage Payable	-	-	-	-
Accrued Int Payable-2016 Series	-	613,213	-	613,213
Accrued Wages Payable	24,590	114,739	-	139,329
Accrued Vac/Sick Time Payable	-	236,396	-	236,396
Pension Payable	-	-	-	-
Utility Tax Payable	-	51,902	-	51,902
Payroll Taxes Payable	-	-	-	-
Deposits	40,000	556,730	-	596,730
Deferred Revenues	-	-	-	-
Due to Other Funds	-	7,455	-	7,455
Net OPEB Obligation	-	255,067	-	255,067
Bonds Payable-2016 Series	-	40,210,000	-	40,210,000

<b>TOTAL LIABILITIES</b>	<b>\$ 64,590</b>	<b>\$ 42,062,880</b>	<b>\$ -</b>	<b>\$ 42,127,470</b>
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**FUND BALANCE / NET POSITION**

Fund Balance:				
Unspendable	22,030	-	-	22,030
Assigned	3,584,166	-	-	3,584,166
Unassigned	1,567,135.00	-	-	1,567,135
Net Position	-	41,709,704	-	41,709,704
Investment in GFA	-	-	7,897,660	7,897,660

<b>TOTAL FUND BALANCE/ NET ASSETS</b>	<b>\$ 5,173,331</b>	<b>\$ 41,709,704</b>	<b>\$ 7,897,660</b>	<b>\$ 54,780,695</b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 5,237,921</b>	<b>\$ 83,772,584</b>	<b>\$ 7,897,660</b>	<b>\$ 96,908,165</b>
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**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND**

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

**For the Period Ending November 30, 2018**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 11/30/2018	ACTUAL 2 MONTHS ENDING 11/30/2018	VARIANCE FAVORABLE (UNFAVORABLE)
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**REVENUES**

Assessments (Net)	\$ 3,849,956	\$ 497,219	\$ 497,219	\$ -
Permit Review Fees	1,000	500	500	-
Interest Income	20,000	12,187	12,187	-
Shared Personnel Revenue	33,896	5,646	5,646	-
Miscellaneous Revenue	-	-	-	-
Carry Forward Assigned Funds	92,885	-	-	-

<b>TOTAL REVENUES</b>	<b>\$ 3,997,737</b>	<b>\$ 515,552</b>	<b>\$ 515,552</b>	<b>\$ -</b>
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**EXPENDITURES**

**ADMINISTRATIVE**

Supervisor Fees	\$ 7,200	\$ 1,200	\$ 1,200	\$ -
Salaries/Wages	133,908	25,752	26,440	(688)
Special Pay	238	-	-	-
FICA Taxes	10,796	2,076	2,117	(41)
Pension Expense	16,069	3,090	3,170	(80)
Health Insurance	54,611	9,102	5,924	3,178
Workers Comp. Ins.	379	63	91	(28)
Engineering Fees	30,000	5,000	1,094	3,906
Legal Fees	60,000	10,000	7,684	2,316
Special Consulting Services	100,000	16,667	8,576	8,091
Annual Audit	10,500	5,800	5,800	-
Actuarial Computation-OPEB	2,772	-	-	-
Management Fees	57,313	9,553	9,553	-
Telephone Expense	3,334	556	276	280
Postage	668	111	52	59
Printing & Binding	1,260	210	105	105
Administrative Building Cost	12,000	2,000	1,000	1,000
Insurance	1,179	197	136	61
Legal Advertising	2,000	333	-	333
Contingencies/Other Current Charges	1,000	167	131	36
Paver Incentive Program	12,500	2,083	-	2,083
Computer Expense/Technology	29,400	4,900	1,250	3,650
Digital Record Management	1,000	167	-	167
Office Supplies	7,125	1,188	794	394
Dues, Subscriptions, etal.	7,800	175	175	-
Promotional Expenses	8,400	-	-	-
Capital Purchases	-	-	-	-

<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 571,452</b>	<b>\$ 100,390</b>	<b>\$ 75,568</b>	<b>\$ 24,822</b>
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**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND**

Statement of Revenues, Expenditures and Change in Fund Balance

For the Period Ending November 30, 2018

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 11/30/2018	ACTUAL 2 MONTHS ENDING 11/30/2018	VARIANCE FAVORABLE (UNFAVORABLE)
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**FIELD OPERATIONS**

Salaries and Wages	\$ 278,553	\$ 53,568	\$ 52,161	\$ 1,407
Special Pay	813	-	-	-
FICA Taxes	21,309	4,098	3,931	167
Pension Expense	33,426	6,428	6,266	162
Health Insurance	88,849	14,808	6,451	8,357
Worker's Comp. Insurance	15,433	2,572	2,549	23
Water Quality Testing	3,000	500	-	500
Communications-Radios/Cellphones	1,872	312	99	213
Electric	1,411	235	56	179
Rentals & Leases	-	-	-	-
Insurance	14,845	2,474	1,632	842
R & M - General	54,010	9,002	1,788	7,214
R & M - Culvert Inspection & Cleaning	69,500	11,583	-	11,583
R & M - Canal Dredging & Maintenance	25,000	4,167	-	4,167
R & M - Vegetation Management	15,000	2,500	-	2,500
Operating Supplies - General	3,825	638	176	462
Operating Supplies - Chemicals	114,659	19,110	-	19,110
Operating Supplies - Uniform	1,823	304	131	173
Operating Supplies - Motor Fuels	51,705	8,618	852	7,766
Dues, Licenses, Schools	3,752	625	390	235
Capital Outlay-Equipment	27,500	-	-	-
Capital Improvements	1,000,000	-	-	-

<b>TOTAL FIELD</b>	<b>\$ 1,826,285</b>	<b>\$ 141,542</b>	<b>\$ 76,482</b>	<b>\$ 65,060</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$ 2,397,737</b>	<b>\$ 241,932</b>	<b>\$ 152,050</b>	<b>\$ 89,882</b>
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**RESERVES**

Reserved for 1st Qtr. Operating	350,000	58,333	-	58,333
Reserved for Projects & Emergencies	250,000	41,667	-	41,667
Storm Damages Reserves	1,000,000	166,667	-	166,667

<b>TOTAL RESERVES</b>	<b>\$ 1,600,000</b>	<b>\$ 266,667</b>	<b>\$ -</b>	<b>\$ 266,667</b>
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<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>\$ 3,997,737</b>	<b>\$ 508,599</b>	<b>\$ 152,050</b>	<b>\$ 356,549</b>
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<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES &amp; RESERVES</b>	<b>\$ -</b>		<b>\$ 363,502</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>\$ 5,173,331</b>	
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**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets  
For the Period Ending November 30, 2018**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 11/30/2018	ACTUAL 2 MONTHS ENDING 11/30/2018	VARIANCE FAVORABLE (UNFAVORABLE)
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**REVENUES**

Water Revenue	\$ 6,467,008	1,077,835	\$ 1,072,672	\$ (5,163)
Sewer Revenue	5,852,977	975,496	961,732	(13,764)
Standby Revenue	3,120	520	520	-
Processing Fees	12,000	2,000	2,740	740
Lien Information Fees	9,000	1,500	2,550	1,050
Delinquent Fees	290,000	48,333	53,700	5,367
Contract Utility Billing Services	59,620	9,940	9,940	-
Contract HR & Payroll Services	12,902	2,152	2,152	-
Facility Connection Fees	-	-	8,320	8,320
Meter Fees	-	-	4,892	4,892
Line Connection Fees	-	-	21,400	21,400
Interest Income-Restricted	-	-	16,602	16,602
Interest Income-Operations	65,000	10,833	49,418	38,585
Rent Revenue	63,304	10,554	10,554	-
Technology Sharing Revenue	15,000	2,500	2,500	-
Misc. Revenues	12,000	1,267	1,267	-
Renewal & Replacement	365,000	-	-	-
Carryforward Prior Yr. Fund Balance	4,372,639	470,235	470,235	-
<b>TOTAL REVENUES</b>	<b>\$ 17,599,570</b>	<b>\$ 2,613,165</b>	<b>\$ 2,691,194</b>	<b>\$ 78,029</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets  
For the Period Ending November 30, 2018**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 11/30/2018	ACTUAL 2 MONTHS ENDING 11/30/2018	VARIANCE FAVORABLE (UNFAVORABLE)
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**EXPENSES**

**ADMINISTRATIVE**

Salaries and Wages	\$ 1,002,793	\$ 192,845	\$ 175,702	\$ 17,143
Special Pay	2,252	-	-	-
FICA Taxes	76,713	14,753	13,333	1,420
Pension Expense	120,335	20,056	20,923	(867)
Health Insurance	199,390	33,232	28,318	4,914
Workers Comp. Insurance	2,707	451	356	95
Unemployment Compensation	4,000	667	-	667
Engineering Fees	33,600	5,600	-	5,600
Trustee/Other Debt Expenses	10,740	9,159	9,159	-
Legal Fees	36,000	6,000	2,580	3,420
Special Consulting Services	90,570	15,095	-	15,095
Travel & Per Diem (Board)	4,500	750	-	750
Annual Audit	12,000	8,700	8,700	-
Actuarial Computation - OPEB	2,700	-	-	-
Management Fees	85,973	14,367	14,367	-
Telephone Expense	12,810	2,135	1,986	149
Postage	36,200	6,033	2,282	3,751
Printing & Binding	21,970	3,662	2,212	1,450
Electric Expense	12,000	2,000	1,049	951
Rentals and Leases	3,075	512	167	345
Insurance	15,288	2,548	-	2,548
Repair and Maintenance	16,970	2,828	2,617	211
Legal Advertising	13,800	2,300	112	2,188
Other Current Charges	27,060	4,510	3,222	1,288
Merchant Fees	68,700	11,450	10,973	477
Computer/Technology Expenses	63,831	10,639	2,541	8,098
Employment Ads	18,840	3,140	880	2,260
Toilet Rebate	14,850	2,475	1,584	891
Office Supplies	4,000	667	265	402
Dues, Licenses, Schools & Permits	12,000	-	-	-
Promotional Expenses	18,310	2,160	2,160	-
Capital Outlay	50,000	-	-	-
<b>Total Administrative</b>	<b>\$ 2,093,977</b>	<b>\$ 378,734</b>	<b>\$ 305,488</b>	<b>\$ 73,246</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets  
For the Period Ending November 30, 2018**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 11/30/2018	ACTUAL 2 MONTHS ENDING 11/30/2018	VARIANCE FAVORABLE (UNFAVORABLE)
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**PLANT OPERATIONS**

Salaries and Wages	\$ 1,715,618	\$ 329,927	\$ 284,965	\$ 44,962
Special Pay	2,702	-	-	-
FICA Taxes	131,244	25,239	21,796	3,443
Pension Expense	203,124	39,062	32,470	6,592
Health Insurance	334,514	55,752	47,234	8,518
Workers Comp. Insurance	59,877	9,980	10,257	(277)
Water Quality Testing	72,066	12,011	-	12,011
Telephone Expense	9,864	1,644	1,033	611
Electric Expense	678,409	113,068	55,062	58,006
Rentals and Leases	13,900	2,317	-	2,317
Insurance	158,849	26,475	19,903	6,572
Repair & Maint-General	694,656	115,776	55,017	60,759
Repair & Maint-Filters for Water Plant	705,050	275,521	275,521	-
Sludge Management - Sewer	150,000	25,000	9,943	15,057
Office Supplies	2,765	461	166	295
Operating Supplies - General	95,675	15,946	3,084	12,862
Operating Supplies - Chemicals	408,767	68,128	33,597	34,531
Uniforms	9,255	1,543	860	683
Motor Fuels	81,756	13,626	807	12,819
Dues, Licenses, Schools & Permits	71,212	446	446	-
Capital Outlay	3,276,430	632,558	632,558	-
Renewal & Replacement	365,000	-	-	-
<b>TOTAL PLANT OPERATIONS</b>	<b>\$ 9,240,733</b>	<b>\$ 1,764,480</b>	<b>\$ 1,484,719</b>	<b>\$ 279,761</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets  
For the Period Ending November 30, 2018**

	<b>ADOPTED BUDGET FY 2018-2019</b>	<b>PRORATED BUDGET THRU 11/30/2018</b>	<b>ACTUAL 2 MONTHS ENDING 11/30/2018</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>FIELD OPERATIONS</b>				
Salaries and Wages	\$ 748,175	\$ 143,880	\$ 122,757	\$ 21,123
Special Pay	1,459	-	-	-
FICA Taxes	57,235	11,007	9,277	1,730
Pension Expense	89,780	17,265	14,085	3,180
Health Insurance	206,450	34,408	26,293	8,115
Workers Comp. Insurance	34,864	5,811	7,045	(1,234)
Water Quality Testing	1,000	167	-	167
Naturescape Irrigation Service	4,679	780	-	780
Telephone Expense	10,800	1,800	2,250	(450)
Electric Expense	114,735	19,122	7,922	11,200
Rent Expense	17,480	2,913	-	2,913
Rent Expense - SCADA	56,040	9,340	9,340	-
Insurance	22,206	3,701	2,606	1,095
Repairs and Maintenance	97,468	16,245	3,870	12,375
R&M Vehicles	20,000	3,333	5,896	(2,563)
R&M Generators	26,083	4,347	8,108	(3,761)
R&M Lift Stations	168,850	28,142	6,747	21,395
Meters	49,340	8,223	4,538	3,685
Office Supplies	1,680	280	169	111
Operating Supplies - General	61,295	10,216	7,036	3,180
Uniforms	5,820	970	551	419
Motor Fuels	28,580	4,763	4,859	(96)
Dues, Licenses, Schools & Permits	13,296	626	626	-
Capital Outlay	1,324,000	94,922	94,922	-
Renewal & Replacement	-	-	-	-
<b>TOTAL FIELD OPERATIONS</b>	<b>\$ 3,161,315</b>	<b>\$ 422,261</b>	<b>\$ 338,897</b>	<b>\$ 83,364</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 14,496,024</b>	<b>\$ 2,565,475</b>	<b>\$ 2,129,104</b>	<b>\$ 436,371</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets**

**For the Period Ending November 30, 2018**

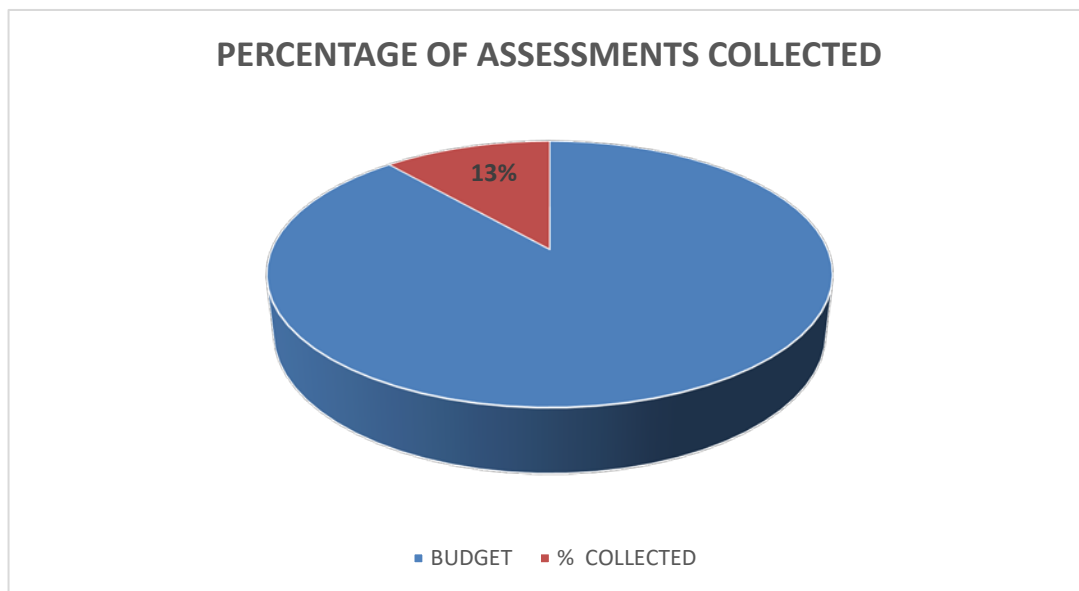
	<b>ADOPTED BUDGET FY 2018-2019</b>	<b>PRORATED BUDGET THRU 11/30/2018</b>	<b>ACTUAL 2 MONTHS ENDING 11/30/2018</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>RESERVES</b>				
Required Reserve for R & R	-	-	-	-
<b>TOTAL OPERATING EXP &amp; RESERVE</b>	<b>\$ 14,496,024</b>	<b>\$ 2,565,475</b>	<b>\$ 2,129,104</b>	<b>\$ 436,371</b>
<b>AVAILABLE FOR DEBT SERVICE</b>	<b>\$ 3,103,546</b>		<b>\$ 562,090</b>	
<b>DEBT SERVICE</b>				
<b>Principal</b>				
2016 Series	1,595,000	265,830	265,830	-
<b>Interest</b>				
2016 Series	1,226,405	204,405	204,405	-
<b>Total Debt Service</b>	<b>\$ 2,821,405</b>	<b>\$ 470,235</b>	<b>\$ 470,235</b>	<b>\$ -</b>
<b>Excess Revenues (Expenses)</b>	282,141		91,855	
<b>TOTAL DEBT SERV &amp; RESERVES</b>	<b>3,103,546</b>		<b>562,090</b>	
<b>Net Assets Beginning</b>			\$ 41,617,849	
<b>Net Assets Ending</b>			<b>\$ 41,709,704</b>	

<b>SUMMARY OF OPERATIONS &amp; DEBT SERVICE COVERAGE</b>		<b>AMOUNT</b>
<b>REVENUES</b>		<b>\$ 2,691,194</b>
<b>OPERATING EXENDITURES</b>		
Operating Expenditures-Admin		305,488
Operating Expenditures-Plant		1,484,719
Operating Expenditures-Field		338,897
<b>TOTAL OPERATING EXENDITURES</b>		<b>\$ 2,129,104</b>
Reserve Required for Future Debt Service		-
<b>TOTAL OPERATING EXPENDITURES &amp; RESERVES</b>		<b>\$ 2,129,104</b>
AVAILABLE FOR DEBT SERVICE		\$ 562,090
LESS: DEBT SERVICE		470,235
<b>EXCESS REVENUES (EXP)</b>		<b>\$ 91,855</b>
		<b>Debt Service Coverage 1.20</b>

## CORAL SPRINGS IMPROVEMENT DISTRICT ASSESSMENT COLLECTIONS FOR FYE 2018-2019

NOVEMBER 30, 2018

DATE	Assessments Collected (net of all Commissions & Fees)
10/31/2018	\$ -
11/30/2018	497,219
<b>TOTALS</b>	<b>\$ 497,219</b>





## CORAL SPRINGS IMPROVEMENT DISTRICT

### CHECK REGISTERS

**NOVEMBER 2018**

FUND	CHECK DATE	CHECK No.	AMOUNT
General Fund	11/01/2018 thru 11/30/2018	#4775 - #4796	\$ 131,193.88
<b>Total</b>			<b>\$ 131,193.88</b>

Water and Sewer	11/01/2018 thru 11/30/2018	#26295 - #26428	\$ 1,278,003.04
<b>Total</b>			<b>\$ 1,278,003.04</b>

## CHECK REGISTER – GENERAL FUND

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/06/18	00249			ANNUAL SPEC DIST FEE FY19 FL DEPT OF ECONOMIC OPPORTUNITY			175.00	004775
11/06/18	00023			12000 SW 1ST ST PS 2 121 NW 93RD TER PS 1	FLORIDA POWER & LIGHT CO.		56.46	004776
11/06/18	00059			3 LICENSE PLATES/1 BOAT	FRANKENHAUSER, SHAWN		117.55	004777
11/06/18	00284			SUNSHINE 50% PINETREE 25% CSID-GF 25%	WASTE PRO-POMPANO		2,677.91	004778
11/15/18	01151			PARK PROPERTY 10/2018	BECKER & POLIAKOFF, P.A.		8,575.73	004779
11/15/18	01164			SERVICE CALL-ORDER 62691	CYPRESS TRACE SECURITY INC.		49.95	004780
11/15/18	00248			LEGAL SERVICES 10/2018	LEWIS, LONGMAN & WALKER, P.A.		7,683.86	004781
11/15/18	01165			COPIER LEASE #7232 11/18 COPIER READS #7232 11/18	XEROX		34.28	004782
11/29/18	99999			VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	004783
11/29/18	00051			UNIFORM RENTAL 10/18 GASOLINE-GAS 10/18 GASOLINE-DIESEL 10/2018 SPRINT 10/18 SAM'S CLUB-FIELD SUP10/18 TELEPHONE 10/18 POSTAGE 10/18 PRINT & BINDING 10/18 RENT 10/18 TECHNOLOGY SHARING 10/18 OFFICE SUPPLIES HEALTH INS..ADMIN 10/2018 HEALTH INS..FIELD 10/2018 AMX-SFAPMS-MEMBERSHIP-1 EE FISH WINDOW CLEANING HOME DEPOT-FLOOR DEGREASE J.HERBERT-CRANE INSPECTIO OFFICE SUPPLIES SUNSENTINEL-NOT MEETINGS EGIS-WC INSURANCE EGIS-WC INSURANCE EGIS-LIAB/PRO-ADMIN INS EGIS-LIAB/PRO-DRAINAGE	CORAL SPRINGS IMPROVEMENT DIST WS		42,881.26	004784
11/29/18	00080			AMT DUE WS 11/29/2018	CORAL SPRINGS IMPROVEMENT DIST WS		52,997.08	004785
11/29/18	00266			FIRE ALARM INSPECT-GF	FIRE & SECURITY SOLUTIONS, INC.		112.50	004786
11/29/18	00257			OUTBACK SWM REVIEW10/2018	GLEN HANKS CONSULTING ENGINEERS		306.25	004787
11/29/18	00257			OUTBACK 10/2018	GLEN HANKS CONSULTING ENGINEERS		656.25	004788

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/29/18	00257				ATLANTIC CROSSINGS 10/18	GLEN HANKS CONSULTING ENGINEERS		3,937.50	004789
11/29/18	00257				RAMBLEWOOD SQUARE 10/2018	GLEN HANKS CONSULTING ENGINEERS		350.00	004790
11/29/18	00257				ANIMAL HOSPITAL 10/2018	GLEN HANKS CONSULTING ENGINEERS		1,006.25	004791
11/29/18	00257				MISC SERVICES 10/2018	GLEN HANKS CONSULTING ENGINEERS		1,093.75	004792
11/29/18	00006				BLADES/CHAPS WHEEL HUB	GREEN THUMB LAWN & GARDEN LLC		289.38	004793
11/29/18	01159				MANAGEMENT FEES 11/2018	INFRAMARK, LLC		4,776.00	004794
11/29/18	00099				BAL.DUE FYE 2018 AUDIT	KEEFE, MCCULLOUGH & CO., LLP		3,200.00	004795
11/29/18	00158				WHEEL HUB BEARINGS	POMPANO BEACH MARINE CENTER, INC		216.92	004796
							TOTAL FOR BANK G	131,193.88	
							TOTAL FOR REGISTER	131,193.88	

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## **CHECK REGISTER – WATER & SEWER**

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #	
11/02/18	01633			CHAIN LINK FENCE-CORRAL ACE FENCE			975.00	026295	
11/02/18	99999			VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	026296	
11/02/18	99999			VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	026297	
11/02/18	01130			AMAZON-CHECK TONER-MICR AMAZON-HOLE ANCHOR-LS JUST TABLES/CHAIRS-LUNCH AMAZON-CHECK TONER MICR ANTHONYS-MANAGERS MEETING POSTAGE-SEIF LETTERS-GF PAYPAL-IPHONE CLIP 1-800 FLOWERS-DAVIDS DAD PROMOTION DISCOUNT SERVICE CHARGE PAYPAL-CLIP REFUND ZAGARAPIZZA-FYE2019 LUNCH HRDIRECT-ADMIN HR SUPP DOLLAR TREE-MISC-EE PUBLIX-T.G.GIFTCARDS PUBLIX-T.G.GIFTCARDS-WTR PUBLIX-T.G.GIFTCARDS-WW PUBLIX-T.G.GIFTCARD-MAINT PUBLIX-T.G.GIFTCARD-FIELD PUBLIX-T.G.GIFTCARDS-GF PUBLIX-T.G.GIFTCARD-MAIL SUPERMEDIA-10 TONERS FRANCO TYP-POSTAGE-REFILL JUST TABLES-RENTAL JUST TABLES-RENTAL FLEETIO-MONTHLY FEE MCAFEE-ANTIVIRUS-3COMPUTE PUBLIX-T.G.GIFTCARDS-PT					
11/05/18	01194			AMERICAN EXPRESS		3,983.64	026298		
11/05/18	01354			AC-018 FREON AIR AMERICA AIR CONDITIONING, LLC		210.30	026299		
11/05/18	00169			GAP INS-PTREE 09/20/2018 GAP INS-W/H 10/04/2018 GAP INS-PTREE 10/18/2018 GAP INS-W/H 10/18/2018 GAP INS-BOARD 10/31/2018	AMERICAN PUBLIC LIFE INSURANCE	870.00	026300		
11/05/18	00889			WELL MAINT-WELLS 4-11	AQUIFER MAINT & PERFORMANCE SYSTEMS	4,142.50	026301		
11/05/18	00352			BOLTS-CREDIT MISC BOLTS	BROWARD BOLT	58.32	026302		
11/05/18	01256			UTILITY TAXES 10/2018	CITY OF CORAL SPRINGS	50,404.75	026303		
11/05/18	01598			SOD SOD	CORAL SPRINGS NURSERY, INC.	901.00	026304		
				HYDRANT PARTS	CORE & MAIN LP	682.50	026305		

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/05/18	01452				HSP 8 & 9-NEW SWITCHES METER CALIBRATIONS	DELTA CONTROLS		2,452.00	026306
11/05/18	00018				LS #18-PART WATER BREAK PARTS WATER BREAK PARTS WATER BREAK PARTS	FEI-POMPANO BEACH,FL WW # 125		756.42	026307
11/05/18	00179				INSTRUMENT PART FREIGHT	HACH COMPANY		367.61	026308
11/05/18	01329				IRA-10/30/18 PLAN 705880	VANTAGEPOINT TRANSFER AGENTS-705880		835.00	026309
11/05/18	01602				FICA EXPENSE 10/2018	MUTUAL OF OMAHA COMPANIES		175.32	026310
11/05/18	01434				CUST SER.BUSINESS CARDS	MICHAEL PEAKE		78.00	026311
11/05/18	01628				UNIT=141 OIL CHANGE UNIT=011 REPAIRS UNIT=045 REPAIRS UNIT=045 AC REPAIR	POPS GARAGE		3,327.34	026312
11/05/18	01410				METER REPLACEMENT	RG3 METER COMPANY		2,892.18	026313
11/05/18	00551				BELT PRESS-LS PARTS	RICE PUMP & MOTOR INC		528.04	026314
11/05/18	01571				PEST CONTROL-ADMIN 10/18 PEST CONTROL-MAINT 10/18	SAMCO PEST SOLUTIONS		250.00	026315
11/05/18	01175				UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD 10/31/18 UNIFORMS-GF 10/31/18	UNIFIRST CORPORATION		205.30	026316
11/05/18	01561				PRINCIPAL 2016 SER 11/18	US BANK		132,916.67	026317
11/05/18	01562				INTEREST 2016 SER 11/18	US BANK		102,200.40	026318
11/05/18	00441				METER FLANGES FREIGHT	USA BLUEBOOK		147.86	026319
11/05/18	01264				ADMIN PHONE 11/18 WASTE PHONE 11/18 FIELD PHONE 11/18	WINDSTREAM COMMUNICATIONS, LLC		225.04	026320
11/05/18	01264				ADMIN PHONE 11/18 FIELD PHONE 11/18	WINDSTREAM COMMUNICATIONS, LLC		169.06	026321
11/07/18	88888				400048708 DALY KEITH	KEITH DALY		125.93	026322
11/07/18	88888				100726707 *UNTCH JONATHAN	*JONATHAN UNTCH		61.93	026323
11/07/18	88888				100748103 DEUS GUADALUPE	GUADALUPE DEUS		61.80	026324

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CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO NUMBER YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/07/18	88888		710009305 BARANSKI JAMES	JAMES BARANSKI			40.93	026325
11/07/18	88888		010617910 *BRUN CARMIE	*CARMIE BRUN			48.82	026326
11/07/18	88888		011670306 REAL ESTATE HOM	REAL ESTATE HOME SALES INC			250.51	026327
11/07/18	88888		120405709 NATION STAR	NATION STAR			36.93	026328
11/07/18	88888		020412709 GREENVIEW PROPE	GREENVIEW PROPERTY MGMT			176.93	026329
11/07/18	88888		520938510 HOWE CHRISTOPHE	CHRISTOPHER HOWE			61.93	026330
11/07/18	88888		730044810 LEWIS DAWN	DAWN P LEWIS			61.93	026331
11/07/18	88888		730079911 *PIORKOWSKI HUG	*HUGH PIORKOWSKI			61.93	026332
11/07/18	88888		540258705 FRANZESE WILLIA	WILLIAM FRANZESE			38.07	026333
11/07/18	88888		140739911 MR COOPER	MR COOPER			138.86	026334
11/07/18	88888		350086805 HARNER SUSAN	SUSAN HARNER			61.93	026335
11/07/18	88888		250285018 *CLIFT DAVID/MI	*DAVID/MICHELE CLIFT			39.67	026336
11/07/18	88888		650435104 MICHAEL DENISSE	DENISSE MICHAEL			52.43	026337
11/07/18	88888		360560205 SAMPSON FRED/BE	FRED/BEVERLY SAMPSON			61.93	026338
11/07/18	88888		060641612 *MOREIRA LARISS	*LARISSA MOREIRA			156.79	026339
11/07/18	88888		770274706 RIESCHER COREY	COREY/MELISSA RIESCHER			49.66	026340
11/07/18	88888		380064804 TORRES JACQUELI	JACQUELINE TORRES			172.85	026341
11/07/18	88888		080760307 *PIETRI JORGE	*JORGE PIETRI			61.93	026342
11/07/18	88888		390132708 WEXLER STEVEN	STEVEN WEXLER			120.00	026343
11/07/18	88888		290392306 *SILVA GUSTAVO	*GUSTAVO SILVA			61.93	026344
11/07/18	88888		390660707 BARRERA MARIANE	MARIANELLA/FABIOLA BARRERA			36.93	026345
11/07/18	88888		890898604 MCNEILL JANE	JANE MCNEILL			161.82	026346
11/07/18	88888		890921107 GENEVA HOLDINGS	GENEVA HOLDINGS			61.93	026347
11/07/18	88888		970664108 BILLING REFUND	*PATRICK/DEBORAH JONES			50.31	026348
11/07/18	01627		FREIGHT	TORAY MEMBRANE USA, INC.			9,870.12	026349
11/09/18	99999		VOID CHECK	*****INVALID VENDOR NUMBER*****			.00	026350
11/09/18	00033		PAINT-GENERATOR 4					

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CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
				PAINT-GENERATOR 4 CANOPY-GENERATOR WORK HSP ROOM SCREENS SUPPLIES HSP-SUPPLIES MISC ITEMS TOOLS-GENERATORS TIMER FOR MOTOR SUPPLIES PIPE RACK EXTERIOR LIGHTS-WWTP TOOLS SUPPLIES SOD LIGHTING WS OFFICE WELDING MACH-SUPPLIES SUPPLIES-WELDING MACH DEGAS SYSTEM-SUPPLIES DEGAS SYSTEM-SUPPLIES SHOP SUPPLIES TOOLS SPRINKLERS-SUPPLIES SOD PLANT PARTS	HOME DEPOT		2,832.93	026351
11/14/18	00822							
				AFLAC-W/H 11/18 AFLAC-PTREE 11/18	AFLAC	4,546.83	026352	
11/14/18	00005							
				COT-SOD HYPO 58% COT-SOD HYPO 42%	ALLIED UNIVERSAL CORP.	2,469.22	026353	
11/14/18	01373							
				ADMIN DENTAL 12/18 WATER DENTAL 12/18 WW DENTAL 12/18 MAINT DENTAL 12/18 FIELD DENTAL 12/18 DENTAL..CSID-GF 12/18 DENTAL..PINETREE 12/18	AMERITAS LIFE INSURANCE CORP-DENTAL	4,818.88	026354	
11/14/18	01374							
				ADMIN VISION 12/18 WATER VISION 12/18 WW VISION 12/18 MAINT VISION 12/18 FIELD VISION 12/18 VISION..CSID-GF 12/18 VISION..PINETREE 12/18	AMERITAS LIFE INSURANCE CORP-VISION	943.80	026355	
11/14/18	00694							
				TECH SUPP 09/26-10/25/18	ASSOCIATED SYSTEMS, INC.	1,185.00	026356	
11/14/18	01578							
				INTERNET CONNECTION 11/18	BLUE STREAM	169.80	026357	
11/14/18	01617							
				DRIVEWAY SEAL-5TH PL	BROWARD SEALCOAT SERVICES	198.00	026358	
11/14/18	01503							
				BELT PRESS LS-REPAIRS	CONDO ELECTRIC MOTOR REPAIR CORP.	2,991.25	026359	
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CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/14/18	01327			RENTAL-LS			4,670.00	026360
11/14/18	01452			DATA FLOW SYSTEMS, INC				
				PLANT E-TROUBLESHOOT				
				GEN 4-NEW PRESSURE SENSOR	DELTA CONTROLS		472.00	026361
11/14/18	01007			AD-TECHICIAN-WW			440.00	026362
11/14/18	00023			FLORIDA WATER RESOURCES JOURNAL				
				ADMIN ELECTRIC 10/18				
				PLT-WATER ELECTRIC 10/18				
				PLT-WASTE ELECTRIC 10/18				
				FIELD ELECTRIC 10/18	FLORIDA POWER & LIGHT CO.		64,032.47	026363
11/14/18	01634			ACTUARY 10/30/2018	GABRIEL ROEDER SMITH & COMPANY		3,500.00	026364
11/14/18	00377			JOHN DEERE-OIL CHANGE	GREEN THUMB LAWN & GARDEN LLC		59.46	026365
11/14/18	00514			SLUDGE MGMT SEWER 10/18	H & H LIQUID SLUDGE DISPOSAL, INC.		9,943.00	026366
11/14/18	01515			ASPHALT	HARDRIVES ASPHALT COMPANY		427.39	026367
11/14/18	01535			SODIUM HYDROXIDE				
				CORROSION INHIBITOR				
				AMMONIUM SULFATE	HAWKINS, INC.		3,756.50	026368
11/14/18	01172			CARPET CLEAN-WW				
				CARPET CLEAN-CANAL				
				CLEAN-ADMIN BLDG & STEPS	TIMOTHY W. HOUSE		1,444.00	026369
11/14/18	01329			IRA-11/13/18 PLAN 705880	VANTAGEPOINT TRANSFER AGENTS-705880		835.00	026370
11/14/18	01093			MONTHLY MAINT-NOV	JLS LANDSCAPE SERVICES, INC.		3,901.41	026371
11/14/18	01302			LEGAL SERVICES 10/2018	LEWIS, LONGMAN & WALKER, P.A.		2,580.00	026372
11/14/18	01051			EMERGENCY LIGHT-BATTERY	LIGHT BULBS UNLIMITED		29.90	026373
11/14/18	00044			STATIONARY-THANKSGIVING	OFFICE DEPOT BUSINESS CREDIT		21.27	026374
11/14/18	01150			2 CASES COPY PAPER				
				RULERS/SELF-INKING STAMP				
				BINDERS-2 ACCOUNTING	OFFICE DEPOT		86.58	026375
11/14/18	00683			PORTABLE GEN 4-DIAGNOSE	OK GENERATORS		527.50	026376
11/14/18	00045			UNIT=118 WASHER PUMP	PEP BOYS		16.14	026377
11/14/18	01628			UNIT=028 IGNITION COIL	POPS GARAGE		99.95	026378
11/14/18	01419			REIMB TO \$7,000 10/31/18	POSTMASTER		2,507.73	026379
11/14/18	01416			UTIL STMTS 10/2018				
				ADD'L METERED POSTAGE	PRIDE ENTERPRISES		1,154.38	026380
11/14/18	00194			LS 9 & 13-HYDRA VAC				

CSID -----CSID---- MARTHAR

CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/14/18	00053				FUEL SURCHARGE	SHENANDOAH GENERAL CONSTRUCTION		6,225.00	026381
11/14/18	00200				PAINT-HSP ROOM	SHERWIN-WILLIAMS		36.75	026382
11/14/18	01175				WORKSHOP-HR POLICIES NOTICE OF MEETING	SUN-SENTINEL (SOUTH FLORIDA)		227.25	026383
11/14/18	01065				UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD UNIFORMS-GF 11/07/18	UNIFIRST CORPORATION		205.30	026384
11/14/18	01564				2016 BONDS	US BANK		9,158.75	026385
11/14/18	01529				LEVY LOANS PER 11-13-2018	US DEPARTMENT OF EDUCATION		225.54	026386
11/14/18	01264				TRASH SERVICES-10/18	WASTE PRO-POMPANO		484.96	026387
11/14/18	01264				ADMIN PHONE 11/18 FIELD PHONE 11/18	WINDSTREAM COMMUNICATIONS, LLC		700.56	026388
11/14/18	01011				FRONT GATE PHONE 11/2018	WINDSTREAM COMMUNICATIONS, LLC		76.83	026389
11/16/18	01135				COPIER READS #7835P 10/18 COPIER LEASE #7835PT10/18 COPIER READS #7835PT10/18 COPIER READS #7835P 10/18	XEROX CORPORATION		220.73	026390
11/16/18	01194				HSP 5 & 6 PROGRAMMING SCADA-TROUBLESHOOTING	ADS ENGINEERING, PLLC		2,200.00	026391
11/16/18	00340				AC=018 SERVICE CALL	AIR AMERICA AIR CONDITIONING, LLC		89.95	026392
11/16/18	00005				FILTER COMP-ADMIN POOL	ALLBRITE POOLS		449.99	026393
11/16/18	01503				COT-SOD HYPO 58% COT-SOD HYPO 42%	ALLIED UNIVERSAL CORP.		2,733.01	026394
11/16/18	01256				GENERATOR 14-REPAIRS	CONDO ELECTRIC MOTOR REPAIR CORP.		5,980.00	026395
11/16/18	01383				SOD	CORAL SPRINGS NURSERY, INC.		370.00	026396
11/16/18	01452				REPAIR LEAK SENSORS	CYPRESS CONSTRUCTION GROUP, LLC		523.60	026397
11/16/18	00017				DEEPWELL PLC-TROUBLESHOOT NEW VFD INSTALL-HSP 1	DELTA CONTROLS		2,164.00	026398
11/16/18	00018				O/N SERVICE-RAMBLEWOOD SQ	FEDEX		22.26	026399
					PRESS-LS SUPPLIES WATER BREAK PARTS WATER BREAK PARTS WATER BREAK PARTS	FEI-POMPANO BEACH, FL WW # 125		2,911.20	026400

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/16/18	00063				HSP 5 & 6-PARTS HSP 5 & 6-PARTS LAB EQUIPMENT	GRAINGER, INC.		477.50	026401
11/16/18	00031				WELL 5-GENERATOR PLUG	GRAYBAR ELECTRIC CO.		228.80	026402
11/16/18	00179				COLORIMETER ASSY FREIGHT	HACH COMPANY		530.62	026403
11/16/18	01535				ANTI-SCALANT AMMONIUM SULFATE HYDROFLUOSILICIC ACID	HAWKINS, INC.		5,830.00	026404
11/16/18	00346				BYPASS PARTS	INDUSTRIAL HOSE & HYDRAULICS, INC.		164.39	026405
11/16/18	01605				MANAGEMENT FEE 11/18 COPIES 11/18 POSTAGE 11/18	INFRAMARK, LLC		7,212.58	026406
11/16/18	01486				UNLEADED GAS	LANK OIL COMPANY		4,281.07	026407
11/16/18	01345				CIP DRAIN-PARTS	LEHMAN PIPE & SUPPLY, INC.		257.34	026408
11/16/18	00880				POLYMER-BELT PRESS FREIGHT	POLYDYNE, INC.		6,427.62	026409
11/16/18	01410				2-3" TURBINE METERS	RG3 METER COMPANY		1,350.15	026410
11/16/18	00351				SAFETY SUPPLIES	RITZ SAFETY EQUIPMENT, LLC		32.18	026411
11/16/18	00155				ADMIN SPRINT 11/18 PLANT-WATER SPRINT 11/18 PLANT-WASTE SPRINT 11/18 PLANT-MAINT SPRINT 11/18 FIELD SPRINT 11/18 SPRINT 11/18 DUE SUNSHINE SPRINT 11/18 DUE CSID GF	SPRINT		1,200.04	026412
11/16/18	00200				BID-AQUATIC CHEMICALS 2019 BUDGET HEARING-GF 2019 BUDGET HEARING-WS	SUN-SENTINEL (SOUTH FLORIDA)		833.35	026413
11/16/18	00782				LOCATE TICKETS 10-2018	SUNSHINE STATE ONE CALL OF FLA.		211.19	026414
11/16/18	01175				UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD UNIFORMS-GF 11/14/18 UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD				

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CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/16/18	00441		UNIFORMS-GF 11/21/18	UNIFIRST CORPORATION			410.60	026415
			LAB EQUIPMENT FREIGHT METER FLANGES FREIGHT LAB CHEMICALS FREIGHT LAB CHEMICALS FREIGHT					
11/16/18	01465			USA BLUEBOOK			418.49	026416
11/29/18	01577		SUPPLIES-MAINT SHOP	WORLD ELECTRIC SUPPLY, INC.			93.48	026417
11/29/18	01089		WATER SVC REPLACE-PHASE 2	AP ENGINEERING INC.			70,359.03	026418
11/29/18	01233		PLANT PHONE WATER 11/20/18	AT & T			69.07	026419
11/29/18	01233		FIRE ALARM INSPECT-FIELD	FIRE & SECURITY SOLUTIONS, INC.			112.50	026420
11/29/18	01423		FIRE ALARM INSPECT-WATER	FIRE & SECURITY SOLUTIONS, INC.			225.00	026421
			ADMIN HLTH INS 12/18 WATER HLTH INS 12/18 WW HLTH INS 12/18 MAINT HLTH INS 12/18 FIELD HLTH INS 12/18 ADMIN HLTH INS-GF 12/18 FIELD HTH INS-GF 12/18 DUE FROM SHANK 12/18 DUE FROM PTRREE 12/18					
11/29/18	01360			FLORIDA BLUE			58,492.12	026422
11/29/18	01360		WA 129 WPT FLUORIDE-CSID	GLOBALTECH, INC.			6,155.00	026423
11/29/18	00766		WA 140 DUAL ZONE WELL 4	GLOBALTECH, INC.			624,422.52	026424
11/29/18	01231		BAL.DUE FYE 2018 AUDIT	KEEFE, MCCULLOUGH & CO., LLP			4,800.00	026425
			ADMIN LIFE INS 12/18 WATER LIFE INS 12/18 WW LIFE INS 12/18 MAINT LIFE INS 12/18 FIELD LIFE INS 12/18 LIFE INS W/H..WS 12/18 LIFE INS W/H..GF 12/18 LIFE INS.CSID-GF.ER 12/18 LIFE INS.PINETREE-ER12/18 LIFE INS.PINETREE-EE12/18					
11/29/18	01150			MUTUAL OF OMAHA			5,422.71	026426
			BATTERIES COFFEE FILTERS LABEL MAKER/LABELS-ACCT. TONER-PEDRO V. NEW CSID STAMP-UB					
11/29/18	01564			OFFICE DEPOT			153.10	026427
			LEVY LOANS PER 11-29-2018	US DEPARTMENT OF EDUCATION			225.54	026428
TOTAL FOR BANK H						1,278,003.04		
CSID -----CSID---- MARTHAR								

AP300R  
\*\*\* CHECK NOS. 026295-026428

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/05/18  
CSID - WATER & SEWER FUND  
BANK H CHKING-ENTERPRISE

PAGE 9

Agenda Page 38

CHECK	VEND#	.....INVOICE.....	EXPENSED TO...	VENDOR NAME	STATUS	AMOUNT	....CHECK.....
DATE		DATE	YRMO FND DPT ACCT# SUB				AMOUNT #

TOTAL FOR REGISTER

1,278,003.04

CSID -----CSID----- MARTHAR

## **Fifth Order of Business**



Coral Springs Improvement District  
10800 N.W. 11TH MANOR Coral Springs, FL 33071

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12/4/18

RE: ¾ Ton Truck Purchase for Field Department

Bid ID #: FSA 18-VEL26.0

Bid Name: FSA Cooperative Purchasing Program

CSID Board Members,

The Field Department Requests your approval to purchase one, ¾ Ton utility truck utilizing the FSA contract. After Applying CSID Specifications to the Truck options available, the 2019 GMC Sierra from GARBER CHEVROLET BUICK GMC, INC. was the at the lowest cost as compared to other manufacturer/Dealer Options.

The cost to us at delivery is \$32,126.55

From: GARBER CHEVROLET, BUICK, GMC TRUCK INC.  
3340 Hwy. 17 Green Cove Springs, FL 32043  
tbrandt@garberautomall.com

Thank you for your consideration,

Curtis J.L. Dwiggin  
Field Department Manager



Pricing Tabulation of the 2018-19 FSA Cooperative Bid Purchasing Program (FSA Spec# 61)  
 for the Field Department to purchase one (1) 3/4 ton utility Truck (SPEC ID: 3/4T-2WDEC-UTB)

Vehicle Type	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	2019 Ford F-250 Super Duty SRW XL (F2A)	2019 Ford F-250 Super Duty SRW XL (F2A)	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)
Dealer Name	Alan Jay Chevrolet Buick GMC Cadillac	Alt:Auto Nation Chevrolet Pembroke Pines	Coggin Auto (Ford)	Alt:Duval Ford LLC	Alan Jay Chevrolet Buick GMC Cadillac	Alt: Garber Chevrolet Buick GMC, Inc.
Base Price	\$25,284.00	\$25,393.00	\$23,308.00	\$23,505.00	\$25,384.00	\$25,978.00
Utility Bed Type	Knapheide, Reading	Knapheide, Reading	Knapheide, Reading	Knapheide, Reading	Knapheide, Reading	Knapheide, Reading
Utility Bed Price	6,885.00	6,478.00	\$7,500.00	\$7,800.00	\$6,885.00	\$5,796.00
Tow Package	\$785.00	\$100.00	\$1,125.00	\$1,125.00	\$785.00	\$98.00
Back up Alarm Dealer installed	\$179.00	\$179.00	\$125.00	\$125.00	\$179.00	\$138.00
Tag (state)	\$248.33	\$116.55	\$230.00	\$215.00	\$248.33	\$116.55
traction control	STANDARD	STANDARD	STANDARD	STANDARD	STANDARD	STANDARD
Limited slip differential	STANDARD	STANDARD	\$389.00	NOT AVAILABLE	STANDARD	STANDARD
other see note (2)			\$315.00	\$215.00		
Total Delivery Est:	\$33,133.00	\$32,266.55	\$32,992.00	\$32,770.00	\$33,481.33	\$32,126.55

Ram does not offer FSA Spec# 61 product. All other vendors who do, and that are not listed, do not offer a utility bed

also note: GMC Comes standard with power windows and door locks which is extra on ford  
 Ford cost to add power windows and doorlocks

## **Sixth Order of Business**



Coral Springs Improvement District  
10800 N.W. 11TH MANOR Coral Springs, FL 33071

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12/4/18

Contract between Waco Filters Corporation and Palm Beach County

CSID Board Members,

The Water Plant requests your approval to piggy back on a contract between Waco Filters Corporation and Palm Beach County for the purchase of specified cartridge filters. Waco Filter Corporation has agreed to allow CSID to piggyback on this contract.

The contract is for an initial twelve month period from 12/01/18 to 11/30/19. The contract also allows for the option to renew for four additional twelve month periods. The water plant also asks that the Board allowed us to continue to piggyback on any renewals of this contract.

Thank you for your consideration,  
Joe Stephens  
Chief Operator  
Water Plant



November 28, 2018

Coral Springs Improvement District  
10300 NW 11<sup>th</sup> Manor  
Coral Springs, Fl. 33071

Attn: Joe Stephens, Chief Operator

Re: Piggy Back – Coral Springs Improvement District & Palm Beach  
Contract 19-003/MB Cartridge Filter, Pre-Membrane, Purchase and Delivery

This will confirm that Waco Filters Corporation is prepared to extend the pricing, terms and conditions contained in the above contract for the purchase and delivery of filter cartridges to Coral Springs Improvement District.

Yours truly

For:

Waco Filters Corporation

Kerri Evans

Territory Sales Manager

ACCEPTED:

Customer: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

11701 NW 100<sup>TH</sup> Road  
Medley, Fl 33178  
Telephone: 305 885 1899  
Fax: 305 885 2434  
www.wacofilters.com

**AWARD RECOMMENDATION  
BID RE-CAP SHEET**

IFB #19-003/MB	TITLE: CARTRIDGE, FILTER, PRE-MEMBRANE, PURCHASE AND DELIVERY, TERM CONTRACT
BUYER: Marva Brown MB	

<u>ACTION</u>	<u>INITIALS</u>	<u>DATE</u>	<u>ACTION</u>	<u>INITIALS</u>	<u>DATE</u>
BID OPENED	LP/MAV	10/4/2018	AWARD POSTED ON WEBSITE	<i>[Signature]</i>	10/12/18
POSTING APPROVED	<i>JSmith</i>	10/12/18	AWARD REMOVED FROM WEBSITE		
COPY TO BUYER ASSISTANT FOR POSTING ON INTERNET	<i>[Signature]</i>	10/12/18	COPY TO OSBA AND DEPARTMENT		

<b>KEY(S) FOR RECOMMENDATION: (PLEASE NOTE YOUR RECOMMENDATION BELOW)</b>	<b>PREFERENCE CODES:</b>
(1) RECOMMENDED AWARD - LOWEST RESPONSIVE AND RESPONSIBLE BIDDER MEETING SPECIFICATIONS (2) NO AWARD, RESPONSIVE AND RESPONSIBLE, BUT NOT LOWEST BIDDER MEETING SPECIFICATIONS (3) NO AWARD, NOT RESPONSIVE AND / OR RESPONSIBLE TO BID (4) NOT TECHNICALLY EVALUATED / IN EXCESS OF DEPARTMENT'S FUNDING LIMITS	"GLP" = GLADES LOCAL PREFERENCE (5%) See term 3.d of the referenced bid "LP" = LOCAL PREFERENCE (5%) See term 3.d of the referenced bid "SBE" = SBE RANKING (10%)* "NO LP" = MARTIN CO. - NO "LP" APPLIED

STEP 1			STEP 2			
LIST BIDDERS FROM LOWEST TO HIGHEST	TOTAL OFFER AS BID	IF PREFERENCE NOTE: "GLP", "LP", OR "SBE"	LIST BIDDERS AFTER PREFERENCE HAS BEEN APPLIED	OFFER AFTER PREFERENCE HAS BEEN APPLIED	IF PREFERENCE NOTE: "GLP", "LP", OR "SBE"	AWARD RECOMMENDATION "KEY" ONLY (SEE ABOVE)
WACO FILTERS CORPORATION	\$715,300		WACO FILTERS CORPORATION	\$715,300		( 1 )
H.C. WARNER, INC	\$837,500		H.C. WARNER, INC	\$837,500		( 3 )

NOTE: FOR CALCULATING GLP, LP AND SBE PREFERENCES SEE WEBSITE FOR DETAILS.

**REMARKS:**  
H.C. WARNER, INC (3), NON-RESPONSIVE TO IFB. VENDOR FAILED TO CHECK THE MANUFACTURER AND MODEL NUMBER OFFERED FOR ITEM #3.

*Posting Period 10/12/18 - 10/19/18*

PUR '18 OCT 12 AM 10:29





**Purchasing Department**

50 South Military Trail, Suite 110  
West Palm Beach, FL 33415-3199

(561) 616-6800

FAX: (561) 616-6811

www.pbcgov.com/purchasing



**Palm Beach County  
Board of County  
Commissioners**

Melissa McKinlay, Mayor

Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kerner

Steven L. Abrams

Mary Lou Berger

**County Administrator**

Verdenia C. Baker

Form L

November 20, 2018

**Waco Filters Corporation**  
Patricia Lindsay, Customer Service Manager  
11701 NW 100 Road, Suite 1  
Medley, FL 33178

**TERM CONTRACT #19003**

Dear Vendor:

This is to inform you that Palm Beach County Board of County Commissioners ("County") is entering into a Term Contract with your company for Cartridge Filter, Pre-Membrane, Purchase and Delivery, based on:

SOLICITATION #19-003/MB

The term of this contract is 12/01/2018 through 11/30/2019 and has an estimated dollar value of \$715,300.

If applicable, Vendor shall maintain all insurance coverage(s) throughout the entire term of the contract, including any renewals or extensions thereof.

County User Departments will issue individual "Delivery Orders" against this contract as your authorization to deliver. The original invoice must be sent to the address on the Delivery Order ("DO") and must reference the DO number (e.g., DO 680 XY03030500000001111). A copy of the invoice may be sent to the County User Department. Invoices submitted on carbon paper shall not be accepted. In order for the County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the Vendor's bid/quote/response must be exactly the same as it appears on the invoice and in the County's VSS system that can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Failure to comply with the foregoing may result in a delay in processing payment.

If you have any questions, please contact Marva Brown at [mbrown@pbcgov.org](mailto:mbrown@pbcgov.org) or (561) 616-6815.

Sincerely,

Kathleen M. Scarlett  
Director

c: Vernetha Green, Water Utilities Department  
File

"An Equal Opportunity  
Affirmative Action Employer"

**Board of County Commissioners**

Melissa McKinlay, Mayor  
Mack Bernard, Vice Mayor  
Hal R. Valeche  
Paulette Burdick  
Dave Kerner  
Steven L. Abrams  
Mary Lou Berger



**County Administrator**

Verdenia C. Baker

**Purchasing Department**  
[www.pbcgov.org/purchasing](http://www.pbcgov.org/purchasing)

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**BOARD OF COUNTY COMMISSIONERS  
NOTICE OF SOLICITATION  
IFB #19-003/MB**

**CARTRIDGE FILTER, PRE-MEMBRANE, PURCHASE AND DELIVERY, TERM CONTRACT**

**BID SUBMISSION DATE: OCTOBER 4, 2018 AT 4:00 P.M.**

It is the responsibility of the bidder to ensure that all pages are included. Therefore, all bidders are advised to closely examine this package. Any questions regarding the completeness of this package should be immediately directed to Palm Beach County Purchasing Department at (561) 616-6800.

**BIDDERS SHALL PROVIDE A RESPONSE IN A SEALED PACKAGE OR CONTAINER SIGNED BY AN AGENT OF THE COMPANY HAVING AUTHORITY TO BIND THE COMPANY OR FIRM. FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF YOUR BID.**

Protests can be accepted only during the five (5) business day posting period.

**C A U T I O N**

In order to do business with Palm Beach County, vendors are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. As they are issued, all amendments to solicitations will be posted under the applicable solicitation on our VSS system. It is the vendor's sole responsibility to routinely check our VSS system for any amendments that may have been issued prior to the deadline for receipt of bids.

Palm Beach County shall not be responsible for the completeness of any Invitation for Bid that was not downloaded from our VSS system or obtained directly from the Purchasing Department.

**In accordance with the provisions of ADA,  
this document may be requested in an alternate format.**

**50 South Military Trail, Suite 110, West Palm Beach, FL 33415-3199  
(561) 616-6800 FAX: (561) 616-6811**

**BOARD OF COUNTY COMMISSIONERS**  
 Palm Beach County  
**INVITATION FOR BID**

<b>IFB #19-003/MB</b>	<b>IFB TITLE: CARTRIDGE FILTER, PRE-MEMBRANE, PURCHASE AND DELIVERY, TERM CONTRACT</b>
<b>PURCHASING DEPARTMENT CONTACT: Marva Brown</b>	<b>TELEPHONE NO.: (561) 616-6815</b>
<b>FAX NO.: (561) 242-6715</b>	<b>E-MAIL ADDRESS: mbrown@pbcgov.org</b>

All bid responses must be received on or before October 4, 2018, prior to 4:00 p.m., Palm Beach County local time. **SUBMIT BID TO:** Palm Beach County Purchasing Department, Attention: Marva Brown, 50 South Military Trail, Suite 110, West Palm Beach, FL 33415-3199.

This Invitation for Bid, General Conditions, Instructions to Bidders, Special Conditions, Specifications, Attachments, Amendments (if issued), and / or any other referenced document form a part of this bid solicitation and response thereto, and by reference are made a part thereof. The selected awardee shall be bound by all terms, conditions and requirements in these documents.

**PURPOSE AND EFFECT:** It is the purpose and intent of this solicitation to secure bids for item(s) and / or services as listed herein. The selected awardee is hereby placed on notice that acceptance of its bid by Palm Beach County shall constitute a binding contract.

**GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS**

**GENERAL CONDITIONS**

**1. GENERAL INFORMATION**

Bidders are advised that this package constitutes the complete set of specifications, terms, and conditions which forms the binding contract between Palm Beach County and the successful bidder. Changes to this Invitation for Bid may be made only by written amendment issued by the County Purchasing Department. Bidders are further advised to closely examine every section of this document, to ensure that all sequentially numbered pages are present, and to ensure that it is fully understood. Questions or requests for explanations or interpretations of this document must be submitted to the Purchasing Department contact in writing in sufficient time to permit a written response prior to the published bid submission time. Oral explanations or instructions given by any County agent are not binding and should not be interpreted as altering any provision of this document. Bidder certifies that this bid is made without reliance on any oral representations made by the County.

The County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Board of County Commissioners for subsequent fiscal years.

**2. LEGAL REQUIREMENTS**

- a. **COMPLIANCE WITH LAWS AND CODES:** Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility. The successful bidder shall strictly comply with Federal, State and local building and safety codes. Equipment shall meet all State and Federal Safety regulations. Bidder certifies that all products (materials, equipment, processes, or other items supplied in response to this bid) contained in its bid meets all ANSI, NFPA, and all other Federal and State requirements. Bidder further certifies that, if it is the successful bidder, and the product delivered is subsequently found to be deficient in any of the aforementioned requirements in effect on date of delivery, all costs necessary to bring the product into compliance shall be borne by the bidder.

Any toxic substance provided to the County as a result of this solicitation or resultant contract shall be accompanied by its Safety Data Sheet (SDS).

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the

successful bidder and Palm Beach County for any terms and conditions not specifically stated in the Invitation for Bid.

- b. **DISCRIMINATION PROHIBITED:** Palm Beach County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R-2017-1770, as may be amended, the successful bidder warrants and represents that throughout the term of the contract, including any renewals thereof, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered a default of contract.
- c. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The successful bidder is, and shall be, in the performance of all work, services, and activities under the Contract, an Independent Contractor and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to the Contract shall at all times, and in all places, be subject to the successful bidder's sole direction, supervision, and control. The successful bidder shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the successful bidder's relationship, and the relationship of its employees, to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.
- d. **CRIMINAL HISTORY RECORDS CHECK ORDINANCE:** Pursuant to Palm Beach County Code Section 2-371 through 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), the County will conduct fingerprint based criminal history record checks on all persons not employed by the County who repair, deliver, or provide goods or services for, to, or on behalf of the County. A fingerprint based criminal history record check shall be conducted on all employees of vendors, contractors, and subcontractors of contractors, including repair persons and delivery persons, who are unescorted when entering a facility determined to be either a critical facility ("Critical Facilities") or a criminal justice information facility ("CJI Facilities"), which are critical to the public safety and security of the County. County facilities that require this heightened level of security are identified in Resolution R-2003-1274, as amended. In October

*Waco Filters Corp.*



2013, compliance with the requirements of the U. S. Federal Bureau of Investigations CJI Security Policy was added to the Ordinance, which includes a broad list of disqualifying offenses. The bidder is solely responsible for understanding the financial, schedule, and / or staffing implications of this Ordinance. Further, the bidder acknowledges that its bid price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE / FBI fees that shall be paid by the County.

e. **PUBLIC ENTITY CRIMES:** F.S. 287.133 requires Palm Beach County to notify all bidders of the following: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract 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 any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

f. **NON-COLLUSION:** Bidder certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful, or wrongful act, or any act which may result in unfair advantage for one or more bidders over other bidders. Conviction for the Commission of any fraud or act of collusion in connection with any sale, bid, quotation, proposal or other act incident to doing business with Palm Beach County may result in permanent debarment.

No premiums, rebates or gratuities are permitted; either with, prior to or after any delivery of material or provision of services. Any such violation may result in award cancellation, return of materials, discontinuation of services, and removal from the vendor bid list(s), and / or debarment or suspension from doing business with Palm Beach County.

g. **LOBBYING:** Bidders are advised that the "Palm Beach County Lobbyist Registration Ordinance" prohibits a bidder or anyone representing the bidder from communicating with any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract regarding its bid, i.e., a "Cone of Silence".

The "Cone of Silence" is in effect from the date / time of the deadline for submission of the bid, and terminates at the time that the Board of County Commissioners or a County Department authorized to act on their behalf, awards or approves a contract, rejects all bids, or otherwise takes action which ends the solicitation process.

Bidders may, however, contact any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract, via written communication, i.e., facsimile, e-mail or U.S. mail. Violations of the "Cone of Silence" are punishable by a fine of \$250.00 per violation.

h. **CONFLICT OF INTEREST:** All bidders shall disclose with their bid the name of any officer, director, or agent who is also an employee or a relative of an employee of Palm Beach County. Further, all bidders shall disclose the name of any County employee or relative of a County employee who owns, directly or indirectly, an interest of ten percent or more in the bidder's firm or any of its branches.

i. **SUCCESSORS AND ASSIGNS:** The County and the successful bidder each binds itself and its successors and assigns to the other party in respect to all provisions of the Contract. Neither the County nor the successful bidder shall assign, sublet, convey or transfer its interest in the Contract without the prior written consent of the other.

j. **INDEMNIFICATION:** Regardless of the coverage provided by any insurance, the successful bidder shall indemnify, save harmless and defend the County, its agents, servants, or employees from and against any and all claims, liability, losses and / or causes of action which may arise from any negligent act or omission of the successful bidder, its subcontractors, agents, servants or employees during the course of performing services or caused by the goods provided pursuant to these bid documents and / or resultant contract.

k. **PUBLIC RECORDS, ACCESS AND AUDITS:** The bidder agrees that copies of any and all property, work product, documentation, reports, computer systems and software, schedules, graphs, outlines, books, manuals, logs, files, deliverables, photographs, videos, tape recordings or data relating to the Contract which have been created as a part of the bidder's services or authorized by the COUNTY as a reimbursable expense, whether generated directly by the bidder, or by or in conjunction or consultation with any other party whether or not a party to the Contract, whether or not in privity of contract with the COUNTY or the bidder, and wherever located shall be the property of the COUNTY.

Any material submitted in response to this solicitation is considered a public document in accordance with Section 119.07, F.S. This includes material which the responding bidder might consider to be confidential. All submitted information that the responding bidder believes to be confidential and exempt from disclosure (i.e., a trade secret or as provided for in Section 119.07 and Section 812.081, F.S.) must be specifically identified as such. Upon receipt of a public records request for such information, a determination will be made as to whether the identified information is, in fact, confidential.

The bidder shall maintain records related to all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of the Contract. The COUNTY shall have access to such records as required in this Section for the purpose of inspection or audit during normal business hours, at the Bidder's place of business.

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the Bidder: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2), F.S., the Bidder shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The Bidder is specifically required to:

1. Keep and maintain public records required by the COUNTY to perform services provided under the Contract.
2. Upon request from the COUNTY's Custodian of Public Records ("County's Custodian") or COUNTY's representative/liaison, on behalf of the County's Custodian, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The Bidder further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
3. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the Bidder does not transfer the records to the public agency. Nothing contained herein shall prevent the disclosure of or the provision of records to the COUNTY.
4. Upon completion of the Contract, the Bidder shall transfer, at no cost to the COUNTY, all public records in possession of the Bidder unless notified by COUNTY's representative/liaison, on behalf of the County's Custodian, to keep and maintain public records required

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by the COUNTY to perform the service. If the Bidder transfers all public records to the COUNTY upon completion of the Contract, the Bidder shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the Bidder keeps and maintains public records upon completion of the Contract, the Bidder shall meet all applicable requirements for retaining public records. All records stored electronically by the Bidder must be provided to the COUNTY, upon request of the County's Custodian or the COUNTY's representative/liaison, on behalf of the County's Custodian, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Bidder acknowledges that it has familiarized itself with the requirements of Chapter 119, F. S., and other requirements of state law applicable to public records not specifically set forth herein. Failure of the Bidder to comply with the requirements of this Section, Chapter 119, F.S. and other applicable requirements of state law, shall be a material breach of the Contract. COUNTY shall have the right to exercise any and all remedies available to it for breach of contract, including but not limited to, the right to terminate for cause.

**IF THE BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT [RECORDSREQUEST@PBCGOV.ORG](mailto:RECORDSREQUEST@PBCGOV.ORG) OR BY TELEPHONE AT 561-355-6680.**

- I. INCORPORATION, PRECEDENCE, JURISDICTION, GOVERNING LAW:** This Invitation for Bid shall be included and incorporated in the final award. The order of contractual precedence shall be the bid document (original terms and conditions), bid response, and purchase order or term contract order. Any and all legal action necessary to enforce the award or the resultant contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the award or the resultant contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida.
- m. LEGAL EXPENSES:** The County shall not be liable to a bidder for any legal fees, court costs, or other legal expenses arising from the interpretation or enforcement of the contract, or from any other matter generated by or relating to the contract.
- n. NO THIRD PARTY BENEFICIARIES:** No provision of the Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or

entity not a party to the Contract, including but not limited to any citizen or employees of the County and / or successful bidder.

**o. SCRUTINIZED COMPANIES**

**1) SCRUTINIZED COMPANIES:**

As provided in F.S. 287.135, by entering into a Contract or performing any work in furtherance hereof, the Bidder certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

If the County determines, using credible information available to the public, that a false certification has been submitted by Bidder, the resulting Contract from this Invitation for Bid may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of the Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal.

**2) SCRUTINIZED COMPANIES (WHEN CONTRACT VALUE IS GREATER THAN \$1 MILLION):**

As provided in F.S. 287.135, by entering into a Contract or performing any work in furtherance hereof, the Bidder certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473, or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by Bidder, the resulting Contract from this Invitation for Bid may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of the Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal.

**3. BID SUBMISSION**

- a. SUBMISSION OF RESPONSES:** All bid responses must be submitted on the provided Invitation for Bid "Response" Form. Bid responses on vendor letterhead / quotation forms shall not be accepted. Responses must be typewritten, written in ink or a photocopy and must be signed by an agent of the company having authority to bind the company or firm. **FAILURE TO SIGN THE BID RESPONSE FORM AT THE INDICATED PLACES SHALL BE CAUSE FOR REJECTION OF THE BID.** Bid responses are to be submitted to the Palm Beach County Purchasing Department no later than the time indicated on the solicitation preamble, and must be submitted in a sealed envelope or container bearing the bid number for proper handling.
- b. CERTIFICATIONS, LICENSES AND PERMITS:** Unless otherwise directed in sub-paragraph d. (Local Preference) or the Special Conditions of this bid, bidder should include with its bid a copy of all applicable Certificates of Competency issued by the State of Florida or the Palm Beach County Construction Industry Licensing Board in the name of the bidder shown on the bid response page. It shall also be the responsibility of the successful bidder to maintain a current Local Business Tax Receipt (Occupational License) for Palm Beach County and all permits required to complete the contractual service at no additional cost to Palm Beach County. A Palm Beach County Local Business Tax Receipt (Occupational License) is required unless specifically exempted by law. In lieu of a Palm Beach County Local Business Tax Receipt (Occupational License), the bidder should include the current Local Business Tax Receipt (Occupational License) issued to the bidder in the response. It is the responsibility of the successful bidder to ensure that all

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required certifications, licenses and permits are maintained in force and current throughout the term of the contract. Failure to meet this requirement shall be considered default of contract.

c. **SBE BID DOCUMENT LANGUAGE**

**Item 1 – Policy**

It is the policy of the Board of County Commissioners of Palm Beach County, Florida, that SBE(s) have the maximum practical opportunity to participate in the competitive process of supplying goods, services and construction to the County. To that end, the Board of County Commissioners adopted a Small Business Ordinance which is codified in Sections 2-80.21 through 2-80.34 (as amended) of the Palm Beach County Code, which sets forth the County's requirements for the SBE program, and is incorporated in this solicitation. Compliance with the requirements contained in this section shall result in a bidder being deemed responsive to SBE requirements. The provisions of this Ordinance are applicable to this solicitation, and shall have precedence over the provisions of this solicitation in the event of a conflict.

Although preferences will not be extended to certified M/WBEs, unless otherwise provided by law, businesses eligible for certification as an M/WBE are encouraged to maintain their certification in order to assist in the tracking of M/WBE availability and awards of contracts to M/WBEs. This information is vital to determining whether race and gender neutral programs assist M/WBE firms or whether race and gender preferences are necessary in order to address any continued discrimination in the market.

**Item 2 – SBE Goals**

The County has established a minimum goal of 15% SBE participation for all County solicitations, inclusive of all alternates and change orders. This goal is a minimum, and no rounding will be accepted.

**Item 3 – Ranking of Responsive Bidders**

Bidders who meet the SBE goal will be deemed to be responsive to the SBE requirement.

- a. In evaluating competitive bids or quotes between \$1,000 and one million dollars (\$1,000,000) where the low bidder is non-responsive to the SBE requirement, the contract shall be awarded to the low bidder responsive to the SBE requirement as long as the bid does not exceed the low bid amount by 10%. In the event there are no bidders responsive to the SBE requirement, the contract shall be awarded to the bidder with the greatest SBE participation in excess of seven percent (7%) participation, as long as the bid does not exceed the low bid amount by ten percent (10%).
- b. In evaluating bids in excess of one million dollars (\$1,000,000), where the low bidder is non-responsive to the SBE requirement, the contract shall be awarded to the low bidder responsive to the SBE requirements provided that such bid does not exceed the lowest responsive bid by more than one hundred thousand dollars (\$100,000) plus three percent (3%) of the total bid in excess of one million dollars (\$1,000,000). In the event there are no bidders responsive to the SBE goal, the contract shall be awarded to the bidder with the greatest SBE participation in excess of seven percent (7%) participation, provided that such bid does not exceed the lowest responsive bid by more than one hundred thousand dollars (\$100,000) plus three percent (3%) of the total bid in excess of one million dollars (\$1,000,000).

**Item 4 – Bid Submission Documentation**

SBE bidders, bidding as prime contractors, are advised that they must complete Schedule 1 and Schedule 2, listing the work to be performed by their own workforce, as well as the work to be performed by any SBE subcontractor. Failure to include this information on Schedule 1 will result in the participation by the SBE prime bidders own workforce NOT being counted towards meeting the SBE goal. This requirement applies even if the SBE contractor intends to perform 100% of the work with their own

workforce.

Bidders are required to submit with their bid the appropriate SBE-M/WBE schedules in order to be deemed responsive to the SBE requirements. SBE-M/WBE documentation to be submitted is as follows:

**Schedule 1 – List of Proposed SBE and M/WBE Participation**

This list shall contain the names of the SBE Prime SBE and subcontractors intended to be used in performance of the contract, if awarded. This schedule shall also be used if an SBE prime bidder is utilizing ANY subcontractors.

**(Only Job Order Contracting (JOC) contracts and Task Authorizations for annual contracts may be excluded from this requirement.)**

**Schedule(s) 2 – Letter(s) of Intent to Perform as an SBE or M/WBE Subcontractor**

A Schedule 2 shall be completed by the SBE Prime. A Schedule 2 shall be completed and signed by the proposed SBE subcontractor listed on Schedule 1. SBE Primes and SBE Subcontractors shall specify the type of work to be performed, the cost and / or percentage. If the SBE intends to subcontract any portion of the job to another certified SBE, or non-SBE, they are required to list the amount and the name of the subcontractor on this form. The Prime may count toward its SBE goal second and third tiered SBE subcontractors; provided that the Prime submits a completed Schedule 2 form for each SBE subcontractor. Additional sheets may be used as needed. In lieu of a Schedule 2, a detailed responsive proposal may be acceptable.

**Item 5 – SBE Certification**

Only those firms certified by Palm Beach County at the time of bid submission shall be counted toward the established SBE goals. Upon receipt of a complete application, IT TAKES UP TO NINETY (90) DAYS TO BECOME CERTIFIED AS AN SBE WITH PALM BEACH COUNTY. It is the responsibility of the bidder to confirm the certification of any proposed SBE; therefore, it is recommended that bidders visit the on-line Vendor Directory at [www.pbcgov.org/osba](http://www.pbcgov.org/osba) to verify SBE certification.

**Item 6 – Counting SBE Participation (and M/WBE Participation for Tracking Purposes)**

- a. Once a firm is determined to be an eligible SBE according to the Palm Beach County certification procedures, the County or the Prime may count toward its SBE goals only that portion of the total dollar value of a contract performed by the SBE. Prior to issue, total dollar value of a contract will be determined by the PBC user department by defining factors to be considered as value. Total dollar value of retail contracts shall be determined by Gross Receipts.
- b. The County may count toward its SBE goals the total value of a contract awarded to an eligible SBE firm that subsequently is decertified or whose certification has expired after a contract award date or during the performance of the contract.
- c. The County or Prime may count toward its SBE goal a portion of the total dollar value of a contract with a joint venture, eligible under the standards for certification, equal to the percentage of the ownership and control of the SBE partner in the joint venture.
- d. The County or Prime may count toward its SBE goal the entire expenditures for materials and equipment purchased by an SBE subcontractor, provided that the SBE subcontractor has the responsibility for the installation of the purchased materials and equipment.
- e. The County or Prime may count the entire expenditure to an SBE manufacturer (i.e., a supplier / distributor that produces goods from raw materials or substantially alters

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the goods before resale).

- f. The County or Prime may count sixty percent (60%) of its expenditure to SBE suppliers / distributors that are not manufacturers.
- g. The County or Prime may count toward its SBE goal second and third tiered SBE subcontractors; provided that the Prime submits a completed Schedule 2 form for each SBE subcontractor.
- h. The County or Prime may only count toward its SBE goal the goods and services in which the SBE is certified and performs with its own forces.

**Item 7 – Responsibilities After Contract Award**

**Schedule 3 – SBE-M/WBE Activity Form**

This form shall be submitted by the prime contractor with each payment application when SBE subcontractors are utilized in the performance of the contract. This form shall contain the names of all SBE subcontractors, specify the subcontracted dollar amount for each subcontractor and show amount drawn and payments to date issued to subcontractors. This form is intended to be utilized on all non-professional services contracts.

**Schedule 4 – SBE-M/WBE Payment Certification**

A Schedule 4 for each SBE sub shall be completed and signed by the proposed SBE after receipt of payment from the Prime. If a SBE subcontractor intends to disburse any funds associated with this payment to any subcontractor for labor provided on this contract, the amount and name of the subcontractor must be listed on this form. In addition, if the named subcontractor is a certified SBE, then a Schedule 4 shall be completed and signed by the named SBE after receipt of payment from the SBE subcontractor. When applicable, the Prime shall submit this form with each application submitted to the County for payment to document payment issued to a sub in the performance of the contract.

All bidders hereby assure that they will meet the SBE participation percentages submitted in their respective bids with the subcontractors contained on Schedules 1 and 2 and at the dollar values specified. Bidders agree to provide any additional information requested by the County to substantiate participation.

The successful bidder shall submit an SBE-M/WBE Activity Form (Schedule 3) and SBE-M/WBE Payment Certification Forms (Schedule 4) with each payment application. Failure to provide these forms may result in a delay in processing payment or disapproval of the invoice until they are submitted. The SBE-M/WBE Activity Form is to be filled out by the Prime Contractor and the SBE-M/WBE Payment Certification Forms are to be executed by the SBE or M/WBE firm to verify receipt of payment.

**Item 8 – SBE Substitutions**

After contract award, the successful bidder will only be permitted to replace a certified SBE subcontractor who is unwilling or unable to perform. Such substitution must be done with other certified SBE's in order to maintain the SBE percentages submitted with the bid. Requests for substitutions must be submitted to the user Department and OSBA.

- d. **LOCAL PREFERENCE ORDINANCE:** In accordance with the Palm Beach County Local Preference Ordinance, a preference may be given to (1) bidders having a permanent place of business in Palm Beach County or (2) bidders having a permanent place of business in the Glades that are able to provide the goods or services within the Glades.

- 1. **Glades Local Preference:** Pursuant to the Palm Beach County Local Preference Ordinance, a 5% Glades Local Preference is given when a Glades business offers to provide the goods or services that will be procured for use in the Glades. If the lowest responsive, responsible bidder

is a non-Glades business, all bids received from responsive, responsible Glades businesses will be decreased by 5%. The original bid amount is not changed. The 5% decrease given for the Glades Local Preference is calculated only for the purpose of determining local preference.

- 2. **Local Preference:** Pursuant to the Palm Beach County Local Preference Ordinance, a 5% Local Preference is given to bidders having a permanent place of business in Palm Beach County. If the lowest responsive, responsible bidder is a non-local business; all bids received from responsive, responsible local businesses will be decreased by 5%. The original bid amount is not changed. The 5% decrease given for the Local Preference is calculated only for the purpose of determining local preference.
- 3. To receive a Glades Local Preference or a Local Preference (collectively referred to as "local preference"), a bidder must have a permanent place of business in existence prior to the County's issuance of this Notice of Solicitation / Invitation for Bid. A permanent place of business means that the bidder's headquarters is located in Palm Beach County or in the Glades, as applicable; or, the bidder has a permanent office or other site in Palm Beach County or in the Glades, as applicable, where the bidder will produce a substantial portion of the goods or services to be purchased. A valid Business Tax Receipt issued by the Palm Beach County Tax Collector is required, unless the bidder is exempt from the business tax receipt requirement by law, and will be used to verify that the bidder had a permanent place of business prior to the issuance of this Notice of Solicitation / Invitation for Bid. In addition, the attached "Certification of Business Location" and Business Tax Receipt must accompany the bid at the time of bid submission. The Palm Beach County Business Tax Receipt and this Certification are the sole determinant of local preference eligibility. Errors in the completion of this Certification or failure to submit this completed Certification will cause the bidder / proposer to not receive a local preference.

- e. **DRUG FREE WORKPLACE CERTIFICATION:** In compliance with Florida Statute (Section 287.087) attached form "Drug-Free Workplace Certification" should be fully executed and submitted with bid response in order to be considered for a preference whenever two (2) or more bids which are equal with respect to price, quality, and service are received by Palm Beach County.

- f. **CONDITIONED OFFERS:** Bidders are cautioned that any condition, qualification, provision, or comment in their bid, or in other correspondence transmitted with their bid, which in any way modifies, takes exception to, or is inconsistent with the specifications, requirements, or any of the terms, conditions, or provisions of this solicitation, is sufficient cause for the rejection of their bid as non-responsive.

**g. PRICING:**

- 1. Prices offered must be the price for new merchandise and free from defect. Unless specifically requested in the bid specifications, any bids containing modifying or escalation clauses shall be rejected.
- 2. The price offered must be in accordance with the unit of measure provided on the bid response page(s). One (1) space or line requires only one (1) single, fixed unit price. Anything other than a single, fixed unit price shall result in the rejection of your bid.
- 3. All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.
- 4. Bidder warrants by virtue of bidding that prices shall remain firm for a period of ninety (90) days from the date of bid submission to allow for evaluation and award.
- 5. Bidder warrants by virtue of bidding that prices shall remain firm for the initial and any subsequent term.
- 6. In the event of mathematical error(s), the unit price shall prevail and the bidder's total offer shall be corrected

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accordingly. **BIDS HAVING ERASURES OR CORRECTIONS MUST BE INITIALED BY THE BIDDER PRIOR TO BID SUBMISSION. IF THE CORRECTION IS NOT PROPERLY INITIALED, OR IF THE INTENT OR LEGIBILITY OF THE CORRECTION IS NOT CLEAR, THE BID SHALL BE REJECTED.**

7. Bidders may offer a cash discount for prompt payment. However, such discounts shall not be considered in determining the lowest net cost for bid evaluation purposes unless otherwise specified in the special conditions. Bidders should reflect any discounts to be considered in the unit prices bid.
- h. **SUBMITTING NO BID or NO CHARGE:** Bidders not wishing to bid on some items sought by this solicitation should mark those items as "no bid". If some items are to be offered at no charge, bidders should mark those items as "no charge". Items left blank shall be considered a "no bid" for that item, and the bid shall be evaluated accordingly.
- i. **ACCEPTANCE / REJECTION OF BIDS:** Palm Beach County reserves the right to accept or to reject any or all bids. Palm Beach County also reserves the right to (1) waive any non-substantive irregularities and technicalities; (2) reject the bid of any bidder who has previously failed in the proper performance of a contract of a similar nature, who has been suspended or debarred by another governmental entity, or who is not in a position to perform properly under this award; and (3) inspect all facilities of bidders in order to make a determination as to its ability to perform.  
Palm Beach County reserves the right to reject any offer or bid if the prices for any line items or subline items are materially unbalanced. An offer is materially unbalanced if it is mathematically unbalanced, and if there is reason to believe that the offer would not result in the lowest overall cost to the County, even though it is the lowest evaluated offer. An offer is mathematically unbalanced if it is based on prices which are significantly less than fair market price for some bid line item and significantly greater than fair market price for other bid line items. Fair market price shall be determined based on industry standards, comparable bids or offers, existing contracts, or other means of establishing a range of current prices for which the line items may be obtained in the market place. The determination of whether a particular offer or bid is materially unbalanced shall be made in writing by the Purchasing Director, citing the basis for the determination.
- j. **NON-EXCLUSIVE:** The County reserves the right to acquire some or all of these goods and services through a State of Florida contract under the provisions of Section 287.042, Florida Statutes, provided the State of Florida contract offers a lower price for the same goods and services. This reservation applies both to the initial award of this solicitation and to acquisition after a term contract may be awarded. Additionally, Palm Beach County reserves the right to award other contracts for goods and services falling within the scope of this solicitation and resultant contract when the specifications differ from this solicitation or resultant contract, or for goods and services specified in this solicitation when the scope substantially differs from this solicitation or resultant contract.
- k. **OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES:** Palm Beach County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.
- l. **PERFORMANCE DURING EMERGENCY:** By submitting a bid, bidder agrees and promises that, immediately preceding, during and after a public emergency, disaster, hurricane, flood, or act of God, Palm Beach County shall be given "first priority" for all goods and services under the contract. Bidder agrees to provide all goods and services to Palm Beach County immediately preceding, during and after a public emergency, disaster, hurricane, flood, or act of God, at the terms, conditions, and prices as provided in this solicitation on a "first priority" basis. Bidder shall furnish a 24-hour phone number to the

County. Failure to provide the goods or services to the County on a first priority basis immediately preceding, during and after a public emergency, disaster, hurricane, flood, or act of God, shall constitute breach of contract and subject the bidder to sanctions from doing further business with the County.

- m. **SALES PROMOTIONS / PRICE REDUCTIONS / MOST FAVORED CUSTOMER:** Should sales promotions occur during the term of the contract that lower the price of the procured item, the successful bidder shall extend to the County the lower price offered by the manufacturer on any such promotional item. Further, any price decreases effectuated during the contract period by reason of market change or otherwise, shall be passed on to Palm Beach County. Additionally, anytime after award, the successful bidder may offer a reduced price which shall remain in effect for the duration of the contract. The successful bidder warrants that the price(s) shall not exceed the successful bidder's price(s) extended to its most favored customer for the same or similar goods or services in similar quantities, or the current market price, whichever is lower. In the event the successful bidder offers more favorable pricing to one of its customer(s), the successful bidder shall extend to the County the same pricing or the then current market price, whichever is lower.
4. **BID SUBMISSION TIME / AWARD OF BID**
- a. **OBSERVING THE PUBLISHED BID SUBMISSION TIME:** The published bid submission time shall be scrupulously observed. It is the sole responsibility of the bidder to ensure that their bid arrives in the Purchasing Department prior to the published bid submission time. Any bid delivered after the precise published time of bid submission shall not be considered, and shall be returned to the bidder unopened if bidder identification is possible without opening. Bid responses by telephone, electronics, or facsimile shall not be accepted. Bidders shall not be allowed to modify their bids after the published bid submission time.
- b. **POSTING OF AWARD RECOMMENDATION:** Recommended awards shall be publicly posted for review, at the Purchasing Department and on the Purchasing Department website at [www.pbcgov.org/purchasing](http://www.pbcgov.org/purchasing) prior to final approval, and shall remain posted for a period of five (5) business days. The official posting on the Purchasing Department website shall prevail if a discrepancy exists between the referenced listings.
- c. **PROTEST PROCEDURE:** Protest procedures are provided in the Palm Beach County Purchasing Code. Protests must be submitted in writing, addressed to the Director of Purchasing, via hand delivery, mail or fax to (561) 242-6705. Protest must identify the solicitation, specify the basis for the protest, and be received by the Purchasing Department within five (5) business days of the posting date of the recommended award. The protest is considered filed when it is received by the Purchasing Department. Failure to file protest as outlined in the Palm Beach County Purchasing Code shall constitute a waiver of proceedings under the referenced County Code.
5. **CONTRACT ADMINISTRATION**
- a. **DELIVERY AND ACCEPTANCE:** Deliveries of all items shall be made as soon as possible. Deliveries resulting from this bid are to be made during the normal working hours of the County. Time is of the essence and delivery dates must be met. Should the successful bidder fail to deliver on or before the stated dates, the County reserves the right to CANCEL the order or contract and make the purchase elsewhere. The successful bidder shall be responsible for making any and all claims against carriers for missing or damaged items.

Delivered items shall not be considered "accepted" until an authorized agent for Palm Beach County has, by inspection or test of such items, determined that they appear to fully comply with specifications. The Board of County Commissioners may return, at the expense of the successful bidder and for full credit, any item(s) received which fail to meet the County's specifications or performance standards.

Waco Filters Corp.

- b. **FEDERAL AND STATE TAX:** Palm Beach County is exempt from Federal and State taxes. The authorized agent for Purchasing shall provide an exemption certificate to the successful bidder, upon request. Successful bidders are not exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor are successful bidders authorized to use the County's Tax Exemption Number in securing such materials. Any sales tax paid by successful bidders to their suppliers for materials to fulfill contractual obligations with the County are not reimbursable by the County to the successful bidder.
- c. **PAYMENT:** In order for Palm Beach County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the successful bidder's bid; must be exactly the same as it appears on the invoice and in Palm Beach County's VSS system which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

Successful bidders shall send **ALL ORIGINAL** invoices to the following address and may send copies of invoices to the Palm Beach County Department requesting the goods/services. Invoices submitted on carbon paper shall not be accepted.

**PALM BEACH COUNTY  
FINANCE DEPT.  
P.O. BOX 4036  
WEST PALM BEACH, FL 33402-4036**

Payment shall be made by the County after goods / services have been received, accepted and properly invoiced as indicated in the contract and / or order. Invoices must bear the order number. The Florida Prompt Payment Act is applicable to this solicitation. Interest penalties will only be paid in accordance with the Florida Prompt Payment Act, Florida Statute 218.70.

**Note:** Palm Beach County Vendors can now be paid by Credit Card via the County's voluntary Payment Manager Program. For vendors who don't have a merchant account, one is needed to utilize the Program. For vendors with a merchant account, you will need to enroll with the Palm Beach County Clerk & Comptroller's office. For information, contact the Palm Beach County Clerk & Comptroller at [pbcpaymentmgr@mypalmbeachclerk.com](mailto:pbcpaymentmgr@mypalmbeachclerk.com).

- d. **CHANGES:** The Director of Purchasing, Palm Beach County, by written notification to the successful bidder may make minor changes to the contract terms. Minor changes are defined as modifications which do not significantly alter the scope, nature, or price of the specified goods or services. Typical minor changes include, but are not limited to, place of delivery, method of shipment, minor revisions to customized work specifications, and administration of the contract. The successful bidder shall not amend any provision of the contract without written notification to the Director of Purchasing, and written acceptance from the Director of Purchasing or the Board of County Commissioners.
- e. **DEFAULT:** The County may, by written notice of default to the successful bidder, terminate the contract in whole or in part if the successful bidder fails to satisfactorily perform any provisions of this solicitation or resultant contract, or fails to make progress so as to endanger performance under the terms and conditions of this solicitation or resultant contract, or provides repeated non-performance, or does not remedy such failure within a period of 10 days (or such period as the Director of Purchasing may authorize in writing) after receipt of notice from the Director of Purchasing specifying such failure. In the event the County terminates the contract in whole or in part because of default of the successful bidder, the County may procure goods and / or services similar to those terminated, and the successful bidder shall be liable for any excess costs incurred due to this action.

If it is determined that the successful bidder was not in default or that the default was excusable (e.g., failure due to causes

beyond the control of, or without the fault or negligence of, the successful bidder), the rights and obligations of the parties shall be those provided in Section 5f, "Termination for Convenience".

- f. **TERMINATION FOR CONVENIENCE:** The Director of Purchasing may, whenever the interests of the County so require, terminate the contract, in whole or in part, for the convenience of the County. The Director of Purchasing shall give five (5) days prior written notice of termination to the successful bidder, specifying the portions of the contract to be terminated and when the termination is to become effective. If only portions of the contract are terminated, the successful bidder has the right to withdraw, without adverse action, from the entire contract.

Unless directed differently in the notice of termination, the successful bidder shall incur no further obligations in connection with the terminated work, and shall stop work to the extent specified and on the date given in the notice of termination. Additionally, unless directed differently, the successful bidder shall terminate outstanding orders and / or subcontracts related to the terminated work.

- g. **REMEDIES:** No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder now or hereafter existing at law, or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

- 6. **PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL AUDIT REQUIREMENTS:** Pursuant to Palm Beach County Code, Section 2-421 – 2-440, as amended, Palm Beach County's Office of Inspector General is authorized to review past, present and proposed County contracts, transactions, accounts, and records. The Inspector General's authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and to detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be a violation of Palm Beach County Code, Section 2-421 – 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.
- 7. **BUSINESS INFORMATION:** If bidder is a Joint Venture for the goods / services described herein, bidder shall, upon request of Palm Beach County, provide a copy of the Joint Venture Agreement signed by all parties.

**THIS IS THE END OF "GENERAL CONDITIONS"**

*Waco Filters Corp.*

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## SPECIAL CONDITIONS

### 8. GENERAL / SPECIAL CONDITION PRECEDENCE

In the event of conflict between General Conditions and Special Conditions, the provisions of the Special Conditions shall have precedence.

### 9. AWARD (ALL-OR-NONE)

Palm Beach County shall award this bid to the lowest, responsive, responsible bidder on an all-or-none, total offer basis. Therefore, it is necessary for a bidder to bid on every item in order to have a bid considered. It is also required that the bidder carefully consider each item, and make sure that each one meets the specifications as indicated. In the event that one item does not meet such specifications the entire bid will be considered non-responsive. Additionally, if a bidder enters a No Bid, or N/A for any item, they will be considered non-responsive.

### 10. METHOD OF ORDERING (TERM CONTRACT)

A contract shall be issued for a term of twelve (12) months or until the estimated amount is expended, at the discretion of the County. The County will order on an "as needed" basis.

### 11. ADDITION / DELETION OF DELIVERY LOCATIONS

Palm Beach County reserves the right to add or delete delivery locations (including locations within the Glades) during the term of the contract at its sole discretion. Additional locations shall be based on the unit price per filter cartridge.

### 12. DELIVERY

Delivery shall be required within ten (10) calendar days after receipt of term contract delivery order (DO) unless a modified delivery date has been requested by the successful bidder and approved in writing by the Purchasing Director or his/her designee. Failure of the successful bidder to perform to the delivery requirement is sufficient cause for default and termination of the contract.

### 13. AS SPECIFIED

A term contract delivery order (DO) will be issued to the successful bidder with the understanding that all items delivered must meet the specifications herein. Palm Beach County will return, at the expense of the successful bidder, items not delivered as specified.

At the option of Palm Beach County, item(s) from any delivery may be submitted to an independent testing laboratory to determine conformity to respective specifications. Bidders shall assume full responsibility for payment of any and all charges for testing and analysis of any product offered or delivered that does not conform to the minimum required specifications.

### 14. QUANTITY

The quantities shown are estimated. Palm Beach County reserves the right to increase or decrease the total quantities as necessary to meet actual requirements. Unless stipulated otherwise, Palm Beach County will accept NO minimum order requirements. Additionally, bidders are cautioned to bid in accordance with the unit specified on the Bid Response page.

### 15. RENEWAL OPTION

The successful bidder shall be awarded a contract for twelve (12) months with the option to renew for four (4) additional twelve (12) month period(s). The option for renewal shall only be exercised upon mutual written agreement and with all original terms, conditions and unit prices adhered to with no deviations. The unit prices bid shall apply for the initial term and each renewal period. Any renewal shall be subject to the appropriation of funds by the Board of County Commissioners. A renewal shall be revoked if the successful bidder is suspended by the Purchasing Department prior to the commencement of the renewal period.

### 16. BRAND / MANUFACTURER REFERENCED

Only the referenced manufacturer will be considered.

Waco Filters Corp.

**17. WARRANTY**

The successful bidder shall furnish factory/manufacture warranty on all equipment furnished hereunder against defect in materials and/or workmanship. The factory/manufacture warranty shall become effective on the date of delivery and acceptance by Palm Beach County. Should any defect in materials or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the successful bidder shall repair or replace same at no cost to Palm Beach County.

**18. PACKAGING / SHIPPING LABELS**

Each carton, case, and/or package delivered as a result of the contract shall include a shipping label and packing slip. Each shipping label shall specify the Delivery Order number, and the carton/case/package number per total number of cartons/cases/packages shipped for the order. Each packing slip (and all required copies) shall specify the successful bidders name, part number, part description, and the quantity for each part delivered. Parts delivered in the original manufacturer's cartons/cases/packages are acceptable, and each carton/case/package shall be labeled or marked with specific information including but not limited to manufacturer's name, part number, product type and style, brand name, size, weight, dimensions, compositional materials, and carton/case/package quantity.

Waco Filters Corp.



**SPECIFICATIONS**  
**IFB #19-003/MB**

**CARTRIDGE FILTER, PRE-MEMBRANE, PURCHASE AND DELIVERY, TERM CONTRACT**

**PURPOSE AND INTENT**

The sole purpose and intent of this Invitation for Bid (IFB) is to secure firm, fixed pricing and establish a term contract for the purchase and delivery of Pre-membrane Cartridge Filters, 1-Micron and 5-Micron, for use at various Water Treatment Plants throughout Palm Beach County.

**GENERAL**

The Pre-Membrane Cartridge Filters shall be used by the Water Utilities Department, Water Treatment Plant #3, Water Treatment Plant #9 and Water Treatment Plant #11 for raw water filtration, prior to the reverse osmosis treatment system.

**COUNTY'S RESPONSIBILITIES**

The County shall order on an as needed basis.

**SUCCESSFUL BIDDER'S RESPONSIBILITIES**

The successful bidder shall adhere to the terms, conditions and requirements herein.

**TECHNICAL REQUIREMENTS**

Parker Hannifin or MGS filter products currently approved by Palm Beach County Water Utilities Department, are the only brands acceptable in accordance with the Palm Beach County Water Utilities Department Minimum Engineering and Construction Standards effective: January 2017, WT 4. Filters not previously approved shall not be considered, including any existing modified filters.

Constructed of polypropylene material, FDA approved for potable water use and have NSF Standard 61 Certification for drinking water system components.

Rated for 90% efficiency for removal of particles 1-microns and larger. The efficiency shall be measured from the cartridge's initial operation of a differential pressure (dP) of < 3 psi with a flow rate of 4gpm or less 10" equivalent and ending at maximum change out of 15 psi.

Rated for 90% efficiency for removal of particles 5-microns and larger. The efficiency shall be measured from the cartridge's initial operation of a differential pressure (dP) of < 3 psi and ending at maximum change out of dP of 15 psi. Manufactured in a facility that has ISO 9001 Certification.

Single open-end construction filter with dual 222 Buna N O-rings on the inlet end and an integrated polypropylene collapsible spring on the closed end.

Continuously wound on a central polypropylene core with a single polypropylene fiber. No segmented wound elements shall be accepted.

A 1" I.D. (nominal) central core and an O.D. of 2 7/16". Core covers are unacceptable.

*Waco Filters Corp.*

**ITEM #1**

1–Micron Cartridge Filter, 40”

**Parker Hannifin Corporation’s** Process Filtration Division, Fulflo Honeycomb Wound Depth Series, Model #HFT1M40A-TX-N  
**MGS**, Model #PA01FDU40XCU or #PA01FDP40B222SC

**ITEM #2**

5–Micron Cartridge Filter, 40”

**Parker Hannifin Corporation’s** Process Filtration Division, Fulflo Honeycomb Wound Depth Series, Model #HFT5M40A-TB-N  
**MGS**, Model #PA05FDP40B222SC

**ITEM #3**

5–Micron Cartridge Filter, 39”

**Parker Hannifin Corporation’s** Process Filtration Division, Fulflo Honeycomb Wound Depth Series, Model #HFT5M39A-TB-N  
**MGS**, Model #PA05FDP39B222SC

**CURRENT DELIVERY LOCATIONS**

Water Treatment Plant #3  
13026 Jog Road  
Delray Beach, FL 33446  
Dennis Ford (561)638-5062

Water Treatment Plant #9  
22438 SW 7<sup>th</sup> Street  
Boca Raton, FL 33433  
Tom Blumberg (561)381-5351

Water Treatment Plant #11  
39700 Hooker Highway  
Belle Glade, FL 33430  
Mike Turbeville (561)493-6175

**COUNTY ACCEPTANCE**

Delivered items shall not be considered “accepted” until an authorized agent for Palm Beach County has, by inspection or test of such items, determined that they appear to fully comply with specifications. The Board of County Commissioners may return, at the expense of the successful bidder and for full credit, any item(s) received which fail to meet the County’s specifications or performance standards.

**PAYMENT**

Payment will be based on the unit price offered on the Bid Response page(s). Payment shall be rendered ONLY upon the County’s satisfaction and acceptance of item(s) delivered. Price shall include, but is not limited to, all supervision, labor, equipment, materials, tools, machinery, transportation, travel, manpower, fuel, mobilization, demobilization and other facilities and services necessary to fully and completely provide the item(s) as specified above. No additional compensation shall be offered or paid.

Waco Filters Corp.

**BID RESPONSE  
IFB #19-003/MB**

**CARTRIDGE FILTER, PRE-MEMBRANE, PURCHASE AND DELIVERY, TERM CONTRACT**

ITEM NO.	DESCRIPTION	ESTIMATED 12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
1.	1-Micron Cartridge Filter, 40" Check only <u>one</u> of the following: <input type="checkbox"/> Parker Hannifin, Model #HFT1M40A-TX-N or <input type="checkbox"/> MGS, Model #PA01FDU40XCU, or <input checked="" type="checkbox"/> MGS, Model #PA01FDP40B222SC, as specified herein.  Brand Offered: <u>MGS</u> Model #: <u>PA01FDP40B222SC.</u>	30,000	EACH	\$ <u>10.79</u>	\$ <u>323,700.00</u>
2.	5-Micron Cartridge Filter, 40" Check only <u>one</u> of the following: <input type="checkbox"/> Parker Hannifin, Model #HFT5M40A-TB-N or <input checked="" type="checkbox"/> MGS, Model #PA05FDP40B222SC, as specified herein.  Brand Offered: <u>MGS</u> Model #: <u>PA05FDP40B222SC</u>	30,000	EACH	\$ <u>9.79</u>	\$ <u>293,700.00</u>

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Continued...

Firm Name: Waco Filters Corporation

**BID RESPONSE  
IFB #19-003/MB**

**CARTRIDGE FILTER, PRE-MEMBRANE, PURCHASE AND DELIVERY, TERM CONTRACT**

ITEM NO.	DESCRIPTION	ESTIMATED 12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
3.	5-Micron Cartridge Filter, 39" Check only <u>one</u> of the following: <input type="checkbox"/> Parker Hannifin, Model #HFT5M39A-TB-N or <input checked="" type="checkbox"/> MGS, Model #PA05FDP39B222SC, as specified herein.  Brand Offered: <u>MGS</u> Model #: <u>PA05FDP39B222SC</u>	10,000	EACH	\$ <u>9.79</u>	\$ <u>97,900.00</u>
<b>TOTAL OFFER (ITEMS #1, #2 AND #3)</b>					\$ <u>715,300.00</u>

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

**\* PLEASE AFFIX SIGNATURE WHERE INDICATED  
(FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR BID)**

By signature on this document, bidder acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of the County's bid solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by the County in official amendments prior to this date of submittal.

Per General Term and Condition #7, if bidder is a Joint Venture for the goods/services described herein, bidder shall, upon request of Palm Beach County, provide a copy of the Joint Venture Agreement signed by all parties.

FIRM NAME: (Enter the entire legal name of the bidding entity) <u>Waco Filters Corporation</u>		DATE: <u>10-03-2018</u>
* SIGNATURE: <u>Patricia Lindsay</u>		PRINT NAME: <u>PATRICIA LINDSAY</u> PRINT TITLE: <u>CUSTOMER SERVICE MANAGER.</u>
ADDRESS: <u>11701 NW 100 Road, Suite 1</u>		
CITY / STATE: <u>Medley, FL</u>		ZIP CODE: <u>33178</u>
TELEPHONE # <u>(305) 885 1899</u>	E-MAIL: <u>plindsay@filtrationgroup.com</u>	
TOLL FREE # <u>(800) 477 3458</u>	FAX #: <u>305) 885 2434</u>	
APPLICABLE LICENSE(S) NUMBER # <u>1923680-1923698</u> * TYPE: <u>Local Business Tax</u>		
FEDERAL ID # <u>23-2386877</u>		

\* Expired 9-30-2018, 2019 copies awaited from Miami Dade County - to be submitted upon receipt.

**CERTIFICATION OF BUSINESS LOCATION  
IFB #19-003/MB**

In accordance with the Palm Beach County Local Preference Ordinance, as amended, a preference may be given to: (1) bidders having a permanent place of business in Palm Beach County ("County") or (2) bidders having a permanent place of business in the Glades that are able to provide the goods and/or services to be utilized within the Glades. To receive a local preference, bidders must have a permanent place of business within the County or the Glades, as applicable, prior to the County's issuance of the solicitation. A Business Tax Receipt which is issued by the Palm Beach County Tax Collector, authorizes the bidder to provide the goods/services being solicited by the County, and will be used to verify that the bidder had a permanent place of business prior to the issuance of the solicitation. The bidder must submit this Certification of Business Location ("Certification") along with the required Business Tax Receipt at the time of bid or quote submission. The Business Tax Receipt and this Certification are the sole determinant of local preference eligibility. Errors in the completion of this Certification or failure to submit this completed Certification will cause the bidder to not receive a local preference.

In instances where the bidder is exempt by law from the requirement of obtaining a Business Tax Receipt, the bidder must: (a) provide a citation to the specific statutory exemption; and (b) provide other documentation which clearly establishes that the bidder had a permanent place of business within the County or the Glades prior to the date of issuance of the solicitation. The County hereby retains the right to contact said bidders for additional information related to this requirement after the bid/quote due date.

I. Bidder is a:  
\_\_\_\_\_

Local Business: A local business has a permanent place of business in Palm Beach County.

(Please indicate):

\_\_\_\_\_ Headquarters located in Palm Beach County  
 \_\_\_\_\_ Permanent office or other site located in Palm Beach County from which a vendor will produce a substantial portion of the goods or services.

\_\_\_\_\_ Glades Business: A Glades business has a permanent place of business in the Glades.

(Please indicate):

\_\_\_\_\_ Headquarters located in the Glades  
 \_\_\_\_\_ Permanent office or other site located in the Glades from which a vendor will produce a substantial portion of the goods or services.

II. The attached copy of bidder's County Business Tax Receipt verifies bidder's permanent place of business.

THIS CERTIFICATION is submitted by Patricia Lindsay, as  
(Name of Individual)  
Customer Service Manager of Waga Filters Corporation  
(Title/Position) (Firm Name of Bidder)

who hereby certifies that the information stated above is true and correct and that the County Business Tax Receipt is a true and correct copy of the original. Further, it is hereby acknowledged that any misrepresentation by the bidder on this Certification will be considered an unethical business practice and be grounds for sanctions against future County business with the bidder.

Patricia Lindsay  
(Signature)

10-3-2018  
(Date)

000699

# Local Business Tax Receipt

Miami-Dade County, State of Florida

(THIS IS NOT A BILL - DO NOT PAY)



66779

**BUSINESS NAME/LOCATION**  
WACO FILTERS CORPORATION  
11701 NW 100 RD. 1  
MEDLEY FL 33178

**RECEIPT NO.**  
**RENEWAL**  
1923658

**EXPIRES**  
**SEPTEMBER 30, 2018**

(Must be displayed at place of business  
Pursuant to County Code  
Chapter 8A - Art. 9 & 10

**OWNER**  
WACO FILTERS CORPORATION

Employee(s) 10

**SEC. TYPE OF BUSINESS**  
206 MFG/RECYCLING/PROCESSING

**PAYMENT RECEIVED  
BY TAX COLLECTOR**

\$45.00 07/26/2017  
CHECK 21-17-073452

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit [www.miamidade.gov/taxcollector](http://www.miamidade.gov/taxcollector)

000698

# Local Business Tax Receipt

Miami-Dade County, State of Florida

(THIS IS NOT A BILL - DO NOT PAY)



66779

**BUSINESS NAME/LOCATION**  
WACO FILTERS CORPORATION  
11701 NW 100 RD. 1  
MEDLEY FL 33178

**RECEIPT NO.**  
**RENEWAL**  
1923680

**EXPIRES**  
**SEPTEMBER 30, 2018**

(Must be displayed at place of business  
Pursuant to County Code  
Chapter 8A - Art. 9 & 10

**OWNER**  
WACO FILTERS CORPORATION

Employee(s) 1

**SEC. TYPE OF BUSINESS**  
220 TANGIBLE PERSONAL PROPERTY

**PAYMENT RECEIVED  
BY TAX COLLECTOR**

\$45.00 07/26/2017  
CHECK 21-17-073452

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit [www.miamidade.gov/taxcollector](http://www.miamidade.gov/taxcollector)

Waco Filters Corp.

**DRUG-FREE WORKPLACE CERTIFICATION  
IFB #19-003/MB**

**IDENTICAL TIE BIDS/QUOTES** - In accordance with Section 287.087, F.S., a preference shall be given to vendors submitting with their bids/quotes the following certification that they have implemented a drug-free workplace program which meets the requirements of Section 287.087; provided, however, that any preference given pursuant to Section 287.087, shall be made in conformity with the requirements pursuant to the Palm Beach County Code, Chapter 2, Article III, Sections 2-80.21 thru 2-80.34. In the event tie bids/quotes are received from vendors who have not submitted with their bids/quotes a completed Drug-Free Workplace Certification form, the award will be made in accordance with Palm Beach County's purchasing procedures pertaining to tie bids/quotes.

This Drug-Free Workplace Certification form must be executed and returned with the attached bid/quote, and received on or before the published bid/quote submission deadline to be considered. The failure to execute and/or return this certification shall not cause any bid/quote to be deemed non-responsive.

Whenever two (2) or more bids/quotes which are equal with respect to price, quality, and service are received by Palm Beach County for the procurement of commodities or contractual services, a bid/quote received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
- (4) In the statement specified in number (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

THIS CERTIFICATION is submitted by Patricia Lindsay the  
(Individual's Name)  
Customer Service Manager of Waco Filters Corporation  
(Title/Position with Company/Vendor) (Name of Company/Vendor)

who does hereby certify that said Company/Vendor has implemented a drug-free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Patricia Lindsay  
 Signature

10-3-2018  
 Date

*Policy Attached*

# Indoor Air Quality Policy Guide



**Filtration Group<sup>®</sup>**  
Filtering The World

[www.filtrationgroup.com](http://www.filtrationgroup.com)





## IAQ POLICY GUIDE

Company may impose discipline up to and including discharge for inappropriate conduct that comes to the Company's attention without regard to whether the conduct constitutes a violation of law or company policy.

The Company will not tolerate retaliatory action of any kind, taken by a supervisor or employee against an employee who has followed the Company's policies to:

- seek remedy or report incidents of discrimination, harassment or workplace violence;
- request a reasonable accommodation;
- use the Company's open door or complaint resolution policies; and/or
- notify management of on-the-job drug or alcohol use or safety/security violations.

Employees who are dissatisfied with the resolution of a complaint may escalate the concern in writing to the Division Human Resources Leader, the VP of Operations or the General Manager.

### DRUG AND ALCOHOL-FREE WORK PLACE

As a Company, we are committed to our employees, customers, and the public-at-large to maintain a safe, healthy and efficient workplace that prohibits employees being under the influence of intoxicating substances.

All employees are expected to report to work in an appropriate mental and physical condition to perform assigned duties. Further, all employees are expected to remain in an appropriate mental and physical condition while at work. In this regard, the Controlled Substances Act (Federal standard) takes precedence over any state or local statutes.

With these basic objectives in mind, it is the policy of the Company to prohibit:

1. The manufacture, distribution, dispensation, possession, or use of illegal substances in the workplace. The workplace includes, but is not limited to, assigned work stations, lunch rooms, parking lots, rest rooms, etc. The use or possession of controlled substances without a licensed medical doctor's prescription will result in an investigation and may result in discipline up to and including immediate termination.
2. Employees with legally prescribed medication that may produce impaired function must be cleared by a physician to work.
3. The possession and/or unauthorized use of alcoholic beverages while on the Company premises. Violations will result in an investigation and may result in discipline up to and including immediate termination.
4. Working under the influence of illegal drugs or alcohol. Violations will result in an investigation and may result in discipline up to and including immediate termination.

Further, under certain state laws, employees must notify the Company of any conviction under a criminal drug statute for a violation occurring in the workplace no longer than 5 days after the conviction. Failure to do so may result in discipline up to and including immediate termination.

For everyone's safety, we maintain the right to a drug and alcohol-testing program. Testing may be performed due to accident, injury, reasonable suspicion, pre-employment, recall from lay-off or return from an extended leave and where required by occupation, licensing or statute.

Any employee involved in an industrial accident resulting in property damage or injury beyond first aid is required to take a post-accident drug test.

### NON-DISCRIMINATION

It is each employee's responsibility to create and maintain a positive work environment.



## IAQ POLICY GUIDE

### EQUAL EMPLOYMENT OPPORTUNITY

This Company is an equal opportunity employer. We will not discriminate in our hiring or employment procedures against any applicant for employment, any employee or any program participant because of race, creed, color, religion, sex, age, national origin, ancestry, physical or mental disability (including pregnancy, childbirth or related medical condition), family care status, legally protected medical condition, marital status, sexual orientation, transgender status, veteran status, or any other basis protected by state or federal law. The Company will provide reasonable accommodation for disabled applicants and employees as requested and/or required.

The Company promotes the following freedoms among our employees and the employees of our business partners: freedom of association to all lawful organizations; freedom of assembly; freedom of expression, and freedom from arbitrary arrest or detention.

The Company's equal employment requirement shall apply but shall not be limited to advertising, recruitment, selection, compensation, training, promotion, layoff, recall, transfers, leaves of absence, and termination. We encourage qualified members of all groups to apply for positions at the Company per individual aspirations.

### ANTI-HARASSMENT

Every employee is entitled to freedom from harassment in the workplace. The Company is committed to ensuring a safe, respectful work environment and holds all employees accountable for treating each other appropriately. All employees should have a workplace free from harassment from company employees, vendors, visitors or others while on company property or while representing the Company in any business circumstance. It is also expected that any non-employees will also be treated appropriately by any Company employees.

Harass means "to irritate or torment persistently; to bully." Unlawful harassment is defined as verbal or physical conduct which denigrates (defames; attacks the reputation of) or shows hostility or aversion to an individual because of that person's race, color, religion, creed, national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other basis protected by federal or state laws, and which has the purpose or effect of unreasonably interfering with that person's work or performance, or has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects that individual's employment opportunities. In general, harassment is any form of behavior that is unjust and makes the employee feel humiliated, offended, or intimidated.

Sexual harassment is defined as *unwelcome* sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual and/or intimidating nature involving individuals of the same or opposite sexes. Sexual harassment may include, but is not limited to: sexual insinuations; off-color, sexually-oriented jokes; offensive visual material of a sexual nature displayed openly; subtle pressure to engage in sexual activity; physical contact such as caressing, massaging, patting, pinching, or otherwise touching any part of a person; staring indiscreetly at someone in a sexual manner; "complimenting" someone on his/her appearance with reference to a specific part of his/her anatomy; asking questions about a person's sexual practices; using patronizing terms or remarks; verbal abuse, such as persistently asking a co-worker to go on a date when the co-worker is uninterested in the proposition; following or stalking an individual, etc. The above examples are not all inclusive.

It is the policy of the organization that any complaints will be properly investigated. Employees who are subject to or witness of improper conduct should advise the offending party that this behavior is unwanted and offensive. Employees who feel they are subject to or witness of improper conduct are also expected to report this to a supervisor or manager or the Human Resources Department.

Any claim and all treatment of claims shall be treated confidentially and in accordance with all federal and state

There are no proposed SBE-M/WBE Prime or SubContractors.

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE PRIME AND/OR SUBCONTRACTOR PARTICIPATION

PROJECT NAME OR BID NAME: Cartridge Filter - The Newbank PROJECT NO. OR BID NO.: 19-003/MB  
 NAME OF PRIME BIDDER: Waco Filters Corp. ADDRESS: 11701 NW 50th Rd Medley FL 33178  
 CONTACT PERSON: Patricia Lindsay PHONE NO.: 305 885 1899 FAX NO.: 305 885 2434  
 BID OPENING DATE: 10-4-2018 USER DEPARTMENT: \_\_\_\_\_

THIS DOCUMENT IS TO BE COMPLETED BY THE PRIME CONTRACTOR AND SUBMITTED WITH BID PACKET. PLEASE LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SBE -M/WBE SUBCONTRACTORS ON THIS PROJECT. IF THE PRIME IS AN SBE-M/WBE, PLEASE ALSO LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME ON THIS PROJECT. THE PRIME AFFIRMS THAT IT WILL MONITOR THE SBES LISTED TO ENSURE THE SBES PERFORM THE WORK WITH ITS OWN FORCES.

Name, Address and Phone Number	(Check one or both Categories)		DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	M/WBE Minority Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

(Please use additional sheets if necessary)

Total \_\_\_\_\_

Total Bid Price \$ \_\_\_\_\_ Total SBE-M/WBE Participation Dollar Amount or Percentage of Work \_\_\_\_\_

I hereby certify that the above information is accurate to the best of my knowledge: \_\_\_\_\_  
 Signature Title

- Note:
1. The amount listed on this form for a subcontractor must be supported by price or percentage listed on the signed Schedule 2 or signed proposal in order to be counted toward goal attainment.
  2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and M/WBE, please indicate the dollar amount and/or percentage under the appropriate category.
  3. M/WBE information is being collected for tracking purposes only.

Revised 9/7/2011

Waco Filters Corp.

**OSBA SCHEDULE 2  
LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE SUBCONTRACTOR**

This document must be completed by the SBE-M/WBE Subcontractor and submitted with bid packet. Specify in detail, the particular work items to be performed and the dollar amount and/or percentage for each work item. SBE credit will only be given for items which the SBE-M/WBE Subcontractor are SBE certified to perform. Failure to properly complete Schedule 2 may result in your SBE participation not being counted.

PROJECT NUMBER: 19-003/MB PROJECT NAME: Cambridge Filter, & Membrane  
 TO: Waco Filters Corporation.  
 (Name of Prime Bidder)

The undersigned is certified by Palm Beach County as a - (check one or more, as applicable):

Small Business Enterprise \_\_\_\_\_ Minority Business Enterprise \_\_\_\_\_  
 Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Women \_\_\_\_\_ Caucasian \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Date of Palm Beach County Certification: \_\_\_\_\_

The undersigned is prepared to perform the following described work in connection with the above project. Additional Sheets May Be Used As Necessary

Line Item/ Lot No.	Item Description	Qty/Units	Unit Price	Total Price/ Percentage

at the following price or percentage

(Subcontractor's quote)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If undersigned intends to subcontract any portion of this job to a certified SBE or a non-SBE subcontractor, please list the name of the subcontractor and the amount below.

Price or Percentage \_\_\_\_\_ / \_\_\_\_\_  
 (Name of Subcontractor)

The Prime affirms that it will monitor the SBE's listed to ensure the SBE's perform the work with its own forces. The undersigned subcontractor affirms that it has the resources necessary to perform the work listed without subcontracting to non-certified SBE or any other certified SBE subcontractors except as noted above.

The undersigned subcontractor understands that the provision of this form to Prime Bidder does not prevent Subcontractor from providing quotations to other bidders.

\_\_\_\_\_  
 (Print name of SBE-M/WBE Subcontractor)

By: \_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Print name/title of person executing on behalf of SBE/M/WBE Subcontractor)

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

Waco Filters Corp.

N/A.

OSBA SCHEDULE 3  
SBE-M/WBE ACTIVITY FORM

SBE-M/WBE ACTIVITY FOR MONTH ENDING \_\_\_\_\_ PROJECT# 19-003/MB  
 PROJECT NAME Cartridge Filter, Pre Membrane  
 PRIME CONTRACTOR NAME \_\_\_\_\_  
 PROJECT SUPERVISOR \_\_\_\_\_

Schedule 3 is used to show the monthly payment activity for work performed by each SBE-M/WBE Subcontractor on the project and in conformity with the SBE-M/WBE's submitted on schedule 2. It also shows approved change orders as they impact the SBE-M/WBE Subcontractors. Schedule 3 is to be submitted by the Prime with each payment request to Palm Beach County. In the SBE-M/WBE Subcontracting Information section, list the name(s) of each SBE-M/WBE Subcontractor on the project and the total contracted amount for each SBE-M/WBE Subcontractor on the project. As the project proceeds, please complete each column under the SBE-M/WBE Subcontracting Information section accordingly. In the SBE-M/WBE Category, please check the appropriate category that represents each SBE-M/WBE Subcontractor.

SBE-M/WBE SUBCONTRACTING INFORMATION								SBE-M/WBE Category (check all applicable)						
Name of SBE-M/WBE Subcontractor	SBE-M/WBE Total Contract Amount	Approved Change Orders	Revised SBE-M/WBE Contract Amount	Amount drawn for SBE-M/WBE Sub This Period	Amount drawn for SBE-M/WBE Sub to Date	Amount Paid to Date for SBE-M/WBE Subcontractor	Actual Starting Date	Minority Business (✓)	Small Business (✓)	Black	Hispanic	Women	Caucasian	Other (Please Specify)

I hereby certify that the above information is true to the best of my knowledge \_\_\_\_\_  
 (Signature and Title)

Return to: Palm Beach County  
 Additional Sheets May Be Used As Necessary

NOTE: Firms may be certified as an SBE and/or an M/WBE. If firms are certified as both an SBE and M/WBE, the dollar amount will not be counted twice.

Revised 9/7/2011

Waco Filters Corp.

OSBA SCHEDULE 4 - SBE-M/WBE PAYMENT CERTIFICATION

The Prime Contractor is to submit Schedule 4 with its Monthly Payment Request to Palm Beach County to reflect actual payments made to the SBE-M/WBE Subcontractor. The Prime Contractor is not to request signature from an SBE-M/WBE Subcontractor unless it has made a payment to the SBE-M/WBE Subcontractor. The SBE-M/WBE Subcontractor is not to complete and sign this form unless it has received a payment from the Prime Contractor for services actually performed by the SBE-M/WBE Subcontractor. A separate Schedule 4 is required for each SBE-M/WBE Subcontractor payment.

This is to certify that \_\_\_\_\_ received (SBE or M/WBE Subcontractor Name)

(Monthly) or (Final) payment of \$ \_\_\_\_\_

On MM DD YYYY from \_\_\_\_\_ (Prime Contractor Name)

For labor and/or materials used on \_\_\_\_\_ (Project Name) / \_\_\_\_\_ (Work Order)

DEPT.: \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_

PRIME CONTRACTOR VENDOR CODE: \_\_\_\_\_

SBE OR M/WBE SUBCONTRACTOR VENDOR CODE: \_\_\_\_\_

=====  
If the SBE Subcontractor intends to disburse any funds associated with this payment to any Subcontractor for labor and/or material provided on this project, please provide the following information:

\*Subcontractor Name: \_\_\_\_\_ Amount to be paid: \_\_\_\_\_

\*Note: If the subcontractor listed in this section is an SBE or M/WBE a separate schedule 4 is required to verify payment.  
=====

By: \_\_\_\_\_ (Signature of Subcontractor) \_\_\_\_\_ (Print Name & Title of Person executing on behalf of Subcontractor)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Identification \_\_\_\_\_  
Rev. 5 Last updated: 11/18/11

Waco Filters Corp.

## **Seventh Order of Business**

**7A**



## **WORK AUTHORIZATION**

CSID WA # 153

Globaltech No. 151087

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 Hurricane Hardening Condition Assessment of Pump Stations 1 & 2, 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 Pump Stations 1 and 2 as critical infrastructure for the performance of key functions. As such, OWNER desires to evaluate the structures to identify specific improvements that can be made to improve the structures hurricane survivability. The OWNER has requested that the FIRM conduct an assessment of the subject properties that will include an

inspection of the two pump stations and development of proposed recommendations. The project will be accomplished by providing the following three tasks:

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

FIRM will attend one (1) meeting with OWNER to obtain available data and to coordinate applicable project issues and goals. OWNER will provide architectural drawings of the pump stations (if available) from CSID archives while FIRM attempts to obtain permitted drawings from the City of Coral Springs Building Department. FIRM will conduct a field reconnaissance assessment of the subject site with the OWNER pointing out areas of concern. After the site visit, field data will be cataloged and documented along with site photographs.

### **Task 2 – Field Assessment**

FIRM will subcontract Wantman Group, Inc. (WGI) to provide structural engineering support. FIRM will coordinate work with WGI and the OWNER to visually inspect structures and review engineering drawings to assess the adequacy of the structures to meet design wind loads during various storm events.

### **Task 3 – Summary Report of Findings**

FIRM will prepare a summary report of findings detailing the results of the assessment. The observations and recommendations will be summarized and prioritized to provide greatest return. Summary report will provide sketches locating proposed improvements and construction cost estimates +/- 25% of anticipated construction costs. Some anticipated improvements may include replacing doors, replacing louvers, installing stronger roof connections, and installing barrier walls. Cost estimates will be developed to assist the OWNER with implementing a remediation strategy and will be used to develop a future work authorization to implement the remedial measures.

## Assumptions

Assumptions for the project are as follows:

- No destructive testing (concrete coring or material testing) will be performed during the assessment phase.
- A geotechnical investigation is not included in the assessment.
- Water scour is not included in this assessment
- Underwater inspection services are not included in this assessment

## Section 3 – Location

The services to be performed by the FIRM shall be performed at PS No. 1 (121 NW 93<sup>rd</sup> Terrace) and PS No. 2 (12000 SW 1<sup>st</sup> Street) in Coral Springs.

## Section 4 – Deliverables

The FIRM will provide the following Deliverables to OWNER:

- Draft – Summary Report of Findings
- Meeting to Review Draft Report of Findings with Staff
- Final – Summary Report of Findings
- Presentation to CSID Board of Supervisors

## Section 5 – Time of Performance

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

Task	Time Elapsed to Subtask Completion
Notice to Proceed (NTP)	0 Days
Data gathering	4 weeks after NTP
Draft Report	8 weeks after NTP
Meeting with staff	10 weeks after NTP
Final Report	12 weeks after NTP
Final Presentation to Board of Supervisors	April 2019 Board Meeting

## **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: **\$28,180.00**. 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
- 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  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

State of Florida  
County of Palm Beach

**ENGINEER**

The foregoing instrument was acknowledged before me on this

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

\_\_\_\_ day of \_\_\_\_\_, 2018 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

December 17, 2018  
\_\_\_\_\_  
Date

# **Attachment A**

## **Budget Summary**

**ATTACHMENT A**

Engineering - CSID Hurricane Hardening Condition Assessment of Pump Stations 1 & 2

Engineering Budget Summary

Task	Task Description	Officer	E6	E4	3-Man Field Crew	Adm 3	Adm 1	Total Labor	Expense/ Subconsul. Fee	Expense/ Subconsul.
		\$210.00	\$175.00	\$150.00	\$218.75	\$75.00	\$50.00			
1	Project Management & Site Review									
	Preliminary Site Inspection		4							
	Historical Data Gathering		2							
	Subconsultant Coordination		4			2				
	Project Management		4			2				
	<b>Subtotal Task 1</b>	0	14	0	0	4	0	\$ 2,750.00		
2	Field Assessment									
	Site Assessment		2							
	Review of Structural / Record Drawings		2				2			
	Structural Assessment								\$ 10,000.00	WGI
	<b>Subtotal Task 2</b>	0	4	0	0	0	2	\$ 800.00		
3	Summary Report of Findings									
	Draft Report		4				2		\$ 4,000.00	WGI
	Hurricane Hardening Cost Estimation		2	4					\$ 2,000.00	WGI
	Meeting with staff to review Report of Findings		4				2		\$ 1,000.00	WGI
	Preparation of Presentation Materials		4				2		\$ 2,000.00	WGI
	<b>Subtotal Task 3</b>	0	14	4	0	0	6	\$ 3,350.00		
	Labor Subtotal Hours	0	32	4	0	4	8			
	Labor Subtotal	\$0	\$5,600	\$600	\$0	\$300	\$400	\$6,900		
	<b>Labor Total</b>							\$ 6,900.00		
	Subconsultant Labor Total								\$ 19,000.00	
	Subconsultant Multiplier								1.12	
	Subcontract Total								\$ 21,280.00	
	<b>PROJECT TOTAL</b>								\$ 28,180.00	



**7B**

## **WORK AUTHORIZATION 156**

No. GT-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, executed this \_\_\_\_ day of \_\_\_\_\_ 2018, 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 Production Well 8 Re-Development, 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 Sections 1 and 2 of the AGREEMENT:

In April 2015, an Evaluation was conducted on Production Well 8. The well was originally constructed in 2002. The evaluation of Well 8 was conducted as part of an overall wellfield reliability assessment to document the current condition of the wellfield. The assessment indicated the well was losing capacity and should be developed in the future. Since 2015, the specific capacity of the well has continued to decline and now represents about 60% of its original capacity. This project proposes to re-develop Well 8 to restore its original (or near original capacity) and increase the overall supply of raw water to the District's water plant.

This scope of work generally consists of the following:

- Coordination with various regulatory and municipal agencies.
- Contract water well services through a licensed drilling contractor.
- Contract professional hydrogeologic consulting to oversee and direct the redevelopment activities.
- Redevelop Production Well 8 using air surging, pumping and chemical treatment.
- Test the well to confirm that water production (flow) and water quality (sand production) are within acceptable levels.
- Reassemble Production Well 8 installing a new 50 Hp motor and pump provided by OWNER. The original pump column, safety cable, level sensor and power connections will be reused.
- Restore the site around Well 8 to preconstruction conditions.

#### **Task 1 – Project Management and Coordination**

This task includes project management and coordination with local regulatory, municipal, professional hydrogeological and well drilling services. Task 1 will include the following services:

- Meet with the OWNER to review the overall activity and schedule.
- Meet with OWNER to review redevelopment and testing protocols.
- Prepare detailed construction schedule to include as a minimum; site mobilization, redevelopment duration and anticipated date when Production Well 8 will be returned to service.
- Prepare subcontract for professional hydrogeological services with Connect Consulting.
- Prepare subcontract for well development services with licensed well drilling contractor.
- Notify Florida Department of Environmental Protection of impending work.

- Notify City of Coral Springs Parks Department that work will occur near their facility at Cypress Park. It is anticipated that this will be a courtesy activity only and that permitting will not be required.
- Notify Sunshine Drainage District of our intent to discharge development water into their canal (West Outfall Canal).
- Review, administer, and track subcontractor work and pay requests.
- Schedule and conduct meetings, inspections, and testing with OWNER's staff.
- Oversee reassembly of Production Well 8.
- Oversee site restoration of the area surrounding Production Well 8 as needed.

## **Task 2 – Professional Hydrogeological Services**

Professional Hydrogeological Services will be provided by Connect Consulting, Inc., under the direction of FIRM. Connect Consulting, Inc., (CCI) will provide the following services:

- Prepare redevelopment protocol.
- Review redevelopment protocol with drilling subcontractors (Centerline and AMPs) and solicit bids to execute work.
- Recommend drilling subcontractor.
- Evaluate redevelopment progress through daily correspondence with drilling contractor and through periodic site visits at milestone events.
- Modify re-development approach based on measured progress.
- Provide personnel to oversee key phases of redevelopment and testing.
- Evaluate the effectiveness of re-development activities and make recommendations to OWNER on alternative approaches.

### **Task 3 – Well Re-development, Testing and Reassembly**

This task consists of well drilling services and will be subcontracted to a licensed well drilling contractor under the direction of FIRM. Task 3 activities include the following:

- Mobilize to Production Well 8 with the equipment necessary to implement the detailed scope of services prepared by the hydrogeological consultant (included in Attachment B). Furnish all labor, equipment and materials necessary to re-develop and test Production Well 8.
- Set up a water settling system that will accept water and sediment discharges from the well such that the water and solids will be contained by the system without significant flooding of the site. Settling tanks or other devices shall be used to separate sand from the well discharge water prior to discharge into West Outfall Canal.
- Disassemble the well head and return exiting pump and motor to CSID Water Plant.
- Mechanically clean, sand blast and prime well flange. The flange will be evaluated to install a port suitable to launch OWNER's camera. If possible, a 3-inch nipple will be cut into and welded atop the well flange.
- Perform mechanical cleaning (brushing) of well screen. Perform air lift development to remove debris.
- Disinfect well to 200 ppm free chlorine. Surge well to distribute chlorine into gravel pack. Air lift well to remove chlorine.
- Provide, mix and install solution of hydrochloric acid into the well. Surge and allow to stay up to 3 days. (Chemical Treatment)
- Add gravel to the filter pack that may have settled or been displaced as the result of redevelopment activities (up to 60 cubic feet)
- Perform up to two additional chemical treatment iterations as directed by field hydrogeologist.

- Perform up to 30 hours of high rate pumping as described in Attachment B and as directed by the field hydrogeologist.
- Perform up to 30 hours of high pressure jetting as directed by the field hydrogeologist.
- Conduct a three (3) step drawdown test in accordance with Attachment B.
- Perform additional development as directed by hydrogeologist, FIRM and OWNER.
- Conduct a post development video survey of the well during pumping condition (performed by OWNER)
- Install well flange plate following cleaning and priming.
- Reinstall new 50 Hp motor and pump (provided by OWNER) and the existing column, electrical wiring, level sensor, and wellhead to the extent the well is ready for service and use by OWNER. Megger motor wire as pump is being reinstalled. Add additional 10 feet of 8-inch diameter Certa-Lok column pipe. Install safety cabling.
- Disinfect Well 8 with sodium hypochlorite so that bacteriological test samples for coliform can be collected by OWNER and confirmed absent as required by the Broward County Department of Health.
- Clean up, restore site and demobilize equipment.
- Conduct all redevelopment and construction methods in accordance with the latest revisions of the American Water Works Association Standards for Wells (AWWA A100-06) and the National Water Well Association Standards as that apply to the particular needs or conditions encountered in the proposed work.

### **Assumptions**

Assumptions for the project are as follows:

1. No permitting fees will be required.
2. A maintenance of traffic (MOT) plan will not be required.

3. A fee of \$44,500 has been quoted by Centerline Drilling, Inc., and is included in this Work Authorization. A second bid is being obtained from AMPs using a master contract with OWNER. Should AMPS provide a lower cost to provide the same scope of work, the cost differential will be returned to CSID during contract resolution.
4. Following the completion of development and re-assembly of the well, OWNER will be responsible for microbiological sample collection and analysis.
5. OWNER to disconnect and reconnect main power and lock out cabinet.
6. OWNER to provide new 50 Hp motor and pump.
7. Water produced during redevelopment will be directed into West Outfall Canal. Water will not be containerized or removed from the site.
8. Water used for jetting (if performed) will be provided by CSID from nearby hydrants (located on NW 10<sup>th</sup> Court). FIRM will acquire a meter from CSID.
9. Re-development time for Production Well 8 will be monitored on an hourly basis and reviewed with OWNER. Unused or extra time will be refunded or billed to OWNER at the rates provided by the drilling subcontractor.
10. The gravel pack around Well 8 is assumed to be non-cemented. The hydrogeologist will assess the condition of the gravel pack following the initial chemical treatment. Should the gravel pack fail to fluidize and settle during air-lifting (following the initial treatment), the hydrogeologist will consult with OWNER about the need to attempt alternate development methodologies.

### **Section 3 – Location**

The services to be performed by the FIRM shall be on the following site or sites: Well 8 (SW corner of Cypress Park).

**Section 4 – Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- Redevelopment Plan for Production Well 8.
- Notifications to Broward County Health Department, Broward County Public Works, and City of Coral Springs Parks Department.
- Technical memorandum of work performed and well performance parameters following re-development (including copies of pre- and post-development video surveys).
- Upon completion of redevelopment, Production Well 8 will produce an acceptable quantity of water.

**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:

<b>Task</b>	<b>Time Elapsed to Subtask Completion</b>
Notice to Proceed (NTP)	0 Days
Mobilization	30 days following NTP
Well Redevelopment	51 days following NTP
Well Disinfection	54 days following NTP
Well Returned to Service	71 days following NTP
Site Restoration	85 days following 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: **\$76,704.00**. The Base Price includes an allowance of \$7,500 for potential additional work.
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 Price (LSP). The LSP is based on the materials, methods, and assumptions presented in the scope of services and may be adjusted downward based on final detail design and alternative selections or omissions. The LSP shall not be greater than the stated amount unless there is an approved increase in the scope of services. The final stipulated sum (adjusted LSP) submitted herein shall be an amount to be billed on the basis of "percent complete" and stored materials turned over to the OWNER.

### **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 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, 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. In the event any dispute with respect to any payment or pay request cannot be resolved between the FIRM and OWNER's project staff, FIRM 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.

### **Section 8 – Responsibilities**

The FIRM shall, under no circumstance, look to the OWNER to provide any labor or equipment for the FIRM. The FIRM and its Subcontractors 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 access to potable water
  - Collect and conduct microbiological analysis
  - Permit equipment storage at OWNER's water treatment plant

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Rick Olson, P.E. 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 Attachments A & B 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.

(SEAL)

**CORAL SPRINGS IMPROVEMENT DISTRICT**

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_

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

\_\_\_\_\_  
Printed name

\_\_\_\_\_

\_\_\_\_\_  
Date

Approved as to form and legality

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

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

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

State of Florida  
County of Palm Beach

**ENGINEER**

Globaltech Inc.  
Company

The foregoing instrument was  
acknowledged before me on this

    day of           , 2018 by

\_\_\_\_\_  
Signature

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

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

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

December 17, 2018  
Date

# **Attachment A**

## **Budget Summary**

Takeoff Worksheet  
 Coral Springs Improvement District  
 WA-156 / CSID - Well 8 Redevelopment

		Unit	Quantity	Ext. Price
Bid Item	<b>1</b>	<b>Project Management and Coordination</b>		
		Project Management and Coordination	LOT	1
				\$ 8,500.00
		Bid Item Total		\$ 8,500.00
Bid Item	<b>2</b>	<b>Professional Hydrogeological Services</b>		
		Connect Consulting	LOT	1
				\$ 9,700.00
		Bid Item Total		\$ 9,700.00
Bid Item	<b>3</b>	<b>Well Redevelopment, Testing and Reassembly</b>		
		Drilling Contractor (Centerline)	LOT	1
				\$ 44,500.00
		Bid Item Total		\$ 44,500.00
Bid Item	<b>4</b>	<b>Allowance</b>		
		For Additional Work	Lot	1
				\$ 7,500.00
				\$ -
		Bid Item Total		\$ 7,500.00
				\$ -
Bid Item	<b>60</b>	<b>Subcontractor Markup</b>		
		Subcontractor Markup		\$ 6,504.00
		Bid Item Total		\$ 6,504.00
		Grand Total:		\$ 76,704.00



# **Attachment B**

## **Redevelopment Scope of Services**

**SPECIFICATIONS FOR REHABILITATION OF  
SURFICIAL AQUIFER PUBLIC WATER SUPPLY PRODUCTION WELL No. 8**

**CORAL SPRINGS IMPROVEMENT DISTRICT  
CORAL SPRINGS, FLORIDA**

**GENERAL DESCRIPTION OF WORK**

The purpose of this specification is to provide for the furnishing of all labor, equipment, and performing all operations for the rehabilitation of surficial aquifer public water supply production well No. 8 (W-8) for the Coral Springs Improvement District (OWNER) in Coral Springs, Broward County, Florida. The drilling contractor (CONTRACTOR) shall be subcontracted by the OWNER’s representative, Globaltech Inc. (GTI). All materials will be purchased and provided by the well CONTRACTOR, except as noted. The conceptual well rehabilitation details are provided in this Specification. **Table 1** summarizes the construction details of well W-8.

**Table 1- CSID Public Water Supply Well No. 8 Construction Details**

Well	Year Drilled	Well Diameter (Inches)	Total Well Depth (feet)	Cased Depth (feet)	Screen Interval (feet)	Pump Inlet Elev. (Feet)	Pump Type
W-8	2002	16	140	80	80-140	74	Sub

Notes: all depths are referenced from land surface.

**Background**

CSID plans to rehabilitate existing PWS well W-8 to provide additional flow and pressure to the nanofiltration (NF) water treatment plant (WTP), meet regulatory requirements, and improve the reliability, maintenance, and redundancy to provide a firm capacity of raw ground water to the WTP. The purpose of this RFQ is to solicit a quotation from a qualified water well contractor to implement well rehabilitation.

**Scope of Work**

The following tasks are envisioned as part of the rehabilitation efforts:

1. Mobilize all equipment, supplies, and personnel to the site after providing a minimum 2-day notification to Owner prior to arrival. Access to the site shall be through Cypress Creek Park located on the corner of Coral Springs Drive and Lakeview Drive.
2. Take pre-construction photographs of the site access route, well site and wellhead to be submitted as referenced as pre-construction conditions. The site and access route are to be restored by the CONTRACTOR and returned to CSID in equal or better condition.
3. Disconnect power supply (to be conducted by CSID) and remove wellhead discharge plate.
4. Rehabilitate the well flange and add a camera port. Paint any metal or plastic components that were replaced or marred during work with olive green color paint to match the existing using Tnemec paint approved for NSF Standard 61 use. Include new Certa-Lok adapter, gravel fill port, pump safety cable clip fittings, bolts, washers, and nuts.

5. Remove existing well pump and store, up off the ground and covered with plastic sheeting in a secure location either at the CSID water treatment plant or the CONTRACTOR's shop.
6. When CONTRACTOR is not on site or the well is left overnight, the CONTRACTOR shall install and securely bolt a blind flange to the existing wellhead each night. The well enclosure gate shall also be closed and locked each night.
7. Megger existing pump wire during pump removal. Meggering to be documented by CONTRACTOR and witnessed by CSID.
8. Conduct pre-rehabilitation borehole video.
9. Measure the gravel pack depth and provide a minimum of 6,000 pounds (two supersacks) of replacement gravel pack. Gravel pack shall be Edgar Minerals 4x9 with maximum gravel size to accommodate 0.080 slot screen (discuss with CCI).
10. Brush well casings and screen using a heavy duty nylon brush to remove scale, mineral, and biofouling deposits (assume 4 hours minimum).
11. Air lift well to remove debris created by brushing (assume 4 hours minimum).
12. Disinfect well with liquid or pre-mixed granular chlorine (minimum strength should be 200 ppm) applied using a tremie pipe to ensure distribution throughout entire screened interval and surged to agitate well and aid in distribution.
13. Air lift well to remove residual chlorine and debris (assume 2 hours minimum).
14. Mix and pump a solution of hydrochloric acid into the well using a tremie line set to the top of the well screen. The tremie line shall be lowered (or raised) during application to ensure distribution of acid solution throughout the screen interval. Acid solution should be a minimum of 10% hydrochloric acid. A total of 500 gallons of 32% hydrochloric acid shall be mixed with water to attain a 10% hydrochloric acid solution. The 10% solution shall be pumped in two equal batches.
15. Immediately begin well development using a surge block or approved alternate to force the acid solution out into the filter pack and surrounding geologic formation. A vertical block speed of 3–5 feet per second is critical to gain movement during the development process.
16. Monitor pH of the well water 2 hours after starting development using a discrete sampling device such as a double valve bailer or other discrete sampling device and maintain a pH of 2 (or less) until the pH becomes stable after several hours. If pH increases above 3, mix and pump a second batch of hydrochloric acid that is ~30% of the initial volume at the same strength (10%). Continue to surge the well and monitor pH every 2-3 hours. Before leaving the site for the day, check pH and adjust (add another 10% solution) if above 2.5. Be prepared to conduct up to 3 pH adjustments after the initial acid application.
17. Surge the well the next day for 15-20 minutes before checking pH. If pH is less than 3, continue to surge and monitor pH every 2 hours. When pH remains below 3 for several hours, the chemical treatment is complete.
18. Be prepared to let the acid solution remain in the well for up to 3 days after pH adjustments are complete.
19. After chemical treatment is complete, airlift the well to remove debris and adjust pH (assume minimum 4 hours).
20. Conduct high pressure jetting/simultaneous air lifting within the entire screen interval to remove sediment and debris that may be present in the filter pack. Assume up to 30 hours of jetting/air lifting time may be required.

21. Install test pump to raw hide develop the wells at a flow rate of 1000-1200 GPM until the turbidity is less than 1.0 NTU, SDI measurements are less than 3.0 and the sand rate is at or below 1 mg/L after 30 minutes of pumping time.
22. Surge and pump the well at the same rates as above until the turbidity and sand rate at pump following startup are at or near 1.0 NTU and less than 1 mg/L after 10 minutes. Assume up to 30 hours of raw hide development time.
23. Conduct 3-rate, step drawdown pumping test for 60 minutes per step at pumping rates of 500, 750, and 1000 GPM. Collect and record water level data every 5 minutes.
24. Conduct 2 hour constant rate test at 750 GPM. Collect and record water level data every 5 minutes.
25. Conduct post-rehabilitation borehole video survey under static and pumping conditions. Record video onto DVD and provide 1 field copy and 6 final copies on DVD.
26. Install existing or new pump provided by client using existing Certa-Lok column pipe. Inspect splines and O-rings and replace if needed for all column joints.
27. Meggering of pump shall be conducted by CONTRACTOR and witnessed by Owner. Megger test shall be performed with motor, pump and wire under water. If the wire (or pump) meggers bad, installation shall be halted and Owner notified immediately.
28. Flow test the pump through bypass piping, check wellhead piping for leaks via bubble testing witnessed by Owner. Retighten fittings as necessary.
29. Disinfect well in accordance with AWWA 654-03. Owner will perform bacteriological sampling and analysis. If bacteriological testing performed by Owner does not pass, CONTRACTOR may be required to disinfect well up to three times at no additional cost.
30. Restore site to pre-work condition and demobilize from site.

### 1. LOCATION OF WORK

The work will be performed at the location of existing well W-8 located in Cypress Park on Coral Springs Drive in the City of Coral Springs, Florida. Access to the site to be coordinated with CSID and GTI.

### 2. DEFINITIONS

Whatever the following words or pronouns occur in these specifications and contract documents, they shall have the meaning herein given:

- (1) The word "OWNER" shall mean Coral Springs Improvement District (CSID).
- (2) The word "OWNER'S REPRESENTATIVE" OR "HYDROGEOLOGIST" (Globaltech/Connect Consulting, Inc.) shall mean the person, firm or corporation entering into a contract with the OWNER to oversee the CONTRACTOR and verify work performed.
- (3) The word "CONTRACTOR" (Well Driller) shall mean the person, firm or corporation, supplying labor and materials or labor for work at the site of the project.

### 3. MATERIALS

Well rehabilitation materials shall be NSF approved and provided by the CONTRACTOR in accordance with the following requirements:

- a. Drilling Fluids: All development fluids shall be containerized in above ground tanks. Dug mud pits will not be permitted. Tanks shall be of sufficient size and construction to allow settling or removal of cuttings and prevent their discharge off site. The CONTRACTOR is responsible for the removal and proper disposal of all drilling fluids, and cuttings. Disposal of drilling fluids and cuttings shall be in accordance with any and all applicable regulatory requirements. OWNER will provide a source of fresh water.
- b. Test Pumping Equipment: Test pumps, motors, and associated components including flow meters, water level meters, sand cone tester, discharge piping, fittings, and any other equipment required to successfully complete well development and test pumping shall be in good working condition, free from defects, and capable of meeting or exceeding the pumping requirements in this specification. CONTRACTOR is responsible for and shall provide all test pumping equipment. Flow meter calibration shall be within 6 months and a certificate of calibration shall be provided prior to starting work.
- c. Disinfection Chemicals: The disinfection agent shall be either "Steriline", liquid chlorine or sodium hypochlorite, and calcium hypochlorite powder.
- d. Rehabilitation Chemicals: The chemicals used for well rehabilitation shall be approved forms of 20 degree liquid hydrochloric acid (inhibited).

#### 4. WELL DEVELOPMENT

The CONTRACTOR shall provide settling tanks for settlement of solids from the discharge water at a location approved by the Client. If required, a transfer pump shall be used to pump discharge water to the designated discharge location. The CONTRACTOR shall anticipate that at least 250 feet of 8-inch diameter "lay-flat" discharge hose or piping will be required to transmit discharge water to an outfall point. The CONTRACTOR shall set up and maintain discharge water transmission hose. CONTRACTOR provided system shall be sufficient to provide settling of solids and transmission of water at the specified flow rates.

Discharge water shall always be contained and under control by the CONTRACTOR. Any erosion that results from the discharge water shall be immediately repaired by the CONTRACTOR to its previous non-eroded condition. The CONTRACTOR shall ensure that the discharge water does not impact adjoining properties, does not flood the project site and does not cause a nuisance in general. The CONTRACTOR shall comply with all local regulations and ordinances related to the discharge of water generated from development and pumping tests. When discharging to the adjacent surface water canal, the CONTRACTOR shall install a floating turbidity barrier (boom) that contains potential discharge of turbidity related to the Work. The boom shall extend from the top of the water surface to the bottom of the canal and surround the area of discharge into the canal, not less than a 15 feet radius.

**5. DOCUMENTATION**

Detailed daily driller's reports shall be maintained and submitted as requested by the OWNER'S REPRESENTATIVE. The reports shall give a complete description of all activities occurring each day, including a description of the work, quantities of materials installed, measurements taken, time of day arriving to the site and leaving the site, number of hours on the job, shut down, feet of casing set, and other pertinent data requested by the OWNER'S REPRESENTATIVE. Daily measurements shall include but not be limited to: gravel depths, hourly water discharge sand measurements, pumping rates, daily static and drawdown measurements, other observations. The CONTRACTOR shall collect and record water level data during the pumping tests and submit such data to the OWNER'S REPRESENTATIVE. The CONTRACTOR shall record all quantities of materials used, intervals worked on, and any other pertinent information.

**6. COMPLETION SCHEDULE**

The CONTRACTOR is given a project time frame of 4 weeks or 28 days from NTP to rehabilitate the well. The CONTRACTOR shall provide a schedule and sequence for each task to allow for monitoring of progress. The schedule should be in days and/or weeks from receipt of authorization from OWNER.

The CONTRACTOR may provide an alternative sequence of activities from the one provided in this specification. OWNER and the OWNER'S REPRESENTATIVE will review and consider the alternative sequence during the bid evaluation process.

**7. COST FOR WELL CONSTRUCTION**

The OWNER intends to pay CONTRACTOR for well rehabilitation on a fixed fee basis in accordance with the schedule of values provided.

Lump sum cost per well:

1. Well 8                                    \$ \_\_\_\_\_                                    \$ \_\_\_\_\_

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

Days to Complete/well:                    \_\_\_\_\_

By: \_\_\_\_\_ (Company Name)

\_\_\_\_\_ (Signature of Authorized Representative)

\_\_\_\_\_ (Name of Authorized Representative)

\_\_\_\_\_ (Date)

Conditions may require work that is in addition to the anticipated work described above, please provide unit costs as a schedule of values to those potential work tasks to avoid conflict during rehabilitation.

**Schedule of Values  
Unit Cost Rate Table**

Item No.	Description	Qty.	Unit	Rate	Total
Base Bid Scope of Work					
1	Mobilization	1	Each		
2	Pre-Rehabilitation Down Hole Video	1	Each		
3	Brushing of Well Casing & Screen	4	Hour		
4	Air Lift Development (post brushing)	4	Hour		
5	Well Disinfection	1	Each		
6	Air Lift Development (post disinfection)	2	Hour		
7	Hydrochloric Acid Treatment Application #1 w/ surging and pH Monitoring	1	Each		
8	Additional Chemical Treatments w/ surging and pH Monitoring	3	Each		
9	Air Lift Development (post treatment)	4	Hour		
10	High Pressure Jetting	30	Hour		
11	High-Rate Pumping Development	30	Hour		
12	Step-Drawdown Pumping Test	3	Hour		
13	Constant Rate Pump Test	2	Hour		
14	Post-Rehabilitation Down Hole Video	1	Each		
15	Install Pump w/ new splines and O-rings, Flow Test, Leak Check	1	Each		
16	Install Rehabbed Well Flange with Camera Port	1	Each		
17	Well Disinfection	1	Each		
18	Demobilization and Clean Up	1	Each		
19	Standby Time (rig & crew on site)*	Hr.	1		
20	Standby Time (rig only on site)*	Day	1		
Total (Base Bid Only):					

\* - do not include in total

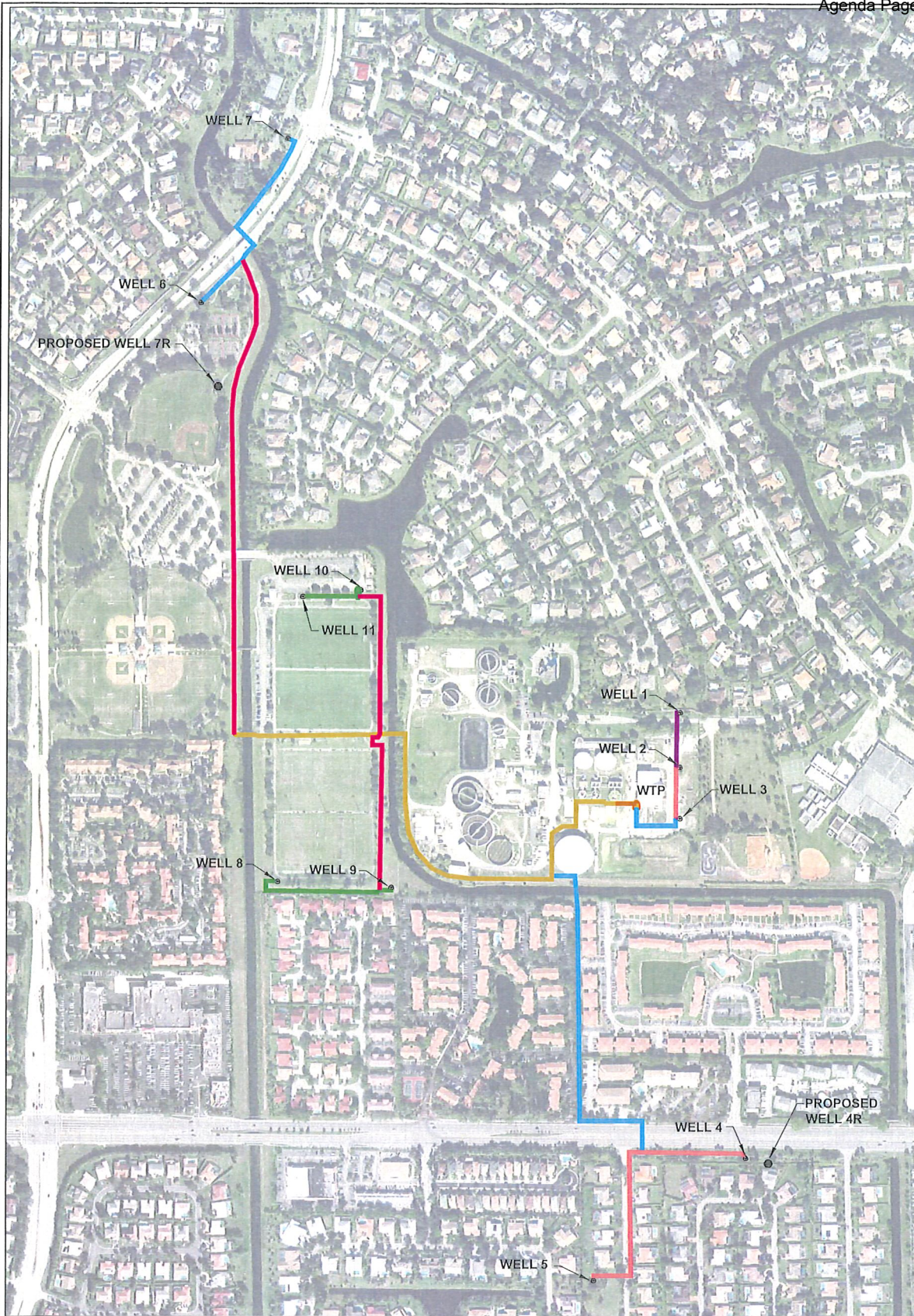
Questions regarding this proposal should be submitted no later than 7 days prior to the bid submittal date. Questions should be submitted to:

Jim Andersen, P.G.  
Connect Consulting, Inc.  
1907 Commerce Ln, Ste 104  
Jupiter, Florida 33458  
[jandersen@cciwater.com](mailto:jandersen@cciwater.com)  
561-758-2475 Mobile

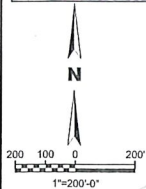
or

Elizabeth Owosina, P.G.  
Connect Consulting, Inc.  
1907 Commerce Ln, Ste 104  
Jupiter, Florida 33458  
[eowosina@cciwater.com](mailto:eowosina@cciwater.com)  
561-596-9476 Mobile





# CORAL SPRINGS IMPROVEMENT DISTRICT WELL FIELD ATLAS



LEGEND:

6" WM
8" WM
10" WM
12" WM
16" WM
18" WM
24" WM

## **Eighth Order of Business**



## CORAL SPRINGS IMPROVEMENT DISTRICT ELECTION POLICY

This policy is adopted by the Coral Springs Improvement District to govern the election of members of the Board of Supervisors of the Coral Springs Improvement District which shall take place in the month of June, every four (4) years beginning in June, 2019. To the extent this policy conflicts with any prior election policy adopted by the Board of Supervisors of the District, this policy shall supersede any prior policy.

Notice of Landowner Meeting and Election of Supervisors. During the months of April, May and June in election years, notice of a landowner meeting for the purpose of election of three (3) members to the District Board of Supervisors shall be published in a newspaper of general circulation in Broward County, Florida with the last publication not less than fourteen (14) days nor more than twenty-eight (28) days prior to the election. Notice of the landowners meeting shall also be posted on the District website.

Board of Supervisors Candidates. Any person desiring to run as a candidate for the position of supervisor must submit a written statement to that effect including his/her name, address, and telephone number and reciting that he/she is an owner of land within the District, is a resident of Broward County and is not a party to any written or oral agreement which would require him/her to transfer that land owned upon the expiration of his/her term as supervisor, if elected. The statement must be submitted to the District Manager of the Coral Springs Improvement District, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida no later than forty-five (45) days prior to the landowner meeting.

Each qualifying candidate may submit a written statement of fifty (50) words or less with their statement of interest as to their qualifications and positions they support. Such statements shall be posted on the District website.

Proxies. The proxy forms shall be in substantially the form attached. See attached Exhibits 1 and 2. Instructions and procedures for voting shall be posted on the District website no later than sixty (60) days prior to the landowners' meeting. Proxy forms will also be available at the Office of the Coral Springs Improvement District, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida no later than forty-five (45) days prior to the landowners' meeting.

Voters' Roll Closing. The voters' roll closing for purpose of any election shall be the Broward County tax roll as current as is reasonably possible. Pursuant to Section 298.12, Florida Statutes, landowners whose assessments have not been paid for the previous year are not entitled to vote.

Establishment of Quorum. The quorum for the landowners meeting will be established by the landowners represented at the meeting in person or by proxy.

Election. Proxies shall be cast at the landowners meeting after the landowners meeting quorum is established. Pursuant to Section 298.11, Florida Statutes, landowners owning less

than one assessable acre in the aggregate shall be entitled to one vote. Landowners with more than one assessable acre are entitled to one additional vote for any fraction of an acre greater than ½ acre when all the landowner's acreage has been aggregated.

Tabulation and Review of Proxies. At the June landowner meeting, all proxies shall be cast at the meeting location from 4:00 P.M. until the Chair of the annual landowners meeting declares the polls closed after all landowners present have been given an opportunity to vote but no later than 5:00 P.M. The District Manager and District Attorney will review and tabulate the proxies, which process shall include rejection of irregular, ineligible or conflicting proxies. While landowners may observe during the process, they may not intervene in the process. Upon completion of the tabulation, the Chair of the landowners meeting shall announce the result.

The person or persons reviewing the proxies cannot pass upon the genuineness of the proxies, but must accept those proxies which appear to be authentic and complete on their face. Their discretion extends primarily to irregularities appearing on the face of the proxies unidentifiable names of landowners or conflicting proxies and does not include the authority to admit extrinsic evidence to resolve conflicting or irregular proxies.

The following policies shall be applied in reviewing the proxies:

1. If two or more proxies are submitted from the same individual, the proxy with the latest date will be accepted and earlier proxy rejected.
2. If two or more proxies are submitted from the same individual and it cannot be determined for whatever reason which is the latest, both proxies will be rejected if the proxy holder voted for different candidates on the proxies.
3. An undated proxy where no others are submitted will be accepted.
4. If the name on the proxy is substantially similar or recognizable compared to that on the tax roll such as initials instead of a full name, it should be accepted.

[Remainder of page intentionally left blank, signature page follows]

PASSED AND ADOPTED by the Board of Supervisors of the Coral Springs Improvement District on November \_\_\_\_\_, 2018.

\_\_\_\_\_  
Martin Shank, President

\_\_\_\_\_  
Kenneth Cassel, Assistant Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Terry E. Lewis, District Attorney

**LANDOWNER PROXY**

**LANDOWNERS MEETING - JUNE \_\_, 2019  
CORAL SPRINGS IMPROVEMENT DISTRICT**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned hereby constitutes and appoints:

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

And each of them, attorneys and agents, with power of substitution in each of them for and on behalf of the undersigned, to vote as proxy at the meeting of the Landowners of the Coral Springs Improvement District to be held in the District Offices, 10300 N.W. 11th Manor, Coral Springs, Florida, Monday, June \_\_, 2019 at 4:00 P.M. (notice of said meeting being published in a newspaper of general circulation in Broward County) and at any adjournments thereof, according to the number of acres of unplatted land, platted lots, cooperative or condominium units owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, by casting ballots for the election of members of the Board of Supervisors and may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally come before the meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked.

This proxy is to continue in force from the date hereof until the conclusion of the above described landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by notice thereof, in writing, filed with the Secretary of the Coral Springs Improvement District.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

Property Legal Description: \_\_\_\_\_

Votes Entitled To:

Number of unplatted acres owned and entitled to vote: \_\_\_\_\_

Number of platted lots owned and entitled to vote: \_\_\_\_\_

Number of cooperative or condominium units owned and entitled to vote: \_\_\_\_\_

**CORAL SPRINGS IMPROVEMENT DISTRICT  
2019 ELECTIONS POLICY FOR LEGAL ENTITIES OWNING PROPERTY  
WITHIN THE DISTRICT SUBJECT TO ASSESSMENT**

I, \_\_\_\_\_, whose address is  
\_\_\_\_\_, Broward County, Florida, am  
an authorized representative of \_\_\_\_\_  
which entity owns \_\_\_\_\_ acres of real property within the Coral Springs Improvement  
District subject to assessment and do hereby appoint \_\_\_\_\_  
my proxy for the purpose of casting the attached ballot in the 2019 elections for members of the  
Board of Supervisors of the Coral Springs Improvement District to be conducted at the annual  
landowners' meeting to be held June \_\_\_\_, 2019.

**[Legal description of Property]**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**EXHIBIT 2**

## **Ninth Order of Business**



**9B**

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**December 17, 2018**

**PROJECTS UNDER CONTRACT**

**WA #131- HSP 7 Modifications – In Progress**

- Approved by Board – 1/22/18
- Conducted meeting with CSID staff on 6/14 to review modeling results
- Pump delivery scheduled for end of March – April, 2019.

**WA #132 – PW No. 6 - VFD Installation – In Progress**

- Approved by Board – 1/22/18
- Control panel delivered August 9, 2018, and returned to manufacturer on 9/26/18.
- Cabinet and new VFD was returned to sites week of 10/22.
- Scheduling work with Energy Efficient – Should occur week of 12/10.

**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.
- Review meeting scheduled with Globaltech week of 12/10

**WA #139 – Generator Diesel Fuel Line Replacement – In Progress**

- Approved by Board – 4/26/18
- Contacted Broward County regarding need for permit
- Cypress Construction preparing design and permit.
- Scheduling work to occur after the completion of WA-149 (January 2019)

**WA #140 – Dual Zone Monitor Well Construction – In Progress**

- Approved by Board – 6/18/18
- YBI mobilizing off site and should turn the well over to Globaltech in early-December
- Wellhead, pumps and instrumentation should be completed in January 2019.
- YBI will return to abandon the monitoring tubes in March 2019.

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

- Approved by Board – 4/26/18
- Demolition completed 8/15/18
- Mechanical equipment (rake arm, center column, center cage, and drive) delivered & installed.
- Installed supplemental bracing on clarifier flange
- Drilled and installed epoxy anchors
- Floor design complete
- Should begin installing concrete sloped floor in January 2019

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**December 17, 2018**

**PROJECTES UNDER CONTRACT (Cont.)**

**WA #142 – Lift Station 13 & 17 Rehabilitation – In Progress**

- Approved by Board – 4/26/18
- Problem isolating lift station identified on 11/08
- Small overflow addressed on 12/02.
- Installed new valve vault week of 12/03.
- Coated wet well should week of 12/10.
- Project should be complete by mid-December

**WA #143 – Site 12 Canal Bank Restoration – In Closeout**

- Approved by Board 6/18/18
- Restoration work completed 11/02/18
- All irrigation issues resolved.
- Met with owners to discuss fence issues and both are going install fences themselves.
- Projected can not officially close until fencing contractors are paid by Globaltech.

**WA #144 – Deep Injection Well – Mechanical Integrity Testing – In Progress**

- Work Authorization approved 6/18/18
- Field Work Completed 12/30/18
- Draft Reports submitted to FDEP on 12/06/18
- Project should be closed in January

**WA #146 – FY 2017-2018 Ground Storage Tank Repair & Improvements – In Closeout**

- Approved by Board 7/20/18
- Work completed on 0.75 MG Tank on 11/28/18
- Tanks filled and returned to service.

**WA #147 – Membrane Plant Antiscalent Flow Meter – In Progress**

- Approved by Board 9/17/18
- Coordinating programming
- Work should be complete by mid-December.

**WA #148 – Canal Bank Restoration at 10 FEMA Sites – In Progress**

- Approved by Board 10/16/18
- Work at Site 3 (NW 110<sup>th</sup> Lane) completed.
- Waiting on issues with tree removal at Site 26 (NW 2<sup>nd</sup> Street)
- Work should be completed in January.

**Globaltech, Inc.  
CSID Engineer's Report  
December 17, 2018**

**PROJECTES UNDER CONTRACT (Cont.)**

**WA #149 – High Service Pump Building Isolation Valve Replacements – In Progress**

- Approved by Board 10/16/18
- Exploratory excavation completed
- Meeting scheduled week of 12/10 to discuss alternate ways to assess valves

**WA#151 – ORP Analyzer – On 11/26/18 Board – In Progress**

- Approved by Board 11/26/18
- Prepared project schedule / staffing assignments

**WA#152 – Deep Injection Well Operating Permits – In Progress**

- Approved by Board 11/26/18
- Prepared subcontract with MHC
- Application will be submitted in January 2019

**Work Authorizations Under Development**

**WA#137 – High Service Pump 1 & 2 Improvement – on 1/19 Board**

**WA#153 – Structural Assessment of Pump Stations 1 & 2 – On 12/17 Board**

**WA#154 – Tree Removal at Site 26 – Cancelled**

**WA#155 – RO Concentrate Disposal Line Route Assessment – Cancelled – Design on 2/19 Board**

**WA#156 – Production Well 8 Redevelopment – On 12/17/18 Board**

**9C**





## December Report to the Board of Supervisors for the Water Plant

### Report Includes Updates through 12/5/2018

#### **Piggyback for cartridge filters with Waco and Palm Beach County**

On this month's agenda we are proposing a piggyback opportunity that Waco has in place with Palm Beach County. The contract we were piggybacking off of has expired and this is a brand new contract good for 4 years if PBC decides to renew each year. This is the same vendor and identical filters we have been using for the last 5 years. They have worked well and there is no need to look elsewhere at this time. The prices have gone up however are still lower than their biggest competitor (Parker). This is a \$715,300 contract and we only spend \$35,000/yr on filters so if we went out to bid ourselves we would never see pricing per filter this low.

#### **Well 8 rehabilitation (WA 156)**

Well #8 is the next well due to be rehabilitated. The specific capacity declined significantly before we added it to the well maintenance program. Since then it has been maintained but at a low level. We are only able to yield 350 gallons per minute from it before the drawdown nears the pump intake which will cause cavitation and damage equipment. After the rehab we are expecting to be able to achieve 750 gpm from this well just as we did earlier this year when we rehabbed well 9. This project is budgeted for this fiscal year.

#### **Ground storage tank repairs and improvements (WA 146)**

At the August meeting the Board of Supervisors approved work authorizaion #146 which was for repairs and improvements to the 1 and ¾ million gallon ground storage tanks. The necessary repairs were outlined in our last 5 year tank inspection report by Underwater Solutions. Crom has finished the work on both of the tanks. The one million gallon tank was placed back in service on 11/11 and the ¾ million gallon tank was returned to service on 12/11.

#### **Fluoridation system upgrade (Grant)**

This project is complete. Our final reports were completed and submitted to the state on 10/31 where we invoiced them for the final \$5,000 in grant funds that were approved. We received the final \$5,000 check on 12/3. In total we received \$205,000 from the state for this project.

#### **Well 6 VFD installation**

The panel with all new components has arrived and is at the well site. It will be connected and started up the week of 12/10.

## High Service Pump #1's VFD replacement

The 20+ year old VFD(variable frequency drive) on high service pump #1 failed. We replaced it with a new Hitachi VFD to match what we have been installing on our other pumps. The VFD itself was \$2,800 and was budgeted for in this fiscal year. The only high service pump left with an old VFD now is #10. There is no need to replace it before it fails due to our redundancy in our high service pump system.

## Projects with Globaltech

- Fluoridation system upgrade- WA 129 approved in November. Completed
- High service pump #7 flushing line- WA 131 letter of understanding for the shift in direction approved in March. Underway
- Adding a VFD to well 6 –WA 132 approved in January. Almost Complete
- Replacement of high service pumps 1&2's impellers- WA to be presented in February
- Storage tank repairs and influent corrections- WA 138 for a hydraulic analysis approved at the April meeting. Completed. WA 146 for the actual repairs approved in August. Completed
- Underground diesel tank transfer lines upgrade- WA 139 approved in April. Underway
- High service pumps 5&6 VFD replacement- WA 145 approved in July. Completed
- Underground valve replacement on North side of high service pump building- WA 149 approved at the October meeting. Underway
- Membrane replacement assistance- WA 150 approved at the October meeting. Completed
- ORP probe installation- WA 152 approved in November. Underway
- Well 8 rehabilitation- WA 156 presented for approval at this December meeting
- Relocation of post treatment injection points- WA to be presented in January

## Water Loss

The graph below compares the water loss in % in 2017 vs 2018. The water loss this year is currently 6.83% less than the average water loss percentage last year. This is a significant improvement. Although we are not at or below the 10% loss we want to be at if we can continue to make progress like this each year we will be in good shape.





Coral Springs Improvement District  
Wastewater Department Report  
December 2018 Board Meeting

## Ongoing Projects

Globaltech has notified the District that they are progressing with the following approved work authorizations (WA):

### **WA # 133– Arc Flash Study**

- GlobalTech was given notice on January 24, 2018, to proceed with the Arc Flash Study. Staff received the Arc Flash Report, Electrical Facilities Condition Assessment and Vulnerability Assessment Reports. Staff met with GlobalTech on December 3, 2018 to discuss the reports and will meet on Monday December 10, 2018 to walk the facility to discuss the different options that maybe out there.

### **WA # 140 Monitoring Well #4 Construction**

- GlobalTech was given notice on June 19, 2018, to proceed with Monitoring Well #4 Construction. Youngquist Brothers has finished drilling Monitoring Well #4 and installing the well head. The outstanding items are adding instrumentation and piping. Once Monitoring Well #4 is completed, Monitoring Well #1 will be abandoned.

### **WA # 141 – Plant D Repairs**

- GlobalTech was given notice on April 27, 2018, to proceed with Plant D repairs and is expected to begin installing the concrete sloped floor in January 2019. Once this is completed, GlobalTech will begin installing the new rake arm.

### **WA # 144 Injection Well 1 and 2 Mechanical Integrity Test**

- GlobalTech was given notice on June 19, 2018, to proceed with Injection Well 1 and 2 Mechanical Integrity Test (MIT). Injection Well 1 and 2 MIT have been completed and both Injection Wells passed the inspections.

### **WA # 151 Injection Well Permit Renewal**

- GlobalTech was given notice on November 27, 2018, to proceed with Injection Well Permit Renewal.

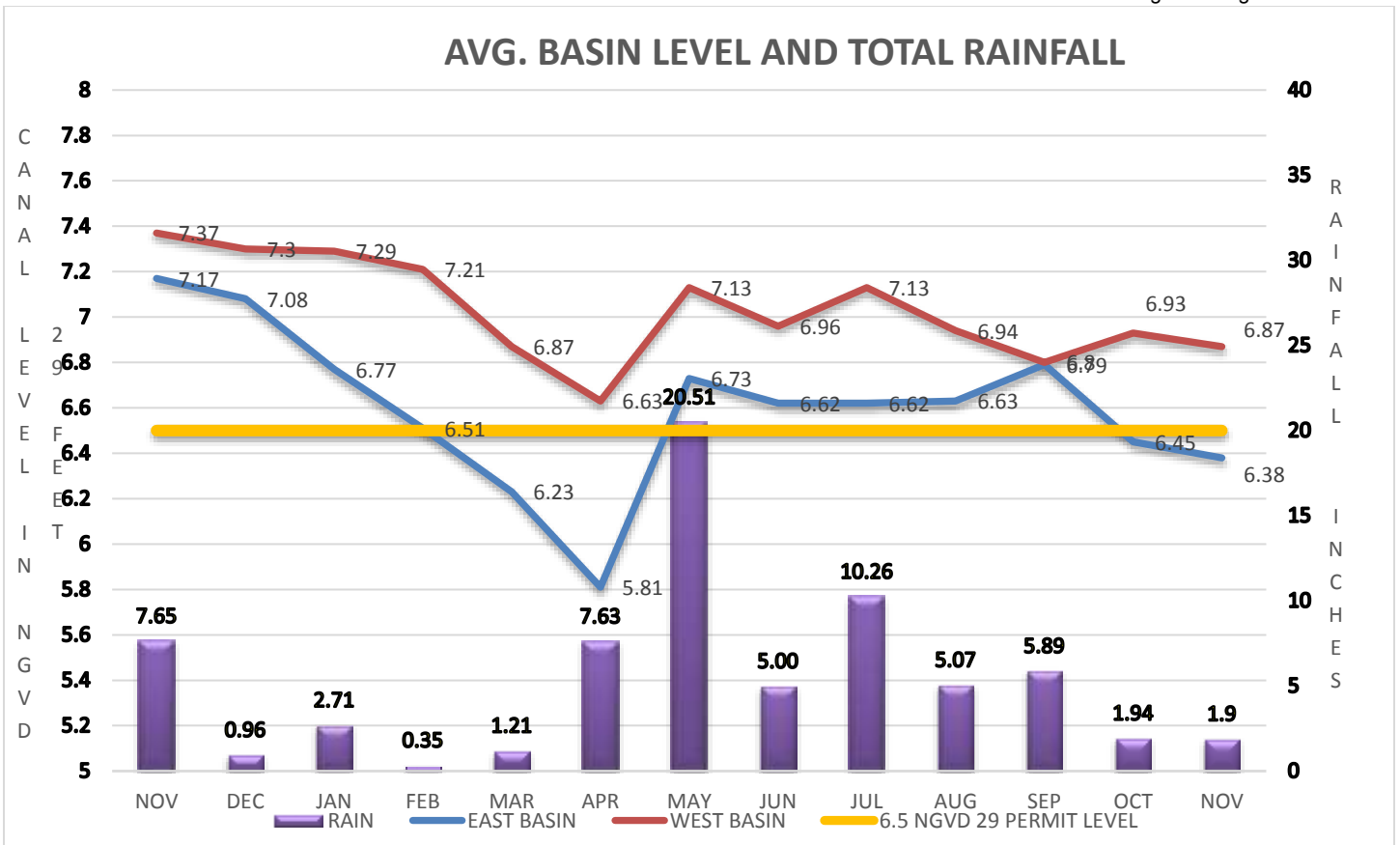


## **Coral Springs Improvement District**

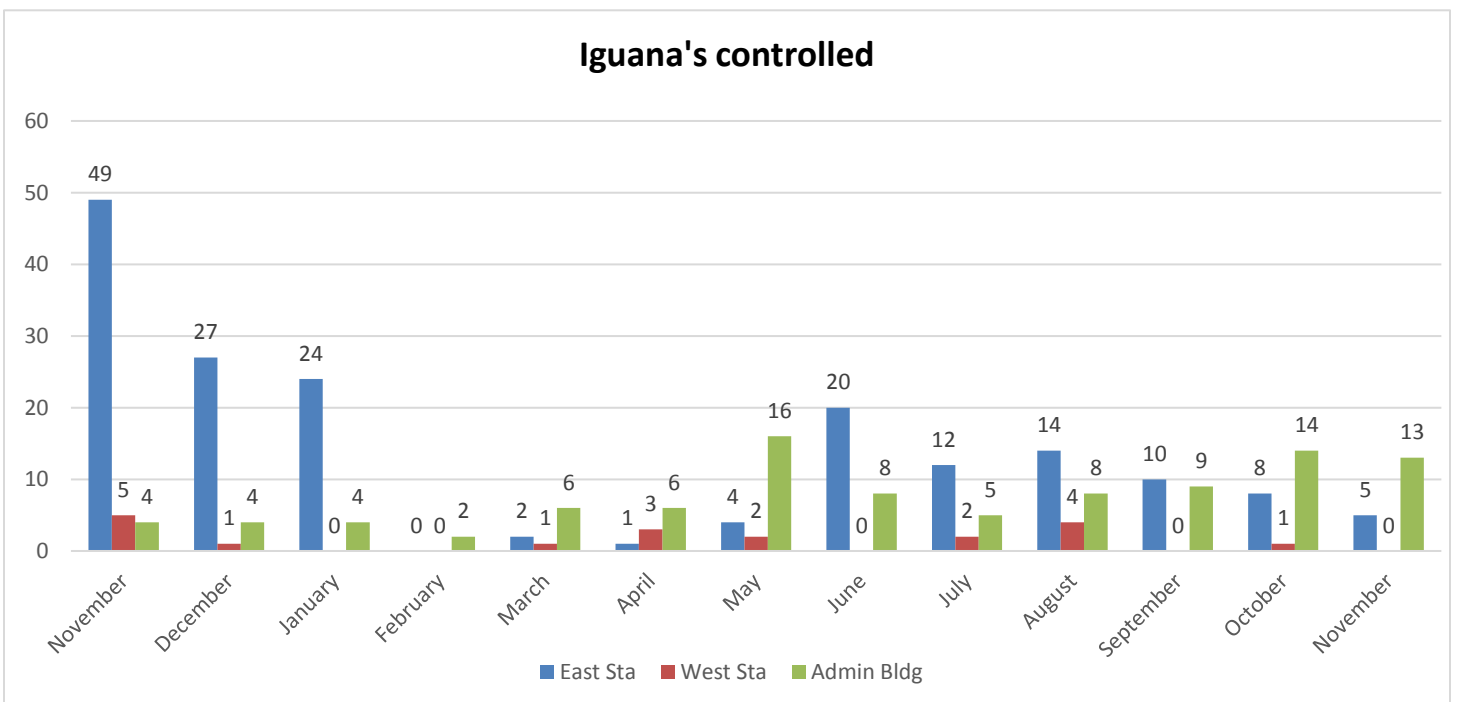
Drainage Report December 17, 2018

Board of Supervisors Meeting

- WA-148 Site 3 is complete, 2 sites remaining expected to be completed by Dec.31.
- Current canal levels are approx. 6.10 NGVD 29 in the east basin and 6.8 NGVD 29 in the west basin as of this report  
Rainfall recorded for November was 1.90 inches  
Rainfall recorded to date for the year is 62.86 inches
- Field spray activities are on-going as scheduled, no out of the ordinary issues to report. Lake Coral Springs treated for eelgrass on Dec. 5  
Crews are removing saplings and small trees from the edge of canal banks and right of ways when adverse weather prevents spray applications.



### Iguana Management: November 2017 through November 2018





Coral Springs Improvement District  
10800 N.W. 11TH MANOR Coral Springs, FL 33071

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## Water Distribution and Wastewater Collection

### Department Report

12-17-18 board Meeting

Prepared by: Curtis Dwiggin

- There were only 11 reported service breaks in the month of October
- Lift station 17 is in the middle phase of construction. Please defer to Globaltech for estimated timeframe for lift station 17 completion
- Our department will be asking for the approval to purchase a new 2019 model ¾ ton utility truck which is in on the current agenda. It is an FSA contract Piggyback. A GMC Sierra was the lowest price after the Specifications were compared. (see documents)
- The Field Department will be conducting a study to potentially locate leaking water mains as part of the next phase to our Water Loss Reduction program. The study will look for indicators that would be common with potable water, which may be present in surface waters at elevated or unnatural levels, Fluoride for example.



Coral Springs Improvement District  
10800 N.W. 11TH Avenor Coral Springs, FL 33071

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## Maintenance Department Report (Pedro V.)

### Board Meeting

#### Water Department:

- Working together with the contractor in the High Service Pump #2 VFD installation.
- Process room motor #3 with the warranty. Electrical disconnect and motor installation. The shop will be checking the motor again for reclaim the warranty in the bearings.
- Working with the warranty claim again from motor # 1 of the Process Room, oil leakage.
- Process room sand strainer, conditioning and work with corrosion prevention.
- Well #2 valve replacement coordination to make the job inside.
- Bypass line flow meter, coordination for replacement.

#### Wastewater Department:

- Old Roto-guard pumping system replacement.
- Filter belt press (both) troubleshooting and old parts replacement.
- PM in critical equipment's and lubrication.
- Troubleshooting in the electrical cabinets and solving problems.

#### Field Department:

- Tests in the 75kw portable generator that was assembly repaired inside the maintenance department, were satisfactory.

#### Drainage Department:

- N/A